

# **PROFESSIONAL DEVELOPMENT COMMITTEE**

## **Charge**

The Professional Development Committee operates as a subcommittee of the Institutional Planning Committee. The PDC is responsible for overseeing professional development planning, programs and evaluation in support of the College Mission, institutional plans and initiatives, accreditation and legal requirements. The committee will utilize the resources and expertise of the Organizational Development and Planning Department, Human Resources, Campus Police and other departments as appropriate.

## **Responsibilities**

- Develop a professional development plan consistent with the College Mission, Educational Master Plan, other institutional plans, accreditation standards and legal requirements.
- Set directions and make recommendations for professional development activities to meet the needs of College employees.
- Establish guidelines and procedures for professional development activity proposals.
- Evaluate the effectiveness of professional development and make recommendations for improvement.
- Establish appropriate timelines to complete tasks and make recommendations.

## **Composition**

2 faculty appointed by the Academic Senate

2 classified staff appointed by the official appointing body for classified staff

2 students appointed by the Student Senate

2 managers appointed by the Superintendent/President

The Chair or Co-chairs will be elected from the group.

The Staff Development Program Administrator will serve as a staff resource.