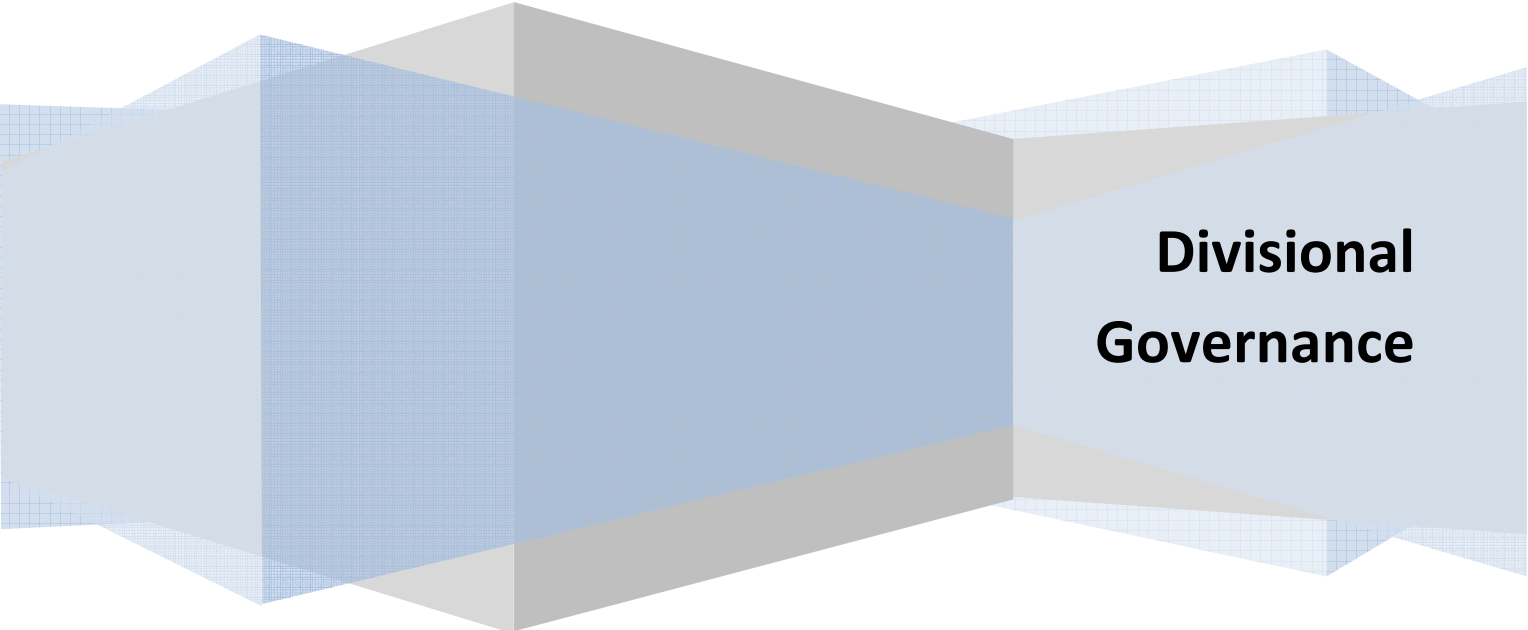


Technology Division



Revision History

Approved: December 2011

Reaffirmed: February 2013

Reaffirmed: March 2014

Reaffirmed: February 2015

Reaffirmed: February 2016

Reaffirmed: February 2017

2016/2017 Committee

Robert Benard

Jeff Brandes

Dennis Hughes

Table of Contents

1 Conference Travel	4
2 Faculty Interview Committee	6
3 Faculty Evaluation	7
4 Textbook Selection	8
5 Process for Bidding on Classes	9
6 Faculty Input Regarding Specific Courses to be Offered	10
7 Development of Course Proposals and Course Revisions	11
8 Priority Setting for Divisional Planning.....	12
9 Process, Guidelines, and Organization for Department Program Reviews.....	13

1 Conference Travel

Purpose:

The purpose of allocated division travel funds should be to encourage participation in such activities which may have a contributory impact upon our students, college, community, state and nation.

Policy:

A. Eligibility and Priority for use of Funds

1. All full-time instructors shall be eligible to request funds.
2. The intention to request funds should be made by faculty members to the Travel Fund Committee as early in the academic year as possible, no later than 5 business days prior to the conference or activity the faculty desires to attend.
 - a. During the fall semester of an academic year, total travel expenses per instructor will not exceed the allocated total amount designated per instructor. Additional travel requests and/or non-reimbursements after April 15 will be considered for payment.
 - b. Generally, only one person may receive the full amount for transportation expenses to a meeting, but several persons traveling together by automobile may individually request funds to cover lodging and meals.

B. Procedures

1. Administrative and Travel Committee approval must be obtained prior to reimbursement.
2. Distributions of Travel Funds
 - a. Total funds available by the college divided by the total number of full-time faculty in the division = available funds per full-faculty member. A single reimbursement is not to exceed the designated travel amount per faculty member.
 - b. The remaining funds in the travel fund, if any, submitted by April 15, will be divided on a prorated basis among those instructors whose travel expenses were not fully funded, according to the formula

below. Priority will be given to faculty members who have not utilized the fund during the current fiscal year.

Individual instructor's unpaid balance		
-----	x Travel Fund Balance	= Amount of Refund
All reported unpaid balances		
* A maximum of the individual instructor's unpaid balance will be refunded		
Example: 1,000.00		
-----	x 3,000.00 = .167 x 3,000.00 =	500.00 refund
6,000.00		

C. Travel Fund Committee

1. A Divisional Travel Fund Committee of four members will be selected each year to administer this policy.
2. The committee shall be elected at the first Division meeting in the fall and shall include at least one member from the previous year's committee.
3. The Travel Fund Committee will elect a chairperson who will submit an executive summary for the previous fiscal year at the fall division meeting.

This Policy is subject to annual review by the divisional faculty members.

Division Approval 12 Yes 0 No - 09/01/2011

2 Faculty Interview Committee

- A. During a division meeting, full-time faculty will nominate and vote for two continuing contract full-time faculty members to participate in an interview committee within their area of expertise.

Division Approval 12 Yes 0 No - 09/01/2011

3 Faculty Evaluation

- A. Based on area or discipline, full-time faculty may request specialized components of performance to be added to faculty evaluations within their area. Examples include safety procedures, portfolio assessments, and/or additional student evaluations.

Division Approval 12 Yes 0 No - 09/01/2011

4 Textbook Selection

- A. Full-time faculty have the right to select their own textbook for their section(s).
- B. Textbook(s) selection for unassigned courses must be agreed on by the majority of the full time faculty in the area or discipline.

Division Approval 12 Yes 0 No - 09/01/2011

5 Process for Bidding on Classes

Criteria for the selection of faculty assignments:

- A. Once a finalized schedule has been established, full-time faculty course assignments are made based upon the selections of each faculty member.
- B. Full loads are selected first on a seniority basis.
- C. Any remaining selections may be selected as overloads by those faculty members desiring them on a seniority basis up to the beginning of the adjunct/part-time faculty course selection process.
- D. After final selections are made by full-time faculty, adjunct/part-time faculty select courses based on preference points.

Division Approval 12 Yes 0 No - 10/25/2011

6 Faculty Input Regarding Specific Courses to be Offered

- A. Recommendations for specific courses offered by the Division may be given to the Dean at any time, consistent with the time line contained in section X.Q.2.a.6 of the Master Contract.

Operational Procedure (not part of governance)

- The Dean, based on consideration of factors such as anticipated student need and considering preliminary input from faculty, develops a tentative schedule.
- The Dean distributes to department coordinators a tentative schedule of course offerings for each semester/session. Coordinators will be given time to discuss the schedule with other department faculty. The department coordinators will have the opportunity to meet with the Dean to offer additional input.
- The dean may request input from faculty in areas where there is no coordinator as the need arises.

Division Approval 12 Yes 0 No - 12/13/2011

7 Development of Course Proposals and Course Revisions

- A. The program coordinator in the area where new course proposals or revisions are being proposed will notify all full time faculty of said proposal and facilitate discussion among affected full time faculty.
- B. New course proposals and course revisions must be submitted to the division a minimum of 5 business days prior to the meeting at which the proposals are to be reviewed to ensure adequate time for copies to be distributed to faculty. Failure to meet these guidelines will result in proposals or revisions being held over to the next monthly meeting.
- C. Any new course proposals or course revisions submitted will meet current CPSC guidelines.
- D. Full-time faculty will vote by secret ballot, with the ballot box being available for 3 business days in the division office. Official ballots shall be maintained and counted by the elected faculty member and be witnessed by at least one other continuing contract full time faculty member.
- E. At the first division meeting of each year, faculty will elect a continuing contract full time faculty member to maintain the official ballot box and count ballots.

Division Approval 12 Yes 0 No - 09/01/2011

8 Priority Setting for Divisional Planning

- A. During the second division meeting of the fall semester, full-time faculty will discuss and recommend priorities for the division to the Division Dean for the upcoming year(s).

Division Approval 12 Yes 0 No - 09/01/2011

9 Process, Guidelines, and Organization for Department Program Reviews within Division Programs

- A. Program reviews for Perkins based programs will follow the PROE review process established by the Perkins funding grant.

Division Approval 12 Yes 0 No - 09/01/2011