USG Professional Development Consortium

Charter

Purpose
The University System Office of Human Resources Professional Development formed the Professional Development Consortium (USGPDC) as a product of the Regents’ Strategic Goal Six: Increase Efficiency Working as a System. The purpose of the consortium is to foster collaboration among USG institutions in regards to professional development to facilitate benchmarking, share development resources and implement best practices.

Participation in the consortium will consist of human resources and/or organizational development staff from each institution that have primary responsibility for designing, implementing and evaluating professional development programs.

Mission
The mission of USG Professional Development Consortium is to facilitate collaboration and organizational learning to address System-wide professional development needs.

Goals
- Continuously improve learning and organizational development function of each institution
- Identify, develop and execute key learning programs and System initiatives
- Create a system and associated processes for System-wide knowledge management

Analysis of Strengths
Six institutions have agreed to be a USG Regional Training Center for the System. These institutions are:

- Georgia Institute of Technology
- Kennesaw State University
- Medical College of Georgia
- University of Georgia
- Georgia Southern University
- Valdosta State University

Staff from the Regional Training Centers will lead in assisting other institutions in their regional areas working to understand the professional development issues relating to the institution, as well as developing solutions to the challenges.

Functional Roles
The PDC leadership is structured as follows:

Chair: a consortium member with the skills and experience needed to effectively serve as the primary leader for one fiscal year. The Chair must meet the following criteria:
Current leadership responsibility for existing fully developed and operational campus leadership programs for faculty and staff
Served at least one fiscal year as a consortium vice chair

The Chair position is voluntary and will be filled by appointment during the inaugural year and subsequent years elected by majority vote of the consortium members.

Primary responsibilities include:
- Works with consortium vice chairs and University System Office Professional Development staff to guide the general direction, operations and initiatives of the consortium;
- Oversees the collaborative operations of the Regional Training Centers;
- Assesses and identifies the support and development needs of consortium members;
- Plans consortium events and activities;
- Prepares and distributes meeting summary within five days of each meeting;
- Estimated time commitment is 5 - 7 hours per month.

Vice Chairs: consortium members with the skills and experience needed to effectively serve as the primary leader for at least one fiscal year. The Vice Chairs must have leadership responsibility for existing fully developed and operational campus training and development programs for faculty and staff. In order to assure leadership and operational continuity, only Vice Chairs are eligible to serve as Chair.

The Vice Chair positions are voluntary and will be filled by appointment during the inaugural year and subsequent years elected by majority vote of the consortium members. Following the initial appointments and in the absence of interested volunteers, a Vice Chair may continue to serve up to two years. In order to implement staggered terms of service, initial length of service will be as follows:

- Vice Chair - System professional development architecture: March 2010 – December 2010
- Vice Chair - Professional and leadership development: March 2010 – June 2011
- Vice Chair - Assessment/Evaluation: March 2010 – December 2011
- Vice Chair – Technology: March 2010 – June 2012

Primary responsibilities include:
- Leads the planning and implementation of activities and projects of specific focus areas;
- Recruits volunteers to assist with implementation of focus area tasks and activities as needed;
- Estimated time commitment is 4 - 6 hours per month.

Vice Chair Focus Areas
- Vice Chair - System professional development architecture (compliance and leadership)
- Vice Chair - Professional and leadership development
- Vice Chair - Assessment/Evaluation
- Vice Chair - Technology

Regional Training Center (RTC) Leader/Co-Leaders
Staff from each RTC will support and collaborate with staff from institutions in the region to engage in the following activities:
RTC Leaders are responsible for convening, planning and facilitating region meetings of a sufficient frequency to execute required activities but at a minimum once per quarter excluding full consortium meetings. The meetings will be planned in a manner that minimizes travel requirements and engages technology as much as possible.

RTC Leaders will:

- Provide an agenda in advance of the meeting; use the agenda to facilitate an effective meeting.

- Identify a scribe and a timekeeper at the beginning of each meeting. The RTC Leader will ask for volunteers, if none are identified, members will be appointed for the tasks. The scribe will send the notes of the meeting to the RTC Leader, who will distribute to all members within a week of the meeting.

- Follow up with regional institutions between meetings to provide support in the accomplishment of assigned tasks.

Support and Resources
The PDC operates under the auspices of the Leadership Development Task Force, the Chancellor and USG Office of Human Resources as a part of the Goal Six of the Regents’ Strategic Plan. During the inaugural year, the PDC will operate with a limited budget with plans of securing additional funding as available. The PDC Charter will be shared with institution presidents and chief human resources officers following finalization of the agreement section.

The USO will provide lunch for full day face-to-face consortium meetings. Travel expenses related to attending consortium meetings and events are the responsibility of the member’s home institution. The Office of Human Resources Professional Development will provide support and coaching to the consortium leaders in the execution of responsibilities.

Expectations of PDC members
The PDC participation goal is 100% and participation updates will be presented to the Leadership Development Task Force regularly. Representation from each institution is expected for quarterly consortium and region meetings. If a member is absent, notification must be sent to the chair or RTC leader and a secondary staff member will be designated to attend and report on the status of institution activities and communicate further plans. Prompt arrival to meetings and events is also expected.

Operations
The inaugural meeting of the PDC is February 25, 2010. Thereafter, The PDC will meet quarterly, twice annually by video conference and twice in a face-to-face format. The chair will plan and facilitate the
meeting and each vice chair and RTC leader is expected to present a short status report or activity for their area of interest or region.

- RTC leaders will convene regional meetings at least quarterly to achieve the region’s objectives as outlined in the Functional Roles section of this charter. Each region will establish and adopt ground rules to ensure effective meetings.

- Consortium members will complete assigned tasks between meetings of the region and consortium.

- A summary of discussions and action items from each meeting will be prepared by the chair or RTC leader and posted to BaseCamp (an internet based shared communication site for USG initiatives) or otherwise distributed within five days of the meeting.

The PDC Charter will be reviewed and updated at the end of each fiscal year and shared with institution presidents.

**Agreement**

See Appendix A for signed agreement.

**Regions:**

**Georgia Institute of Technology**
- Atlanta Metropolitan College
- Georgia State University
- Clayton State University
- University of West Georgia
- Gordon College
- Columbus State University

**Kennesaw State University**
- Southern Polytechnic State University
- Dalton State College
- Georgia Highlands

**Medical College of Georgia**
- Augusta State University
- Georgia College & State University
- Macon State College
- Fort Valley State University

**University of Georgia**
- North Georgia College & State University
- Georgia Gwinnett College
- Gainesville State College
- Georgia Perimeter College

**Georgia Southern University**
- Middle Georgia College
- Savannah State University
- Skidaway Institute of Oceanography
- Armstrong Atlantic State University
- College of Coastal Georgia
- East Georgia College

**Valdosta State University**
- Waycross College
- Bainbridge College
- Abraham Baldwin Agricultural College
- Albany State University
- South Georgia College
- Darton College
- Georgia Southwestern State University
Appendix A

University System of Georgia
Professional Development Consortium (USGPDC)
Agreement
AGREEMENT

I agree to participate in and support the goals of the University System of Georgia Professional Development Consortium (USGPDC) Charter as outlined.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Representative (Print name)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraham Baldwin Agricultural College</td>
<td>Barbara M. Pickle</td>
<td>SIGNED BY CHRO OR CEO AT ABAC</td>
</tr>
<tr>
<td>Albany State University</td>
<td>Wynne Wilson</td>
<td></td>
</tr>
<tr>
<td>Armstrong Atlantic State University</td>
<td>Rebecca Carroll</td>
<td></td>
</tr>
<tr>
<td>Atlanta Metropolitan College</td>
<td>Regen Ray Simmons</td>
<td></td>
</tr>
<tr>
<td>Augusta State University</td>
<td>Patricia A. Harris</td>
<td></td>
</tr>
<tr>
<td>Bainbridge College</td>
<td>John Jacobs</td>
<td></td>
</tr>
<tr>
<td>Board of Regents</td>
<td>Tina Woodard</td>
<td></td>
</tr>
<tr>
<td>Clayton State University</td>
<td>John Brooks</td>
<td></td>
</tr>
<tr>
<td>College of Coastal Georgia</td>
<td>Kathleen S. Morris</td>
<td></td>
</tr>
<tr>
<td>Columbus State University</td>
<td>Laurie S. Jong</td>
<td></td>
</tr>
<tr>
<td>Dalton State College</td>
<td>Faith Miller</td>
<td></td>
</tr>
<tr>
<td>Darton College</td>
<td>Ronnie A. Henry</td>
<td></td>
</tr>
<tr>
<td>East Georgia College</td>
<td>Jurney Woods</td>
<td></td>
</tr>
<tr>
<td>Fort Valley State University</td>
<td>Dwayne Crew</td>
<td></td>
</tr>
<tr>
<td>Gainesville State College</td>
<td>Chaudron Gille</td>
<td></td>
</tr>
<tr>
<td>Georgia College &amp; State University</td>
<td>Carol A. Ward</td>
<td></td>
</tr>
</tbody>
</table>

USG Professional Development, Office of Human Resources
<table>
<thead>
<tr>
<th>Institution</th>
<th>Signature 1</th>
<th>Signature 2</th>
<th>Signature 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Gwinnett College</td>
<td>Farrah L. McRae</td>
<td>Farrah L. McRae</td>
<td></td>
</tr>
<tr>
<td>Georgia Highlands College</td>
<td>UV Siler</td>
<td>Virginia Siler</td>
<td></td>
</tr>
<tr>
<td>Georgia Institute of Technology</td>
<td>L. E. E. Wright</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgia Perimeter College</td>
<td>Patricia Masterson</td>
<td>Patoma Masterson</td>
<td></td>
</tr>
<tr>
<td>Georgia Southern University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Georgia Southwestern State University</td>
<td>Lisa Cooper</td>
<td>Lisa Cooper</td>
<td></td>
</tr>
<tr>
<td>Georgia State University</td>
<td>Linda Bryant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gordon College</td>
<td>Peggy Warren</td>
<td>Peggy Warren</td>
<td></td>
</tr>
<tr>
<td>Kennesaw State University</td>
<td>Linda Lyons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macon State College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical College of Georgia</td>
<td>Debra Arnold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Georgia College</td>
<td>Lisa Chastain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Georgia College &amp; State University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Savannah State University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skidaway Institute of Oceanography</td>
<td>Natalie Higley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Georgia College</td>
<td>Keith Newell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southern Polytechnic State University</td>
<td>Ellen McGee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Georgia</td>
<td>Tracey O'Malley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of West Georgia</td>
<td>Shaye Hudson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td>Signature 1</td>
<td>Signature 2</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Valdosta State University</td>
<td>Rebecca Murphy</td>
<td>Ken B. Murphy</td>
<td></td>
</tr>
<tr>
<td>Waycross College</td>
<td>Cathy Clift (via email)</td>
<td>CATHY CLIFT</td>
<td></td>
</tr>
</tbody>
</table>