

Exhibit A

Professional Development Committee

Purpose:

The Professional Development (PD) Committee shall formulate and maintain an active in-house professional development program for faculty, professional staff, and classified staff.

Responsibilities:

1. Identify the professional development needs each year for different employee groups.
2. Recommend and evaluate a professional development program in keeping with the identified needs.
3. Recommend to the President's Administrative Council budgetary needs for the implementation of the professional development program.
4. Develop a schedule of professional development topics and secure appropriate providers.
5. Promote and monitor participation in professional development opportunities.

Membership: Instructional Design & Technology Coordinator, Chair	Administrative Secretary to the President
Faculty Senate, Chair	Three faculty
Director of Quality Enhancement	Three professional staff