

Ohlone College

Professional Development Committee Charter

Purpose: The purpose of the Professional Development Committee is to design and support professional development activities for faculty, classified staff, and management to provide a broad range of educational approaches and support services necessary to ensure that students achieve their highest potential. This purpose supports the primary objective of Ohlone College which is to create an outstanding learning environment that advances the development, growth, and success of each student. The mission of professional 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 student.

Goals: The organizational structure of the committee will provide the foundation for a quality Professional Development Program. Goals include the following:

- Conducts periodic needs assessments and facilitates professional development activities in collaboration with others across campus to meet faculty, staff and management needs and goals as well as to assist in facilitating college goals and objectives.
- Develops and implements the biannual Learning College Week of professional development activities which occurs the week prior to the start of each semester. This includes “Floating Flex” workshop options and the “Required” Flex Day for faculty and workshops designed for staff and management.
- Reviews and approves Faculty Individual Flex projects.
- Plans and implements annual Classified Staff Professional Development Day.
- Distributes professional development funds to faculty, staff, and managers for conference/workshop/course attendance or project development following guidelines established by the committee.
- Updates and maintains the professional development data base which maintains records of professional development activities completed by college employees.
- Supports orientation activities for all *new* college employees.
- Plans and implements the annual Pre-Grad Dinner and Awards Ceremony held each May.
 - Creates and revises awards criteria for:
 - Classified Staff of the Year
 - Manager of the Year
 - Part-time Faculty of the Year
 - Faculty of the Year
- Regularly assesses committee sponsored activities and completes an annual report. Annual report includes progress on annual “Program Improvement Objectives” and is incorporated within the annual program review update.
- Completes annual state “Faculty and Staff Development Flexible Calendar Program Certification” report.

Composition: The Staff Development Committee is comprised of the following members:

- Faculty: 6 members (Recommended representatives from Student Services & Instruction, Faculty Senate)
- Classified Staff: 6 members (Recommended representatives: 4 CSEA and 2 SEIU)
- HR Staff: 1 or 2 members
- Confidential: 1 member
- Academic Management: 1 member
- Classified Management: 2 members (Recommended 1 from Information Technology)
- Administrator: 1 member
- Student: 1 member (ASOC Member or student endorsed by ASOC)

Meetings:

- The Professional Development Committee meets at least once each month, however, members may occasionally be asked to meet on call to address timely matters.
- Meetings are held on the second Friday of each month from 1:30 pm – 3:00 pm.
- Appointments are for two-year terms and are staggered to provide for continuity from year to year.