



Charter for Professional Development Coordinating Network 2022-2023

The Professional Development Coordinating Network (PDCN) is a network formed from an agreement between the Office of the President, Academic Senate, Management and Leadership Association (MLA) and California Schools Employee Association (CSEA), Chapter 535, to collaborate on the process and planned outcomes for strategic professional development activities during a one-year period commencing in the 2021-2022 academic year.

Purpose	The PDCN is the coordinating venue through which the college's constituent bodies develop common professional development activities to strategize and maximize resources to achieve the college's strategic and EMP goals.
Guiding Principles	<ul style="list-style-type: none">• Norco College deeply values and supports professional development for all employees (faculty, classified professionals, and administrators).• Our Educational Master Plan targets specific PD objectives (Goal 4), which need to be coordinated and strategized in order to maximize resources among constituent groups.• Title 5 §53200 affirms the Academic Senate's purview for both "policies for faculty professional development activities" as well as "district and college governance structures, as related to faculty roles."• Norco College shall maintain its 0.2 reassigned time for faculty PD coordination.• CSEA's Classified Senate has an established committee for coordinating professional development for classified professionals.• MLA provides professional development opportunities to managers and is interested in collaborating with other constituent groups to strategize about PD opportunities.
Initial Assumptions	<ul style="list-style-type: none">• Norco College will achieve synergies by institutionally coordinating efforts, strategizing, leveraging external speakers/consultants, and avoiding fragmented responses to employee needs.• There are different nuances, perspectives, and needs (often constituency-specific) within general PD needs (e.g. Guided Pathways and equity).• There is ambiguity regarding funding for PD activities.• There may be value in establishing a college-wide body to coordinate and provide a venue for the faculty, management, and classified professional groups regarding PD funding and requests. Such a group can also seek synergies with timing, outside consultants, etc.• The proposed Institutional Effectiveness and Governance Council as well as part of a manager's time and effort, is anticipated to hold responsibility for the support of PD efforts for Norco College.• Such a PD advisory group could review the current obligations the College must meet regarding grant-funded PD activities as well as EMP-focused professional development.

Scope & Deliverables	<ul style="list-style-type: none"> • The PDCN will serve as the coordinating venue through which the College's constituent bodies develop common professional development training, primarily those around Guided Pathways and equity frameworks. • The PDCN will serve as a hub to collaborate, cooperate, and coordinate around annual strategic professional development training plans and may expand into other areas where all of the body's constituent groups agree there is common ground (e.g. College-specific employee onboarding). • The PDCN supports training for institution-wide leadership and succession planning, especially for non-teaching faculty roles (e.g. governance, meeting management, and parliamentary procedure/Roberts Rules of Order). • The PDCN will advocate for the necessary resources to effectively and efficiently implement professional development plans. • The PDCN will seek synergies with timing, use of consultants and vendors, and promotion of training opportunities. • Job skills training is not within the purview of the PDCN. These will primarily be handled by the individual employee with their supervisor, via a collective bargaining group, and/or through the operational groups of the College (e.g. HRER trainings and software platforms like Etrieve).
Membership	<p>The PDCN membership is representative of all constituency groups. Members are appointed to the PDCN by their constituent bodies based on their roles and functional responsibilities related to professional development. The PDCN will be comprised of the following members:</p> <ul style="list-style-type: none"> • Professional Development Facilitator (serves as the facilitator and provides administrative support) • Faculty Professional Development Committee Chair/Co-Chair(s) • Teaching & Learning Committee Chair/Co-Chair(s) • Classified Professional Development Committee Chair/Co-Chair(s) • Management Leadership Association NC Representative • Human Resources and Employee Relations Representative of Norco College
Meeting Time/Pattern	<p>The PDCN meets at least once in the fall term and once in the spring terms, and as needed.</p>
Roles of Facilitator and Members	<p>The PDCN Facilitator is accountable to the Office of the President/Academic Senate to ensure continuity of dialogue between governance tiers. The Facilitator is responsible for preparing the agenda and facilitating meetings of the PDCN based on best practices and guidelines for effective facilitation.</p> <p>Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the PDCN, which can help to achieve the PDCN's charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the PDCN. While representing the perspectives of the constituency group to which they belong, members are expected to engage in effective dialogue with their PDCN peers with the goal of finding consensus on issues that come before the PDCN.</p>

Meeting Procedures and Expectations	<p>The Facilitator and members of the PDCN will adhere to College governance best practices as follows:</p> <ul style="list-style-type: none"> ○ Meeting agendas are issued in advance of meeting times. ○ Members endeavor to: <ul style="list-style-type: none"> • Adequately prepare for meetings based on the meeting agenda. • Arrive promptly and stay for the entire duration of meetings. ○ Participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations. Welcome all ideas, interests, and objectives that are within the scope of the charter. ○ Actively listen and engage in respectful and constructive dialogue. ○ Work with a spirit of cooperation and compromise leading to authentic collaboration. ○ Support decisions that are made by the group. ○ Follow through on PDCN commitments that are made outside of scheduled meetings. ○ Seek to identify and consider stakeholder voices that may not be present for the group's immediate discussions.
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