### **Professional Development Committee**

*(Includes Academic and Professional Matters)*



***Co-Chair:*** Any member, elected by committee.

**Co-Chair:** Administrator, elected by committee.

**Committee Membership**

|  |  |  |  |
| --- | --- | --- | --- |
| **Administrators (3)** | **Classified Professionals (4)** | **Faculty (8)** | **Students (1)** |
| Instructional Designee | Instructional Services  Designee |  | Designee |
| Student Services  Designee | Administrative Services  Designee | FLEX Coordinator |  |
| Designee | Student Services Designee | BTCWI Designee |  |
|  | Academic Support Services Designee | Liberal Arts Designee |  |
|  |  | MBEPS Designee |  |
|  |  | Library Designee |  |
|  |  | Public Safety Designee |  |
|  |  | Student Services Designee |  |
|  |  | Adjunct At-Large Designee |  |

**Purpose/Charge**

Develop and promote a professional development program which supports the educational mission of the Institution to include activities that enhance and improve the college atmosphere and cultivate a positive culture on campus; oversee the disbursement of professional development funds for faculty, classified professionals, and administrators.

**Committee Responsibilities**

* Identify professional development needs across the entire campus as they relate to instruction, equity, diversity, and inclusion and other State mandates in keeping with institutional goals and priorities.
* Implement the professional development priorities of the campus as identified by College Council.
* Identify and inform San Diego Miramar College personnel of college, District and state-wide professional development opportunities and resources.
* Develop and maintain a college-wide Professional Development Plan to include a calendar that is in alignment with program review, Accreditation Standards, and Title 5 Section 55730.
* Provide a mechanism for college-wide discussion of professional development planning and activities.
* Plan and facilitate the process of prioritizing professional developing needs based on college-wide Professional Development Plan.
* Facilitate the distribution of available resources for professional development activities.
* Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard III.

**Committee Procedures**

* Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
* Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
* Committee retains authority to form taskforces and workgroups related directly to committee charge.
* Plans/Reports: Professional Development Plan.
* Quorum: 50% +1 of membership.
* Committee Approval Process: Vote.

**Meeting Frequency**

The Committee will meet twice per month during the academic year.