

# **Barton Community College Professional Development Steering Council Team Charter**

**Name of Team:** Professional Development Steering Council

**Context:**

The Professional Development Steering Council represents all areas of the College and support faculty and staff.

**Purpose:**

The council serves to provide guidance and support related to college professional learning activities. Members in conjunction with the Coordinator of Professional Development will:

- Identify professional development opportunities for faculty and staff pertinent to their roles at the College and/or professional personal growth.
- Support and guide the initiatives of the Professional Development office.
- Provide budgetary oversight for professional development activities.
- Support tracking and reporting of professional development experiences.

**Responsibilities:**

The Coordinator is responsible for the creation and distribution of meeting agendas and the posting of agendas and meeting minutes on the College's institutional team's webpage.

Members are accountable for recommending agenda topics, providing progress updates, attending meetings, actively participate in meeting discussions and supporting council activities.

If a member is unable to attend an upcoming meeting, they should notify the Coordinator as soon as possible.

**Duration and Time Commitment:**

The council is a permanent institutional team. Members will review its effectiveness as a group at least once each year. Members will discuss achieved outcomes, shortcomings and will make recommendations for improving the Council's effectiveness. The council meets quarterly with any additional meetings being scheduled as needed.

**Boundaries & Limitations:**

The council operates within the requirements established by Barton Community College Policy and Procedures, Kansas Board of Regents rules and requirements,

Kansas Statutes, Higher Learning Commission Principles and Federal Regulations. All council conversations and documentation, whether in person or via email, shall remain within the team unless otherwise noted.

**Membership:**

The council is facilitated by the Coordinator of Professional Development; minutes are taken by a representative of the Vice-President's Administrative Assistant team.

Members include:

- Dean of Military Academic Services
- Vice President of Administration
- Assistant Director of Human Resources
- Chief Information Officer
- Executive Director of Nursing & Healthcare Education
- Director of Public Relations and Marketing
- Dean of Fort Riley Technical Education & Military Outreach Training
- Vice-President of Instruction

Reporting Committees:

- Professional Development Task Force

Approved: 10/12/18 JDW