STAFF DEVELOPMENT COMMITTEE

PURPOSE:
This committee assists in the college-wide needs assessment for staff development activities; assists in the development of the Human Development Resources Plan; recommends to the Superintendent/President expenditures of AB 1725 staff development funds; develops flex activities calendar.

MEMBERSHIP:

1. Staff Development Coordinator
2. Vice President of Instruction or designee
3. (3) Division Chairs
4. (6) Faculty Members, 2 selected by CCFT, 3 selected by Faculty Senate
5. One (1) member of the classified staff selected by CCEU
6. One (1) confidential selected by the confidential staff
7. One (1) student selected by the Student Senate
8. One (1) manager selected by the President

MEETINGS:
The staff development coordinator is responsible for developing each month's agenda. Agenda item calls go out the week before the meeting.

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MINUTES:
Staff development coordinator is responsible for writing and distributing minutes, copies of which are filed in the staff coordinator's office.