

**GAVILAN COLLEGE**  
FACULTY PROFESSIONAL LEARNING COMMITTEE  
CONSTITUTION AND BY-LAWS

**ARTICLE I: Name**

This organization shall be known as the Faculty Professional Learning Committee and is a standing committee of the Academic Senate.

**ARTICLE II: Purpose**

The purpose of this organization shall be to:

- A. Review and approve professional learning activities submitted by the faculty for salary track advancement and career increments.
- B. Review and approve flex contracts, co-curricular, and individual professional development plans.
- C. Review and approve applications for travel and conference funds.
- D. Design forms and questionnaires for faculty evaluation, in cooperation with the administration.
- E. Design application forms for track advancement, career increments, flex contracts, co-curricular activities, and individual professional development plans.
- F. Assist in presenting programs which serve to improve the quality of education and innovative instruction at Gavilan College.
- G. Review and prioritize sabbatical leave applications and present them to the Academic Senate.
- H. Participate in and assist in the development of new faculty orientation as requested by the administration, in collaboration with the Teaching and Learning Center (TLC).

**ARTICLE III: Membership**

- Section 1. Membership shall be selected by the Academic Senate and shall include:
- Eight voting members (including chair) selected from the 12 departments;
  - Vice President of Academic Affairs (voting member).

Section 2. Vacancies shall be filled by Academic Senate action.

2.1 The chairperson shall inform the Academic Senate president of vacancies. The Academic Senate president will make appointments.

2.2 The committee may recommend a faculty member to the Academic Senate where a vacancy exists.

Section 3. Membership term length shall be two (2) years renewable upon approval by the Academic Senate. If a Faculty Professional Learning Committee member misses three meetings within one school year without justifiable cause, they will be asked to resign from the committee. Membership shall be reviewed annually and adjustments made as necessary.

#### **ARTICLE IV: Chairperson**

Section 1. The chairperson will be appointed by the Academic Senate president for a two-year term, renewable upon approval by the Academic Senate.

Section 2. Duties of the Chairperson:

2.1 Present a written report to the Academic Senate as-needed but at least once per semester.

2.2 To aid the Faculty Professional Learning Committee chairperson in the performance of their duties, they shall be granted one-fifth (1/5) reassigned time, adequate equipment and college services, and office space.

2.3 Work collaboratively with the Faculty Liaison for Professional Development.

2.4 Assist in the appointment of the Faculty Liaison for Professional Development in consultation with the VP of Academic Affairs and the Academic Senate president.

Section 3. Duties of the Faculty Liaison for Professional Development:

3.1 Participate in the development of programs for the one annual Professional Development Day and Fall Convocation Day.

3.2 Evaluate faculty interest, needs and responses to Professional Development Day programming.

3.3 Develop and implement on campus learning activities for faculty, in collaboration with the TLC.

- 3.4 Assist in training and instructional improvement efforts of SLO/PLO, curriculum, instructional materials, and update and maintain the faculty professional development website professional development resources link, in collaboration with the Instructional Improvement Faculty Liaison.
- 3.5 Create and maintain annual reports to encourage continuous improvement dialogue and ensure compliance with the Chancellor's Office and other state and federal requirements.
- 3.6 Work collaboratively with the Faculty Professional Learning Committee Chair.
- 3.7 Prepare reports for the Vice President of Academic Affairs and Academic Senate.

#### **ARTICLE V: Administrative Resource Person**

- Section 1. Resource person: Vice President of Academic Affairs.
- Section 2. The responsibilities of the resource person shall be:
  - a) Attend all meetings.
  - b) Provide background materials and information.
  - c) Coordinate staff development activities including new faculty orientations.
  - d) Remind faculty of contractual deadlines pertaining to staff development.
  - e) Maintain faculty staff development website.

#### **ARTICLE VI: Lines of Authority**

- Section 1. The committee reports directly to the Academic Senate.

#### **ARTICLE VII: Meetings**

- Section 1. Meeting dates and times shall be set by the members based upon need and work schedules.
- Section 2. Additional meetings may be called by the chairperson.
- Section 3. Meetings shall be open to the public.
- Section 4. The majority (51% or greater) of the members shall constitute a quorum at all regular or special meetings. In the absence of a quorum, members present may continue to discuss business, but no decision shall be made

on behalf of the committee.

- Section 5. The minutes of the meetings shall be posted for review on the faculty professional learning committee website.
- Section 6. All items for action must be on the agenda. The agenda may be revised by a majority vote to accept additional items.
- Section 7. All recommendations to the Constitution shall be determined by a majority vote, or consensus as determined by the committee by the third regular meeting.

#### **ARTICLE VIII: Order of Business, Parliamentary Procedure and Constraints**

- Section 1. Roberts' Rules of Order, Revised, shall be the authority of the business and parliamentary procedure in both regular and additional meetings that may be necessary.
- Section 2. The constitution shall be reviewed by the third regular meeting each year and shall be adopted by a majority vote of the committee and sent for approval by the Academic Senate.
- Section 3. Amendments to the constitution may be proposed at any regular meeting of this committee. Amendments, once approved by a majority vote of the voting membership shall then be sent to the Academic Senate for final approval. Once approved by the Academic Senate, revisions are then adopted.
- Section 4. The known or supposed financial constraints on recommended action are determined by the Superintendent/President.

#### **ARTICLE IX: General**

- Section 1. Minutes/Agendas will be prepared by the executive assistant and committee chair.
- Section 2. Changes in guidelines for track advancement and comparative analysis reports for career increments will be made by the committee.
- Section 3. Long term assessment and recommendations for modification of committee action will be performed at least once a year by the committee. Recommendations shall be forwarded to the Academic Senate for approval.