1. MISSION STATEMENT

The mission of the Shasta College Faculty Excellence Committee is to promote, improve, and sustain the professional growth of faculty for the benefit of students and in order to assist the College in meeting its goals.

2. SCOPE AND FUNCTION OF THE FACULTY EXCELLENCE COMMITTEE

The Faculty Excellence Committee is a standing sub-committee of the Academic Senate. The Student Learning Outcome (SLO) Committee is a standing sub-committee of the Faculty Excellence Committee. The FEC is charged with adhering to the California Code of Regulations, Section 55724, including:

a. Developing institutional criteria for professional development credit
b. Developing the content and schedule for professional development days/activities (activities in lieu of regular classroom instruction)
c. Surveying faculty annually about professional development needs and evaluating the overall professional development program

3. MEMBERSHIP

a. The committee is ideally comprised of one representative from each academic division, plus one non-instructional faculty member. There will be one non-voting instructional administrator appointed by the Vice President of Instruction, who acts as co-chair.
b. All voting committee members must be current tenured, tenure-track, or part-time faculty.
c. The voting committee members will elect a faculty co-chair using a process to be determined by the committee.
d. The Division Representatives shall be elected by the full time division faculty members using a process to be determined by the faculty in the division.
e. Members are expected to serve a minimum of one full academic year, but may tender their resignation from committee service at any time. Terms shall be staggered to maintain continuity of the committee.
f. Members may be removed from the committee for non-performance by a majority vote of the other active committee members with the approval of the President of the Academic Senate. Non-performance is said to occur when a member has failed to attend three (3) or more consecutive meetings and has simultaneously failed to participate in collaborative work with the other committee members in reviewing proposals and other committee duties.
4. RESPONSIBILITIES OF THE COMMITTEE CHAIR

a. Provide an annual committee status report to the Academic Senate by the end of every spring semester, including committee membership for the following academic year.
b. Recruit and manage committee membership.
c. Conduct program evaluation including: planning, budgeting, implementation, and assessment.
d. Schedule committee meetings and develop meeting agendas.
e. Facilitate committee discussion of faculty proposals.

5. RESPONSIBILITIES OF COMMITTEE MEMBERS

a. Attend regularly scheduled committee meetings.
b. Identify relevant and meaningful training content for faculty. Conduct needs assessments and consult SLO data when determining professional development needs.
c. Identify possible presenter/speakers for professional development sessions/events.
d. Function as a link between faculty and professional development sessions/events.
e. Evaluate professional development sessions/events benefit to faculty.
f. Collect and disseminate information regarding off-campus opportunities for professional development.
g. Review and vote to approve, deny or request more information regarding “On Campus Professional Development Workshop Proposals” (see Handbook) during committee meetings or in abstentia, having provided rationale in writing to committee chair.

6. MEETINGS

a. The committee will meet monthly in September, November, February, April, and May.
b. The committee will meet bimonthly in October and March for the purposes of planning professional development for the following semester.
c. Meeting dates and times for the following academic year will be finalized by the last meeting of the current academic year.

7. FACULTY EXCELLENCE COMMITTEE BYLAWS

a. Bylaws will be evaluated as determined necessary by the Faculty Excellence Committee.
b. A two-thirds majority of the voting membership may amend a bylaw.
c. A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.

Originally approved by the Senate: 9/22/2014

Submitted for revision – revised Section 3.a; and omitted Section 2.a and Sections 5.h and 5.i: 2/18/2015