

Professional Development Committee

Purpose(s): The Professional Development Committee is responsible for making recommendations to the Vice President of Instruction and Student Services about matters related to the College's professional growth and development program, in-service activities, and the faculty evaluation plan(s).

Membership: The Professional Development Committee shall be composed of the following:

- Vice President of Instruction and Student Services (*ex officio*)
- Vice President of Financial and Administrative Services
- Vice President of Institutional Advancement
- Four (4) teaching and professional faculty members
- Three (3) classified staff members
- One (1) administrative faculty member

The Committee selects a chairman from its membership. The Vice President of Instruction and Student Services shall be the permanent secretary of the Committee and shall be ineligible for the Committee chairmanship.

Authority: The committee reports and makes recommendations to the Vice President of Instruction and Student Services for action and/or further recommendation through the normal administrative process.

First Meeting: To facilitate organization, the first meeting of the academic year is called by the administrative *ex officio* member of the committee. Future meetings are called by the chair.

Meeting Schedule: In order to get this Committee organized each year, the Vice President of Instruction and Student Services shall call its initial meeting as soon as possible after membership has been determined. Subsequent meetings shall be called by the chairman. Normally this Committee will meet the first Tuesday of each month unless there are no agenda items.

Committee Chairmanship: The committee shall elect a chairman from among its membership. The chair is responsible for calling all meetings and ensuring 1) fulfillment of the committee's purpose, 2) employment of Robert's Rule of Order, and 3) recording and posting of minutes in designated public folders.

Record Keeping: Unless otherwise indicated, the committee shall elect a secretary from among its membership. The secretary is responsible for recording minutes and providing them to the chair for review and approval by committee.

Minutes: Minutes are recorded, and following approval, posted in the College's public folders.

Professional Development Committee Members

2019-20:

Ben Bullen	Robert Phillips
Kellie Crowe	Jan Stout
Christine Fields	Stacy Thomas
Amy Hampton	Sarah Beth White
Cory Lewis	Karin Widener
Laura Pennington	