Operational Plan

Committee Meetings

CSDC meetings will be held bi-monthly (every two weeks).

All meetings will be recorded with "official minutes." The presence of a non-member at CSDC meetings for the function of recording the minutes was unanimously voted "yes" (4/6/06).

Recommendations will be made by the CSDC, approved by a simple majority of all members. Recommendations will be made to the Dean of the College. The Dean will respond to all recommendations of the CSDC no later than two weeks after the recommendation are received. The Committee will notify the staff member requesting funds if their request has been approved or denied.

Assessing Staff Training Needs/Wishes

The College Staff Development Committee will conduct surveys periodically throughout the year to assess the training needs and wishes.

Eligibility to Request Funds

Staff must meet the following to be eligible to request funds from the College Staff development pool:

- Staff must be a full-time employee of the College of Architecture.
- Staff must have been employed for at least one calendar year by the College of Architecture.
- Staff must have completed their probationary period.
- Staff must have completed all required HR courses.

Requesting Funds

Request for Funds packet will include the following documents:
- Request for Funding from the Staff Development Pool Form
- Request for Travel
- Travel Advance Request Form (if applicable)

This packet will be located in a box in the Dean's office and collected by a Committee member and taken to each scheduled CSDC meeting for review and recommendation.

- Forms will be collected by a Committee member.
- Requests will be reviewed and discussed at next scheduled CSDC meeting.
- The Committee will verify that the staff requesting funds has completed required HR training for the college.
- The Committee will vote on the request for funds.
- Recommendation will be made to the Dean (using recommendation form – all packets will be forward to the Dean the day of the meeting).
- The Dean will approve or deny the request no later than two weeks after the recommendation is received.
- The Committee will inform staff of whether their request has been approved or denied
- Once training is completed, staff will be asked to complete a Post Training Evaluation Form and return it to the committee.

Committee members may recommend training for themselves as usual, with the understanding that the Dean has the final approval/denial.