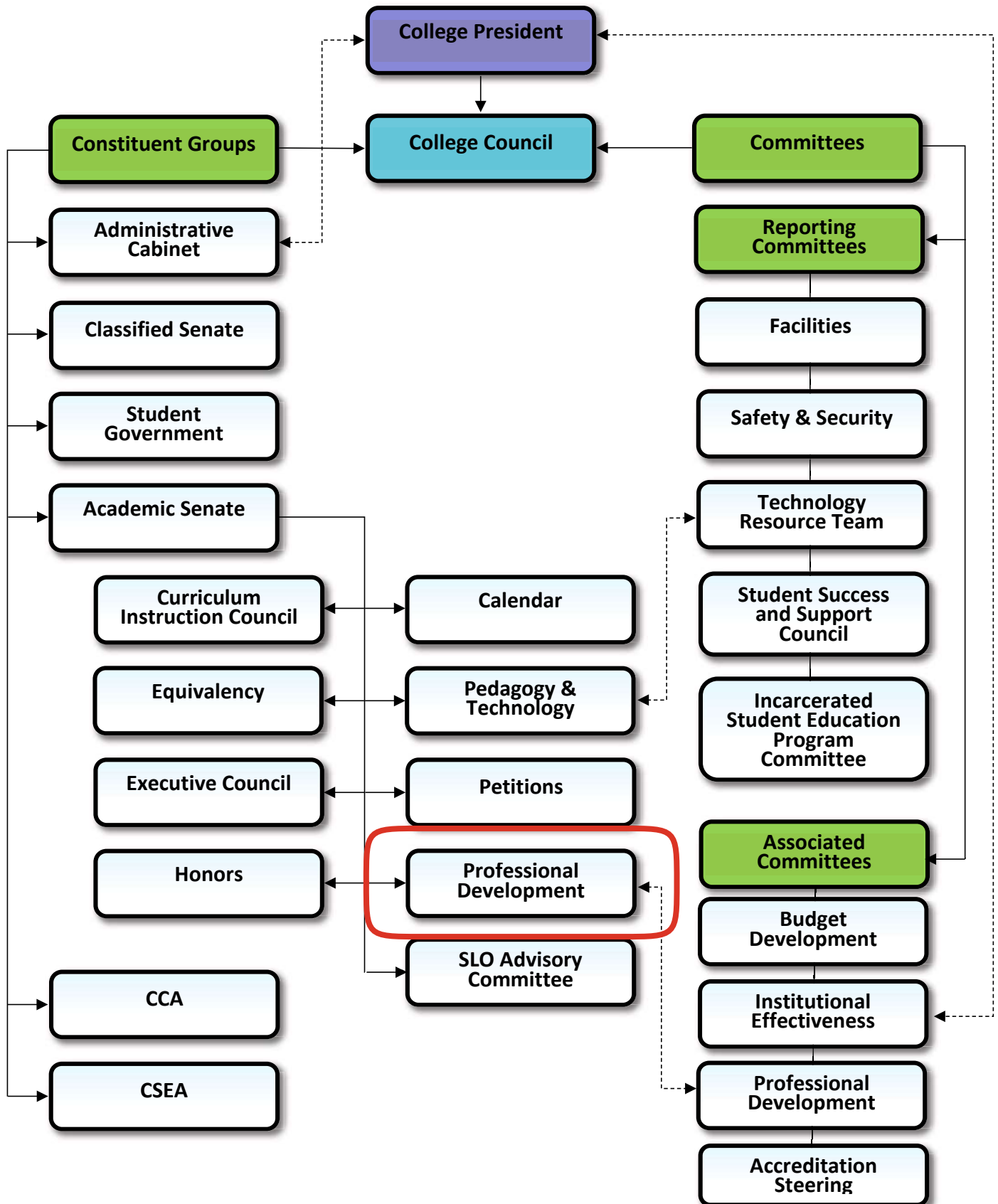


Cerro Coso Community College Decision Making Flow Chart



Appendix I

Professional Development Committee

Charge

To facilitate the expansion of knowledge, understanding, and creative expression for professional development of all Cerro Coso staff to allow for individual professional growth plans responsive to institutional goals. More specifically, the purpose of the Professional Development Committee is to

- determine for each academic year professional development needs among faculty, staff, and administration based on college strategic goals, planning initiatives, program review goals, faculty and staff evaluations, and surveys as appropriate
- establish annual professional development goals
- collaboratively propose a yearly calendar of events and activities to support the professional development goals
- publicize ongoing professional development events and activities throughout the academic year
- maintain appropriate records
- submit a summary of each academic year's professional development activities to the California Community Colleges Chancellor's Office
- conduct an annual self-evaluation

Composition

- Vice President, Instruction (administration) – co-chair
- Faculty Flex Coordinator (faculty) - co-chair
- Administrative representative (1)
- Classified representatives (2)
- Faculty representatives (4)
- Student representative (1)

Evaluation and Assessment

- Each event or activity sponsored by the professional development committee will be evaluated by an appropriate quantitative or qualitative method, such as a survey, focus group, written report, etc.
- The committee will also be evaluated through a self-evaluation that includes an annual review of assessed activities as well as through a biennial survey of faculty and staff satisfaction as part of the biennial Strategic Planning Survey