

MOTT COMMUNITY COLLEGE
*Counseling & Student
Development Division*

**DIVISIONAL GOVERNANCE
GUIDELINES
&
PROCEDURES**

**COLLEGE READINESS
(Teaching)
FACULTY**

2017-2018

I. CONFERENCE TRAVEL

The following guidelines and procedure shall be followed in the approval and allocation of divisional travel funds within the Counseling and Student Development Division (CASD). Official college procedures governing professional conferences are covered in the MCCEA Master Contract, Article XIII.L.2. In addition to conference travel reimbursed within CASD, faculty members are encouraged to apply for Professional Development and/or Career and Technical Education funding from the office of the Vice President for Academic Affairs.

A. Guidelines

1. Availability of Divisional Travel Funds

Operational Procedure (not part of governance):

➤ The amount in the Divisional travel fund may be communicated to the divisional faculty at the beginning of the fiscal year by the Dean (or designee).

- a. The Divisional travel budget will be determined two months prior to the fiscal year by calculating the average of the MA+00 salaries of each equated full-time faculty member within the division and multiplying it by .007 (Article XIII.L.1).
- b. The allocation per fiscal year for full-time faculty is 85% of the entire Divisional travel budget. The maximum allocation for each full-time faculty member is determined by dividing this amount by the number of full-time faculty.
- c. The allocation per fiscal year for part-time faculty members is 15% of the entire Divisional travel budget. The maximum allocation per part-time faculty member is \$100 until part-time faculty funds are exhausted, or until June 15th, when the remaining funds are reallocated to the full-time allotment and distributed according to divisional governance.

2. Conference Information

- a. Travel Request Forms may be obtained from the MCC Faculty Forms location on the MCC website or on the CASD K:drive under Forms.
- b. Forms *must* be submitted for approval at least five working days in advance of the conference travel per CASD operating procedure.

3. Full-time College Readiness, SSS and ACSS Faculty Travel Funds

- a. All full-time faculty are eligible to request Divisional travel funds. New full-time faculty hires will be given divisional funds on a pro-rated basis per month of employment within the fiscal year. This amount will be added to the conference travel budget by the Dean.
- b. ACSS, SSS or Counselors who are reassigned or transfer to another division are not eligible to apply for and receive Divisional travel funds during the time of their reassignment.
- c. On June 1st, the Dean (or designee) may communicate the balance of unused / unallocated travel funds to full-time faculty.
- d. Faculty whose expenses exceed the Divisional allotment may request additional funding from the Dean.
- e. On June 15th any unused travel funds shall be divided equally among full-time faculty who incurred additional expenses, provided this second allotment does not exceed actual expenses.
- f. In the event that there are remaining unused travel funds after all full-time faculty have been reimbursed, those funds will be divided equally among part-time faculty who incurred additional expenses, provided this allotment does not exceed actual expenses.

4. Adjunct and Part-time Counselors, Part-time SSS and Part-time ACSS Faculty Travel Funds
 - a. All adjunct and part-time faculty are eligible to request Divisional travel funds.
 - b. On June 1st of the fiscal year, the Dean (or designee) may communicate the balance of unused / unallocated travel funds to adjunct and part-time faculty.
 - c. Faculty whose expenses exceed the Divisional allotment may request additional funding from the Dean provided funds are available.
 - d. Any remaining funds will be reallocated to the full-time allotment and distributed according to divisional governance.
 - e. In the event that there are remaining unused travel funds after all full-time faculty have been reimbursed, those funds will be divided equally among part-time faculty who incurred additional expenses, provided this allotment does not exceed actual expenses.

5. Conference Summary Report

Faculty participating in conference travel will assume responsibility for providing a brief summary report via e-mail to all divisional faculty and the Dean including conference highlights and additional material(s) as appropriate, no later than 30 days after returning from the conference/event.

B. Procedure

1. Application for Conference Travel
 - a. Obtain Travel Request Form from the MCC Faculty Forms location on the MCC website or in the CASD Forms File on the CASD K:drive.
 - b. Faculty member must submit a Travel Request Form with estimated expenses and an attached conference agenda prior to attending the conference at least five working days in advance, per CASD operating procedure. See the Master Contract, Article XIII.L.6 regarding arrangements for classes due to conference travel.
 - 1) The faculty member must obtain the signature of one divisional full-time faculty member.
 - 2) The faculty member must submit the Travel Request Form to the Dean, along with a completed Leave of Absence Form indicating a plan for covering classes and/or professional responsibilities during conference travel.

Operational Procedure (not part of governance):

- *The Dean reviews the Travel Request Form for approval/disapproval and forwards the form to the appropriate Division Administrative Support staff for processing.*
- *The original request will remain in the Division files until the completed Travel Expense Form is submitted.*

2. For Travel July 1 through May 31st – Reimbursement for Travel Funds

Faculty shall submit a completed Travel Expense Form along with receipts, mileage and proof of registration no later than 30 days after returning from the conference/ event to the appropriate Division Administrative Support staff.
3. For Travel June 1st through June 30th – Pre-payment for Travel Funds

In order to receive CASD divisional travel funds for travel in June, Faculty must request prepayment, and then submit a completed Travel Expense Form along with receipts, mileage and proof of registration no later than 30 days after returning from

the conference/ event, or by July 15th, whichever occurs first, to the appropriate Division Administrative Support staff.

Operational Procedure (not part of governance):

- Failure to provide documentation may result in denial of divisional funds, or may require return of divisional funds received.
- The Division Administrative Support staff forwards the Completed Travel Expense Form to the Dean for approval and then on to Accounting to be processed.
- Copies of completed Travel Request Forms are maintained in the Division files.
- The appropriate Division Administrative Support staff keeps records of faculty travel funds for accounting purposes.
- Completed travel forms submitted after June 15 will not be eligible for funding that exceeds the pre-payment amount.

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Approved by Management: _____ Date: _____
 Philip Espinosa, Assoc. Vice President of Human Resources

II. FACULTY INTERVIEW COMMITTEES

The following guidelines and procedure shall be followed in the faculty interview committee process within the Counseling and Student Development Division. Additional information regarding faculty interview committees can be found in the MCCEA Master Contract, Article X.R.2.a.2.

Procedure

Two full-time CASD Faculty members shall serve on a mandatory rotating basis on the interview committee for new Probationary Status faculty. (See Article X.R.2.a.2). Additional faculty/staff members may be included on the committee at the discretion of the Dean.

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 Philip Espinosa, Assoc. Vice President of Human Resources

III. FACULTY EVALUATION

The following guidelines and procedure shall be followed in the faculty evaluation process within the Counseling and Student Development Division. Additional information regarding faculty evaluations can be found in the MCCEA Master Contract, Article X.S, X.T, and X.U.

A. Guidelines

The evaluation of divisional faculty members will follow the collective bargaining agreement as supported by the procedures that follow.

B. Procedure

Evaluation for Continuing Full time College Readiness Faculty, SSS Faculty and ACSS Faculty Who Teach

1. Per the collective bargaining agreement, evaluation of continuing full-time College Readiness faculty, SSS faculty and ACSS Faculty who teach will take place at least once every three academic years as outlined in Article X.S.5.

Continuing Full-time College Readiness faculty shall be evaluated in the following areas:

- a. Classroom Instruction

Continuing SSS faculty who teach shall be evaluated in the following areas:

- a. Classroom Instruction

2. In addition, continuing Full-time College Readiness Faculty and SSS faculty who teach are required to administer student questionnaires (i.e., SIEF) at least once per academic year (see Article X.S.2).
3. The Dean may be assisted in the evaluation process by continuing full-time status faculty who conduct classroom observations (Article X.S).

Evaluation for Part-time College Readiness Faculty who are Adjunct (Including ACSS faculty)

1. Per the collective bargaining agreement, continuing part-time College Readiness faculty who are adjunct shall be evaluated at least after each sixth semester of teaching or every third year, whichever comes first, as outlined in Article X.U.9. Part-time College Readiness faculty who are adjunct shall be evaluated in the following areas:
 - a. Classroom Instruction
2. In addition, continuing part-time College Readiness faculty who are adjunct who teach are required to administer student questionnaires (i.e., SIEF) at least once per academic year (see Article X.U). The SIEF shall be administered to all faculty in the Fall of each academic year unless they are not teaching Fall Semester, in which case they will be administered in the Winter Semester.
3. The Dean may be assisted in the evaluation process by continuing full-time status faculty who conduct classroom observations (Article X.U).

Operational Procedure (not part of governance):

Part-time College Readiness faculty and Part-time ACSS Faculty who are Adjunct

- *A full-time faculty member will continue to serve as the formal “mentor” for each part-time status faculty who becomes adjunct.*

Evaluation of Part-time College Readiness Faculty who are not Adjunct, Including Qualified ACSS faculty

1. Per the collective bargaining agreement, part-time College Readiness faculty who are not adjunct shall be evaluated during his/her first semester and every other semester thereafter until a minimum of three evaluations have been completed (see Article X.W.). Part-time College Readiness faculty who are not adjunct shall be evaluated in the following area:
 - a. Classroom Instruction
2. In addition, Part-time College Readiness faculty who are not adjunct are required to administer student questionnaires (i.e., SIEF) each semester (see Article X.U.2).

Operational Procedure (not part of governance):

Part-time College Readiness Faculty who are not Adjunct

- *Upon the employment start date, a program coordinator or a full-time faculty member shall be assigned as the formal “mentor” for each new part-time faculty. Such mentor will be the new hires’ primary contact with regard to questions pertaining to CASD – College Readiness procedures, and will assist the new hire in acclimating to the college working environment. The mentor also serves as the Dean’s designee for purpose of evaluation (see Article X.W).*
- *Probationary Employees may access a copy of the evaluation form on the CASD K:drive and meet with the Dean and committee members for conference.*

Evaluation of Probationary Full-time College Readiness, Qualified SSS and Qualified ACSS Faculty

1. Per the collective bargaining agreement, Probationary Status faculty shall be evaluated annually as outlined in Article X.T.
2. It is the joint responsibility of the Dean, full-time faculty and the new Probationary Status faculty to annually conduct a formal evaluation process.

Operational Procedure (not part of governance):

New Probationary Status Faculty Evaluations

- *The evaluation of Probationary Status faculty members will be made in Fall, Winter and Spring/Summer by a committee selected by the immediate supervisor and consisting of the immediate supervisor (or his/her designee) and the appropriate faculty of the division.*
- *Within one month after the employment start date, the New Probationary Status faculty member shall submit to the Dean the names of two full-time CASD faculty to be considered to serve as their Evaluation Committee Members. (See Article X.U).*

3. Probationary full-time College Readiness faculty shall be evaluated in the following areas:
 - a. Classroom Instruction
4. In addition, full-time faculty who teach are required to administer student questionnaires (i.e., SIEF) each semester.

5. Probationary SSS and ACSS faculty who teach shall be evaluated in the following areas:
 - a. Classroom Instruction

In addition, probationary SSS and ACSS faculty who teach are required to administer student questionnaires (i.e., SIEF) each semester (see Article X.U.2).

6. Although formal evaluations will occur annually, regular feedback between the Probationary Status faculty and Evaluation Committee members is strongly recommended.
7. Adhering to timelines provided in the contract (Article IX.E.1), the Evaluation Committee (that consists of the Dean and committee members) shall draft and sign a written recommendation on the performance of the Probationary Status faculty and forward it to the Vice President along with other supportive documentation deemed necessary.
8. Prior to submission of the written recommendation, the Evaluation Committee will have a conference with the probationary employee to review their overall performance.

Evaluation for Additional Contracted Work Assignments

1. The Dean may conduct evaluations as necessary at his/her discretion.
2. The Dean may be assisted in the evaluation process by continuing full-time status faculty (Article X.U).

Evaluation for Additional Non-Contracted Work Assignments

1. The Dean may conduct evaluations as necessary at his/her discretion.
2. The Dean may be assisted in the evaluation process by continuing full-time status faculty (Article X.U).

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 Philip Espinosa, Assoc. Vice President of Human Resources

IV. TEXTBOOK SELECTION

The following guidelines and procedure shall be followed regarding the selection of textbooks within the Counseling and Student Development Division.

A. Guidelines

1. Full-time College Readiness, qualified SSS, and qualified ACSS faculty designated to teach a particular section of a course shall select all textbooks for that section. Selected textbooks may be required or if no textbook is selected, supplemental course material is required.
2. Full-time College Readiness, qualified SSS, and qualified ACSS faculty shall determine the textbook selections for all sections taught by part-time faculty. Use of the selected textbooks for the sections taught by Adjunct and Part-time faculty is mandatory.
3. Approximate textbook ordering deadlines will be communicated by the dean, and are as follows, but are subject to change:
 - a. First week of April for Fall semester
 - b. Last week of October for Winter semester
 - c. First week of March for Spring/Summer semester

Operational Procedure (not part of governance):

- *Administrative Support staff informs the appropriate full-time faculty of any textbook changes (e.g., new editions), availability, desk copies and/or concerns as far in advance as possible.*
- *Administrative Support staff provides one copy of each required and optional textbook to the Mott Library staff to place in their reserve collection.*
- *Upon request of faculty, Administrative Support staff secures a desk copy of course textbooks for the division no later than two weeks before the start of class or earlier if possible.*

B. Procedure

1. It is recommended that each academic year textbooks be evaluated for continued use.

Operational Procedure (not part of governance):

- *A textbook committee may be appointed by the Dean to review and recommend textbooks and materials for Divisional use.*

2. It shall be the responsibility of Divisional faculty to contact authors/publishers when researching new materials or textbooks for possible adoption. All faculty are encouraged to research textbook alternatives and submit a rationale for the potential adoptions to full-time faculty for consideration. Divisional faculty who research new textbooks for adoption are strongly encouraged to meet with part-time faculty who would be affected by a change in textbooks.
3. Prior to the textbook ordering deadlines, the full-time College Readiness, qualified SSS and qualified ACSS faculty will review all current and new textbooks proposed for adoption according to the following dates:

- a. First week of March for Fall semester
- b. Last week of September for Winter semester
- c. First week of February for Spring/Summer semester

Operational Procedure (not part of governance):

- After textbooks are selected, the Dean (or designee) submits the textbook order to the appropriate Administrative Support staff that is responsible for placing the order and securing “desk copies” as requested.

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Philip Espinosa, Assoc. Vice President of Human Resources

V. PROCESS FOR BIDDING ON CLASSES WHICH ARE FINALIZED BY MANAGEMENT, INCLUDING SPRING/SUMMER ASSIGNMENTS

The following guidelines and procedure shall be followed in the process for bidding on classes and counselor hours which are finalized by management, including Spring/Summer assignments. Official college procedures governing bidding on classes is covered in the MCCEA Master Contract, Article X.

A. Guidelines

Full-time College Readiness, SSS and ACSS workload is determined by Article X of the contract. A schedule of course offerings for the academic year is also developed, with input from full-time College Readiness, full-time qualified SSS and qualified full-time ACSS faculty, and branch managers.

B. Procedure

Operational Procedure (not part of governance):

Bidding order is as follows: Full-time College Readiness Faculty; Full-time qualified SSS; Full-time qualified ACSS; Part-time qualified SSS; Part-time qualified ACSS; Part-time Instructors.

Effective 1/1/14, the following guidelines have been established for priority bidding within each full-time job classification:

1st consideration: Date of hire into full-time job classification

2nd consideration: Time in CASD Division

3rd consideration: Time in Student Services

4th consideration: Time at the College

5th consideration: Time and experience in an educational setting and/or relevant professional experience based on operational needs

For courses with training and/or collaboration requirements: *All CASD faculty are eligible to teach any of the courses offered, provided they have completed the course-specific training (or agree to complete it a minimum of two weeks prior to the term in which they would teach the course) and have agreed to the collaboration requirements of the program prior to bidding (which may include shared texts, discussion of assignments, participation in training and/or faculty meetings). If such training and/or collaboration requirements are not completed, the Dean has the option of re-bidding the course to another faculty member.*

Examples of courses that have these stipulations include CASD-122: Survival Skills for College and CASD-130: Human Relations Skills. CASD courses may be added or removed from this list dependent upon the recommendations of faculty and the CASD Program Coordinator – College Readiness.

1. Fall/Winter Course Assignments for Full-time College Readiness, qualified SSS and qualified ACSS Faculty
 - a. The Dean assigns the SSS and ACSS CASD evening coverage, then distributes to full-time College Readiness, qualified SSS and qualified ACSS faculty a schedule of course offerings for Fall/Winter semesters five days prior to the faculty meeting at which it will be discussed.
 - b. Full-time College Readiness, qualified SSS and qualified ACSS faculty select courses based on seniority.

Operational Procedure (not part of governance):

- *Once courses have been selected, the full-time College Readiness, qualified SSS or qualified ACSS faculty name will be recorded beside the course*

offering in the appropriate database (e.g., Datatel) by the administrative support staff.

- *Full-time College Readiness, qualified SSS and qualified ACSS faculty are provided with verification of the course assignments and copy of the work contract from the administrative support staff.*

2. Fall / Winter Part-time Work Package (including counselor hours and course assignments)
 - a. The Dean emails part-time faculty via their college email address no less than six (6) weeks prior to the beginning of each semester or session, and again no less than five (5) weeks prior, requesting their availability and interest in teaching during the upcoming semester. The email will include the date on which part-time selections will be made.
 - b. Part-time faculty members respond within two (2) weeks from the first availability request email notification to be considered for bidding.
 - c. The Counselor Work Packages (counselor hours/course assignments) for Fall/Winter are sent out to all eligible adjunct and part-time Counselor faculty via the counselor's college-assigned e-mail address.
 - d. Part-time Counselor faculty will be given a one-week due date to return their bid on the Counselor Work Package.
 - e. The counselor hours and course assignments will be determined by the preference points list.

Operational Procedure (not part of governance):

- *The part-time Counselor faculty name will be recorded beside the counselor hours and course offering in the appropriate database (e.g., Datatel, SARS) by the administrative support staff.*
- *Part-time Counselor faculty will be notified of their work schedule assignments through their college-assigned e-mail address.*
- *Part-time Counselor faculty who do not receive a work schedule assignment will be notified through the college-assigned e-mail address.*
- *Part-time Counselor faculty are provided with verification of the course assignments and a copy of the work contract from the administrative support staff.*

3. Spring/Summer Course Assignments for Full-time College Readiness, qualified SSS and Full-time qualified ACSS Faculty
 - a. The maximum overload for full-time faculty during Spring/Summer is determined in Article X of the contract.
 - b. The Dean assigns the SSS and ACSS CASD evening coverage, then distributes to full-time College Readiness, full-time qualified SSS and qualified full-time ACSS faculty a schedule of course offerings for Spring/Summer sessions five days prior to the faculty meeting at which it will be discussed.
 - c. Full-time College Readiness Faculty, qualified SSS and qualified ACSS faculty select courses based on determined bidding order.

Operational Procedure (not part of governance):

- *Once courses have been selected, the full-time College Readiness, full-time qualified SSS and full-time qualified ACSS faculty name will be recorded beside the course offering in the appropriate database (e.g., Datatel) by the administrative support staff.*
- *Full-time College Readiness, full-time qualified SSS and qualified full-time ACSS faculty may request verification of the course assignments from the administrative support staff.*

4. Spring/Summer Part-Time/Adjunct Counselor Work Package (including counselor hours, course assignments)
 - a. The Dean emails part-time faculty via their college email address no less than six (6) weeks prior to the beginning of each semester or session, and again no less than five (5) weeks prior, requesting their availability and interest in teaching during the upcoming semester. The email will include the date on which part-time selections will be made.
 - b. Part-time faculty members respond within two (2) weeks from the first availability request email notification to be considered for bidding.
 - c. The Counselor Work Packages (counselor hours/course assignments) for Fall/Winter are sent out to all eligible adjunct and part-time Counselor faculty via the counselor's college-assigned e-mail address.
 - d. Part-time Counselor faculty will be given a one-week due date to return their bid on the Counselor Work Package.
 - e. The counselor hours and course assignments will be determined by the preference points list.

Operational Procedure (not part of governance):

- *The Part-time Counselor faculty name will be recorded beside the counselor hours and course offering in the appropriate database (e.g., Datatel, SARS) by the administrative support staff.*
- *Part-time Counselor faculty will be notified of their work schedule assignments through their college-assigned e-mail address.*
- *Part-time Counselor faculty who do not receive a work schedule assignment will be notified through their college-assigned e-mail address.*
- *Part-time Counselor faculty are provided a copy of the work contract from the administrative support staff.*

5. Additional Course Assignments
 - a. Additional course assignments will be communicated by the Dean.

Operational Procedure (not part of governance):

- The Dean or his designee notifies all eligible full-time faculty and part-time faculty that additional course assignments are available via the counselor's college-assigned e-mail address.
- Faculty may adjust their existing semester schedule to accommodate acceptance of additional work assignments, including refusal of previously awarded classes or counseling contracts, unless their existing contract or class begins within 15 business days of the Dean's notification.
- The faculty will be given a minimum of twenty-four (24) hours to return their bid.
- The additional course assignments will be determined by seniority and then the preference points list.
- Faculty name(s) will be recorded beside the course offering in the appropriate database (e.g., Datatel, SARS) by the administrative support staff.
- Faculty will be notified of their work schedule assignments through their college-assigned e-mail address.

6. Additional Non-Contracted Work Assignments
 - a. Additional non-contracted work assignments will be determined by the Dean.
 - b. The Dean will select faculty for additional non-contracted work assignments based on availability and documented expertise.

Operational Procedure (not part of governance):

- The Dean or his designee notifies the selected part-time faculty that additional work assignments are available via the counselor's college-assigned e-mail address.
- Faculty may adjust their existing semester schedule to accommodate acceptance of additional work assignments, including refusal of previously awarded classes or counseling contracts, unless their existing contract or class begins within 15 business days of the Dean's notification.
- The faculty will be given a minimum of twenty-four (24) hours to respond.
- Faculty name(s) will be recorded beside the counselor hours and other assignments in the appropriate database (e.g., SARS) by the administrative support staff.
- Faculty will be notified of their work schedule assignments through their college-assigned e-mail address.

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Reviewed: <u>12/09/71</u>	Approved: <u>Yes</u>	_____ yes	_____ no	_____ abstentions
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Reviewed: <u>03/20/81</u>	Approved: <u>Yes</u>	_____ yes	_____ no	_____ abstentions
Revised: <u>02/23/11</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Reaffirmed: <u>05/18/12</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>01/22/14</u>	Approved: <u>Yes</u>	<u>11</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>04/28/14</u>	Approved: <u>Yes</u>	<u>6</u> yes	<u>3</u> no	<u>1</u> abstentions
Revised: <u>10/15/15</u>	Approved: _____	_____ yes	_____ no	_____ abstentions
Revised: <u>6/13/16</u>	Approved: <u>Yes</u>	<u>14</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>5/18/17</u>	Approved: <u>Yes</u>	<u>8</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>9/21/17</u>	Approved: <u>Yes</u>	<u>6</u> yes	<u>0</u> no	_____ abstentions

Approved by Management: _____ Date: _____
 Philip Espinosa, Assoc. Vice President of Human Resources

VI. PROCESS(ES) FOR PROVIDING FACULTY INPUT REGARDING THE SCHEDULING OF SPECIFIC COURSES TO BE OFFERED

The following guidelines and procedure shall be followed regarding the scheduling of courses within the Counseling and Student Development Division. Official college procedures governing course offerings are covered in the MCCEA Master Contract, Article X.K.6.

A. Guidelines

Recommendations and rationale for specific courses to be offered may be submitted to the Dean by the divisional faculty throughout the academic year.

B. Procedure

1. Recommendations for specific courses offered by the Division may be given to the Dean at any time; this includes courses originally published in the Class Schedule as well as courses added afterward.

Operational Procedure (not part of governance):

- *The Dean, based on preliminary input from Divisional faculty, develops a tentative schedule based on anticipated student need and the availability of faculty.*
- *The Dean distributes to full-time College Readiness Faculty, SSS, and ACSS faculty a tentative schedule of course offerings for each semester/session two weeks prior to the faculty meeting at which it will be discussed.*

2. Divisional Faculty will have five (5) working days to provide input and submit additional suggestions after which the Dean approves the final schedule of classes.

Created: <u>1965</u>	Approved: _____	_____ yes	_____ no	_____ abstentions
Revised: <u>02/23/11</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Reaffirmed: <u>05/18/12</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>01/22/14</u>	Approved: <u>Yes</u>	<u>11</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>04/28/14</u>	Approved: <u>Yes</u>	<u>10</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>10/15/15</u>	Approved: _____	_____ yes	_____ no	_____ abstentions
Revised: <u>6/13/16</u>	Approved: <u>Yes</u>	<u>14</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>5/18/17</u>	Approved: <u>Yes</u>	<u>8</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>9/21/17</u>	Approved: <u>Yes</u>	<u>6</u> yes	<u>0</u> no	_____ abstentions

Approved by Management: _____ Date: _____
 Philip Espinosa, Assoc. Vice President of Human Resources

VII. DIVISIONAL REQUIREMENTS FOR THE DEVELOPMENT OF COURSE PROPOSALS AND REVISIONS PRIOR TO THEIR SUBMISSION TO CPSC

The following guidelines and procedure shall be followed in the development of course proposals and course revisions within the Counseling and Student Development Division.

A. Guidelines

1. The development of course proposals and course revisions can be made by any Counselor, College Readiness, qualified SSS or qualified ACSS faculty member within his or her subject area. Course proposals or revisions include, but are not limited to, the creation of new courses, changes to existing courses (i.e., delivery format, changes to credit hours, etc.) and seminar offerings.
2. All Counselors, College Readiness, qualified SSS or qualified ACSS faculty who create a new course have assignment rights (i.e., rights of first refusal).

B. Procedure

1. The development of any course proposal and/or course revision must be discussed with other divisional faculty teaching in the specific subject area. Such discussions should include appropriate materials such as course description, objectives, topical outline, required materials, suggested textbooks, etc. Rationale for development is to be provided based on student and community need and available resources for the course.
2. Part-time Counselor faculty may propose creating a new course or revising an existing course provided they have communicated with all College Readiness, qualified SSS or qualified ACSS faculty currently teaching in the subject area. Once this step has been completed, part-time Counselor faculty shall formally present their proposal to the Dean and the College Readiness, qualified SSS and qualified ACSS faculty.
3. All proposed courses or course revisions require review and vote by the College Readiness, qualified SSS and qualified ACSS faculty at a divisional meeting and the vote is recorded in the divisional meeting minutes.
4. Once reviewed and voted upon by the College Readiness, qualified SSS and qualified ACSS faculty, the proposed and/or revised course(s) must follow the appropriate CPSC procedures and timelines.

Created: <u>1960-1970</u>	Approved: _____	_____ yes	_____ no	_____ abstentions
Revised: <u>02/23/11</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Reaffirmed: <u>05/18/12</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>01/22/14</u>	Approved: <u>Yes</u>	<u>11</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>04/28/14</u>	Approved: <u>Yes</u>	<u>10</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>10/15/15</u>	Approved: _____	_____ yes	_____ no	_____ abstentions
Revised: <u>6/13/16</u>	Approved: <u>Yes</u>	<u>14</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>5/18/17</u>	Approved: <u>Yes</u>	<u>8</u> yes	<u>0</u> no	<u>0</u> abstentions

Approved by Management: _____ Date: _____

Philip Espinosa, Assoc. Vice President of Human Resources

VIII. PROVIDING INPUT TO THE IMMEDIATE SUPERVISOR REGARDING PRIORITY SETTING FOR DIVISIONAL PLANNING

The purpose of these guidelines and procedure is to provide input to the Dean of Counseling and Student Development Division to assist with establishing priorities for allocating resources and to ensure that divisional effort is directed at accomplishing significant objectives that support the current MCC Strategic Plan within the Counseling and Student Development Division. The focus of CASD is on the success and retention of our students.

A. Guidelines

These categories have been identified as potential areas of faculty input related to priority setting for divisional planning:

- | | |
|---|-----------------------------------|
| 1. Academic/Educational Goals | 6. Faculty Evaluation |
| 2. Campus Committees/Outreach | 7. Liaison to Academic Divisions |
| 3. Classroom Instruction/Course Development | 8. Professional Development |
| 4. Community Partnerships/Outreach | 9. Resources |
| 5. Divisional Governance | 10. Student Retention Initiatives |
| | 11. Student Success Workshops |

B. Procedure

The CASD College Readiness faculty will provide input to the Dean during priority setting for divisional planning. The focus of Counseling and Student Development - College Readiness Discipline will be upon curriculum and related areas to support student success and retention as listed below.

1. Course Analysis: review and analyze College Readiness courses for content, success indicators and course pairing.
2. Curriculum Development: develop and create courses to address community interest, needs and trends.
3. Marketing: promote image building and marketing strategies for College Readiness and career services.
4. Enrollment Analysis: review enrollment patterns and the affect upon registration.
5. Professional Development and Training: provide support for College Readiness Faculty.

Priority setting will be completed using steps outlined and agreed upon with in the division as is appropriate in keeping with Mott policy and written agreements.

C. Voting Rights

Only eligible CASD College Readiness faculty will have the right to vote on this Divisional Governance document.

Created: <u>1960-1970</u>	Approved: _____	yes	no	_____ abstentions
Reviewed: <u>01/80</u>	Approved: <u>Yes</u>	yes	no	_____ abstentions
Revised: <u>02/23/11</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Reaffirmed: <u>05/18/12</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>01/22/14</u>	Approved: <u>Yes</u>	<u>11</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>04/28/14</u>	Approved: <u>Yes</u>	<u>10</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>10/15/15</u>	Approved: _____	yes	no	_____ abstentions
Revised: <u>6/13/16</u>	Approved: <u>Yes</u>	<u>14</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>5/18/17</u>	Approved: <u>Yes</u>	<u>8</u> yes	<u>0</u> no	<u>0</u> abstentions

Approved by Management: _____ Date: _____
Philip Espinosa, Assoc. Vice President of Human Resources

IX. DEVELOPING PROCESSES, GUIDELINES, AND ORGANIZATION FOR COMPLETING DEPARTMENTAL PROGRAM REVIEWS WITHIN THE DIVISION

The following guidelines and procedure shall be followed regarding the selection of faculty participants in division program review(s) within the Counseling and Student Development Division.

A. Guidelines

All full-time College Readiness, qualified SSS and qualified ACSS faculty will have the opportunity to actively participate in program review(s).

B. Procedure

1. All full-time College Readiness, qualified SSS and qualified ACSS faculty will meet with the Dean for program reviews as needed. Program areas may include academic/educational counseling, career counseling, transfer counseling, curriculum design, faculty professional development, etc.
2. The full-time College Readiness, qualified SSS and qualified ACSS faculty that have demonstrated expertise will be called upon for consultation relevant to their discipline and professional training.
3. The full-time College Readiness, qualified SSS and qualified ACSS faculty, in consultation with the Dean, will determine the nature of program reviews and meeting schedule.

Created: <u>1960-1970</u>	Approved: _____	_____ yes	_____ no	_____ abstentions
Reviewed: <u>01/80</u>	Approved: <u>Yes</u>	_____ yes	_____ no	_____ abstentions
Revised: <u>02/23/11</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Reaffirmed: <u>05/18/12</u>	Approved: <u>Yes</u>	<u>5</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>01/22/14</u>	Approved: <u>Yes</u>	<u>11</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>04/28/14</u>	Approved: <u>Yes</u>	<u>10</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>10/15/15</u>	Approved: _____	_____ yes	_____ no	_____ abstentions
Revised: <u>6/13/16</u>	Approved: <u>Yes</u>	<u>14</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>5/18/17</u>	Approved: <u>Yes</u>	<u>8</u> yes	<u>0</u> no	<u>0</u> abstentions

Approved by Management: _____ Date: _____
 Philip Espinosa, Assoc. Vice President of Human Resources