

# **OHLONE COLLEGE**

## **STAFF DEVELOPMENT COMMITTEE CHARTER**

**PURPOSE:** The primary objective of Ohlone College is to create an outstanding learning environment that advances the development, growth, and success of each student. The purpose of the Staff Development Committee is to design and support professional development activities for faculty, classified staff, and management in order to provide a broad range of educational approaches and support services necessary to ensure that students achieve their highest potential. Consequently, the mission of Staff Development is to support quality teaching, learning, and support services for all students by providing the necessary resources for employees to develop and fulfill career, personal, and professional needs and goals. Continuous professional development and training is essential to maintain highly qualified faculty and staff committed to serving the educational needs of students.

The organizational structure of the Committee will provide the foundation for a quality Staff Development Program. To fulfill these goals, the Committee Chair will periodically conduct needs assessments and regularly evaluate activities sponsored by the group. The Staff Development Committee reviews individual and group project proposals and makes recommendations for funding. The Staff Development Committee develops and implements the activities on the FLEX calendar, with input from the community at large, Cabinet and the Faculty Senate. The Staff Development Committee presents a report of all activities sponsored through its operation at the annual Pre-graduation Dinner.

**COMPOSITION:** The Staff Development Committee is comprised of 12 members:

Faculty	6 members
Classified Staff	4 members
Management	2 members

\*Membership to include a minimum of one representative from each of the following groups: Faculty Senate, Classified Senate, Human Resources, SOAR representative, campus grant specialist, and Instructional Technology. Faculty from both student services and instruction shall serve on the Committee.

**FREQUENCY:** The Staff Development Committee meets at least on the second Monday of each month; however, members may occasionally be asked to meet on call to address timely matters.

**TIME:** 2:30-4:00 PM

**NOTES:** Appointments are for two-year terms and are staggered to provide for continuity from year to year. The Staff Development Coordinator shall serve as Committee Chair. Two standing subcommittees shall meet regularly and make recommendations to the general Committee: the FLEX Subcommittee, comprised of a minimum of three faculty members; and, the Project Conference Funding Subcommittee, comprised of a minimum of one faculty member and one representative from classified staff or management. Membership on the latter subcommittee shall rotate monthly.