

Staff & Program Development General Information

The Staff and Program Development Committee receives proposals for funding from all employees for the purpose of professional development (travel to conferences, workshop attendance, etc.) and program development. The committee members review the proposals and make recommendations for funding to the Vice President for Human Resources and Equity, who, in turn, reviews the committee's recommendation with the President of the College and makes the final decision on all proposals.

Since the Staff and Program Development Committee is one of the College's Standing Committees, the President of the College and the Chair of the Faculty Senate appoint all members to the SPD Committee and select the Chair of the Committee. Faculty, staff, administrators and students from all BC locations comprise the committee membership. The SPD Committee may select a Travel and Program Subcommittee Chair.

Authority

The authority for providing fiscal resources for Staff and Program Development is found in Broward College Policy & Procedure 6Hx2-2.13, Staff and Program Development Plan. In addition to supporting staff and program development activities, these funds may be used to achieve the goals of the Educational Equity Act as well as Equal Access Equal Opportunity activities.

Definitions

The following definition or guidelines will be used when allocating Staff and Program Development funds:

- (a) Staff development is the improvement of staff performance through activities which update or upgrade competence specified for present or planned positions. Staff includes all college employees.
- (b) Program development is the evaluation and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs.

Committee Organization

Upon the recommendation of the standing committee, travel and program subcommittees may be established to review proposals.

Committee Recommendation

The Committee may recommend the SPD request as submitted, may not recommend the SPD request as submitted, or may defer a recommendation (table) pending the submission of additional information or clarification by the employee submitting the request. Recommendations from the Committee are forwarded to the Vice President for Human Resources/Equity. The President or his designee must sign all proposals.

Should the Vice President for Human Resources and Equity disagree with the SPD Committee's recommendation, the Vice President may consult with the SPD Committee Chair and/or the AVP Human Resources – Professional Development & Training, who serves as an ex-officio member of the SPD Committee, and overturn the committee's recommendation. The SPD Committee Chair and/or the AVP Human Resources – Professional Development & Training will report back to the SPD Committee with the results of this discussion.

Appeal Process

Should the proposal originator wish to appeal the decision, a written request must be submitted through his/her campus Provost or appropriate Vice President to the Vice President for Human Resources and Equity.

Items Not Eligible for SPD Funding

The SPD Committee will not approve:

- Program
 - ✓ Refreshments, lunches, or other hospitality expenses for program proposals, as such items are not allowable by state rules. Funds for such requests must be submitted to the campus hospitality accounts under the control of the campus Provost or the Vice President.
- Travel
 - ✓ Social activities for the employee or their guest for travel proposals.
 - ✓ Membership fees are not eligible unless they are included in the registration fees.
 - ✓ Faculty substitutes are not eligible.

Committee Meetings

The SPD Committee meets on the first Monday of each month, except when the college is closed. This date has been set so as not to interfere with other campus and college committee meetings. The deadline for submitting SPD proposals to Human Resources – Professional Development & Training for the monthly agenda is two Mondays before the scheduled SPD Committee meeting.