

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 3.2.9

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| Title: Professional Development Committee | |
| Originated by: Dr. Robert Edleston | |
| Signature | Date |
| Approved by: | |
| Signature | Date |
| Reviewed on: 10/27/14 | Revised on: 08/11/16 |

Policy Statement: The Professional Development Committee (PDC) is a representative group of MATC personnel that advises the Vice-President of Institutional Services in matters related to the staff development process. The Professional Development Committee plans, develops, and implements institutional in-service activities. Group activities are planned and organized by the PDC for in-service days scheduled within the academic year.

Rationale: The faculty and staff of Manhattan Area Technical guide all in-service activities related to Professional Development. This committee oversees the scheduling of groups activities that are required by law or that are of interest to large groups, if not all, MATC personnel. The composition of the committee will bring diverse perspectives and additional ideas to the development of in-service activities; thus, enhancing the institution's overall effectiveness.

Procedure:

The mission of the Professional Development Committee is to develop appropriate goals and in-service activities for the faculty professional development program.

To do this, the Professional Development Committee will:

1. Conduct a college needs assessment for in-service activities
2. Plan in-service activities for each academic year
3. Evaluate in-service activities

Development of PDC agenda and notification of meetings:

1. Meetings will be scheduled by the Chairperson as needed.
2. Agenda items must be submitted in writing to the Chairperson at least one week prior to the scheduled meeting.
3. Notification of the meeting time and place, as well as an agenda, will be distributed to PDC members prior to the scheduled meeting.

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Composition:

- A. Membership: Representatives comprising the working committee include:
1. Instructional Staff
 - a. Allied Health - 2 members
 - b. Business/Technology (BCT, CAD, INT) - 1 member
 - c. Trades/Industry (AB, AT, ACR, BT, EPD, WE) - 2 members
 2. Non-instructional Staff (LRC, Library, Workforce Dev., Counselor) - 1 member
 3. Vice President of Instructional Services as an ex officio member
- B. Selection Procedure
1. Instructional and non-instructional staff will be appointed by the VPIS to serve three-year terms. Terms will be staggered.
 2. Vice President of Instructional Services (VPIS) will serve as a permanent member with an indefinite term.
 3. Vacancies which arise will be filled by Faculty Senate appointment.
- C. Resignations and Replacements
1. The PDC is empowered to request the resignation of a member.
 2. A member may resign his/her membership at any time. A letter of resignation will be written and submitted to the PDC Chairperson and to the Faculty Senate. The vacancy will be filled according to the selection procedure.
- D. Offices of the Professional Development Committee
1. Officers: The officers of the Professional Development Committee will consist of Chairperson, Vice Chairperson, Recorder.
 2. Selection of officers: The committee will select the Officers from the instructional and non-instructional representatives.
 3. Terms of Office: All Officers will serve for the academic year. Officers may serve multiple terms.
 4. Resignation: An officer may resign from office by submitting a letter of resignation to the committee and to the Faculty Senate.
 5. Vacancies: The Faculty Senate will fill vacancies in officer positions.
- E. Duties of the Chairperson and the Vice Chairperson
- Chairperson**
1. Preside at all regular meetings.
 2. Prepare and distribute the agenda in advance for all meetings.
 3. Call and preside at all special meetings.
 4. Interpret guidelines between meetings.
 5. Prepare and present reports on the actions of the Professional Development Committee as requested by Faculty Senate and MATC administrators.
 6. Receive all resignations from the Professional Development Committee.
- Vice Chairperson**
1. Preside at meetings in absence of the Chairperson.
 2. Serve as ex-officio member of any subcommittee.
 3. Record minutes of all PDC meetings in the absence of the Recorder.

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Recorder

1. Record minutes of all PDC meetings.
2. Prepare and distribute minutes of all meetings.
3. Handle all PDC correspondence.
4. Assist the Chairperson in preparing reports.
5. Maintain a file of PDC minutes, correspondence, and other pertinent documents.

F. Duties of PDC Members

1. Attend meetings and provide input for committee decisions.
2. Assist officers with in-service activities.

Maintaining records:

1. Copies of records of meetings and materials submitted to the Professional Development Committee will be forwarded to the Chairperson.
2. The Recorder will keep minutes of all PDC meetings. Minutes are posted on MATC Online.
3. Minutes of meetings will be distributed to PDC members for approval at the next meeting and to other interested personnel.