Faculty Professional Development Committee Procedures

MISSION STATEMENT

The mission of the College of the Canyons Faculty Development Committee is to promote, improve, and sustain the professional growth and wellbeing of faculty.

COMMITTEE DUTIES AND FUNCTIONS

The committee is charged with adhering to the California Code of Regulations, Section 55724, including:

A. Providing a complete description of the FLEX calendar and configuration
B. Developing institutional criteria for FLEX credit
C. Developing the content and schedule for instructional improvement days (activities in lieu of part of regular classroom instruction)

I. Membership
   a. The committee is comprised of representatives from each academic division.
   b. All committee members must be current tenured, tenure-track, or adjunct faculty.
   c. There shall be no limits to how many members can serve on the committee.
   d. The appointment of Committee Chair(s) shall be ratified by a quorum of the Academic Senate and shall take place in the spring semester of even numbered years. The two-year term will commence with the start of the following fall semester.
   e. Members are appointed by the President of the Academic Senate.
   f. Members are expected to serve a minimum of one full academic year, but may tender their resignation from committee service at any time.
   g. Members may be removed from the committee for non-performance by a majority vote of the other active committee members with the approval of the President of the Academic Senate. Non-performance is said to occur when a member has failed to attend three (3) or more consecutive meetings and has simultaneously failed to participate in collaborative work with the other committee members in reviewing proposals and other committee duties.

II. Responsibilities of the Committee Chair(s)
   a. Serve a two-year term.
   b. Provide an annual committee status report to the Academic Senate by the end of every spring semester, including committee membership for the following academic year.
   c. Recruit and manage committee membership.
d. Meet a minimum of two times per semester with the Director of Professional Development for program evaluation including: planning, budgeting, implementation, and assessment.
e. Schedule committee meetings and develop meeting agendas in coordination with the Director of Professional Development.
f. Facilitate committee discussion of faculty proposals.

III. Responsibilities of Committee Members
   a. Attend regularly scheduled committee meetings.
b. Undertake due diligence in reviewing faculty proposals.
c. Vote to approve, deny, or request more information regarding proposals during committee meetings or in absentia, having provided rationale in writing to committee chair(s) and the Director of Professional Development.
d. Make advisory notes when proposals are denied FLEX credit or when additional information is necessary to complete proposal review.
e. Identify relevant and meaningful training content for faculty.
f. Identify possible presenter/speakers for FLEX sessions/events.
g. Function as a link between faculty and FLEX sessions/events.
h. Evaluate FLEX sessions/events benefit to faculty.

IV. Meetings
   a. The committee will meet monthly, during the last week of each of the following months: September, November, February, April, and May.
b. The committee will meet bimonthly in October and March for the purposes of planning FLEX week for the following semester.
c. Meeting dates and times for the following academic year will be finalized by the last meeting of the current academic year.
d. The Faculty Development Coordinating Committee (Chair(s) of Faculty Development and Director of Professional Development) meets during the second week of the following months: September, October, November, February, March, April, and May.

V. Procedures
   a. Proposals should be submitted in advance of the professional development activity whenever possible.
b. Application forms are available on the College of the Canyons Intranet at the following address: www.canyons.edu/offices/pd_forms/AppCreditFlex.asp
c. Applications/proposals for independent projects must be received by the Monday following Spring Break to be guaranteed consideration for credit during the current academic year (July 1- June 30).
d. Proposals are added to the committee meeting agenda in the order they are received.
e. Proposals received within the one week/five-business day window may be considered on the subsequent meeting agenda if work volume permits; otherwise they will be considered at the next committee meeting.
f. The Director of Professional Development will disseminate proposals to committee members for evaluation at least one (1) week or five (5) business days prior to regularly scheduled meetings.

g. Proposals may be submitted within 30 days after a professional development activity with written support of the Chair or Dean (for departments with 1-3 faculty members). Supporting documentation must accompany the proposal. Examples include:
   i. Evidence of participation
   ii. Report on Travel

h. Proposals for external-provider training, conference attendance, individual projects, outreach, and collaboration are evaluated during full committee meetings whenever possible.

i. Proposals which are unable to be reviewed during full committee meetings may be evaluated by individual committee members via email. Committee members submit their recommendations via email and these recommendations are recorded by the Director of Professional Development.

j. Proposals that are denied FLEX credit may be resubmitted for consideration with justification and written support from the faculty member’s Chair or Dean (departments with 1-3 faculty members).

k. A simple majority vote of the committee is considered for evaluation proposals during the academic year. Proposals are evaluated as follows:
   i. Approve
   ii. Deny
   iii. Need more information
   iv. Hold – postpone evaluation to next meeting

l. Faculty members are notified of committee decisions by the Director of Professional Development via email within two (2) business days of committee meetings.

m. Proposals for FLEX credit for conference attendance and/or training by an external provider received during the summer will be reviewed and evaluated by the Director of Professional Development. The Director of Professional Development can take action on such proposals with agreement from at least one of the following: Faculty Development Committee Chair or the President of the Academic Senate.

n. Proposals for FLEX credit for individual projects, outreach, or collaboration during the summer should be submitted for evaluation during the prior academic year whenever possible.

VI. Evaluation of FLEX proposals

a. The primary goal of the activity must be professional growth in one or more of the following areas:
   i. Teaching and learning (including Title 5 Section 55724.4.A Course instruction and evaluation)
   ii. Student services (including Title 5 Section 55724.4.D Student Personnel Services)
iii. **Cultural diversity** (including Title 5 Section 55724.4.F Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity)

iv. **Human resources** (including Title 5 Section 55724.4.B staff development, in-service training and instructional improvement)

v. **Institutional advancement** (including Title 5 Section 55724.4.G Departmental or division meetings, conferences and workshops, and institutional research)

vi. **Institutional effectiveness** (including Title 5 Section 55724.4.G Departmental or division meetings, conferences and workshops, and institutional research)

vii. **Financial stability** (including Title 5 Section 55724.4.I the necessary supporting activities for i-xii)

viii. **Technological advancement** (including Title 5 Sections 55724.4.B & 55724.4.C)

ix. **Physical resources** (including Title 5 Section 55724.4.I)

x. **Innovation** (including Title 5 Sections 55724.4.B, 55724.4.C Program and course curriculum or learning resource development and evaluation, and 55724.4.G Departmental or division meetings, conferences and workshops, and institutional research)

xi. **Campus climate** (including Title 5 Sections 55724.4.B Staff development, in-service training and instructional improvement and 55724.4.F Related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity)

xii. **Leadership** (including Title 5 Section 55724.4.B Staff development, in-service training and instructional improvement)

b. The activity must be designed to facilitate an analytical or reflective approach to professional development.

c. The activity must fall outside of teaching duties and office hours.

d. FLEX credit is provided for hours of participation in professional development activities.

**VII. FLEX Credit**

a. Faculty may request credit for:

   i. an on-campus workshop or presentation that has not already been included in the Professional Development Schedule

   ii. training by an external provider

   iii. conference attendance

   iv. an independent/individual project

   v. outreach

   vi. collaboration

b. FLEX credit for conference attendance is awarded provided the following criteria are met:

   i. the committee has approved the proposal
ii. and a Report on Travel has been received by the Director of Professional Development

c. FLEX credit will not be awarded for activities that take place during the faculty member’s teaching and/ or office hours.

d. Faculty who present workshops for College of the Canyons employees will receive double credit for time (1 workshop hour = 2 FLEX hours).

e. Faculty, who present a film and then lead a subsequent discussion for said film, will receive credit at a 1:1 ratio for the duration of the showing, and a 2:1 ratio for the duration of the discussion.

f. The following areas of professional development are limited to 20.5 hours per academic year:

   i. Fitness Workshops
      1. Must be facilitated on campus
      2. Must address cardiorespiratory endurance, muscle strength, muscle endurance, and/or flexibility

   ii. Film Analysis
      1. Must take place on campus
      2. Attendees must sign in prior to the start of the film, and sign out following the subsequent discussion

   iii. Individual/Independent Project

   iv. Conference Attendance

   v. External Provider Training

   vi. Outreach

   vii. Collaboration

      1. Mentor and Mentee relationship established through the Office of Professional Development at the beginning of a term
      2. Learning Community Teams, established through the Office of Academic Affairs at the beginning of a term
      3. Faculty Inquiry Groups, established through the Office of Academic Affairs at the beginning of a term

g. Faculty members who have a reduced workload, or contractual obligation, for a given academic year shall have their FLEX obligation reduced proportionately. For example, a faculty member whose obligation to the district is 80% for the academic year will be required to complete 32.8 hours of FLEX (41 x .80) = 32.8).

Approved by Academic Senate May 23, 2013