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**Professional Development Committee**

**Chair:** Once a year, after the membership and the amount of released time are determined, the Committee shall elect a chairperson. The chairperson shall be a faculty member but does not have to be a member of the Committee. If the chair is not a member, the chair shall not be eligible to vote. The term of office shall be for one year, and shall not exceed four consecutive terms.

**Membership:**

The Professional Development Committee shall consist of three (3) administrators designated by the College President; three (3) faculty members: one chosen by the PFT Chapter Chairs, one chosen by the College Academic Senate, and one by mutual agreement; and three (3) Classified Staff chosen by Classified Senate.

**Length of Term:**

The term of service shall be for two (2) years, and no one shall serve for more than four (4) consecutive years. Term of service shall commence on the first day of school of each academic year. If someone replaces a member, he/she will fill out that member's term and then be eligible to serve his/her own two-year term, if reappointed. In no case may anyone serve beyond four consecutive years. If a faculty vacancy on the committee is anticipated, there shall be a written notice no later than April 15th of the preceding academic year to every faculty member from both the PFT Chapter chairs and the college Academic Senate notifying all faculty

1. of any vacancies on the committee;
2. that all are eligible to serve;
3. what the responsibilities for committee members are;
4. what the procedures for application are.

**Charge of the Committee:**

The Berkeley City College Professional Development Committee supports faculty, staff, administrators, and student leaders in activities that build our capacity to contribute to BCC’s vision:

*Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation, and transformation.*

1. Work with Unions, other shared governance bodies, and Special Projects to create and foster a broad array of Professional Development activities
2. Establish priorities and procedures and approve funding requests for Professional Development activities. Depending on funds available and requests received, professional development funds may be awarded for the following:
	* collaborative projects including TLC activities
	* tuition reimbursement, in-house training, and webinars
	* books, materials, supplies, and software
	* memberships and subscriptions
	* retreats
	* conference registration, travel, hotel accommodations, meals, and other related expenses
	* other expenses that directly contribute to professional development
3. Oversee the sabbatical leave process (see Article 26, Paragraph R and the Sabbatical Leave Handbook for description of guidelines, procedures, applicants, etc.); and review, score and rank all applicants. The committee shall make its recommendations to the College President and the Chancellor.
4. Oversee the retraining leave process (See Article 26, Paragraph S)
5. Plan the Flex Day activities
6. Oversee and advise the activities and use of the Teaching and Learning Center
7. Issue twice yearly report to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedule of meetings, attainment of goals, needs assessments, etc.
8. Professional Development Committee decisions and recommendations shall not be subject to the grievance process.

**Responsibilities of the Chairperson**

1. The chairperson shall be responsible for implementing all of the policies, procedures, and guidelines that have been established by the College Professional Development Committee and the PFT-PCCD collective bargaining agreement

2. The chairperson shall

1. Call and schedule all meetings of the committee, including special meetings as requested or needed; prepare an agenda; distribute minutes; conduct all communication, including the committee's recommendations and decisions, to all interested parties
2. As assigned, write all official College reports, local and state, as required, in a timely manner
3. Make sure the business of the Committee is conducted in a fair, open, and timely manner
4. Oversee all College Flex (Professional Day) Activities, including registration, room assignments, equipment availability, designating facilitator, evaluations, etc.
5. Communicate with the College community on a regular, on-going basis in order to discuss, refine, and update the Professional Development Committees funding goals and priorities
6. Meet on a periodic basis, as needed, with the District Officer of Staff Development and the other Professional Development chairs
7. Plan, develop, initiate, co-ordinate the College's collaborative/special projects and college-wide activities and be generally responsible for the overall improvement of skills, knowledge, and morale of all segments of the College community

**Frequency of Meetings:** Once per month, with special meetings as necessary

**Recommends to:** College President

For additional specifications, please refer to PFT Contract Article 25.

**~~Outreach and Retention Committee~~**

**~~Chair:~~** ~~Director of Campus Life and Student Activities~~

**~~Membership:~~** ~~Learning communities coordinators or designee, student ambassador representative, EOPS Coordinator, Assessment Coordinator, Financial Aid representative, Special Projects Director~~

~~The Director of Campus Life and Student Activities or the designee sends meeting invitations and records action items from the meeting.~~

**~~Information Dissemination:~~** ~~Meeting minutes and other reports generated by the Outreach and Retention Committee will be sent to all invited members via e-mail. Meeting minutes will be disseminated online at the BCC Student Services homepage.~~

**~~Length of Term:~~**~~As long as position is held~~

**~~How Selected~~**~~:            By virtue of the position held~~

**~~Purpose:~~**

~~The Outreach and Retention Committee will:~~

* ~~Increase access, ensure equity, and enhance student success through outreach and retention plans and activities~~
* ~~Facilitate high school to college transition by establishing and/or confirming liaisons with local feeder schools~~
* ~~Integrate related activities with the college’s institutional planning process~~
* ~~Ensure adequate assistance is available to help students with the registration and enrollment process throughout the year~~
* ~~Establish and assess measurable student learning outcomes, program goals, and objectives as they relate to Outreach and Retention; and use assessment findings to improve the program~~
* ~~Plan and implement a program of publicity and outreach activities which inform and involve students~~
* ~~Develop, propose, and implement retention activity plan in order to increase retention and completion~~
* ~~Promote and ensure visitor follow-up through the welcome desk~~

**~~Recommends to:~~** ~~Educational Services, Technology and Facilities Committees~~

**~~Frequency of meetings:~~** ~~To be determined.~~

**~~Registration Enhancement~~ Enrollment Management Committee**

**Chair(s):** Vice President of Student Services and/or Designee(s)

 Vice President of Instruction and/or Designee(s)

**Membership: Dean of Enrollment Services**

 **Dean of Student Support Services**

 **Dean of Liberal Arts, Social Sciences, and Math**

 **Dean of Business, Sciences, and Applied Technologies**

 **Associate Dean o Educational Success**

 **Director of Student Activities and Campus Life**

 **Public Information Officer**

 **Academic Senate President or designee**

 **Classified Senate President or designee**

 **Chair of Chair Council or designee**

 **Assessment Coordinator**

 **EOP&S Coordinator**

 **Financial Aid Supervisor**

**Transfer and Career Center Coordinator**

 **Veterans Affairs Coordinator**

~~Lead and/or designee(s) from all divisions/functions/offices in student services, instruction, business, and president’s office.~~

The Staff Assistants to VP of Instruction and/or VP of Student Services ~~and/or to Dean of Student Support Services~~ send meeting notice and record action items from the meeting.

**Information Dissemination**: Meeting minutes and other reports generated by the Committee will be posted regularly and in a timely fashion on the BCC College Roundtable ~~Student Services~~ homepage at <http://www.berkeleycitycollege.edu/wp/roundtable/> ~~http://www.berkeleycitycollege.edu/wp/student\_service\_programs/.~~

**Length of Term:** As long as position held

**How Selected**: By virtue of the position held

**Purpose**

The Enrollment Management Committee meets twice per semester (before and after peak registration period) and once during the summer to enhance effectiveness and efficiency for enrollment services, and identify and minimize redundancies and barriers.

* Enrollment –
* Increase access, ensure equity, and enhance student success through outreach and retention plans and activities.
* Become familiar with district and college enrollment targets and changes in demographic of student body.
* Assist in determining, achieving and maintaining optimum enrollment in credit, non-credit, and contract education programs;
* Ensure class schedule development meets enrollment needs by adopting the revised/up-to-date class schedule from previous term with adjustment for improvement.
* Plan and implement a program of publicity and outreach activities which inform and involve students
* Develop, propose, and implement retention activity plan in order to increase retention and completion
* Facilitate high school to college and Adult School transition by establishing and/or confirming liaisons with local feeder schools such as Oakland Unified, Berkeley Unified, Albany Unified, and Emeryville Unified
* Increase Organizational Efficiency –
* Integrate related activities with the college’s institutional planning process
	+ Identify and remove registration bottlenecks, e.g., student registration holds;
	+ Review, evaluate registration process, procedures, and practices to enable the delivery of effective academic programs and student support services;
	+ Improve existing service triage design and implement the enhanced plan in areas, e.g., assessment, orientation, counseling, financial aid, business services, instruction;
* Promote and ensure visitor follow-up through the welcome desk
* Improve Service Level and Quality –
* Service mapping. Continue to enhance and implement the referral slip to facilitate enrollment services and communication.
* Professional development. Continue to identify and conduct professional development trainings and workshops, e.g., customer service.
* Increase service hours. Continue to improve and implement service hours for day and evening students. Publish office hour online, post signage in front of the office and on the electronic monitors, and ensure service quality and availability.
* Advisory - Serve as an advisory body to college-wide administrators and staff members who have responsibilities in enrollment services, student services, instruction, campus and external community communication and marketing

**Recommends to:** College Roundtable

**Frequency of Meetings:** Twice per semester and once in the summer, before and after peak registration period.