

College Professional Development Committee

Description and Purpose

I. Committee Name: College Professional Development

II. Type of Committee: Standing

III. Membership: a. Three faculty (appointed by Academic Senate) b. Three classified staff (appointed by SEIU) and one classified staff support (from Human Resources Professional Development) c. Three administrators (appointed by the Chancellor or designee)

IV. Committee Chair: Senior Vice Chancellor of Human Resources (appointed by the Chancellor or designee)

V. Goal: In alignment with the mission and Education Master Plan, the goals of professional development include: 1) Helping employees enhance their job skills, obtain job-related knowledge and information, and/or prepare for higher-level positions; 2) Fostering a cohesive, effective and proactive organization; and 3) Promoting qualities such as leadership, collegiality, and respect for and appreciation of individual differences.

VI. Purpose and Responsibilities:

The Professional Development Committee serves as a focal point for professional development to the entire College community by:

- a. Building on the existing wealth of knowledge at CCSF for workshops and training
- b. Creating an institutional culture that encourages and values ongoing professional development
- c. Promoting an appreciation of lifelong learning, personal development, and educational and professional advancement for all employees
- d. Embracing the diversity of our world by forging a supportive learning and working environment

The committee is responsible for:

- a. Planning and assisting with the implementation of in-service professional development workshops and training opportunities for all employees (e.g., convocation/Flex Day events and ongoing activities/workshops related to student learning outcomes)
- b. Soliciting and evaluating feedback from each in-service professional development activity
- c. Conducting annual professional development surveys and assessing results
- d. Recommending professional development requests based on the needs identified from in-service professional development activities, annual surveys, listening sessions, program reviews, and other meetings and forums
- e. Addressing concerns, issues and suggestions and making recommendations related to professional development

- f. Providing an annual report of professional development activities and effectiveness of the College's professional development program
- g. Researching and providing links and resources for professional development opportunities on and off campus
- h. Exploring the feasibility of augmenting/expanding on-site trainings and workshops

VII. Accreditation Standards to which Committee Contributes:

- a. Standard IIIA
- b. Standard IVA

VIII. Meeting Frequency: Typically twice a month during the Fall and Spring semesters