

Moreno Valley College Faculty Development Committee Bylaws

ARTICLE I. DEFINITIONS

The following terms are to be understood in the sense herein defined:

- A. Moreno Valley College, hereinafter "MVC."
- B. Moreno Valley College Academic Senate, hereinafter "MVCAS."
- C. Riverside Community College District, hereinafter "RCCD."
- D. Moreno Valley College Faculty Development Committee, hereinafter "FDC."
- E. Moreno Valley College Faculty Development Committee Chair/Coordinator, hereinafter, "Chair."

ARTICLE II. MISSION

The Moreno Valley College Faculty Development Committee will set and implement faculty development policy and programs at the College. The committee will function under the direction of the Academic Senate and in accordance with state requirements associated with faculty development.

ARTICLE III. MEMBERSHIP, MEETINGS, AND RESPONSIBILITIES

Section 1. Membership:

- A. The FDC will maintain a roster of at least five voting members, including the Chair. All voting members of the FDC will be MVC faculty and the majority will be full time faculty.
- B. Faculty intending to serve as voting members of the FDC for the academic year will notify the FDC chair at or before the first FDC meeting of the academic year. Faculty may also join the FDC as voting members for the Spring semester by notifying the FDC Chair at or before the first FDC meeting of the Spring semester.
- C. Voting members are expected to attend each FDC meeting. Members missing two or more meetings are subject to dismissal pending a majority vote from committee. Voting by proxy or in absentia is permissible through notifying the Chair at least 24 hours prior to a vote.
- D. The term of office for the Chair is three academic years. The Chair will be a full time MVC faculty member, selected by majority vote of the FDC and presented to the MVCAS for confirmation. The selection of incoming Chair will occur at the penultimate FDC meeting of the outgoing Chair's term. There is no term limit for service as Chair. The Chair may be removed from their position by the MVCAS or through a majority vote of no-confidence by the FDC members themselves, with the Chair not voting, subject to

MVCAS approval. If the Chair resigns or is removed before the completion of their term, the FDC will select a replacement to complete the term, subject to MVCAS approval.

- E. The MVC Instructional Programs Support Coordinator will attend all FDC meetings, providing information as requested on FLEXTrack/Etrieve and related items.
- F. All members of the MVC community are welcome to attend and participate in FDC meetings.

Section 2: Meetings:

- A. In cases not provided for in these Bylaws, the FDC will follow the procedures prescribed in the most recent edition of Robert's Rules of Order.
- B. A voting quorum will consist in the presence of the majority of voting members or their proxies, one of whom must be the Chair or their proxy.
- C. Regular, scheduled FDC meetings will occur monthly in the Fall and Spring semesters, aligning with the policies and calendar established through the MVC Leadership and Governance Subcommittee of the Strategic Planning Council. Remote attendance and synchronous online meetings are acceptable, pending MVCAS approval. Meetings may be cancelled for legitimate reasons, e.g., no business to conduct or an unavoidable conflict with an important college function. Non-scheduled meetings for urgent business may be arranged with a supportive majority vote, though this should not become a routine practice. In the event it becomes necessary to conduct an electronic (remote, asynchronous) vote, the Chair will provide a clear protocol and timeline for motions and discussion. At least two business days will be allowed for discussion and at least two business days will be allowed for voting. Electronic votes shall be reviewed and entered into the minutes of the next regular, scheduled FDC meeting.
- D. An agenda shall be announced to all MVC constituents no later than 72 hours prior to an FDC meeting.

Section 3. Responsibilities:

- A. The FDC will act in manner consistent with the MVCAS Constitution and Bylaws and will provide to the MVCAS monthly reports of FDC determinations/actions for review.
- B. The FDC will develop, promote, and support professional development activities and opportunities for all MVC faculty. These efforts will satisfy MVC professional development initiatives and ensure that the College fulfills FLEX (District and State Flexible Calendar) requirements. The FDC will approve or deny events for FLEX credit according to California Ed Code, sec. 87153.
- C. The FDC will contribute to the production of key reports and reviews generated by the college insofar as those reports or reviews touch on faculty professional development.
- D. The FDC will communicate its proceedings through posting to its website each month approved agendas and minutes and will provide in-person reports as requested by any College or District body.

- E. The FDC will routinely assess its work in light of its own mission statement, the vision and mission statements of the College, and any binding external guidelines or requirements, including those related to accreditation.
- F. The FDC will review all College/District-approved FLEX events to identify those that meet the criteria articulated in RCCD's Equity Statement and Criteria policy. The FDC will do the same with individual/independent FLEX activities labeled as "equity related" by submitting faculty. The FDC will arrange through the MVC Instructional Programs Support Coordinator to receive monthly reports of new FLEX events, with determinations regarding Equity FLEX credit made at the following FDC meeting, subject to majority approval. (Approval of activities submitted before June 30 but following the final FDC meeting of the academic year is at the discretion of the Chair, ideally with the input of volunteer FDC members.) A report on the FDC's determinations will be forwarded in a timely manner to the MVC Instructional Programs Support Coordinator and the MVC Student Equity and Achievement Committee Chair(s) for their review.
- G. The FDC will review funding requests for activities relating to faculty development, approving, or denying by majority vote.
- H. The FDC Chair receives .2 reassign time, the following responsibilities attending:
 1. Call for agenda items a week prior to each regular FDC meeting and set/distribute an agenda at least 72 hours prior to each meeting.
 2. Maintain FDC membership roster, coordinating with the MVCAS President and/or Department Chairs to fill vacancies.
 3. Preside over FDC meetings.
 4. Arrange that FDC meeting minutes are taken and posted to the committee website in a timely manner. If no other meeting participant is willing to take minutes, the Chair is responsible for drafting the minutes and may make a recording of the meeting for this purpose.
 5. Maintain the FDC website.
 6. Facilitate Fall and Spring FLEX sessions, providing a detailed description of each day's events to MVC faculty as soon as the schedule is settled.
 7. Keep records of each MVC/District-approved faculty development event, including dates and times, names and qualifications of presenters, and a description of the event.
 8. Review and approve/deny events submitted to Etrieve for FLEX credit.
 9. Advertise FLEX opportunities. This will include maintaining a calendar of College/District-approved faculty development events and events of interest for individual/independent FLEX. This calendar will be accessible through the FDC website.
 10. In coordination with the MVC Instructional Programs Support Coordinator and the MVC Student Equity and Achievement Committee, arrange for timely FDC identification of FLEX events that meet RCCD's criteria for Equity FLEX.
 11. Arrange for FDC review of funding requests.
 12. Maintain all forms relevant to faculty development, presenting all updates to the FDC for approval.

13. Make monthly reports to MVCAS, either in person or in writing, on FDC activities.
14. Submit required reports to the State Chancellor's Office.
15. Represent the FDC at MVCAS, District Academic Senate, MVC Strategic Planning, and other MVC/RCCD committees as requested.
16. Confer with counterparts at Norco College and Riverside Community College on issues of district-wide consequence relating to faculty development.

ARTICLE IV. BYLAWS UPDATES

- A. These Bylaws, once approved, will be reviewed at least every other year. The year and date of approval should be included on the Bylaws.
- B. Amendments to these Bylaws may be proposed by the FDC Chair or by written petition of at least two voting members and submitted to the chair. The proposed amendment(s) must be included in the notice of a regular meeting for a first reading. 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.

*Approved by the Faculty Development Committee March 24, 2022

**Approved by the MVC Academic Senate TBD 2022