

College Operating Procedures (COP)



Procedure Title: Standing Committee: Faculty Professional Development Committee
Procedure Number: 03-0406
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 4/17/14

Purpose Statement: This COP defines the responsibility, membership, chair, meetings, and reporting of the Faculty Professional Development Committee.

Guidelines:

The Faculty Professional Development Committee (FPDC) will work to design, develop, and assist in presenting programs for faculty professional development. Programs will be designed to assist both full-time and adjunct faculty. The FPDC will work closely with the Division of Teaching Innovation, Faculty Development and Online Learning to provide guidance and support for the following activities:

- Develop application, procedures, and prioritize requests for faculty travel budget.
- Design and operationalize faculty professional development on all college locations; being attentive to the use of technology in the delivery of professional development.
- Assist with the content of the faculty handbook.
- Identify best practices for classroom management.
- Identify learning theory concepts to consider; create workshops on pedagogy.
- Coordinate with other standing committees to establish and publish an annual schedule for faculty professional development workshops.
- Assist with the Faculty Professional Development website.
- Develop and implement professional development incentives to encourage innovative projects and activities.

Procedures:

- I. **Membership:** Selection of members should be in accordance with COP 03-0403. Membership on this committee consists of: one Academic Dean; one faculty from the Library or Academic Success, three faculty from the School of Pure and Applied Sciences; three faculty from the School of Arts, Humanities, and Social Sciences; and one faculty member each from the remaining three Schools: Education, Business and

Technology; Health Professions; Director of Academic Services; and the Director – Faculty Development and Training (Division of Teaching Innovation, Faculty Development and Online Learning.). Membership should include faculty from Lee, Collier, and Charlotte Campuses and the Hendry/Glades Center; Director of Academic Services; and the Director – Faculty Development and Training (Division of Teaching Innovation, Faculty Development and Online Learning.) Faculty members will serve for a two year term and are limited to two consecutive two-year terms (with the exception of the Chair who will serve for a minimum of two additional years after assuming the role of Chair.)

- II. Committee Chairs:** After the 2014-2015 academic years the Faculty Professional Development Chair will be elected from the faculty membership on the committee and will serve for a two year term, subject to the approval of the Provost/Vice President of Academic Affairs.
- III. Meetings:** Monthly September through April.
- IV. Oversight:** The academic technology committee and the chair of the committee are a recommending body that report directly to the Provost / Vice President of Academic Affairs.
- V. Reporting:** The Faculty Professional Development Committee Chair will meet with the Provost/VPAA at least twice a semester to update him/her on the committee's actions and recommendations. Committee members will be expected to offer monthly reports to their respective Faculty Senate groups. Meeting minutes must be maintained and will be posted for all College review within 2 weeks of each meeting. The Faculty Professional Development Committee is a recommending body that reports to the Provost/VPAA, who holds the final authority on recommendations of the committee.