

IMPERIAL VALLEY COLLEGE

Standing Rules of the Campus Hour & Professional Development Committee

MEETINGS

At its first meeting of each academic year the Campus Hour and Professional Development (CHPD) Committee will set a time and place to meet agreeable to its members. The Committee will meet at least once a month during the fall and spring semesters. A schedule of the meetings will be provided on the website.

AGENDA

1. The CHPD Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Imperial Valley College.
2. The agenda will be prepared by the co-chairs of the CHPD Committee and distributed to the Committee members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website.

OPERATIONS

1. A quorum must be present to hold a meeting. For this Committee a quorum is 5 members.
2. Constituent groups may designate one alternate who may serve during a CHPD Committee meeting in the absence of the permanent member. The slate of alternates will be selected and presented to the CHPD Committee in advance for the duration of the school year.
3. Robert's Rules of Order will be used to conduct meetings as necessary.
4. Committee members will work to achieve consensus. If the Committee cannot achieve consensus, a vote following Robert's Rules of Order will be taken. Records of dissenting and minority opinion will be included in the final recommendation.
5. The committee members shall discuss all matters related to professional development, but shall **not** vote on policy matters if such policy includes language considered by their bargaining unit as a negotiable item; i.e. compensation, required hours, and consequential or disciplinary action.

PROCEDURES

Since the Board of Trustees has established the Campus Hour and Professional Development (CHPD) Committee to ensure faculty, staff, students and administrators the right to participate effectively in college governance, the following procedures shall apply:

1. The CHPD Committee will allow for discussion and recommendations to be a shared process by representatives of all six constituent groups. Access to the CHPD is available to all members of all constituencies. (See Structure section)
2. Visitors will be allowed to share their opinions, suggestions and ideas.
3. Copies of the minutes will be posted on the College website.

4. The views and opinions of the CHPD Committee will be expressed in written form to the College Council.
5. When the views and opinions by the members of the CHPD Committee are not accepted by the College President a written statement giving the rationale for not accepting the view and opinions will be communicated to the members of the CHPD Committee.
6. The CHPD Committee will serve as a center to share information and discuss activities, projects, programs, and plans that have been developed or are being developed by constituent groups, and reserve the right to express its views and opinions to the College President on any of the above.

REVIEW AND REVISION

1. These standing rules may be changed by a majority vote of the CHPD Committee members.

PURPOSE

Campus Hour is an opportunity for students, faculty, staff, and administration to attend a wide variety of events or enriching activities on campus. Professional development is important to help employees enhance their job skills; obtain job-related knowledge and information; and increase productivity and efficiency. The CHPD's purpose is to:

1. Develop and maintain the campus Plan for Professional Development and plan activities that would be beneficial for all campus groups
2. Oversee the Campus Hour calendar of events
3. Provide guidance to the scheduling of Campus Hour events that have been brought to the committee from other individuals or other committees
4. Schedule professional development activities that have been brought to the committee for specific campus groups (i.e., CSEA, CTA, Academic Senate, etc.)
5. Act as the Professional Development Resource Planning Committee for the Educational Master Plan and Program Review processes.

CHARGE

The CHPD Committee will advocate for the development of Campus Hour activities and professional development activities at Imperial Valley College to promote the development of our academic community by helping employees make meaningful connections with colleagues and by encouraging college and community service. The committee members will solicit and contribute ways to improve Campus Hour and professional development. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is the committee's charge to identify and recommend to the College Council specific actions and strategic plans the College community can pursue to move the College towards better use of the Campus Hour and towards improved professional development activities. It is further our charge to collaborate with on-campus and off-campus groups to implement these actions and plans and sustain them over time.

STRUCTURE

1. The following college constituencies retain all rights granted by law and/or regulations. The five groups represented in this shared governance structure are faculty, classified staff, classified managers/confidential, students, and administrators.
2. Two co-chairs of the CHPD Committee shall be elected, by the members of the committee, at the last meeting of the academic year and shall assume the office at the first meeting of the academic year. One of the co-chairs must be a non-administrative employee and one must be an administrative employee
3. The permanent members of the CHPD Committee are:
 - Two (2) faculty members appointed by Academic Senate, and one (1) alternate
 - One (1) part-time faculty
 - Two (2) classified staff members, and one (1) alternate
 - Two (2) administrators: one (1) appointed by the Administrative Council and one (1) appointed by the President/Superintendent, and one (1) alternate
 - Two (2) members from classified managers or classified confidentials, and one (1) alternate
 - Two (2) students at large appointed by ASG, and one (1) 1 alternate
4. The CHPD Committee may create ad hoc committees as needed to address college wide issues and task forces to address specific (single item) issues.

TERMS OF OFFICE

1. The co-chairs of the CHPD Committee shall begin at the first meeting of the academic year and shall serve for a minimum of 1 year. Reelection is possible.
2. Terms for faculty, classified, classified managers/confidential, and administrators shall be for two years. Terms are to be started on alternated years to ensure sufficient returning committee members to facilitate the work of the CHPD committee.
3. Terms for student representatives shall be for one year.