

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 5010

**TITLE:** STAFF AND PROFESSIONAL DEVELOPMENT COMMITTEE

**BASED ON POLICY:** 5.01 STAFF AND PROGRAM DEVELOPMENT

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES

---

I. Purpose:

To describe the purpose and role of the Staff and Professional Development (SPD) Committee

II. Procedure:

- A. The College values employees who are current in their practice and job skills and makes every effort to support employees' professional growth. This is accomplished by providing on-site and online professional development activities and Collegewide events.
- B. The College has a standing committee known as the SPD Committee which is responsible for planning, organizing, and administering Collegewide programs and activities for employee professional development.
- C. The SPD Committee is comprised of a minimum of two employees from each of the College's employment classifications: administrative, faculty, professional, and career service. The chairperson and committee members are appointed annually by the vice president for administrative services.
- D. This committee will meet a minimum of twice a year, or as needed, throughout the year for the following purposes:
  1. Recommend professional development activities and assist in the planning and coordination of such activities as needed.
  2. Plan and coordinate an annual Collegewide professional development event.
  3. Periodically schedule other professional development activities for faculty and staff.
  4. Maintain awareness of professional development opportunities and promote appropriate activities to employees.

5. Work closely with the College's online learning management system and the Corporate and Community Education Department to develop in-house professional development programs whenever possible.
6. Develop guidelines and procedures, as needed, to ensure presentation of quality training and activities for all faculty and staff.
7. Recommend funding for professional development activities.

**HISTORY: Adopted: 10/6/20**

**Adopted:** 10/6/20

**Reviewed:** -

**Revised:** -