

## **Faculty Development Committee Bylaws**

### **Section A: Purpose**

The purpose of the Faculty Development Committee (FDC) is to:

- Recommend policies and procedures regarding faculty professional development, and
- Make recommendations on staff, student, and instructional improvement professional development activities

### **Section B: Membership**

Clause 1: The FDC membership shall be comprised of voting representation from the following constituencies: Administration, Academic Senate, Employee Assistance Program; and non-voting Resource Representatives.

Clause 2: The approved voting membership consists of the following:

- Administration (Vice President of governing area over Faculty and Staff Development) – 1 member
- Academic Senate– 8 faculty members (appointed by the Academic Senate)
- Employee Assistance Program representative – 1 member
- ASO Student Representative – 1 member

Clause 3: The approved non-voting Resource Representative membership consists of the following:

- AFT 1521 Faculty Guild – 1 member
- AFT 1521A Classified Staff Guild – 1 member
- Public Relations representative – 1 member
- College Web representative – 1 member
- Environmental Health and Safety representative – 1 member
- Instructional Media representative – 1 member
- IT Representative – 1 member

Clause 4: Each constituency may designate a person to serve as an “Alternate” in the absence of a representative from that constituency. When serving as an alternate, that person shall have voting rights and count for determining quorum. Alternates shall be specifically named.

Clause 5: If any member (or the official Alternate) misses 2 meetings, excluding non-instructional periods, in a semester (fall or spring), after the third absence, the membership position is deemed “vacant” and the appointee is removed from the committee. An email will be sent to the appropriate constituency with action notification and request for replacement. The position remains vacant until replacement is appointed by the appropriate constituency.

Clause 6: A quorum shall consist of 50% plus one of the active voting membership. Vacant positions do not count towards determining the quorum.

### **Section C: Chair/ Chairs**

Last version approved by FDC on 4/25/16

Last version approved by Academic Senate on 5/31/2016

Revised Approved by FDC on 05/22/2017

Revised Approved by Academic Senate on 06/05/2017

Clause 1: The Faculty Chair/Chairs shall preside over FDC meetings.

Clause 2: The Chair/Chairs (Academic Senate faculty member) shall be elected by the committee and serve a term of two years. The Chair/Chairs may serve more than one term if elected to do so.

Clause 3: The Chair/Chairs shall be responsible for preparing and distributing a proposed agenda in advance of the meeting. They shall assist in the preparation of the minutes.

Clause 4: The Chair/Chairs shall be responsible for providing updates to the LATTTC College Council.

Clause 5: The Chair/Chairs shall be responsible for providing reports to the Academic Senate.

Clause 6: In the event of a tie vote by the membership, the Chair/Chairs will cast a tie break vote.

Clause 7: In the event the Chair/Chairs are unable to preside over a committee meeting, the designee of the Chair/Chairs will assume all of the duties for that meeting.

#### **Section D: Meetings**

Clause 1: Meetings shall be held monthly during September, November, February, April, and May as needed during an academic year. This schedule may be altered by a simple majority of the committee. In the event of a holiday, alternate meeting dates and times shall be arranged. Meetings will be held as needed during non-regularly scheduled months and the intersession depending upon member availability.

Clause 2: The Chair will arrange for staff support for the purposes of recording minutes. The minutes of each meeting shall be reviewed and approved at the following meeting.

Clause 3: Meetings shall be open to all members of the campus community, and individuals may address the committee by requesting through the Chair to be placed on the agenda under "Public Session." No more than two minutes per individual or as time permits. The agenda will have an area for public comment prior to any committee voting.

Clause 4: The FDC agenda will be posted 72 hours prior to every meeting. The three designated posting areas are: Mailroom, Aspen Hall building, and the LATTTC website.

Clause 5: Voting under Robert's Rules of Order: "All in favor say: Aye, Nay, Abstention" shall be the voting practice for this committee.

Clause 6: The official format for meeting materials will be electronic, e.g., files and documents will be distributed and made available electronically. Assurances will be made for committee members to have access at meetings.

#### **Section E: Amendment of Bylaws**

Last version approved by FDC on 4/25/16

Last version approved by Academic Senate on 5/31/2016

Revised Approved by FDC on 05/22/2017

Revised Approved by Academic Senate on 06/05/2017

Clause 1: Amendments to the Bylaws may be proposed by any committee member. A majority vote of the committee members shall be necessary for adopting proposed amendments.

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