

## Faculty Development Advisory Committee

### Bylaws

#### 1.0 General Purpose and Function

The purpose of the Faculty Development Advisory Committee, a subcommittee of the Academic Senate, is to set and implement faculty development policy and programs at Moreno Valley College. The committee will function in accordance with state requirements associated with faculty development.

#### 2.0 Members

Faculty Development Coordinator. The coordinator will be appointed by the senate, in consultation with the Faculty Development Committee, for a three-year term and will receive a .2 reassignment. The responsibilities of the faculty development coordinator include but are not limited to:

- a. Working with administrative staff.
- b. Acting as an agent for the committee.
- c. Keeping records of all faculty development events and functions.
- d. Coordinating activities of the committee.
- e. Presiding at committee meetings.
- f. Creating and distributing agendas based on the input from committee members prior to the scheduled meeting.
- g. Reporting updates on faculty development activities to the academic senate.
- h. Submitting Required Reports to the State Chancellor's Office

Committee Members. Committee members serve as volunteers that can be self-appointed or recommended by peers, and should serve for a minimum of one year. Representation is sought from all academic departments, from administration, from staff, and from the students. The Dean of Instruction is a standing member of the committee.

#### 3.0 Meetings and Minutes

Regular meeting of the committee will occur at least once a semester or on an as-needed basis. The committee shall keep minutes of all meetings and will make these minutes available to the college community.

Approved by the Faculty Development Advisory Committee 13 September 2013