CIS and Business Department Bylaws

Revised 7/25/19

MISSION STATEMENT

The San Ramon Division of Diablo Valley College consists of faculty who promote open dialogue and work collaboratively to develop innovative and interdisciplinary strategies that will best serve the needs of our students. In order to foster a collaborative environment that can provide academic excellence, the Academic Division respects teachers' individual expertise and supports their continued academic and pedagogical growth.

The Computer Information System and Business department's mission is to provide a flexible and affordable high-quality education through degree and certificate programs that reflect the changing needs of our diverse community. The CIS and Business department accomplishes this mission by promoting academic curiosity and educating and supporting students to become:

- critical thinkers
- knowledgeable and self-directed members of the workplace
- advocates for multicultural understanding
- engaged citizens in their communities
- life-long learners

DEPARTMENT STRUCTURE

<u>Membership</u>
The Department is comprised of SRC faculty teaching in the following disciplines:
Master Degree Disciplines: Business, Business Education, Computer Science, Education, Engineering, Engineering Technology, Library Science,

Non-Master Degree Disciplines: Computer Information Systems, Computer Networking Technologies, Computer Service Technologies, Electronics, Electronics Technology, Graphic Arts, Library Technology, Multimedia, Office Technologies, Telecommunication Technology

Voting members of the Department are defined as full-time tenured and probationary faculty members who have been hired by, or transferred permanently, to SRC and who teach at least 60% of their load within the Department at SRC.

Voting

1. Only full-time faculty members can request a formal vote. The formal vote may consist of private ballots, if requested, which will be counted by two full-time faculty members.
2. Full-time faculty can vote by proxy.
3. Part-time faculty can present a topic for discussion at a department meeting, but only a full-time faculty member can call for a vote on the issue.
4. A simple majority is needed to approve any issue other than changes in bylaws, which requires a two-thirds majority.

Meetings

1. The Department Chair shall call a meeting at the beginning of each semester and subsequently as needed.
2. All department members are expected to attend department meetings.
3. The Department Chair shall conduct meetings.
4. A quorum, fifty-one percent (51%) of the current members of the department must be present for an official meeting.
5. Minutes will be taken and distributed via email.

Department Chairperson

The Department Chair is elected by a quorum of the members of the department during the spring semester to serve for a two-year term, and can be recalled by a 2/3 vote of the same constituency. The Department Chair can serve for up to two consecutive two- terms (a total of four years) but may serve longer given no other candidates step forward and pending approval from the department and the division council.

The responsibilities of the Department Chair are outlined in section 6.2.3 of the UF Contract. In addition to the responsibilities listed in the UF contract, the Department Chair is responsible for the following:

1. Representing their department on the division council

2. Coordinating the evaluations of part-time and full-time faculty in the department

3. Coordinating the hiring of part-time faculty in the department with deference to discipline leaders within the department

4. Building a schedule, in coordination with department members and strategic scheduling guidelines

5. Interacting with department chairs and schedulers at the Pleasant Hill Campus, especially in areas where there is no full-time faculty representative at SRC

6. Addressing student complaints according to SRC division protocol. Students will first meet with the faculty member to try to resolve the complaint. If the complaint is not resolved, the department chair will facilitate a meeting between the student and faculty member when appropriate

7. Coordinating New Faculty Mentoring

If the current department chair must step down mid-term, an emergency meeting will be called by the department within two weeks of notification to elect a replacement department chair. If the current department chair needs to take a temporary leave, an emergency meeting will be called within two weeks of notification to elect an interim chair. The interim chair will serve until the department chair is able to return to their position.

DEPARTMENT SCHEDULING AND STAFFING POLICIES

Scheduling Courses

The Department Chair will build a schedule in consultation with the members of the department. The full-time faculty discipline leaders are responsible for scheduling courses in their area and providing the schedule to the Department Chair. The Department Chair will coordinate with department chairs/schedulers from the Pleasant Hill Campus when necessary.

When scheduling classes, the Department Chair will consider the following factors:

1. The needs of the students and the development of the program (course diversity, sequencing and enrollment demand)

2. The historical offerings in the discipline and previous enrollment numbers

3. Overall health and growth of the San Ramon Campus

4. Staffing classes with instructors that have expertise in the discipline and expertise in the delivery modality (in person, hybrid or online).

Staffing Courses

Priority for staffing **in person** classes is given in the following order:

1. Full-time, SRC faculty teaching in the department

2. Full-time faculty teaching in other divisions with the consensus of the department.

3. Part-time faculty and emeritus with Staffing Preference

4. Part-time faculty and emeritus without Staffing Preference

Priority for staffing **online and hybrid** classes is given in the following order:

1. Full-time, DVC-SRC faculty teaching in the department

2. Full-time faculty teaching in other divisions with the consensus of the department.

3. Part-time faculty and emeritus with Staffing Preference

4. Part-time faculty and emeritus without Staffing Preference

Instructors selected to teach Online and Hybrid courses must meet the departments minimum Staffing Qualifications for Distance Education Instruction.

Faculty in groups 3 and 4 above will be considered for staffing in person, hybrid or online classes based on:

a) The most qualified faculty to teach courses in the schedule

b) Instructor availability and courses requested based on Schedule Request Form, submitted by due date

c) The date Staffing Preference was granted, then the number of semesters taught at SRC

d) Professionalism as demonstrated by adherence to and cooperation with department policies and procedures including, but not limited to, timely submission of rosters and grades.

Staffing Qualifications for Distance Education Instruction

Faculty hired to teach online or hybrid must meet the same standards as faculty teaching in the face to face modality, with the additional requirement of either having previous experience and/or training in the online modality, or with digital content/media skills.

Online faculty should have experience with computerized learning management systems, including proficiency in the use of standard office applications on personal computers.

Online faculty should have experience working in an accelerated learning format (3, 6, 8, and 10 weeks, etc.), and commit to working online with students five of seven days per online week.

Faculty teaching online and hybrid courses will participate in training opportunities as needed by leveraging local/district/CVC-OEI[1] workshops on instructional design, online pedagogy and any additional distance education technologies.

Online and hybrid faculty must be proficient in providing online content and utilizing pedagogy practices in accordance with the base standards set forth by the Online Education Initiative (OEI) and ACCJC.

Online and hybrid faculty must maintain Regular and Effective contact between instructor and student and among students to increase student success in online learning. These forms of contact are also required by federal, state, the Accrediting Commission for Community and Junior Colleges, and CCCCD Governing Board Policies.

Selection of DE/Hybrid faculty is based on them meeting all the above criteria plus in the case of online/hybrid classes, the department will choose faculty who are the most qualified to teach in that modality.

Part-time Faculty Staffing Preference

The department follows Article 25 of the UF Contract for granting Part-Time Faculty Staffing Preference. In addition, the department requires part-time faculty with Part-Time Faculty Preference to respond to offers of teaching *within three business days* of a written offer or the offer will be withdrawn. NOTE: Staffing Preferences will be offered only through dvc.edu email addresses.

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[1] California Virtual Campus – Online Education Initiative

HIRING

Part-Time Hiring

When it is necessary to recruit beyond the established SRC pool of part-time faculty, the Department Chair may contact the appropriate Department Chair or faculty designee on the Pleasant Hill Campus (PHC) for names of the most qualified part-time faculty. When there are hiring needs, the discipline leader in the department will communicate with other full-time members of their discipline regarding the hire in order to enable them to participate in the hiring process. When it is necessary to hire, a member of a PHC department may serve to provide discipline expertise. In such cases, if the PHC department is unable to participate in the interview, the department will proceed with interviews and hire the most qualified part-time faculty.

Full-Time Hiring

Full-time hiring follows the Box 2A process outlined in the division bylaws.

PERFORMANCE EVALUATIONS

Part-Time Faculty

The evaluation of part-time faculty will follow the Evaluation procedure stated in the UF contract. In addition, to enable part-time faculty members to be evaluated by a discipline expert in cases where there is none at SRC, the faculty member may be offered the opportunity to be observed by both PHC and SRC faculty. In such cases, if no tenured faculty from PHC agrees to assist, the Department faculty will conduct the evaluation.

Full-time Probationary Faculty

The evaluation of full-time probationary faculty will follow the procedure stated in the UF contract. In addition, when there is no full-time faculty at SRC in a particular discipline, the appropriate PHC department will be contacted to request a faculty member to participate on the Tenure Review Committee of probationary faculty. In such cases, if no tenured faculty from PHC agrees to assist, the Department faculty will conduct the evaluation.