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Division Chairperson

1. Curriculum

The division chairperson shall:

- a. Assist in the scheduling process by proposing courses to be offered and number of sections, rooms, accommodations, and instructors' assignments, review low enrollment classes during late registration and consult with CIO to determine when, or if, to cancel.
- b. Manage inventory and the acquisition of materials necessary to start each semester's program(s).
- c. Provide leadership in the development of instructional delivery through review of Texts, of other material assigned to students, of technology, of training, and of staff development to upgrade the quality of the content and instruction offered to students in the division's programs.
- d. Work with the CIO, serve as the primary intermediary between the division's instructors and administrative officers, which includes approvals for field trips, for conference attendance, for courses for recency and salary advancements, etc.
- e. Coordinate with community, other institutions, advisory groups, and liaison committees for improved communication and curricula validity. Participate in secondary and post-secondary articulation agreements, college and university days, and festivals, and work with counseling and student services personnel to promote student success.
- f. Lead the division in re-appraisal of curricular offerings, propose new and update course outlines/programs/certificates/majors to the Curriculum and Instruction Committee.

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- g. Cooperate with appropriate personnel to recommend to the division chairperson actions to be taken regarding mandates at the State or Federal level regarding assessment, licensing, articulation, or other program need.
- h. Provide assistance to the division chairperson to develop the Self Study for the College Master Plan and Reports for accreditation.
- i. Coordinate the Program Review for his/her department/program and report results to the division chairperson.
- j. Represent the department/program at public meetings and in appointed committees and coordinate staff in interdepartmental activities.
- k. Work with campus bookstore in arranging the availability of textbooks and other materials for students, periodically reporting the status of these activities to the division chairperson.

7. Personnel

Under the direction of the division chairperson, a coordinator shall:

- a. Recommend the justification of additional staff and supervise the selection of prospective staff members within his/her department/program per district hiring procedures.
- b. Orient per-session faculty with the help of mentor instructors within the division.
- c. Evaluate per-session faculty.
- d. If requested, help evaluate the division secretary.

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- f. Facilitate divisional communication. Hold division meetings at least twice a semester, submitting minutes to the CIO in a timely manner.
- g. Be aware of and participate in the student grievance process as necessary if the student has failed to work out the concern with the instructor.
- h. Disseminate relevant information to adjunct and full-time faculty in a timely manner.
- i. Supervise coordinator if one is assigned.

3. Budget:

The division chairperson shall:

- a. Prepare division budget projections and develop the division preliminary budget.
- b. Control and monitor expenditures of the division budget.
- c. Evaluate and report capital outlay expenditures as related to institutional and divisional curriculum changes.
- d. Participate in institutional planning and budget processes.

4. Division Chairs or their designees will collaborate with the External Campus Dean in the areas of curriculum, hiring of instructors, evaluation of instructors, and other relevant issues.

5. Selection of the Division Chair

When a term is completed or a vacancy occurs for some other reason, division chairs will be appointed using the following procedure: chairs will be elected annually, or to an unexpired term, by the full-time certificated tenure track division members. Election results will be submitted for

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approval to both the Academic Senate and the CIO, and then be submitted to the Superintendent/President for approval and to the Board of Trustees for appointment.

Duties of the Coordinator

6. Curriculum

Under the direction of the division chairperson, a coordinator shall:

- a. Manage the scheduling process including courses and number of sections, rooms accommodations, and instructor's assignments.
- b. Manage the acquisition of materials necessary to start each semester's program(s).
- c. Review texts and other material assigned to students and recommend to the division chairperson needs for technology usage, staff training, and staff development programs.
- d. Make recommendations to the division chairperson regarding field trips, conference attendance and courses to be taken by instructors in his/her department/program for recency and salary advancement.
- e. Coordinate with the community in general, other institutions, advisory groups and liaison committees for improved communications and curricula validity; participate in college and university days and festivals; and work with counselors and other student services personnel to promote student success. Recommend articulation agreements to the division chairperson.
- f. Reappraise curricular offerings and recommend to the division chairperson new or amended course outlines/programs/certificates/majors.

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- g. Cooperate with appropriate personnel to address mandates at the state or federal level for assessment, licensing, articulation, or other program need.
- h. Coordinate and compile the division's Self-Study for the College Master Plan.
- i. Coordinate and compile the division's Program Review and Self Evaluation.
- j. Represent the division at public meetings, in appointed committees, and coordinate staff in interdepartmental activities.
- k. Work with campus bookstore in arranging the availability of textbooks and other materials for students.

2. Personnel:

The division chairperson shall:

- a. Initiate justification for additional staff and participate in the selection of prospective staff members within the academic area as per district hiring procedures.
- b. Train and orient per-session faculty with the help of instructors within the division.
- c. Initiate a plan for systematic evaluation of per-session faculty, that may include the participation and compensation of full-time faculty division members as evaluators at a three-hour lab rate.
- d. Schedule, supervise and evaluate division secretary and classified staff (bi-annually). Submit payroll information to the Business Office or the Human Resources Office.
- e. Review the need and initiate flex/staff development projects or workshops that serve the short and long range interests of the division.

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- e. Report the need for Flex/Staff Development projects or workshops that serve the short and long range needs of the department/program to the division chairperson.
- f. Facilitate communication. Hold department/program meetings at least two times a semester submitting minutes to the division chairperson in a timely manner.
- g. Be aware of and participate in the student grievance process as necessary if the student has failed to work out the concern with the instructor in the department/program.
- h. Disseminate relevant information to adjunct and full-time faculty in a timely manner.

8. Budget

Under the direction of the division chairperson, a coordinator shall:

- a. Develop budget projections and the preliminary budget of his/her department/program.
- b. Monitor expenditures of his/her department/program.
- c. Evaluate and report capital outlay expenditures as related to department/program curriculum needs.

9. Selection of the Coordinator

When a term is completed, or a vacancy occurs for some other reason, coordinators will be appointed using the following procedures: coordinators will be elected annually, or to an unexpired term, by the full-time certificated tenure track members of the coordinator's program area/discipline. Election results will be submitted for approval to the Division Chair, the Academic Senate, and the CIO and then be submitted to the Superintendent/President for approval and to the Board of Trustees for appointment.

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In a discipline/program area with three or fewer full-time instructors, coordinators will be appointed by the Division Chair, results to be submitted for approval to the Academic Senate and the CIO and then submitted to the Superintendent/President for approval and submitted to the Board of Trustees for appointment.

10. Released Time of Divisions Chairs and Coordinators

Division chairs and coordinators will receive released time according to the provisions of this section. In the calculation of released time for either division chairs or coordinators, FTE instructors shall not be double counted.

RELEASED TIME SCHEDULE

Division chairs with:

- 9 or fewer FTE instructors will receive 6 hours released time;
- 10 to 13 total FTE instructors will receive 7 hours released time;
- 14 to 17 total FTE instructors will receive 8 hours released time;
- 18 or more total FTE instructors will receive 9 hours released time.

Unless there is a significant divisional or programmatic change, the average total FTE instructors will be recalculated every three years for purposes of computing release time for division chairs and coordinators.

- a. Division chairs without an assigned coordinator shall receive released time according to the above schedule.
- b. Division chairs with an assigned coordinator shall receive release time according to the above schedule and, in addition, shall receive 1/3 of the released time designated in the above schedule, rounded to the nearest hour, based on the FTE instructors assigned to his/her coordinators(s).

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c. Coordinators shall receive 2/3 of the released time, rounded to the nearest hour, designated in the above schedule.

11. Extra Duty Contract Days of Division Chairs

Division Chairs will receive extra days during the summer based on the following formula:

Division Chairs with:

9 or fewer total FTE instructors will receive 6 extra days during the summer;  
10 to 13 total FTE instructors will receive 8 extra days during the summer;  
14 to 17 total FTE instructors will receive 9 extra days during the summer;  
18 to 21 total FTE instructors will receive 10 extra days during the summer;  
22 to 25 total FTE instructors will receive 11 extra days during the summer;  
26 or more total FTE instructors will receive 12 extra days during the summer.

12. Division Re-Alignment and Division Changes

The New Divisions and their Components or Programs are as follows:

a. Behavioral Social Science

1. Anthropology
2. Geography
3. History
4. Political Science
5. Psychology
6. Sociology

b. Industrial Technology

1. Automotive Technology
2. Automotive Body Repair and Painting
3. Welding
4. Electronics
5. Water Treatment
6. Environmental Management/Agricultural Technology



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- c. Business Division
  - 1. Legal Assistant Program
  - 2. Agriculture Business (Transfer) Courses
- d. Science, Mathematics and Engineering
  - 1. Agriculture Science (Transfer) Courses
- e. Humanities
  - 1. Philosophy Courses
- f. English Division
  - 1. Vocational English as a Second Language
- g. Nursing Education and Health Technologies
  - 1. Emergency Medical Services/Fire Science
- h. Early Childhood Education Program
  - 1. Early Childhood Education
  - 2. Child Care (0-5 years)
    - A. Preschool
    - B. Infant Toddler Care

Public Safety has been eliminated.