# Faculty Professional Development Committee Charter Name of Committee:

Faculty Professional Development Committee

**PURPOSE:**

The purpose of the Faculty Professional Development Committee is to plan workshops and activities for Faculty to improve their knowledge and skills in order to facilitate individual, school-wide, and district-wide improvements with the goal of increasing student achievement.

**SPECIFIC RESPONSIBILITIES:**

Plan the Fall Inservice Schedule

Plan the Spring Inservice Schedule

Plan the May Inservice Schedule

Communicate other available Faculty Professional Development opportunities

Encourage Faculty attendance at Professional Conferences

Report to the Academic Senate

Make recommendations to the Taft College Academic Senate for faculty professional development activities and then the Taft College Academic Senate makes recommendations for faculty professional development activities to the Taft College Board of Trustees

**MEMBERSHIP REPRESENTATION:**

Taft College Full Time Faculty Member – Chair

Taft College Full Time Faculty Member

Taft College Full Time Faculty Member

Taft College Full Time Faculty Member

Taft College Full Time Faculty member

Taft College Full Time Faculty member

VPI or Office of Instruction designee (non-voting)

**MEMBERSHIP AND MEETING POLICIES:**

**Quorum** is based on 50% + 1 of voting membership.

It is the responsibility of each member of the committee to attend each meeting and adhere to the College Code of Conduct.

**MEETING SCHEDULING, AGENDAS, AND MINUTES:**

The Committee shall meet monthly or as needed to accomplish its goals and responsibilities. The committee will determine the day and time of each meeting. Agendas and minutes will be posted.

**Resources:**

Established annual budget for professional development activities for the academic year

Office of the Vice President of Instruction assistance as needed

Office of Human Resources assistance as needed

Office of Institutional Research assistance as needed

**RELATIONSHIP WITH OTHER COMMITTEES:**

The Faculty Professional Development Committee is a standing committee of the Academic Senate. The Faculty PDC makes recommendations to the Taft College Academic Senate on policies for faculty professional development activities in alignment with “professional development” as described in BP 2510 and AP 2510.

The Faculty Professional Development Committee may also make recommendations to other committees regarding professional development related issues as needed.

**SELF-EVALUATION:**

The Faculty Professional Development Committee shall:

Review/evaluate their performance at the end of each academic year

Review/evaluate the Committee Charter at the beginning of each academic year

Approved: 10/13/21