



Faculty Professional Development Committee Bylaws Adopted November 17, 2025

ARTICLE I. DEFINITIONS

The following terms shall be defined as follows:

- A. "NC" shall mean Norco College
- B. "NCAS" shall mean the Norco College Academic Senate
- C. "RCCD" shall mean the Riverside Community College District
- D. "FPDC" shall mean the Norco College Faculty Professional Development Committee
- E. "Chair" shall mean the Norco College Faculty Professional Development Committee Chair Coordinator

Any defined terms used in these Bylaws that are not defined shall have the meaning provided in the Bylaws of Norco College of the Riverside Community College District/Norco College Academic Senate, which is incorporated by reference.

ARTICLE II. MISSION

FPDC (a) offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals in an equitable learning environment and (b) collaborates with various constituent groups to facilitate faculty-focused training, for faculty growth in their field, development, health, and roles at NC with focused efforts around Fall and Spring Flex.

ARTICLE III. MEMBERSHIP, MEETINGS, AND RESPONSIBILITIES

Section 1. Membership:

- A. Voting Members: FPDC will maintain a roster of voting members. All FPDC voting members must be NC faculty, with the majority being full time faculty members.
 - a. Each school will submit the name of one delegate, either full time or associate faculty, to serve as a FPDC voting representative and the name of one alternate to vote when the faculty representative(s) from their respective school cannot attend a meeting. All faculty, including Associate Faculty, are welcome to join as visiting members.
 - b. Upon receiving delegate names, FPDC will confirm new members at the following FPDC meeting.
 - c. Any position that has not been filled by the first official meeting of the Fall or Spring semester for any reason, shall be considered vacant until filled. When an FPDC voting member resigns, they shall notify their school chair and FPDC co-chairs.
 - d. Voting members are expected to attend each FPDC meeting in-person. Members who anticipate missing a meeting should report their absence to the co-chairs in advance. Should missing meetings become a pattern, the co-chairs and that member will have a conversation regarding continuing membership or replacement.
 - e. Voting committee members will:
 - i. Serve as a strategic and operational body, addressing academic and professional

- matters under Title 5 §53200's "10+1."
- ii. FPDC will act in manner consistent with the NCAS Constitution and Bylaws, both of which are incorporated into these FPDC bylaws by reference
 - iii. FPDC will develop, promote, and support professional development activities and opportunities for all NC faculty. These efforts will satisfy NC professional development initiatives and ensure that the College fulfills FLEX (District and State Flexible Calendar) requirements. The FPDC will approve or deny events for FLEX credit according to California Education Code §87153.
 - iv. FPDC will contribute to the production of key reports as needed.
 - v. FPDC will routinely assess its work in light of its own charter, mission statement, and the vision and mission statements of the College.
 - vi. During the Fall and Spring semesters, FPDC will review applications for Faculty Professional Development Funds for activities relating to faculty development including but not limited to travel, conferences, FLEX activities, and First Fridays at regularly scheduled FPDC meetings.
 - Individual faculty development funding requests are subject to approval based on the following:
 - Administration's Fall and Spring timely report of all available Faculty Professional Development Funds as well as applicable grants and other institutional funding sources.
 - Completing the Application for Faculty Professional Development Funds, providing proper documentation and dean approval if travel occurs during scheduled work hours.
 - Recommendation to be presented at the FPDC meeting, either in-person or online, where request(s) will be reviewed, discussed and voted on.
 - Plans for sharing professional development activity/event with the college community (for example: FLEX workshop or panel, report to your department and/or discipline).
 - Funding availability (up to "the amount stated on the Application for Faculty Professional Development Funds," per person, per academic year) and on a first-come-first serve basis.
 - So that the committee can prioritize funding professional development activities, FPDC funds can be used for food for Fall FLEX, Spring FLEX, and First Fridays only so that remaining funds can be allocated to faculty conferences, travel, and meetings.
 - The committee will aim to split travel budget equally between Fall and Spring semesters, making sure to reserve funds for conference requests submitted in the second half of the year.
 - Requests for events that have already occurred will not be funded.
 - Out of state requests must be received by the committee for review at least 45 days before the subsequent Board of Trustees Meeting.
 - When considering travel funding requests, the FPDC will grant priority to faculty who...
 - Can clearly link their travel to the mission of the committee
 - Have not already requested money within the same academic year

- xiv. Represent the FPDC at NCAS, District Academic Senate, Equitable and Inclusive Teaching and Learning Committee, College Development and Engagement Committee and other NC/RCCD committees as requested.
 - xv. Confer with counterparts at Norco College and Riverside Community College on issues relating to district-wide faculty development.
 - xvi. Make regular email announcements to College Faculty on amount of funding remaining.
 - xvii. Communicate with past Chair(s) and Administration to obtain any needed information (data, processes, etc.) to assure smooth transition and consistency in current term.
- b. The term of office for the FPDC Chair/Co-Chairs is two academic years. The Chair/Co-Chairs will be a full time NC faculty member(s).
 - i. Selection of the incoming Chair/Co-Chairs will occur during the Fall semester of the outgoing Chair's term.
 - ii. The Chair/Co-Chairs will be elected by a simple majority of voting members. The committee voting members will select an election coordinator, not running for the Chair/Co-Chairs position(s), to receive nominations and organize an in-person, anonymous public vote. The result of the election will be forwarded to NCAS for recommendation and to appoint a chair.
 - iii. The Chair/Co-Chairs may be removed from their position by the NCAS or through a majority vote of no-confidence by the FPDC members themselves, with the Chair not voting, subject to NCAS approval. If the Chair/Co-Chairs resigns or is removed before the completion of their term, the FPDC will conduct an election to select a replacement to forward as a recommendation to NCAS for approval.
- B. Sub-committee members duties may include supporting efforts to:
 - a. Advertise or highlight College/District-approved faculty development events and events of interest for individual/independent FLEX.
 - b. Support on the planning, execution, marketing, and logistics of FLEX Day Events and First Fridays.
 - c. Design and assess proposal review, budget, allocation and approval processes for all Faculty Professional Development Fund requests.
- C. Administrative support duties will include:
 - a. Maintaining the FPDC website with updated links, documentation, and archival materials of meeting minutes and agendas.
 - b. Taking notes during all committee meetings.
 - c. Assisting faculty members processing Concur requests.

Section 3: Meetings

- A. FPDC will meet a minimum of once a month per academic year. Meeting dates will align with the NC calendar established by the Institutional Effectiveness and Governance Committee of the College Council.
- B. Meetings and agendas shall be announced to all NC constituents no later than 72 hours prior to an FPDC meeting.
- C. Meeting minutes will be posted on the committee website in a timely manner.
- D. In cases not provided for in these Bylaws, the FPDC will follow the procedures prescribed in the edition of Robert's Rules of Order proscribed in the NCAS bylaws.
- E. A quorum for the voting members of the FPDC shall be 50% +1 of members. If there are one or more vacancies in the membership, the quorum shall be reduced by the number of vacancies at that meeting.
- F. The faculty Chair/Co-Chairs may call a special meeting. If a special meeting is needed, committee members and NC constituents need to be notified at least 24 hours in advance. All special meetings

must be conducted within the parameters of the Brown Act and the meeting will be announced within the time frame set by that Act. Special meetings cannot include a voting item and no other business can be transacted except that for which the meeting was called.

- G. The Chair/Co-Chairs may cancel a meeting, if needed. Members will be notified by email. If needed and appropriate, the meeting will be rescheduled under the conditions permitted by the Brown Act.
- H. The NC Instructional Programs Support Coordinator can attend FPDC Meetings, providing information as requested on FLEX Track and related items.
- I. All members of the NC community are welcome to attend and participate in FPDC meetings.
- J. For voting items related to changes to processes or procedures (e.g. forms for funding request), adequate time should be allowed for review and discussion by all members prior to a regular meeting.

ARTICLE IV. BYLAWS

- A. These Bylaws, once approved, will be reviewed annually or sooner as needed. The year and date of approval should be included on the Bylaws.
- B. Amendments to these Bylaws may be proposed by the FPDC Chair or by request of a voting member(s) and submitted to the chair. The proposed amendment(s) must be included in the notice of a regular meeting for a first reading and considered at two meetings provided the amendments were in the call for the meeting. At the following regular meeting the amendment(s) will be considered for a vote.
- C. Amendments must be approved by a majority of the voting members present at the scheduled meeting.
- D. An electronic copy of the FPDC Bylaws shall be posted on the college website.
 - a. The official copy of these Bylaws shall be left with the Recorder and archived on the college's website on both the NCAS and FPDC webpages.
 - b. Any amendment to these Bylaws shall be distributed to all members of the FPDC Committee and the NCAS upon adoption and added to the electronic copy.

*Approved by the Faculty Professional Development Committee _____ 11/10/25 _____

**Approved by the NC Academic Senate __ 11/17/25 __