

Professional Development Committee Terms of Reference

Recommended by Professional Development Committee: April 4, 2017

Approved by School of Continuing Education Council: May 4, 2017

Amendment Approved: October 19, 2017

1. Background

- 1.1. The School of Continuing Education Professional Development Committee (SCE PDC) fosters faculty and staff professional development which includes the scholarship of teaching and learning and providing advice and feedback about faculty and staff development programming at the School of Continuing Education (SCE). This committee provides the opportunity for collaborative involvement of all members of the School of Continuing Education in supporting each other in lifelong learning.

2. Mandate

- 2.1. The SCE PDC is a standing committee of the School of Continuing Education Council. The committee reviews School of Continuing Education faculty and staff professional development programming and makes recommendations to the School of Continuing Education Council which is in compliance with Policy D2000: Professional Development.

3. Accountability

- 3.1. The SCE PDC reports to the School of Continuing Education Council. The committee Chair will submit an annual report for approval by School of Continuing Education Council.
- 3.2. Minutes of the SCE PDC meeting will be forwarded to the SCE Dean's office for inclusion in the upcoming School Council meeting package.

4. Role

- 4.1. The role of the SCE PDC is to facilitate and propose School wide professional development opportunities and to provide information about individual PD opportunities. The SCE PDC will facilitate the development of a yearly professional development schedule that is in line with the University's mission, mandate and strategic plan as well as with the School of Continuing Education's vision statement and strategic priorities. Specifically, the SCE PDC will undertake the following functions for professional development offering by the School of Continuing Education:
 - 4.1.1. To promote faculty and instructor achievement, innovation and excellence in teaching and learning
 - 4.1.2. To promote staff achievement, innovation and excellence
 - 4.1.3. Draft and propose professional development opportunities
 - 4.1.4. To coordinate the allocation of funds as appropriate
 - 4.1.5. To liaise with the Grant MacEwan University Faculty Association
 - 4.1.6. To liaise with the MacEwan Staff Association
 - 4.1.7. To liaise with the Centre for the Advancement of Faculty Excellence (CAFÉ)

- 4.1.8. To liaise with Human Resources at MacEwan University
- 4.1.9. To represent and report to the School of Continuing Education Council on matters related to professional development
- 4.1.10. Working groups may be created as required to support PD opportunities.

5. Quorum

- 5.1. Quorum is a majority of Committee members, though the Committee will seek to ensure robust participation in its meetings.

6. Support

- 6.1. Support and coordination for the work of the SCE PDC is provided through the Dean's Office.
- 6.2. Consultation to facilitate and support the planning of proposals by Professional Development Committee is available through the Director of Educational Development at SCE who will connect with the Center for Advancement in Faculty Excellence (CAFÉ), MacEwan Research Council, MSA PD VP and HR Professional Development.

7. Membership

- 7.1. The membership of the SCE PDC is structured to ensure a comprehensive representation from the School of Continuing Education. Faculty and MSA Members are elected for a two-year term that is staggered and that may be renewed up to two continuous terms. Renewals may also include one-year term to ensure an appropriate balance of new and continuing members. Membership of the SCE PDC will be determined by the School of Continuing Education Council. The Committee Chair will be determined by the committee.
- 7.2. Dean of the School of Continuing Education or Designate (appointed)
- 7.3. Director (appointed)
- 7.4. Faculty Members
 - 7.4.1. At least two Faculty Academic Members
- 7.5. MSA Members
 - 7.5.1. At least two MacEwan Staff Association Members
- 7.6. Out of Scope
 - 7.6.1. At least one Out of Scope Member

8. Voting

- 8.1. All members of the committee may participate in all discussions. A Voting member is entitled to vote on all issues including proposals that originate from an area or department that a member may represent.
- 8.2. The Chair normally exercises this right only in the event that a Committee vote is tied. The committee will seek expert feedback within and outside the School of Continuing Education. The committee will solicit input from others in the School of Continuing Education who may be affected by a recommendation, and a representative from any area submitting a recommendation to the committee may attend the initial meeting when it is discussed. When appropriate, consultation will be sought with other units across the University.

9. Cooperation and Consultation

- 9.1. The committee will seek expert feedback within and outside the School of Continuing Education. The committee will solicit input from others in the School of Continuing Education who may be affected by a recommendation, and a representative from any area submitting a recommendation to the committee may attend the initial meeting when it is discussed. When appropriate, consultation will be sought with other units across the University.