

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

- 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 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

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