

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

Policy No. 3.2.9

Title: Professional Development Committee	
Originated by: President	
Originated Approver: Board of Directors	Originated Date: 10/27/2014
Revised by: PD Committee/Vice President Student Success	Revised Date: 12/8/2020
Reviewed on: 10/2014; 8/2016;11/2020	

Policy Statement:

The Professional Development Committee (PDC) is a representative group of MATC personnel that advises the administration in matters related to the staff professional development process. The Professional Development Committee plans, develops, and implements institutional in-service activities and professional growth group activities within the academic year. 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 all college employees the faculty professional development program. To do this, the Professional Development Committee will:

- Conduct a college needs assessment for in-service and professional growth activities
- Plan in-service and professional growth activities for each academic year
- Evaluate in-service and professional growth activities

Development of PDC agenda and notification of meetings:

1. Meetings will be scheduled by the Chairperson.
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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Offices of the Professional Development Committee

Chairperson:

The Chairperson will be a faculty member appointed by the Faculty Senate, in consultation with the VPSS/CAO/CSSO, and will serve a one-year term with the option of reappointment. When a new chairperson is appointed, they will assume official duties at the beginning of the Spring semester.

Duties:

- Prepare and distribute, in advance of meetings, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed

Vice-Chairperson:

The Vice-Chairperson will be elected at the first meeting in the Spring by a majority vote of the committee. The Vice-Chairperson must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chairperson in their absence
- Organize and serve as an ex-officio member on any ad hoc committees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in Spring by a majority vote of the committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

- Record minutes of all meetings, distribute to committee members, and make available on the MATC Online
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

PDC Members

Duties:

- Attend meetings and provide input for committee decisions.
- Assist officers with in-service activities, and professional growth activities.

Officer Resignation:

An officer may resign from their position by submitting a letter of resignation to the Chairperson, or the Faculty Senate in the case of Chairperson resignation. The committee will elect the replacement for the vacancy, except for the Chairperson, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings:

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The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.