



## Charter for Faculty Professional Development Committee

2021-2023

This Charter is established between the Faculty Professional Development Committee and the Academic Senate to structure the process and planned outcomes included herein during the 2021-2023 academic year.

### Purpose

The Faculty Professional Development Committee offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals in an equitable learning environment. Additionally, the FPDC collaborates with various constituent groups to facilitate faculty-focused training, for faculty growth in their field, development, health, and roles in the college with focused efforts around Fall and Spring FLEX

### Charge

The Faculty Professional Development Committee (FPDC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below:

**Goal 4:** (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement.

- **Objective 4.1:** Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees)
- **Objective 4.2:** Increase percentage of employees who complete Racial Microaggressions certificate from 1% to 60% (285 out of 472 employees)
- **Objective 4.3:** (Increase percentage of faculty who complete Teaching Men of Color in CC certificate from 3% to 40%)

In addition, the FPDC collaborates with various constituent groups to facilitate faculty-focused training, for faculty growth in their field, development, health, and roles in the college with focused efforts around Fall and Spring FLEX.

The committee acts as a liaison and custodian to approve events and activities for faculty FLEX hours.

### Guiding Principles and Assumptions

- A. The Faculty Professional Development Committee is a standing committee of the Academic Senate.
- B. The Faculty Professional Development Coordinator chairs the Faculty Professional Development Committee and serves as a member of the Norco College Professional Development Coordinating Network\* and Institutional Effectiveness and Governance Council (IEGC)
- C. The Professional Development Committee offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals in an equitable learning environment.
- D. In alignment with Article X, Section M, Page 27 of [CTA contract](#)

\*Norco College Professional Development Coordinating Network is the coordinating venue through which the college's constituent bodies develop common professional development activities to strategize and maximize resources to achieve the college's strategic and EMP goals. Membership comprises of: Professional Development Facilitator (serves as the facilitator and provides administrative support) · Faculty Professional Development Committee Chair/Co-Chair(s) · Teaching & Learning Committee Chair/Co-Chair(s) · Classified Professional Development Committee Chair/Co-Chair(s) · Management Leadership Association NC Representative · Human Resources and Employee Relations Representative of Norco College

### **Equity**

The Faculty Professional Development Committee is committed to hosting and/or promoting training, resources, and development opportunities in collaboration with other bodies, for faculty and staff to grow in their awareness and teaching practices to close equity gaps.

FPDC reviews and approves all FLEX proposals to ensure it meets the ["Equity Statement and Criteria"](#)

### **Scope & Expected Deliverables**

Coordinate and provide Fall and Spring FLEX events according to RCCD academic calendar.

Review and report on the number of full-time faculty that completes professional development certification and training in alignment with EMP Goal 4. Encourage, recruit, and provide opportunities for faculty to complete certifications and trainings.

FPDC will regularly review and approve events and activities for equity and general FLEX credit

As a standing committee of the Academic Senate, this committee is subject to the Brown Act (SPGM, p.71) and should keep/post agendas and minutes accordingly.

1. The FDC will coordinate with the Norco College Instructional Programs Support Coordinator to ensure that all College/District approved FLEX events are submitted in a timely manner by the sponsoring committee and reports are reviewed monthly to check for accuracy in FLEX Track.

2. The FDC will review all College/District approved FLEX events to determine those that meet the criteria articulated in RCCD's Equity Statement and Criteria policy. The FDC will arrange with the Norco College Instructional Programs Support Coordinator to receive monthly reports of new FLEX events, with determinations regarding Equity FLEX credit made at the following FDC meeting, subject to majority approval. A report on the FDC's determinations will be forwarded in a timely manner to the NC Instructional Programs Support Coordinator

### **Out of scope**

Marketing and advertising specific FLEX events (other than those explicitly listed above) is outside of this committee's scope and is the responsibility of the sponsoring organization/committee.

Awarding and submitting flex credit in the FLEX Track system is outside of FPDC purview.

### **Membership**

The Faculty Professional Development Committee will be composed of members (or as specified by the Academic Senate) representative of all departments with the support of classified professional managers and administrative support. Only faculty are voting members.

- **Business, Engineering and Information Technology**
- **Communications**
- **Arts, Humanities, and World Languages**
- **Sciences and Kinesiology**
- **Social and Behavioral Sciences**
- **Math**
- **Administration Support**
- **Classified Professional Managers**

### **Meeting Time/Pattern**

The Faculty Professional Development Committee meets the 2<sup>nd</sup> Tuesday of the month from 12:50-1:50 pm with a video conferencing option, if permitted. Contact the Chair/Co-Chairs or designated facilitator to place an item on a future agenda.

### **Roles of Chairs and Members**

The Chair/Co-Chair(s) are accountable to the Faculty Professional Development Committee to ensure continuity of dialogue between governance tiers. (Co-)Chairs are responsible for preparing agenda and facilitating meetings of the Faculty Professional Development Committee based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Faculty Professional Development Committee that can help to achieve the Faculty Professional Development Committee charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Faculty Professional Development Committee. While representing the perspectives of the constituency group to which they belong, members are expected to engage in effective dialogue with Faculty Professional Development Committee peers with the intention of finding consensus on all issues that come before the Faculty Professional Development Committee.