HARTNELL COMMUNITY COLLEGE DISTRICT
 PROFESSIONAL DEVELOPMENT &
FLEX COMMITTEE HANDBOOK

Hartnell College Vision Statement: Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our
communities and the world.
Hartnell College Mission Statement: Focusing on the education and workforce developmddw
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COMMITTEE CO-CHAIR/FLEX COORDINATOR RESPONSIBILITIES
 Conduct meetings of the Professional Development & Flex Committee
 Collaborate with the preparation and publication of meeting agendas and minutes on committee
website
 Brief Academic Senate on committee activities at least twice per semester; present annual
professional development plan
 Plan, coordinate and manage development of the agenda for contractual flex day activities
 Collaborate to maintain the Professional Development & Flex Committee website
 Communicate with faculty and staff individually and as a group regarding professional
development opportunities and committee approval or denial of flex activity requests and
proposals
 Maintain database documentation of individual faculty flex