

## FRESNO CITY COLLEGE

### PROFESSIONAL DEVELOPMENT COMMITTEE OPERATING AGREEMENT

- I. The Professional Development Committee, created by this agreement, shall be responsible for overseeing planning, reporting, and surveying for the purpose of directing professional development activities for all employees of Fresno City College. The Committee's recommendations shall be made to all constituencies and the Strategic Planning Council as appropriate.

### II. DUTIES AND FUNCTIONS

- A. The Committee will:
  - a. Initiate surveys of employees to determine professional development needs.
  - b. Develop application and reporting forms as appropriate.
  - c. Provide framework and content for a professional development website.
  - d. Study and make recommendations for employee training and the expenditure of professional development funds.
  - e. Identify alternatives to institutional funding sources for professional development.
  - f. Review the Professional Development Plan annually and update as needed.
  - g. Participate in the preparation of the college's self-evaluation for accreditation as appropriate.

### III. MEMBERSHIP

- A. The Committee shall be constituted of certificated faculty, classified staff, students, and administrators as determined by the constituent groups.
- B. Committee membership will be for two years for appointed members. Membership will be staggered. Students will serve on a semester by semester basis.
- C. The committee makeup/membership is as follows

#### **Standing Members (4)**

Director of Distance Education & Instructional Technology or designee  
Director of Technology or designee  
Faculty Flex Coordinator  
Student Equity Coordinator

Approved PDC: 09/03/2015  
Approved AS: 11/18/2015  
Approved ASG: 09/22/2015  
Approved CL: 10/21/2015  
Approved MC: 10/21/2015

## **Appointed Members (8)**

One (1) Administrator appointed by the Vice President of Instruction

Three (3) Faculty appointed by the Academic Senate

Three (3) Classified Staff; two (2) appointed by CSEA and one (1) appointed by Classified Senate

One (1) Student appointed by Associated Student Government

D. Any change in the structure of the Committee must be approved by all constituent groups and will be effective at the first meeting following constituent approval.

### **IV. MANAGEMENT**

A. The first meeting of the academic year shall be called by the previous year's Chair.

B. The Committee shall be chaired by a member elected by the Committee at the first scheduled meeting of the academic year.

C. The Committee shall meet at least once a month during the academic year. If there are no agenda items, the Chair may cancel a meeting.

D. If a Committee member is absent for more than two scheduled meetings during a semester, the Chair of the Committee shall notify the leadership of the member's constituency.

### **V. DECISION MAKING**

A. Quorum will be 50% plus one of the total current membership.

B. Members of the Committee unable to attend a meeting may send a substitute representative. The substitute representative will have full voting rights.

C. The Committee will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order.

D. All procedures and rules shall be determined by vote of the Committee. Prior notice of substantive changes in procedure should be given to constituent groups for review and approval before changes go into effect.

E. The Committee will make decisions based on a majority vote of members present provided there is a quorum.

### **VI. OPERATING AGREEMENT REVIEW CYCLE**

E. The Committee will review this Operating Agreement on a biennial basis.

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