

Proposed Revisions

Background and Dilemma

With the recent approval and establishment of the Professional Learning Center (PLC), Hartnell College has taken an important step toward creating a more coordinated and strategic approach to professional learning for all employee groups. As the PLC's structure and functions have taken shape, it has become clear that significant overlap exists between the responsibilities of the Professional Development & Flex Committee (PDC) and those now assigned to the PLC.

The PDC's current purpose includes developing, implementing, and evaluating professional development plans; managing professional development budgets; guiding processes and procedures for funding requests; and serving as the advisory body for the flexible calendar program. The PLC, however, has assumed many of these same operational and implementation functions—particularly in coordinating professional learning activities, managing budgets, developing programming, and ensuring alignment with the college's mission and strategic priorities.

This redundancy has created uncertainty about the distinct role of the PDC moving forward.

Additionally, the Chancellor's office recently revised their Professional Learning and Flexible Calendar regulatory guidelines to include specifically the need for an advisory committee that is tasked with "recommending professional learning activities to the college president."

To resolve this duplication and ensure clarity of roles, we propose that the existing PDC be restructured and retitled as the Professional Learning Advisory Committee (PLAC). Under this model, the PLC will be responsible for the administration and implementation of professional learning, while the PLAC will serve as an advisory and evaluative body—providing guidance, reviewing proposals, and ensuring that professional learning remains strategically aligned with institutional goals and values.

PDC

Old	Proposed Revisions
<p>PURPOSE</p> <p>The Professional Development & Flex Committee functions to encourage and further the professional development of faculty and staff, which in turn promotes the college mission, vision, values and strategic plans. The Professional Development & Flex Committee develops, implements, and evaluates a professional development plan in accordance with assessed needs of the college. This committee serves as the advisory committee for the college flexible calendar program and is responsible for implementation and compliance with the requirements of that program. Accordingly, this committee will develop and implement an agenda for contractual flex day activities.</p> <p>The Professional Development & Flex Committee will manage a professional development budget and will guide the development and implementation of programs, procedures, processes, criteria, forms, etc. that will enable all employees an opportunity to request resources for professional development.</p> <p>MEMBERSHIP (and terms of service)</p> <ul style="list-style-type: none"> • Flex Coordinator (faculty member) acting as a committee co-chair (two-year term) • Vice President of Human Resources & Equal Employment Opportunity, co-chair (permanent) • Vice President of Academic Affairs or designee (permanent) • 2 Manager/Supervisor/Confidential • A combination of six faculty members representing a variety of disciplines appointed by the Academic Senate (including one part-time faculty representative) • 2 Classified employee representatives 	<p>Purpose</p> <p>The Professional Learning Advisory Committee (PLAC) provides guidance, evaluation, and recommendations to advance professional learning opportunities for all employee groups at Hartnell College. The committee supports the college's mission, vision, and values by promoting continuous learning that enhances institutional effectiveness, equity, and student success.</p> <p>This committee serves as the advisory committee for the college flexible calendar program and is responsible for compliance with the requirements of that program. Accordingly, this committee will develop and implement an agenda for contractual flex day activities.</p> <p>Relationship to the Professional Learning Center</p> <p>The PLAC collaborates closely with the Professional Learning Center (PLC), which administers, coordinates, and implements professional learning programs and activities. While the PLC manages day-to-day operations, programming, budget oversight, and logistics, the PLAC provides advisory input, evaluation, and prioritization to ensure professional learning efforts remain aligned with college-wide goals and strategic initiatives.*</p> <p>Scope and Responsibilities</p> <ul style="list-style-type: none"> • Advisory Role: <ul style="list-style-type: none"> ○ Recommend professional learning activities to the

<p>one of which will be co-chair</p> <ul style="list-style-type: none"> ● Instructional technologist(s) (permanent) ● HR Analyst (permanent) ● Student member appointed by Associated Students of Hartnell College (advisory vote) 	<p>President or designee.</p> <ul style="list-style-type: none"> ○ Advise on priorities for internal, virtual, and external conference participation, including identifying conferences that best align with the college's strategic goals. ○ Ensure that flex day events such as the Student Success Conference are aligned with strategic goals and priorities. <ul style="list-style-type: none"> ■ A sub-committee of the PLAC will handle planning logistics for flex days. The subcommittee can be composed of members outside of the PLAC. ■ The FAOC plans the faculty day activities/offerings ■ Campus Executive Leadership sets the tone and vision for the district flex days. <p>● Budget and Resource Allocation:</p> <ul style="list-style-type: none"> ○ Approve the allocation of funds for professional learning travel and innovation grants. ○ Ensure equitable distribution of funds across all employee groups. ○ Manage funds designated for contractual flex days, distinct from broader professional
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learning budgets.

- **Assessment and Planning:**

- Meet monthly to evaluate and assess professional learning plans, application processes, and outcomes.
- Review data and feedback to ensure alignment between professional learning activities and institutional priorities.
- Make recommendations for continuous improvement of collegewide professional learning strategies.

- **Grant Application and Review Cycles:**

- **Fall Cycle:** Applications due **October 15**, reviewed and announced by mid-**November** to be utilized during spring.
- **Spring Cycle:** Applications due **March 15**, reviewed and announced by mid-**April** to be utilized in fall.

Membership

The PLAC includes representatives from all employee groups to ensure diverse perspectives in shaping and evaluating professional learning opportunities across the college community.

- PLC Faculty coordinator serves as co-chair of the PLAC (permanent)**
- VP of HR or designee HR administrator (permanent)

	<ul style="list-style-type: none"> • Administrator who provides oversight of the PLC (permanent), co-chair • FAOC chair/flex coordinator (permanent) • Instructional Technologist (permanent) • Faculty representative x4 • Classified representative x2 • Representative from IR <p>Each member will serve a 2-year cycle unless otherwise signified as “permanent.”</p> <p>*Because the PLC is a program, it is not part of shared governance; therefore, the PLAC need not be housed within the shared governance structure.</p> <p>**No extra stipend co-chair</p>
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FAOC

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<p>As an Academic Senate sub-committee, the Faculty Professional Development Committee works on behalf of Hartnell College faculty members, both full-time and part-time, to provide access to diverse professional development opportunities. For full-time faculty, the committee additionally serves as a resource to educate about flex standards legally required in Education Code (Title V, section 55726b and 55728) and ensure quality training options are provided and promoted throughout the year.</p> <p>The Faculty Professional Development and</p>	<p>As an Academic Senate sub-committee, the Faculty Advancement and Opportunities Committee works on behalf of Hartnell College faculty members, both full-time and part-time, to provide access to diverse professional learning opportunities. For full-time faculty, the committee additionally serves as a resource to educate about flex standards legally required in Education Code (Title V, section 55726b and 55728) and ensure quality training options are provided and promoted throughout the year.</p> <p>The FAOC serves to encourage and further</p>

Flex Committee serves to encourage and further the professional development of faculty which, in turn, promotes the College Mission and its goals.

In collaboration with the Professional Development Committee, committee members will ~~establish a faculty development budget, review and allocate faculty development funds, plan flex activities, and establish criteria for approval of faculty development funds requests and flex credit.~~

Responsibilities:

In order to meet its responsibilities, the Faculty Development Committee will:

- Plan for faculty development and flex activities.
- ~~Develop criteria for allocation of faculty development funds.~~
- ~~Review and approve requests for faculty development funds according to established criteria.~~
- Review and approve requests for flex credit according to established criteria.
- Maintain records of committee actions and flex activities.
- An evaluation of the effectiveness of the committee will be conducted each spring semester and distributed to committee members, the Academic Senate and the Office of Institutional Planning, Research and Effectiveness.

Membership:

~~Professional Development Committee co-chair (faculty member)~~

One faculty member from each Meta Major area (2-year terms, staggered):

- Agriculture, Business and Industries
- Arts and Languages

the professional learning of faculty which, in turn, promotes the College Mission and its goals.

Relationship to the Professional Learning Center and the PLAC

While the PLAC provides advisory input, evaluation, and prioritization to ensure professional learning efforts remain aligned with college-wide goals and strategic initiatives, the FAOC provides education for faculty professional learning & flex activities, reviews flex requests, plans the faculty flex day and serves as the faculty voice on the PLAC.

Scope and Responsibilities

- Educate faculty on flex guidelines.
- Review and approve requests for flex credit according to established criteria.
- Maintain records of committee actions and flex activities.
- Plan activities/offerings for faculty flex day.
- Make recommendations for faculty learning and flex activities.
- Report back to Academic Senate and PLAC on flex updates and faculty professional learning needs.
- Serve as liaison to the PLAC (flex coordinator).
- An evaluation of the effectiveness of the committee will be conducted each spring semester and distributed to committee members, the Academic Senate and the Office of Institutional Planning, Research and Effectiveness.

Membership:

- Health Sciences
- Science, Technology, Engineering and Mathematics
- Social Sciences

In addition, there is one faculty member representing Counseling and one Librarian.

One faculty member from each Meta Major area (2-year terms, staggered):

- Agriculture, Business and Industries
- Arts and Languages
- Health Sciences
- Science, Technology, Engineering and Mathematics
- Social Sciences

In addition, there is one faculty member representing Counseling and one Librarian.

The faculty flex coordinator to serve as chair. The faculty flex coordinator is chosen by the Academic Senate and shall not be the same person as the PLC coordinator.