MEMORANDUM

To       Doug Dykstra
         Chancellor, Windward Community College

From    Pam DaGrossa
         Chair, The Staff Development Committee

ACTION REQUESTED
That the Charter for the Staff Development Committee be modified.

ADDITIONAL COST
No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE
August 1, 2013

PURPOSE
To update the Staff Development Committee's charter to conform to the new template and to adjust elements of the group's activities.

IMPLEMENTATION PLAN
The charter will go into effect at the start of the Fall 2013 semester.

ACTION RECOMMENDED
It is recommended that the Chancellor authorize the modification of the Staff Development Committee's charter

[Signature]
Doug Dykstra
Chancellor
Windward Community College

May 8, 2013
Charter for The Staff Development Committee
Revised May 8, 2013

1. Name
The Staff Development Committee

2. Relevant System and College Policies
None

3. Sanctioning Authority
The committee recommends and reports to the Chancellor.

4. Oversight
The chair, appointed by the Chancellor, ensures compliance with the charter. Ultimate oversight lies with the Chancellor.

5. Purpose
The Staff Development Committee promotes, supports, plans, coordinates, and administers opportunities for addressing professional development needs of faculty and staff. Its three primary activities are
1. issuing grants for development activities;
2. planning programs that offer professional development opportunities; and
3. fundraising to support staff development activities.

Additional responsibilities include ensuring a process for identifying development needs, communicating about development to the campus, and reporting to the campus how staff development monies are used.

6. Membership
Membership is voluntary and is open to any faculty or staff employee. Members are solicited early each academic year by the chair, with the goal of representation across the college. Members are expected to actively serve until the end of the academic year.

7. Leadership
In May, the committee recommends a chair to the chancellor. The Chancellor appoints the chair, who starts a 2-year term with the new academic year. The chair is responsible for ensuring compliance with the charter and submitting a report on Staff Development Committee accomplishments during the year.

8. Compensation
The chair is given 1 credit of assigned time each semester. The committee does not meet over the summer except in special circumstances.

9. Meetings
The chair schedules meetings, which are held monthly, or as often as is required to fulfill the committee's responsibilities. Meeting dates and times are posted online in the campus calendar. Meeting rules are set by group consensus; however, if no consensus can be reached, meetings follow the basic structure of Robert's Rules of Order.

10. Decision-Making Procedures
Decisions are made by consensus or by vote. Voting may be held in face-to-face meetings or by email. Any votes taken by email must allow a reasonable amount of time to vote with a clear deadline given. Live motions are successful if a majority of members present vote in favor. Email motions are successful if a majority of the group's membership votes in favor by the deadline.

11. Subgroups
A grants subcommittee, comprised of members of the full committee, reviews individual and event grant proposals and makes recommendations to the full committee regarding issuance of grants. Other task forces may be formed as necessary and are identified in the annual report.

12. Documentation
The chair is responsible for ensuring that the committee's web pages are maintained and that documents and information of interest to the campus and community (e.g., approved minutes, grant recipients' reports) are posted in a timely manner. Agendas are created and distributed by the chair prior to meetings.

13. Assessment of the Group
Each staff development-sponsored activity is assessed to determine its value to staff and faculty. Additional professional development needs are solicited with each evaluation. Grant reports, describing knowledge gained and its benefit to the campus are to be submitted by grant recipients within 30 days of completion of their SD-funded activity.

The group will ensure that an anonymous comment box is available on the group's web page and will, by its own choice, by college policy, or by the direction of the Chancellor, participate in college-wide assessments of chartered groups and other forms of assessment.

14. Dissolution of the Group
This group's existence is indefinite and can only be dissolved by the sanctioning authority.

15. Modification of a Group's Charter
Proposals for modifications to this charter may be made by any committee constituent (faculty or staff) and should be submitted to the Staff Development Committee for consideration. Modifications must be approved by the committee and recommended to the Chancellor who gives final approval. The Chancellor can also change the charter without approval of the committee.