

# Revised April 26, 2011

San Ramon Campus

Diablo Valley College

**SRC Division Bylaws**

**5/05/09**

**Division Structure:** The SRC division has four departments as outlined below:

Applied Arts and Social Science: anthropology, art, art history, counseling, early childhood education, film, history, humanities, music literature, philosophy, political science, psychology, social science, sociology, speech.

CIS & Business Education: admin justice, business, CIS/CNT, economics, geography, PE

Language Arts: English, ESL, Foreign Language, Sign Language

Math & Science: astronomy, biology, chemistry, geology, health, math, nutrition, oceanography

## **Division Mission Statement**

The Academic Division of DVC San Ramon 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 Division's mission is to provide a flexible, affordable, high-quality education through degree and certificate programs that reflect the changing needs of our diverse community. The Division accomplishes this mission by 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

## **Division Council**

**Membership:** The SRC Division Council is composed of one Department Chair from each of the four departments and the Division Dean.

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**Purpose:** The Division Council serves as the steering committee for the academic matters of the division. Its primary responsibilities are coordinating strategic scheduling, staff development activities, and department and division policies and procedures. Those items that require division approval will be put to the entire division for a vote. Voting may take place in individual departments.

**Department Chair Terms:** The term length for department chairs is two years. Department chairs can serve for two terms and may serve for an additional term under special circumstances, pending department and Division Council approval. The election process for department chairs is determined by the department bylaws. Departments can choose to set up a rotation for the department chair position.

**Meetings:** The Division Council will meet regularly during the Fall and Spring semesters. At the start of the academic year, the council will determine a meeting schedule. All department chairs are required to attend the meetings. If there is a need for an emergency meeting outside of the regular meeting schedule, a meeting can be called by the Division Dean or any department chair on the Division Council. If a department chair cannot attend a Division Council meeting, then another representative from the department should be selected to attend. The Division Council is chaired by one of the four SRC Department Chairs, on a rotating basis by semester. The Division Council chair determines agenda items with input from other Department Chairs and the Division Dean. The chair of the Division Council keeps minutes of meetings and distributes them to all **full-time** faculty and managers in the division. The Division Dean is a non-voting member of the Division Council and serves in a supportive and advisory role.

## **Division Dean's Role:**

- oversees all aspects of the scheduling and is the primary contact person with the instruction office at Pleasant Hill.
- calls, chairs, and sets the agenda for division meetings
- serves on part-time hiring committees when requested by the department chair or members of the department
- meets with all new part-time hires as part of the hiring process
- serves as the contact person for department chair issues (including student complaints, instructor complaints, or the emergency hiring of part-time faculty) for any Department Chair who is not on campus over the summer
- distributes Box 2A information to Department Chairs
- attempts to resolve student and faculty complaints forwarded from the Department Chairs
- oversees the part-time faculty evaluation process and maintains the list of faculty under evaluation

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- works with the Executive Dean to access campus academic programs, such as tracking district and state enrollment trends, researching new program development, and planning budget allocations.
- assists Department Chairs with program review
- tracks faculty submissions of syllabi, office hour contracts, rosters and textbook orders
- approves and tracks schedule revision forms
- assign classrooms in consultation with Department Chairs

**Department Chair's Role:** The Department Chairs are the representatives for their department on the Division Council. The Department Chairs will follow the UF contract and the duties outlined for them in the department bylaws. The responsibilities of the Department Chairs are as follows:

- serve as chair of the Division Council meetings on a rotating basis with the other department chairs
- consults with the members of the department and represents their department on the Division Council
- calls, chairs, and sets the agenda for department meetings
- coordinates the hiring of part-time instructors in their department
- coordinates the evaluations of part-time instructors in their department
- addresses student complaints
  - meets with the student to hear the complaint
  - meets with the faculty member and try to resolve the issue
  - facilitates a meeting between the faculty member and student when appropriate
- coordinates the orientation and mentoring program of new part-time faculty in their department
- works within the Division Council to determine priorities for Box 2A
- meets all scheduling deadlines distributed from the Division Dean and the Pleasant Hill Campus
- tracks all paperwork associated with the scheduling process, including online course input forms
- builds a schedule, in consultation with department members, and brings the schedule to the Division Council for review.
- interacts with the Department Chairs and schedulers at the Pleasant Hill Campus
- oversees text orders and syllabi review process for the department

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**Scheduling Processes:** It is the responsibility of the Division Dean to distribute the schedule to the Department Chairs along with deadlines for submission. The Department Chairs, in consultation with the members of their department and Discipline Area Coordinators, build a schedule. The resulting schedules are returned to the Division Council for discussion. Department Chairs, along with Discipline Area Coordinators, staff the schedule for the disciplines in their departments. All schedules are then submitted to the Division Dean for review. If changes need to be made to the schedule, the Division Dean will communicate them in writing to the Department Chair(s).

**Voting:** The Department Chairs are the only voting members of the Division Council. The Division Dean does not vote unless there is a need to break a tie. The executive dean does not vote, unless serving as the chair of the council in the absence of the Division Dean. The Department Chairs on the council can vote by proxy. If a department has two co-chairs, only one chair can vote on Division Council issues so that every department receives only one vote. A majority vote (3 out of 4 votes) is needed for an acceptable outcome.

**Amendments:** Proposals for amendments to the Bylaws may be made by any full-time faculty member of the Division. An amendment introduced at a division meeting will be voted upon at the following division meeting. Amendments may be voted on by voice vote or secret ballot. Any one member can call for a secret ballot. If ratified, the amendment shall become effective immediately. A two-thirds (2/3) majority of those voting with at least fifty percent (50%) of the division membership participating is required to amend the bylaws.

**Departments and Division:** The bylaws of every department must align with the Division bylaws. No department can change its bylaws without division approval. The Division Council will vote on any changes to department bylaws.

**Transfer Requests:** If a faculty member from the Pleasant Hill Campus, Los Medanos College or Contra Costa College, requests a transfer to the San Ramon Campus, the division will follow Article 16.1 of the contract. All faculty currently employed in the Contra Costa Community College District, requesting a transfer to the San Ramon Campus, will be treated in the same manner and must participate in the full interview process. According to Article 16.1.2 of the contract, faculty members requesting a transfer will automatically be granted a first round interview with the hiring committee.

**Box 2A Process:** In the spring semester, at the January department meeting, the department chairs will discuss the hiring needs for the upcoming year with their departments. The departments will review the FTEF data in their areas and discuss a strategic plan for hiring, developing long term hiring goals when appropriate. The departments will then rank their priorities and the department chairs will take the rankings to the division council. The council will vote on the priorities for the division, considering the needs of the entire campus in the decision. The council will write up the justifications for the prioritization and bring them to a division meeting for final discussion and approval. The

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division will determine the prioritization by the last division meeting of the spring semester. The division council will submit their ranking to the Vice-President of Instruction upon request.

## **New Faculty Mentoring**

All new part-time faculty hired to teach at the San Ramon Campus will be assigned a full time faculty member as a mentor (academic liaison). At the time of hire, the department chair will assign a mentor who teaches in a discipline area the same as or similar to the new faculty's. The mentor will be responsible for fully preparing new faculty to begin their teaching duties at SRC and equipping them with all the necessary information to do so effectively. The mentor shall not participate in the new faculty member's evaluation process during his or her first semester of teaching. The department chair will maintain a current list of mentors and mentees.

### PHASE I

The mentor will meet with new faculty before the semester starts and, referring to the New Faculty Checklist, will

- Orient new faculty to the San Ramon Campus and classroom technology
- Discuss the new faculty's course goals and syllabi
- Serve as a liaison between new faculty and SRC's various support personnel
- Guide faculty to needed campus services
- Serve as a contact person to answer any remaining or evolving questions

### Phase II

The mentor will assist the new faculty member throughout the semester, referring to the New Faculty Checklist, by

- Meeting regularly (at least twice each semester)
- Answering questions about the DVC evaluation process
- Addressing classroom or campus issues that arise, such as dealing with student problems, improving teaching techniques, and locating appropriate student services
- Assisting the new faculty to set up classroom visits to observe other instructors' classes (participation is optional)
- Addressing any ongoing questions or concerns