

# Cañada Professional Development Planning Committee Bylaws

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Date Submitted to PBC: 2/5/2025

Approved by PBC: 2/5/2025

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## 1. Committee Purpose

The Cañada Professional Development Planning Committee is dedicated to developing and supporting a comprehensive professional learning program at Cañada College. The committee ensures that professional learning opportunities align with the needs of the campus community, fostering continuous personal and professional growth for faculty, staff, and administrators.

## 2. Role

The committee will oversee the implementation of the [Professional Development Plan 2024-27](#). The committee reports to the Planning & Budgeting Council (PBC) and members are expected to communicate committee activities and recommendations to relevant college constituencies.

Committee members are also required to report committee recommendations to constituent divisions and governing councils (including Academic Senate, Classified Senate, Instructional Planning Council (IPC), and Student Services Planning Council (SSPC)).

## 3. Responsibilities

The Professional Development Planning Committee is advisory to the Planning & Budgeting Council on all matters related to professional learning at the college. Specific responsibilities include:

Developing and maintaining a Professional Development Plan that aligns with the college's mission, vision, and values.

- Supporting and integrating the following programs:
  - Classified Professional Development Program
  - Equity and Antiracism Planning Council
  - Faculty Learning Program
  - Faculty Teaching & Learning Lounge
  - POCR, QOTL, ZTC, and OER initiatives
- Collaborating with various campus groups to ensure professional development activities meet the diverse needs of the campus community.
- Assessing and evaluating the effectiveness of professional development activities.
- Facilitating an annual review of professional learning needs across the campus.

## 4. Membership

The committee membership will be composed of faculty, staff, administrators, and students to ensure broad representation and input.

## 5. Membership Terms

Terms are determined based on service on the committee. Classified and Faculty representatives will serve two-year terms. Student representatives will serve one-year terms (August-June), with initial appointments potentially resulting in staggered terms.

## 6. How Members are Appointed or Selected

Committee members are appointed through the CSEA/Classified Senate, Academic Senate, and Associated Students of Cañada College (ASCC). Administrative members are appointed by the college President.

## 7. Annual Orientation of Members

All new members must complete the PBC's orientation on college participatory governance.

## 8. Composition

The committee will consist of the following members:

- 3 Tri-Chairs - Appointed by Position
  - Dean of ASLT
  - Faculty Flex Coordinator
  - Classified Rep
- Equity and Antiracism Planning Council Faculty Coordinator
- Faculty Teaching & Learning Lounge Faculty Coordinator
- POCR, QOTL, or OER/ZTC Faculty Coordinators
- Instruction Technologist/Classified
- Two at-large, classified Representatives - Recommended by Classified Senate and Appointed by CSEA
- 1-2 Students - Appointed by ASCC depending on interest and availability
- Administrator

## 9. Expectations of Service

Committee members are expected to:

- Attend and prepare for scheduled meetings.
- Notify Tri-Chairs if unable to attend scheduled meetings.
- Gather feedback from and report to constituent groups.

## 10. Removal

Members may be removed or asked to resign after three (3) absences in one semester by consensus of the committee.

## 11. Dissemination of Information

The committee will ensure that all relevant information, including agendas and meeting minutes, is shared with the campus community.

## **12. Agenda Building**

The Tri-Chairs are responsible for developing and approving meeting agendas. Committee members may request agenda items by contacting one of the Tri-Chairs.

## **13. Distribution**

Agenda packets will be distributed by the Tri-Chairs at least three days before meetings to ensure appropriate stakeholder participation.

## **14. Formation & Role of Task Forces**

Task forces or ad hoc workgroups may be created by the committee for specific tasks or purposes, with membership including relevant experts and interested parties.

## **15. Rules of Procedure for Conduct of Meetings**

The committee will adhere to established rules of procedure to ensure meetings are conducted efficiently and effectively.

## **16. Frequency of Meetings**

The committee will meet monthly. Meeting dates, times, and locations will be determined at the start of each Academic Year by the Tri-Chairs.

## **17. Decision-Making**

Decisions are made democratically by polling members to determine if consensus has been reached. A recommendation will be forwarded to the Planning & Budgeting Council when 60% of members present support the recommendation.

## **18. Quorum**

A quorum is defined as half plus one of the voting members. A quorum is required for any final actions to be taken.

## **19. Actions**

All actions and decisions made by the committee will constitute recommendations to the Planning & Budgeting Council.

## **20. Bylaws Change Process**

Any member of the committee may propose changes to the Bylaws. Changes can be adopted by consensus of the committee members.

## **21. Evaluation**

The committee will annually review and update these Bylaws as needed.