

Job Description for Chair(s) of Grossmont Faculty Professional Development Committee

- 1. This position can be filled only by a faculty member who has served on the Faculty Professional Development Committee or the college-wide Professional Development Committee for a minimum of 2 years.***
2. This position, as well as the Faculty Professional Development Committee, reports to the Grossmont Academic Senate.
3. Construct and coordinate August and January flex weeks.
4. Form and maintain a committee composed of faculty members, seek senate approval for their membership, lead screening and selection of topics and presenters for flex weeks.
5. Design, distribute, tabulate surveys to faculty to gauge topics of interest for flex week and semester-long staff development activities.
6. Recruit presenters for staff development workshops and activities from faculty, classified, and administrative ranks.
7. Work with Instructional Design technicians and CATL to create, update, and edit the flex week schedule posted on our professional development website.
8. Respond to telephone e-mail, Internet, and print correspondence queries on staff development matters, processes, opportunities, clarifications, and legalities.
9. Serve as the primary contact for state and national agencies and institutions offering development activities.
10. Screen distance education opportunities for practicality, applicability, and credit (for instance, @One, SkillsSoft, 4faculty.org, and library films).
11. Consult and share flex week schedule construction with Academic Senate, Grossmont president, and the IAC; then evaluate and implement recommendations and ideas.
12. Make arrangements, coordinate and support logistical and presentation needs of out-of-town guest speakers.
13. Coordinate staff development mechanical needs (classrooms, tables, equipment) with Campus Facilities and Grounds and Instructional Operations.
14. Arrange flex week meeting space and time for intra-district constituents (United Faculty, joint academic senates, classified from Cuyamaca and Grossmont).
15. Design and distribute sign-in and evaluation sheets for flex week presentations.
16. Assist flex week presenters with logistical, clerical, and duplicating needs and materials.

17. Facilitate the August Flex Week President's Convocation morning with that office, Grossmont Foundation, IMC, and functional participants.
18. Reserve, verify, and fund off-campus transportation needs for flex week field trips (e.g., Getty Museum, etc.).
19. Construct and coordinate division and department meeting times schedule for flex week.
20. Assist Evening Dean in designing a full and pertinent schedule of staff development activities for adjunct faculty.
21. Create programs and activities to solve unique problems and needs (e.g. adjunct shadowing of FT faculty in first month of the semester).
22. Serve as master of ceremonies at spring/fall flex week first morning.
23. Advise and consult with CATL, Distance Education Coordinator, and LTR division regarding technical up-grades opportunities of faculty skills.
24. Clarify responsibilities and prerogatives of Faculty Professional Development Committee to faculty and administrative inquiries.
25. Tabulate, publish, and deliver post flex-week evaluation booklet for Vice-Chancellor of Human Resources to meet State reporting regulations.
26. Monitor and approve staff development budget expenditures (requests for travel compensation, conference attendance).
27. Send a Semester Summary Report to the Grossmont President and Academic Senate.
28. Create ancillary reports.
29. Meet with Cuyamaca's Professional Development Chair/Coordinator.
30. Plan and organize Grossmont and Cuyamaca joint activities.
31. Manage flex-week webpage.