

**College of the Canyons**  
**Faculty Professional Development Committee (FPDC)**  
**Guidelines and Operating Procedures, Effective 7/1/18**

**I. Mission Statement**

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

**II. Organizational Structure**

The FPDC is a sub-committee of the Academic Senate. As such, we follow Academic Senate policy at the local and state levels. FPDC works jointly with the Professional Development Coordinating Committee (PDCC).

**III. Committee Chair(s)**

The committee chair(s) are appointed by the Academic Senate and are expected to serve a 2-year term. They may serve more than one term.

**IV. Connections/Associations with other committees**

Academic Senate Standing Committees:

Center for Excellence in Teaching and Learning (CETL)

Committee for Assessing Student Learning (CASL)

Program Review (PR)

Collegial Consultation Committees:

Accreditation Committee

College Planning Team (CPT)

Institutional Effectiveness and Inclusive Excellent Steering Committee (IE<sup>2</sup>)

President's Advisory Council on Budget (PAC-B)

Other:

Professional Development Coordinating Committee (PDCC)

**V. Duties and Functions**

- A. FPDC plans Professional Development (FLEX) activities for faculty and develops the Faculty Professional Development Week schedules.
- B. FPDC peer-reviews faculty proposals and reports
- C. As a sub-committee of Academic Senate, FPDC provides summaries of meeting minutes, Professional Development (FLEX) week schedules, and recommendations for changes in professional development policies to the Academic Senate.
- D. The FPDC evaluates the outcomes of professional development workshops and activities, and the dissemination of these results, with the goal of improving the college's faculty professional development programs.

## **VI. Committee Membership**

- A. Members are appointed by the Academic Senate, and are expected to serve a minimum of one full academic year, but may tender their resignation from the FPDC at any time.
- B. The FPDC is open to all, but the goal is to include at least
  - a. One full-time faculty representative from each academic school, with possible alternates to participate in case of absences.
    - i. Math, Science, and Health Professions
    - ii. Business
    - iii. Applied Technologies
    - iv. Student Services
    - v. Visual and Performing Arts
    - vi. Humanities
    - vii. Kinesiology/PE/Athletics
    - viii. Learning Resources
    - ix. Social and Behavioral Sciences
  - b. 2 full-time faculty at large representatives
  - c. 2 adjunct faculty at large representatives
  - d. 1 ASG representative
- C. The Director of Professional Development or designee is a non-voting member of FPDC. The chair(s) and committee work in consultation with the Director or designee.
- D. Any change in membership structure of the committee must be approved by the Academic Senate.
- E. If a new academic school is created, it will immediately be entitled to representation within the committee.

## **VII. Voting**

- A. All appointees have voting rights.
- B. The chair(s) may vote only if he/she is also acting as his/her school's appointed representative.
- C. A quorum will be 50% of the total current voting members of the committee.
- D. Decisions will be made by a majority vote.
- E. While alternates may attend in place of school representatives, they will not have voting rights unless the appointed representative has given permission and notified the chair(s) for his/her proxy to vote.
- F. All who attend FPDC meetings may participate in discussion, but only appointed members will have voting rights.

## **VIII. Responsibilities of Committee Members**

- A. Attend and participate in regularly scheduled FPDC meetings.
  - a. If a member is unable to attend, the member must notify the chair(s).
  - b. The member is encouraged to ask another faculty member from the school to participate as a proxy.
- B. Undertake due diligence in reviewing faculty proposals and reports, and participate in the voting for faculty proposals.
- C. Participate in the development and scheduling of fall and spring Professional Development (FLEX) week activities.

- D. Act as a liaison to their school, report to and solicit feedback from their constituencies.
- E. Work with chair(s) to review guidelines and operating procedures when necessary.

**IX. Additional Responsibilities of Committee Chair(s)**

- A. Participate in the Professional Development Coordinating Committee.
- B. In consultation with the Director of Professional Development:
  - i. Schedule FPDC meetings and develop meeting agendas
  - ii. Plan Professional Development (FLEX) activities
  - iii. Facilitate committee discussions
  - iv. Maintain minutes
- F. Recruit committee members as needed
- G. Provide a summary of the minutes to Academic Senate
- H. Determine division of labor for review of proposals and reports
- I. May evaluate proposals and reports between the last FPDC meeting of the semester and June 30, independent of regular members.
- J. Notifications of committee decisions on faculty proposals may be provided by the Director of Professional Development or the FPDC Chair(s).

**X. Meetings**

- A. Meeting dates and times for the next academic year shall be finalized by the last meeting of the current academic year.
- B. Agendas will be made available at least 72 hours prior to the meeting.
- C. The Director of Professional Development will disseminate all supporting materials to committee members one full week prior to regularly scheduled meetings.
- D. Meetings are open to all.

**XI. Guidelines for Professional Development (FLEX) Credit**

- A. The primary goal of the activity must be professional growth as described in Title V or the Education Code relating to professional development.
- B. To assist with program review and accreditation, the professional development activity must also meet one or more of College of the Canyons' Strategic Goals: Teaching and learning
  - i. Student services
  - ii. Cultural diversity
  - iii. Human resources
  - iv. Institutional effectiveness
  - v. Financial stability
  - vi. Technological advancement
  - vii. Physical resources
  - viii. Innovation
  - ix. Campus climate
  - x. Leadership
- C. Per the COCFA contract, Article 12 F.1., full-time instructional faculty must complete 41 hours of professional development per academic year.

- D. While it is encouraged that faculty participate in College of the Canyons Professional Development (FLEX) workshops, FPDC recognizes that there are diverse professional development needs, and thus, faculty may fulfill their 41 hours of professional development obligation in any approved category/categories they choose.
- E. Workshops and activities that have been consistently approved by FPDC will be placed upon a pre-approved list once approved by Academic Senate. The pre-approved list may be routinely updated, and will be published on the FPDC internet site. Pre-approved activities will be automatically added to the current professional development management system, after required information has been received.
- F. For an activity to be considered for Professional Development (FLEX) credit, faculty must submit a proposal (unless otherwise indicated on the pre-approved list):
  - i. Through the current professional development management system
  - ii. Within time frame indicated on the proposal
  - iii. With supporting documentation as requested on the proposal
  - iv. Prior to activity whenever possible
- G. Proposals submitted in order to satisfy faculty professional development obligation hours will be reviewed by the FPDC in the order they are received, with the exception of individual project proposals, which may be considered ahead of all other proposals.
- J. Except for workshops, which require advance approval, faculty shall submit proposals within 21 days after the activity has occurred. It is strongly encouraged that proposals be submitted by the 13<sup>th</sup> week of the spring semester to insure full committee review prior to the end of the academic year.
- K. Proposals submitted after the last committee meeting in spring, but before June 30<sup>th</sup> will be reviewed by the committee chair(s). Proposals submitted in winter and in summer after June 30<sup>th</sup> may be considered after the start of the regular semester or by the committee chair(s).
- L. If an activity is completed during an off-contract period, the deadline to submit proposals does not begin until the first day of the FLEX week of the regular semester following the off contract period.
- M. Faculty proposals that are denied, or for which additional information is requested, may be re-submitted. The faculty may present additional information, either in person or in writing, at the next FPDC meeting.
- N. Professional development hours will be accounted for in the following rate:
  - i. 1:1 for participation in an approved workshop or activity
  - ii. 2:1 for the facilitator of a workshop or activity
- O. Professional development (FLEX) credit shall not be awarded if faculty receive any form of compensation from College of the Canyons for the activity.

**XII. Guidelines for Specific Proposals** – forms for each of the specific proposals listed below shall be available electronically via the current professional development management system.

- A. Conference Attendance
  - i. Proposals shall be submitted prior to the conference, or within 21 days after attendance.
  - ii. Each proposal must include:

1. The name of the entity organizing the conference.
  2. A copy of the agenda of the conference reflecting the day(s) and hours of the conference. Note: links to conference information are not sufficient.
- iii. If a conference overlaps with classroom teaching time and/or office hours, the faculty should deduct the classroom teaching time and office hours (unless office hours are rescheduled) and claim the remainder of the time as FLEX credit.
  - iv. The Conference proposal and report may be submitted together.
- B. Independent Project
- i. Due to the amount of work involved for an independent project, it is strongly recommended that faculty wait for approval of the proposal prior beginning the project.
  - ii. Proposals must be received by the Monday following Spring Break to be considered for credit during the current academic year.
  - iii. Proposal must include a timeline of dates and hours dedicated to working on the project.
  - iv. After completion, and at least one week prior to the last FPDC meeting of the current academic year, faculty must complete and submit an Independent Project report.
- C. Outreach
- i. Proposal should be submitted prior to the outreach, or within 21 days after the event.
  - ii. Faculty must complete an Outreach Event Report within 21 days of the event.
  - iii. The Outreach proposal and report may be submitted together.
- D. Training by a Non-COC Provider
- i. Proposal should be submitted prior to the training, or within 21 days after attendance or completion.
  - ii. Documentation of the hours must be submitted, such as an agenda or certificate of completion.
  - iii. Non-COC provider training may include, but is not limited to, webinars, @one courses, software training, equipment training or any training that will result in professional growth.
- E. Workshop
- i. Workshops are events that are presented at COC typically by COC employees.
  - ii. Proposal should be submitted prior to the workshop.
  - iii. Attach to your proposal, any flyer you desire to have used in promotion of your workshop.

XIII. **Legal and Contractual Requirements and Guidelines Regarding Professional Development (FLEX) –**

The following statutes, regulations, Board Policies, and contractual requirements guide FPDC's work.

- A. Title V 55724.a.4: The activities which college personnel will be engaged in during their designated staff, students, and instructional improvement days. Activities for college personnel may also include, but need not be limited to, the following:
- i. course instruction and evaluation;
  - ii. staff development, in-service training and instructional improvement.
  - iii. program and course curriculum or learning resource development and evaluation;

- iv. student personnel services;
  - v. learning resource services;
  - vi. related activities, such as student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity;
  - vii. department or division meetings, conferences and workshops, and institutional research;
  - viii. other duties as assigned by the district;
  - ix. the necessary supporting activities for the above.
- B. Education Code section 87153 states the authorized uses of professional development (FLEX) funds allocated shall include:
- i. Improvement of teaching.
  - ii. Maintenance of current academic and technical knowledge and skills.
  - iii. In-service training for vocational education and employment preparation programs.
  - iv. Retraining to meet changing institutional needs.
  - v. Intersegmental exchange programs.
  - vi. Development of Innovations in Instructional and administrative techniques and program effectiveness.
  - vii. Compute and technological proficiency programs.
  - viii. Courses and training implementing affirmative action and upward mobility programs.
  - ix. Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not limited to, programs designed to develop self-esteem.
- C. College of the Canyons Board Policies Concerning Faculty Professional Development:
- i. BP 7215.B.1.f: Those areas in which the Board of Trustees will "rely primarily on" the advice and judgment of the Faculty Academic Senate include: The establishment of policies, procedures and programs for faculty professional development activities (excluding financial expenditures for faculty development).
  - ii. BP 7215.B.2.d: Areas specified by Title V {Subsection 53200 c.} as "Academic and Professional Matters" where the Board of Trustees and the Academic Senate obligate themselves {or their Trustees and the Academic Senate obligate themselves {or their designee(s)} to reach mutual agreement, resulting in written resolution, regulations or policy include: Financial policies of faculty professional development activities.
- D. If a conference overlaps with classroom teaching time and/or office hours, the faculty can deduct the classroom teaching time and office hours (unless office hours are rescheduled) and claim the remainder of the time as FLEX credit.

*FPDC Guidelines and Operating Procedures, Approve By Academic Senate on April 26, 2018*