



**Victor Valley Community College
2020 – 2021 Employee Professional Development Committee
Operating Agreement**

I. Charge/Mission

The Employee Professional Development Committee (EPDC) advises, supports and assists in the identification of training opportunities that promote and sustain the professional growth and development of district employees. The EPDC aims to provide and approve collegial learning opportunities that foster innovation in teaching and learning, advances in technology, interpersonal communications, team dynamics and collective agency. In collaboration with the Dean of Pathways & Professional learning, the committee identifies the professional learning needs of the campus constituency groups and develops the process for selecting & approving professional development opportunities on campus.

II. The Purpose of the Committee

- Establishes criteria and evaluates applications for professional development trainings, travel and conference requests.
- Monitors the professional development general funding.
- Coordinates and recommends professional development opportunities in alignment with staff improvement and enhancement.
- Keep abreast of trends, and state-of-the-art technology in education and support services.
- Provides and supports opportunities to improve employee skills, knowledge and abilities.
- Identifies teaching and learning opportunities, advances in technology and research professional development opportunities.
- Supports educational enrichment opportunities and scaffolding for district personnel and faculty.
- Improves and sustains the professional growth of district employees through collegially planned learning opportunities that support the goals and mission of the college.
- Advance computer and technological literacy.
- Assist in the publishing of activities, calendars and events to college website.
- Facilitate or host workshops for instructional faculty and staff.

III. Composition

Committee Membership: 4 appointed by position and 4 reps appointed per AP 1201.

Co-chairs: Dean, Pathways & Professional Learning; and the Academic Senate representative.

Voting Members (9)

- Dean, Pathways & Professional Learning
- Academic Senate Representative
- CSEA Representative
- ASB Student Representative
- Management Representative
- AFT representative
- Faculty Professional Development Coordinator
- Distance Education Coordinator
- HR Liaison

Resource Partners (non-voting)

- IT representative

Operating Procedures

I. Process

- EPDC serves as an advisory group to the Office/Dean of Professional Learning and informs the Professional Development plan for the college.
- The Committee meets monthly to discuss upcoming professional development opportunities (including trainings, webinars, conferences, etc.) and reviews personnel requests.
- The Committee develops a process for applying for and approving professional development funds as well as advertising opportunities.
- In collaboration with IT, the committee informs the development of bi annual professional development surveys and identifies gaps in skills, knowledge, policies and structures that inhibit personnel growth and development.
- Committee coordinates Lunch & Learns for new professional development opportunities and for personnel that have recently attended trainings.

II. Meetings

- Meetings are held on the fourth Wednesday, 1:30pm-2:30 p.m. Additional meetings may be called as needed.
- Meetings are open to the campus community.
- Minutes are made available electronically.

III. Designees, Alternates and Term of Appointment

- Appointed members are expected to serve for two years.

IV. Decision Making/Recommendations

Whenever possible the committee makes its decisions by consensus. If consensus is not reached, then decisions are made by majority vote.

- Co-chairs will facilitate the approval of the college wide professional development plan.
- Chairs will make recommendations to College Council**for campus wide opportunities.
- College Council will make agreed upon recommendations to the Superintendent President.
- EPDC will monitor operationalization and implementation of the plan.
- EPDC will track funded PD.

V. Communications

- The chairs make regular reports to the Vice President of Student Development and Vice President of Instruction.
- Members of the committee are notified of meetings and provided the proposed agenda 72 hours in advance of the scheduled meeting date and time.
- All meeting materials are posted online.

VI. Budget

- Vice President of HR drafts professional development budget.
- EPDC reviews and approves budget.
- Final budget will be reviewed by VP of Human Resources and presented to Superintendent President for final spending approval.
- Area managers will be responsible for managing and approving expenditures in their area.
- VP Human Resources will provide final signature on requisitions.

Committee actions to support the ACCJC standards and College EMP strategies are documented in each annual assessment. *ACCJC Standards III A-C & IV A-D: Resources, Leadership and Government.

*EMP, Key Priority Indicator- Expanded Learning Opportunities and Development, Learning Enhancements