

APPENDIX E

Professional Development Committee

Purpose

- Determine for each academic year professional development needs among faculty, staff, and administration
- Establish professional development goals
- Devise a comprehensive plan of activities based on goals, accreditation recommendations, evaluations, feedback and faculty and staff surveys
- Propose a yearly calendar of professional development events
- Publicize ongoing activities for professional development throughout the academic year
- Create or revise forms for tracking activities and evaluation as needed
- Maintain appropriate records
- Submit a summary of each academic year's professional development activities to the California Community Colleges Chancellor's Office
- Publish a self-evaluation

Composition

- 5 faculty (one being chair of committee)
- 2 classified
- 1-2 administrators
- Student Representative

Evaluation and Assessment

Systematic evaluation of professional development activities is crucial for maintaining quality and pursuing institutional excellence and improvement.

- Evaluation of Conducted Activities. Each activity will be evaluated either qualitatively or quantitatively based on the nature of the conducted activity and how it affects the staff member's job performance and contributes to his or her achievement of college goals, student success, individual competence, and/or better or more transparent communication.

- Self-Evaluation of Professional Development at Cerro Coso Community College. Each year, the success of the Professional Development Committee's own performance will be evaluated through a review of the evaluation of conducted activities as well through a faculty and staff survey distributed at the end of the spring semester.