



## *HLC Accreditation Evidence*

Title: Professional Development and Enrichment Committee

Office of Origin: Vice President of Administration - Human Resources

**Team Charter**  
**Barton Community College**  
**Professional Development & Enrichment Committee**

**Name of Team**

Professional Development and Enrichment Committee

**Committee Purpose**

The purpose of this committee is to (1) reconnect employees with one another; (2) invigorate why we work at Barton; (3) assist employees to find the passion for what we do; (4) acknowledge that the welfare of all employees is important; (4) encourage communication and networking within the college areas; (5) provide training activities relevant to both faculty and staff; and (6) promote continued quality customer service practices.

**Duration and Commitment**

The team has been commissioned as a permanent institutional team. The time commitment varies depending on the time of year and the number of planned activities.

**Boundaries and Limitations**

Meetings will be held throughout the year to generate committee member ideas and develop/host planned activities.

**Expected Results**

The committee is made up of the following five sub-committees.

- Customer Relations – This sub-committee serves to encourage positive interactions between Barton employees and those they interact with by focusing on quality customer service as the main topic in discussions and presentations. The committee aims to provide information and guidance on best practices when interacting with customers, both internally and externally, to ensure Barton's overall quality of customer service remains as proficient as possible.
- Customer Service Week – This sub-committee focuses their efforts on customer service oriented events during Customer Service Week in October.
- Professional Conference Days – This sub-committee plans and develops fall and spring Professional Conference Days activities for faculty and staff, which includes speakers and topics relevant to employees.
- Barton Chats – This sub-committee brings employees from all areas of campus together for conversation and encouragement. Sessions are informative, entertaining, and relevant to both faculty and staff.
- Hospitality – This sub-committee plans and hosts hospitality activities to reconnect employees with one another at different times throughout the year.

10/20/2016