

**MOTT COMMUNITY COLLEGE**  
*Counseling & Student  
Development Division*

**DIVISIONAL GOVERNANCE  
GUIDELINES  
&  
PROCEDURES**

**STUDENT SUCCESS  
FACULTY  
(SSS, ACSS, Counselors)**

**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 15<sup>th</sup>, 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 1<sup>st</sup>, 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 15<sup>th</sup> 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 31<sup>st</sup> – 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 15<sup>th</sup>, 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 and Part-time SSS Faculty

1. Per the collective bargaining agreement, evaluation of continuing SSS faculty will take place at least once every four academic years as outlined in Article X.S.5. Continuing SSS faculty shall be evaluated in the following areas:
  - a. Student Advising Session
  - b. Individual Counseling Session
  - c. Orientation
  - d. Self-assessment portfolio
  - e. Additional evaluation to be determined in collaboration with the Dean (i.e. workshops)
2. The Dean may be assisted in the evaluation process by continuing full-time status faculty (Article X.U).

##### Evaluation for Continuing Full-time and Part-Time ACSS Faculty

1. Per the collective bargaining agreement, ACSS faculty shall be evaluated every fourth year, as outlined in Article X.S, X.T, and X.U. ACSS faculty shall be evaluated in the following areas:
  - a. Student Advising Session
  - b. Orientation
  - c. Self-assessment portfolio
  - d. Additional evaluation to be determined in collaboration with the Dean (i.e. workshops)
2. The Dean may be assisted in the evaluation process by continuing full-time status faculty (Article X.S).

##### Evaluation for Part-time Counselor Faculty

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 of Probationary SSS and 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 and Winter 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).*
- *A one-year professional development plan shall be added to ACSS moving into an SSS position, to allow for further development of counseling skillsets by the dean or his/her designee.*

3. Probationary SSS faculty shall be evaluated in the following areas:
  - a. Student Advising Session
  - b. Advisor Self-Assessment Portfolio
  - c. Individual Counseling Session
  - d. Orientation
4. Probationary ACSS faculty shall be evaluated in the following areas:
  - a. Student Advising Session
  - b. Advisor Self-Assessment Portfolio
  - c. Orientation
5. Although formal evaluations will occur annually, regular feedback between the Probationary Status faculty and Evaluation Committee members is strongly recommended.
6. Adhering to timelines provided in the contract, 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.
7. Prior to submission of the written recommendation, the Evaluation Committee will have a conference with the probationary employee to review their overall performance.
8. The Dean may conduct evaluations as necessary at his/her discretion.

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**

*Refer to CASD Divisional Governance for College Readiness Faculty*

## V. PROCESS FOR BIDDING ON COUNSELOR HOURS 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 counselor hours is covered in the MCCEA Master Contract, Article X.*

### A. Guidelines

The Division Dean, with input from the full-time SSS and ACSS faculty, compiles a master schedule for office coverage for each semester and session, including branch locations. This schedule may include work hours such as student contact, new student orientations, Career Resource Center duty counselor assignment, workshops, etc. Full-time SSS and ACSS workload is determined by Article X of the contract.

### B. Procedure

#### Operational Procedure (not part of governance):

- *CASD additional contracted work assignments will be offered at a minimum of 3-hour blocks of time. (e.g. orientation is equivalent to 90 minutes, so an additional 90 minutes would be used for counseling related activities to equal a total of 3 hours.)*

#### Operational Procedure (not part of governance):

*Bidding order for additional contracted work assignments is as follows: Part-time SSS; Part-time Counselors.*

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

- 1<sup>st</sup> consideration: Date of hire into full-time job classification*
- 2<sup>nd</sup> consideration: Time in CASD Division*
- 3<sup>rd</sup> consideration: Time in Student Services*
- 4<sup>th</sup> consideration: Time at the College*
- 5<sup>th</sup> consideration: Time and experience in an educational setting and/or relevant professional experience based on operational needs*

1. Fall/Winter Counselor Work Package (including contracted work hours and course assignments) for Part-time Counselor Faculty
  - 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. The Counselor Work Packages for Fall/Winter are simultaneously sent out to all eligible adjunct and part-time Counselor faculty via the counselor's college-assigned e-mail address.
  - e. Part-time Counselor faculty will be given a one-week due date to return their bid on the Counselor Work Package.
  - f. The counselor hours 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 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 a copy of the work contract from the administrative support staff.*

2. Spring/Summer Counselor Work Package (including contracted work hours and course assignments) for PT/Adjunct Counselor Faculty
  - 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. The Counselor Work Packages for Spring and Summer are simultaneously sent out to all eligible adjunct and part-time Counselor faculty via the counselor's college-assigned e-mail address.
  - e. Part-time Counselor faculty will be given a one-week due date to return their bid on the Counselor Work Package.
  - f. The counselor hours 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 are provided a copy of the work contract from the administrative support staff.*

3. Additional Contracted Work Assignments
  - a. Additional contracted work assignments will be determined by the Dean.

Operational Procedure (not part of governance):

- The Dean or his/her designee notifies all eligible full-time faculty and part-time faculty that additional work assignments are available (e.g. Career Resource Center, orientations) 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 counselor hours and other assignments will be determined by seniority and then the preference points list.
- Faculty name(s) will be recorded beside the counselor hours and other assignments 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.

4. 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/her 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.

5. Evening Hours Assignments

Operational Procedure (not part of governance):

*CASD Evening Operational hours for SSS and ACSS faculty for all semesters:*

- *Dean will determine evening coverage*
- *The specific work schedule of Student Success Specialists and Academic Success Specialists is determined by the College (Article X.L K.9). Therefore, this schedule is subject to change based on administrative needs. If such needs arise and do not conflict with other assignments, the Dean will provide a revised schedule and timely notification of any changes.*

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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.*

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.

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 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**

*Refer to CASD Divisional Governance for College Readiness Faculty*

## 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      | 9. Liaison to Academic Divisions  |
| 2. Campus Committees/Outreach      | 10. New Student Orientation       |
| 3. Career Counseling               | 11. Personal Counseling           |
| 4. Student Transfer                | 12. Professional Development      |
| 5. Academic Advising               | 13. Resources                     |
| 6. Community Partnerships/Outreach | 14. Student Retention Initiatives |
| 7. Divisional Governance           | 15. Student Success Workshops     |
| 8. Faculty Evaluation              |                                   |

### B. Procedure

The divisional faculty will provide input to the Dean during priority setting for divisional planning. The focus of Counseling and Student Development – Student Success will continue to be student success and retention, and to achieve that goal, priorities have been set.

1. Promote image building and marketing strategies for the division’s academic, career and personal programs and services, addressing community interest and trends.
2. Review the enrollment process and patterns to see how this affects registration for divisional course offerings and services. Priority setting will be completed using steps outlined and agreed upon within the division as is appropriate in keeping with Mott policy and written agreements.

### C. Voting Rights

Only eligible full-time CASD faculty, ACSS, SSS and full-time Counselors 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>6/21/16</u>	Approved: <u>Yes</u>	<u>13</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>5/18/17</u>	Approved: <u>Yes</u>	<u>14</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, SSS and ACSS faculty will have the opportunity to actively participate in program review(s).

### B. Procedure

1. All full-time College Readiness, SSS and ACSS faculty will meet with the Dean for program reviews as needed. Program areas may include academic/educational, career, transfer and personal counseling. Other areas may include new student orientations, Career Resource Center duty counselor, workshop series, etc.
2. The full-time College Readiness, SSS and ACSS faculty that have particular expertise will be called upon for consultation relevant to their discipline and professional training.
3. The full-time College Readiness, SSS and 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>6/21/16</u>	Approved: <u>Yes</u>	<u>13</u> yes	<u>0</u> no	<u>0</u> abstentions
Revised: <u>5/18/17</u>	Approved: <u>Yes</u>	<u>14</u> yes	<u>0</u> no	<u>0</u> abstentions

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