The Academic Senate’s purview includes professional development activities for faculty. As such, at NVC the planning body is the Professional Development Committee which selects topics and speakers for Instructional Excellence days. As such, all topics, breakouts, speaker selection/approval are vetted by the PDC and approved by the Senate.

**Parties Involved and their Responsibilities**

**PDC**  
Work with faculty to select topics or themes for flex day  
Bring suggestions to AS for approval  
Pass suggestions along to TLC for implementation

**OI**  
Provide Funding  
Propose speakers and workshop topics as needed  
Collect flex day evaluations and forward to PDC and TLC

**TLC**  
Propose speakers and workshop topics as needed  
Co-ordinate with speakers and OI for funding  
Contact and schedule speakers  
Distribute agenda  
Organize food, equipment, and facility needs  
Collect, store, and compile topic suggestions and forward to the PDC

**Vetting Process**  
Use subject matter experts to verify qualifications not censor ideas. Speaker candidates will submit a topical outline along with a resume and/or vita. PDC, OI, and TLC will identify subject matter experts.

**Timeline**

**Preceding Fall**  
**PDC** solicits theme and/or topic suggestions from faculty and TLC, then makes recommendations to AS (AS votes) for following year  
**TLC** works with PDC to contact individual speakers and make arrangements (speakers are booked only after PDC has successfully vetted).

**Preceding Spring**  
TLC confirms with Fall presenters

**Preceding Summer**  
TLC distributes Fall agenda

**Fall**  
TLC confirms with Spring presenters  
TLC distributes Spring agenda

In case of last minute cancellations or changes in schedule the OI will work with the TLC and the PDC chair to come up with a mutually agreed upon solution and fast track the vetting process. PDC members understand this means they may be contacted during summer or winter breaks.