

# Faculty Professional Development Committee

Meeting time: Second Thursday - 3:30 - 5:00 pm

Chair: Karen Hern, Business Administration Faculty Member

## Committee Charge

Original:

The Faculty Professional Development Committee is an Academic Senate-appointed committee that addresses all issues concerning faculty professional development. It (1) plans, approves, implements, and evaluates flex week, (2) oversees faculty professional development activities during the academic year, ~~(3) reviews faculty professional development funding requests for conferences and / or speakers, when available (4) submits appropriate reports, such as needs assessment and activity evaluations, to district and state entities.~~

Proposed:

The Faculty Professional Development Committee is an Academic Senate-appointed committee that addresses all issues concerning faculty professional development. It (1) plans, approves, implements, and evaluates flex week, (2) oversees faculty professional development activities during the academic year, (3) updates, maintains web page throughout the semester to include current committee members, sessions offered, links for proposal submissions, policy updates (if any), (4) implements and maintains social media such as Instagram page, (5) respond to faculty questions and requests about desired or upcoming sessions, handling external training credit, (6) submits appropriate reports as requested to Office of Professional Development, such as needs assessment and activity evaluations, (7) active collaboration with Office of Professional Development for campus-wide offerings, scheduling, and funding requests they received/approved and the types of professional development topics covered in those requests.

## Members

- **Karen Hern**  
CTE/Workforce Development/LTR
- **Vacant**  
Counseling
- **Krystle Jones**  
Part Time Rep
- **Elisabeth Burke**  
English, Social and Behavioral Sciences
- **Adelle Roe**  
Online Education Coordinator

- **Vacant**  
Allied Health Nursing
- **Hadeel Yaqoub**  
Arts Languages Communication
- **Vacant**  
Mathematics, Natural Sciences, Exercise Science and Wellness
- **Vacant**  
PD Co-Coordinator
- **Vacant**  
PD Co-Coordinator
- **Vacant – NEW POSITION**  
Member-At-Large (Faculty)

## Chair Duties

This list should not be considered an all-inclusive list due to opportunities and challenges that arise in providing Professional Development to meet the changing needs and demands of our part-time and full-time faculty

1. Plan and conduct all monthly meetings
2. Draft and email call-out for proposals for FLEX Week for both Spring and Fall semesters
3. Review proposals with committee each semester
4. Continue to update/improve processes for submission of FLEX week and mid-semester proposals/Professional Development offerings
5. Plan, schedule all FLEX Week sessions – including but not limited to;
  - a. Confirmation emails go out to all approved/confirmed FLEX week session providers including date/time and requesting that they re-confirm availability
  - b. Ensuring we have zoom links for all online or HyFlex sessions to enter into VRC for easy participant registration and information
  - c. Room reservations are made and confirmed for all in-person sessions – to enter into VRC for easy participant registration and information
6. Website updates each semester, as necessary, including:
  - a. Update committee members
  - b. Update FLEX week list of offerings
  - c. Update Division/Department list of offerings
  - d. Update contract information
  - e. Update contractual obligations from AFT for both part-time and full-time faculty in the event they change.
  - f. **NOTE:** Must go through website training in order to gain access to website maintenance features
7. Reminder emails to faculty to register for FLEX Week sessions
8. Reminder emails to session providers to record attendance for FLEX week sessions

9. Encouraging and coordinating collaboration for FLEX offerings across departments, divisions, and disciplines
10. Collaboration with Office of Professional Development in faculty and campus-wide professional development opportunities
11. Collaboration with Cuyamaca for district-wide professional development opportunities
12. Communication with AFT, as needed, regarding professional development credit hours for items that are not managed or offered by Faculty Professional Development Committee or Office of Professional Development
13. Communication with any/all participants of upcoming sessions if/when time, venue, or modality changes must occur
14. Help promote other campus opportunities for professional development as opportunities arise
15. *On-going, optional*
  - a. Administration of VRC for FPDC sessions and support, as needed, to Office of Professional Development.
    - i. Must stay up-to-date on VRC Admin training as required by the district and/or Cornerstone
    - ii. Report generation as needed
    - iii. Custom report writing as needed
    - iv. Update VRC FAQs, VRC Guidance PowerPoint to Faculty as needed
      1. This is usually completed every 4-6 months before the next FLEX week reminder is sent out
    - v. Update VRC outgoing emails as necessary – commonly due to personnel changes