



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:

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- 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:

- Needs assessment/gap analysis
- Institution specific training plan and calendar
- Share resources (materials, events, vendors, etc.)
- Provide quarterly status updates to the consortium and/or chair
- Estimated time commitment is 3 – 4 hours per month

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

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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.

Institution	Representative (Print name)	Signature
Abraham Baldwin Agricultural College	BARBARA M. PIRKLE	SIB SIGNED BY CHRO OR CEO AT ABAC
Albany State University	Wynell Wilson for	Steve Hunt Wynell W. Wilson
Armstrong Atlantic State University	Rebecca Carroll	Rebecca N. Carroll
Atlanta Metropolitan College	Regina Ray Simmons	Regina Ray Simmons
Augusta State University	Patricia A. Harris	Patricia A. Harris
Bainbridge College	John Jacobs	John Jacobs
Board of Regents	Tina Woodard	Tina Woodard
Clayton State University	John Brooks	John Brooks
College of Coastal Georgia	Kathleen S. Morris	Kathleen S. Morris
Columbus State University	Lawrie S. Jones	Lawrie S. Jones
Dalton State College	Faith Miller	Faith Miller
Darton College	Ronnie A. Henry	Ronnie A. Henry
East Georgia College	Jessy Woods	Jessy Woods
Fort Valley State University	Dwayne Crew	Dwayne Crew
Gainesville State College	Chaudron Gille	Chaudron Gille
Georgia College & State University	Carol A. Ward	Carol A. Ward

Georgia Gwinnett College	FARRAH L. McGUFFIE	FARRAH L. McGUFFIE
Georgia Highlands College	UHSiler ↔	VIRGINIA SILER
Georgia Institute of Technology	LAROUS T. WRIGHT	Larous T. Wright
Georgia Perimeter College	Patrice Masterson	Patrice Masterson
Georgia Southern University	Alex Kennes Alex Kennes	Alex Kennes
Georgia Southwestern State University	Lisa Cooper	Lisa P. Cooper
Georgia State University	LINDA BRYANT	Linda Bryant
Gordon College	Peggy Warren	Peggy Warren
Kennesaw State University	LINDA LYONS	Linda Lyons / qb
Macon State College	Stacy Morrison	Stacy Morrison
Medical College of Georgia	^{PEW} PALEOK Debra Arnold	Debra Arnold
Middle Georgia College	Lisa Chastain	Lisa Chastain
North Georgia College & State University	Jara & Connor	Jara & Connor
Savannah State University	Tonniesha Evans-Curry	Tonniesha Evans-Curry
Skidaway Institute of Oceanography	Natalie Higley	Natalie Higley
South Georgia College	Keith Newell	Keith Newell
Southern Polytechnic State University	ELLEN MCGEE	Ellen McGee / qb
University of Georgia	TRACEY O'MALLEY	Tracey O'Malley
University of West Georgia	Shaye Hudson	Shaye Hudson

Valdosta State University	Rebecca Murphy	Rebecca Murphy
Waycross College	Cathy Clift via email	CATHY CLIFT