

Senators present:
Morrie Barembaum
Sean Cummins
Doug Deaver
Michael DeCarbo
Steven Deeley
Corinna Evett
Eric Hovanitz
Jim Isbell
Danielle Martino
Nooshan Shekarabi
Barbara Sproat

Joyce Wagner

Non-Voting Members
CIC
Craig Rutan
ASG Representative
Kevin Dilger
SCC Representative
Monica Collins

Guests:
Jim Watkins

I ORDER OF THE AGENDA

As set

II Approval of Minutes

Postponed

III PUBLIC COMMENTS

A None

IV ASG – ASG President Kevin Dilger

- A Friday, March 18, the Battle of the Bands will take place in parking lot #6, from 3 to 8 p.m.
- B Thursday, February 24 ASG hosted a successful Townhall meeting from 1 to 3 p.m.
- C March 19-22. the ASG will send students to the American Student Association for Community Colleges; ASG is currently reviewing applications.
- D Hands Across California, next week ASG will be discussing donations and participation.

V ACTION (Appendix 1)

A Adopt proposed Senate Representation based upon Disciplines Groupings.

Professor DeCarbo moves to adopt.

Professor Cummins second the adoption.

The new representation is adopted without dissent.

- 1 Professor Martino asked as to whether this will change the senate 1 to 7 ratio to a 1 to 7, or portion thereof ratio.
- 2 Professor DeCarbo said that prior to addressing this, the confusion, contradictions and lack of clarification in the Constitution need to be addressed.

Professor DeCarbo proposed that a Task Force be formed to review the Constitution and By-Laws and present recommendations by the first May Business Meeting.

Professor Shekarabi seconded the formation.

The Task Force was formed without dissent.

VI Discussion Items

A Mission Statement (Appendix 2 – Revised Mission Statement)

- 1 Senators are to discuss the proposed revisions to the Mission Statement with their constituency and prepare for a vote at the April 5 Business Meeting.

B Number of Reps

Dealt with above

C Dues

- 1 Treasurer DeCarbo reported that the creation of a budget led to many discoveries, deficiencies, questions and opportunities, these included:
 - a The discovery that the Senate Constitution says the Senate shall pass a budget and levy dues for the following year. (However, this was when there was a Senate of the Whole)
 - b New accounts were discovered in DATATEL with approximately \$300.00.
 - i There may be more, this is under investigation.
 - c An account must be created through the Foundation to fund Senate operational costs supplied by the District/College that will be paid by the Schools First account.
 - d Yearly account summaries from Schools First, necessitated the creation of electronic access to avoid unnecessary fees; this is in process.
 - e Which conferences shall the Senate attend? How many shall go? Double/single occupancy?
 - f Shall the Senate continue to serve food at Retreats?
 - g In addition to the \$1,250 award to the Faculty Excellence recipient, how much shall be spent on advertising, programs and refreshments?
 - h Shall the Senate award retiring Faculty with a commemorative Brick (\$140.00 a brick)?
 - i Shall we set aside funds for other commemorations, as we have in the past?
 - j Shall the Senate continue to fund \$500.00 to: Buy the Book, Golf Tourney and TGIF?
 - k How much shall the Senate budget for operational needs (i.e. software, paper supplies, etc.)
 - l What are anticipated needs of a rainy day fund? Lawsuits?
 - m Shall the Senate continue to fund \$500.00 Senate Scholarship?
 - n What is to be done with our savings?
 - o Treasurer DeCarbo is investigating whether the approximate \$10,000 we have in reserve can be legally invested as the Senate is a non-profit.
 - p Treasurer DeCarbo presented an opportunity to use these reserves to create a perpetual \$1,000 scholarship. (Appendix 3 – Senate Scholarship Opportunity)
- 2 President Barembaum directed Treasurer DeCarbo to present multiple budget projections at the next Business meeting.

D Hiring Committees (Appendix 4 – AR 4102.1)

- 1 Professor DeCarbo highlighted some key points about hiring committees.
 - a Every committee must have an Equal Employment Opportunity Officer.
 - i Professor Rutan stated that H.R. has declared that any person that has served on a past hiring committee is now certified as an Equal Employment Opportunity Officer.
 - b There shall be no paper screening until after the first committee meeting to ensure that mechanisms exist in case consensus cannot be reached.
 - c One member of the committee shall be from outside the discipline.

- d An invitation to participate must be extended to the department members at the Sister college.
- 2 President Barembaum brought forth new information about the Faculty Institute (Appendix 5 – Faculty Institute).
 - a The goal is to keep the new Faculty schedules open for Friday workshops.
 - b The Committee is creating the schedule for development, that will include such things as: Classroom Management, Technology in the classroom, SLO Assessment, Distance Education, Benefits and Retirement, Emergency training
 - c President Barembaum said that he did not see why full time Faculty could not attend the Institute Sessions.

E Budget

- 1 President Barembaum reports that the District will have an ending balance of \$44 million.
 - a This money will be used to hedge deferrals from the State.
 - b This money will also be used to protect from budget cuts from the State.
 - c The State has proposed a 4 to 5% workload reduction.
 (Essentially: to get our full apportionment, we need to meet our FTES goal. i.e. if we have a target of 10,000 then we must hit 10,000. If we are below our target, then we are not paid for the shortfall; and the following year, that lower number will become our target. When they create workload reductions they are not cutting pay, or laying off, the State reduces our target, this then typically leads to a reduction of sections offered. Prof Rutan reminded the senate that a reduction in classes also effects our 50% Law obligation. Cutting sections means we could mean cutting on the “wrong side” of the 50% Law as well.)
- 2 President Barembaum asked if the Senate would like to invite Peter Hardash to our next meeting; there was no dissent.
 - a President Vazquez says that Vice President Kawa is in favor of the proposed model.
 - b Professor DeCarbo cautions that it must be clearly articulated and apportioned what will be District Wide Costs and District Operating Costs.
 - c President Vazquez will make a link available to the conference information he receives about the newly formed Contra Costa District Budget model.
 - d Professor Collins pointed out the financial benefits to each College.
 - i Particularly if a position is lost to vacancy, with the proposed model, there is a better chance the money will remain in the area where the position was lost.

F State Senate Resolution

- 1 President Barembaum will propose, due to cost and green efforts, that the State Senate investigate the cost and need for continual publication of the Senate Rostrum.

G Hands Across California

- 1 Professor DeCarbo will stay current and keep the Faculty posted.

H Finals Week

- 1 President Barembaum has submitted a survey to be electronically distributed by the District.

I EVT

- 1 The Task Force will meet on March, 11 to review the survey and propose a more formal one.

J The Pledge – A Call to Action (Appendix 6)

- 1 President Barembaum was directed by the Faculty to voice the following concerns should the pledge ever be raised again at District Council:
 - a The pledge implies that the Faculty have not currently been doing their jobs.
 - b The pledge assumes the Faculty have complete control over student success.
 - c The pledge may lead to performance based funding.

K Plenary Representative

- 1 Discussion postponed.
- 2 Professor Martino said that she will be supplying the Senate with Plenary information and await their input.

Reports

A Curriculum

- 1 The first reading of the Transfer Degree in Communication Studies came through curriculum Monday, February 28.
- 2 Both Colleges must pass shared curriculum, an approval of revision is not enough.
 - a When common approval is needed, the chair must log on to the sister College's site to approve.
 - i There is a SAC user guide button for assistance on the SCC Curricunet site.
- 4 The Faculty will soon be receiving approval/reviews for the four transfer degrees.
- 5 Please ensure that the Faculty do not hit delete to emails from Curricunet as they are only sent once.
- 6 SCC does not use an auto approval, so we must review the curriculum sent to us via Curricunet.

B SAC Senate Report

- 1 In preparation for the Transfer Degree in Communication Studies, the Speech Department will be renamed Communication Studies.
- 2 Over the next two years, the District will install video surveillance at both Colleges in all exterior places.

Professor DeCarbo moved to adjourn.

Professor Evett seconded adjournment.

The meeting adjourned without dissent.

Appendix 1

Draft Fall 2011

Proposed Senate Divisions

DRAFT

DRAFT Page 1 of 2 DRAFT

Humanities and Social Sciences Modified Representation

- 1 Adams, Richard E-313 4935
- 2 Babayan, Diana D-209-2 4782
- 3 Baez, Elizabeth E-315 4742
- 4 Beers-McCormick, Lynnette D-203-3 4944
- 5 Cannon, Cari D-203-5 4833
- 6 Deaver, Doug E-316 4937
- 7 Dela Cusack, Lisa D-117 4945
- 8 Elchlepp, Elizabeth D-116-1 4784
- 9 Evett, Corinna E-311 4829
- 10 Fajardo, Lourdes E-315 4938
- 11 Granitto, James D-116-11 4914
- 12 Howell, Scott D-116-3 4941
- 13 Isbell, Jim D-116-7 4946
- 14 Kosuth, Kate E-314 4950
- 15 Lennertz, William E-313 4781
- 16 Magalousis, Nick D-203-1 4872
- 17 McMullin, Mary L-105-2 4824
- 18 Parrella, Michael D-116-5 4838
- 19 Pimentel, Marcelo E-316 4785
- 20 Powell, Kay L-110 4832
- 21 Rabii, Narges D-116-3 4940
- 22 Reed, Stephen D-116-9 4780
- 23 Roe, Maureen E-312 4746
- 24 Shekarabi, Nooshan D-116-5 4744
- 25 Summers, Georgia D-116-6 4777
- 26 Taber, Alex D-203-4 4847
- 27 Tragarz, Roberta E-312 4743
- 28 Umali Kopp, Christine D-209-2 4768
- 29 West, John D-116-6 4870
- 30 Zysman, Flo D-209-3 4755

#Faculty 30 #Senators 4 1

Math & Sciences

- 1 Barembaum, Morrie SC-119 4895
- 2 Brooks, Debra SC-218 4788
- 3 Camarco, Lisa S-105 4992
- 4 Cummins, Shawn S-105 4910
- 5 Diaz, Darlene SC-124 4958
- 6 El-Said, Nahla SC-215 4955
- 7 Foley, Denise SC-216 4920
- 8 Francis, Jane SC-121 4957
- 9 Frost, Alicia U-84 4929
- 10 Hauscarriague, Anne U-84 4919
- 11 Houska, Robert SC-217 4761
- 12 Hovanitz, Eric SC-217 4747
- 13 Martino, Danielle SC-119 4705
- 14 Moore, Kathy U-84 4923
- 15 Munemo, Mutaurwa D-116-11 4825
- 16 Nance, Craig U-84 4936
- 17 Powers, Charleen SC-125 4916
- 18 Pryor, Laney U-84 4924
- 19 Rutan, Craig SC-214 4954
- 20 Sakamoto, Scott SC-124 4789
- 21 Scott, Randy SC-122 4947
- 22 Smith, John U-84 4922
- 23 Smith, Mark SC-120 4959
- 24 Swift, Cynthia SC-215 4707
- 25 Taylor, Michael SC-120 4942
- 26 Wagner, Joyce U-84 4926
- 27 Williams, Alison SC-121 4956
- 28 Woodhead, Ian S-105 4906
- 29 Yorba, Joe SC-122 4948

#Faculty 29 #Senate Reps 4 5

Business & Career Technical Education

- 1 Armbruster, Lynda B-105 4750
- 2 Deeley, Steven D-116-7 4739
- 3 Gates, Jim U-83 4836

4 Kessler, Ron B-104-1 4754
 5 Lamourelle, Regina U-105-1 4708
 6 Myers, Stewart D-116-8 4752
 7 Salcido, Andy B-104-1 4762
 Draft Fall 2011
 Proposed Senate Divisions
 DRAFT
 DRAFT Page 2 of 2 DRAFT
 8 Slager, Bonnie D-116-8 4753
 9 Wilson, Connie U-83 4883
Faculty 9 #Senate Reps 1 2
Counseling and Student Services
 1 Aguilera, Leonor D-104-N 4854
 2 Baldizon-Rios, Nena E-108-5 4817
 3 Carrion, Rudy E-108-2 5051
 4 Carr-Rollitt, Lucy E-105-5 4862
 5 Coto, Jennifer D-104N 4798
 6 Enriquez, Rosi D-108S 4783
 7 Hoffman, Beth T-105 4776
 8 Mettler, Mary E-105-1 4976
 9 Motokane, Carolyn D-106 4759
 10 Perry, Janis D-104N 4779
 11 Resnick, Barry D-108-2 4810
 12 Strother, Judy D-108-1 4806
 13 Wirtz, Laura E-105-4 4861
 14 Wright, Sharon D-108-3 4756
Faculty 14 #Senate Reps 2 2
Fine and Performing Arts & Communications
 1 Ball, Larry E-314 4828
 2 DeCarbo, Michael D-129 4725
 3 Hahn, Moira D-203-2 4834
 4 Kubicka-Miller, Jared D-129 4726
 5 Kubicka-Miller, Tara D-129 4953
 6 Womack, Melinda E-311 4786
Faculty 6 # Senate Reps 1 1
Continuing Education
 1 Frias, Rudy OEC117-4 5934
 2 Jordan, Ethel OEC 171 5938
 3 Quimzon, Eden OEC 110 5944
 4 Salazar-dela Torre, Rosa OEC 117-3 5935
 5 Shields, Jolene OEC 114 5948
 6 Tomlinson, Terry OEC 170 5927
 7 Walker, Mary OEC 174 5974
Faculty 7 # Senate Reps 1 1
Library
 1 Freidenrich, S. Leah L-105-4 5015
 2 Geissler, Joseph L-117-4 5019
 3 Ho, Alice L-117-3 5016
 4 Sproat, Barbara L-117-2 5017
 5 Varela, Anita L-105-5 5020
 6 Wong, Lana L-117-4 5014
Faculty 6 # Senate Reps 1 1
Faculty 101 # Senate Reps 14 13
 Totals
#Senate Reps 14
Faculty
#
 Representatives
#Representative-
-modified
 Humanities, & Social Sciences 30 4 1
 Math & Sciences 29 4 5
 Business and Career Education 9 1 2
 Counseling & Student Services 14 2 2
 Fine and Performing Arts & Communications 6 1 1
 Continuing Education 7 1 1
 Library 6 1 1
Total 101 14 13
 Humanities, & Social Sciences 29.70% 28.57% 7.69%
 Math & Sciences 28.71% 28.57% 38.46%
 Business and Career Education 8.91% 7.14% 15.38%
 Counseling & Student Services 13.86% 14.29% 15.38%
 Fine and Performing Arts & Communications 5.94% 7.14% 7.69%
 Continuing Education 6.93% 7.14% 7.69%
 Library 5.94% 7.14% 7.69%

Santiago Canyon College - DRAFT Mission Statement

Revised Draft:

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, transferable, and engaging education to a diverse community.

(Draft version compared to the previous Mission Statement, 10/23/07)

~~Santiago Canyon College (SCC) is an diverse innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster a learning environment that helps student success and to help students develop knowledge and understanding, critical thinking, sound decision making, cultural awareness, effective communication skills, and a commitment to local and global citizenship. achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, transferable, and engaging education to a diverse community.~~

~~Santiago Canyon College offers a comprehensive curriculum that includes university transfer, associate degree and certificate programs. In addition, we provide community services, career education, continuing education, high school diploma program, basic skills development, and a range of support services for full and part-time students, including those with family and career responsibilities. At SCC we encourage students to plan, implement, and evaluate their educational progress through meaningful reflection and interaction with both the college and community. (Approved by College Council 10/23/07)~~

(Revised by the Accreditation Committee 2/24/2011)

Appendix 3 – Senate Scholarship Opportunity

Hands Across California – The opportunity to create a \$1,000 perpetual scholarship.

Many of you have heard about Hands Across California and the fundraising efforts by your colleagues at SCC. However, there is another option offered through this program that allows a donor to create a yearly, perpetual scholarship at any community college to be named and designated as the donor sees fit.

Here is how it works:

A donor must contribute a minimum of \$13,334. The Osher Foundation will match these funds 2 to 1 (for every dollar donated, they will contribute 50 cents). This results in a total of \$20,000 held in the California Community Colleges Scholarship Endowment which will then yield one, \$1,000 scholarship to be awarded by that donor, in the name they wish, at the college they wish, for as long as the California Community College system exists.

Currently, there are three groups at SCC that are going to take advantage of this opportunity. President Juan Vazquez will create a scholarship in memoriam of his wife, the ASG voted today (March 3) to create their own scholarship and VP John Hernandez is pursuing the creation of a third. These three scholarships exist independently of one another.

Here is the opportunity before the Academic Senate:

The Senate has secured a donation of \$6,500 from an outside source (the Castle Foundation; created by the wife of an aero engineer to fund students in need) on the condition that the Senate fund the remaining \$6,834.00 and that the foundation be named in the award (The suggested title is “The Academic Senate’s Castle Foundation Scholarship) Every year, the Senate awards a \$500.00 student scholarship; if we were to pursue this offer, the Senate would increase that award to \$1,000.00.

As of today, the Senate account holds approximately \$12,000 with roughly \$1,500 yet to be collected in this year’s dues and expenditures of roughly \$3,500. (Leaving an expected balance of approximately \$10,000) When the SCC Senate split from the SAC Senate 10 years ago, approximately \$10,000 was apportioned to the SCC Senate. Since then, the annual Senate budget has either been balanced or in a slight deficit. This slight deficit prompted the discussion of raising Senate dues to accommodate the increased activity and participation in local conferences and state senate meetings; the question of increasing dues was raised last Spring and is not in response to the current offer.

Essentially due to an even more unique circumstance before the Senate:

Outside donors will match the Senate’s donation 1 to 2 * instead of 2 to 1 (for every dollar the senate gives outside donors will give two). This means, for \$6,834 the Senate will be given \$13,166.00.

Advantages:

The Scholarship from the Senate doubles to \$1,000.

In 14 years, the senate will recoup the loss of 6,834.00 as it will no longer be awarding a \$500 scholarship from its annual budget.

If SCC were to reach the 100 year mark (as SAC will in 2015), \$90,000 will have been awarded.

Our contribution helps to strengthen the California Community Colleges Scholarship Endowment.

Disadvantages:

The Senate will have to significantly reduce its rainy day fund.

There is a general sense of donor fatigue in this economic climate and some may donate to other scholarships.

The perception that this will increase dues.

Soliciting funds may be outside of the Senate’s purview.

* The ratio truly is 1 to 1.9265437518290898448931811530582

Appendix 4 – AR 4102.1

Full-Time Faculty Recruitment & Employment - AR4102.1

FULL-TIME FACULTY RECRUITMENT AND EMPLOYMENT - AR 4102.1 **Revised January 28, 2003**

SECTION 3

SCREENING COMMITTEES

Membership

Following the close of the application submission period, the President's designee will review all applications to insure that possible committee members are not active applicants.

It is the responsibility of the designee to coordinate the development of the list of people to serve as committee members from the primary college. At least one member of the corresponding department/discipline at the sister college shall be invited to serve on the committee. In the Continuing Education program, any contract faculty member within the discipline having a vacancy may serve on the committee. In the Child Development Center Program, one teacher from each center, selected by the teachers at the center, may serve on the committee. The area program administrator shall send a memo to contract faculty of the department or discipline soliciting participation.

The President of the Academic Senate or designee shall select one faculty member for the screening committee, who can work outside of the academic discipline under consideration. A faculty member who is a representative of Equal Employment Opportunity Advisory Committee shall be appointed by the chair or designee of that committee. The Senate President and Equal Employment Opportunity Advisory Committee Chair will be notified of faculty vacancies by job announcement distribution. It shall be the designee's responsibility to contact the Senate President and Equal Employment Opportunity Monitor in a timely manner. It will be the responsibility of the designee to insure that committee representative is complete and be the administrative support for the committee.

Prior to the first meeting of the screening committee, the President's designee shall forward to the Human Resources Department and to each academic senate president the list of those members who will serve on the committee. The form shall certify which member of the committee is serving the sister college. In the event the sister college declined to serve on the committee, a certification from the President's designee shall state who was contacted at the sister college.

In the event there is no contract faculty within the discipline and or there is perceived a need to add members to the committee, the President's designee shall recommend to the appropriate Academic Senate President membership in the committee. The Academic Senate President shall appoint those members he/she deems appropriate.

In the event faculty positions are being hired where the primary assignment is not a teaching assignment, such as a coordinator of a special project, even if the position is not initially a tenure track position, said position shall be hired following the procedures set forth in these administrative regulations. The president's designee and the Academic Senate President shall reach consensus on the appropriate disciplines that will be represented on the hiring committee. The committee shall be composed primarily of faculty within the discipline. All counseling position hires outside of the counseling division shall be composed primarily of counseling faculty. The committee shall include counseling faculty from the counseling division.

The screening committee will have co-chairs. The administrative co-chair shall be appointed by the appropriate President and shall be responsible for convening the initial meeting of the screening committee and serving as the liaison with the Human Resources Department. The faculty co-chair shall be elected by the faculty on the committee and shall be responsible for leading the deliberations of the committee.

The complete list of committee members is submitted by the designee to the appropriate President for review and approval of the discretionary appointments and then forwarded to Human Resources.

The Equal Employment Opportunity Officer or designee will review the committee composition to insure compliance with District procedures. If modification of committee membership is required, the Equal Employment Opportunity Officer or designee will consult with the President and Academic Senate President.

Orientation

The screening committee shall be oriented in a manner approved by the Chancellor and the Academic Senate President.

Responsibilities

Screening committees recommend finalists to the appropriate President or designee. As such, in the screening process, each is acting as an agent of the Board of Trustees. Therefore, it is important for members to know how screening processes work, to maintain the confidentiality of the deliberations and to follow equal employment opportunity guidelines. Should individual committee members be named as defendants in a complaint or lawsuit, the Board will indemnify those members, provided each has followed prescribed policy and processes in executing his/her committee responsibilities. Participants of the screening committee for hiring personnel should not meet outside of the scheduled meetings to discuss candidates being considered. All discussion of candidates should be with the entire group at a scheduled meeting.

Committee members should submit any notes, screening forms or other evaluative material to the chair for inclusion in the recruitment package. These will be maintained by Human Resources for three (3) years, the minimum requirement for retaining recruitment files. Should future complaints or lawsuits be filed, the notes, forms and/or other material will be returned to the committee members to assist them in their statements.

Persons service on screening committees shall participate in both phases of the screening tasks (application materials screening, i.e., paper screening, and the interview phase). Any exceptions should be based on factors that do not adversely affect equal employment opportunity, e.g., a subject matter expert is engaged to evaluate technical interview responses. Exceptions must be approved by the Equal Employment Opportunity Officer.

The role of the Equal Employment Opportunity Monitor on screening committees will include the following:

- serve as a participating member of the committee
- monitor the selection process for adherence to established procedures and sound personnel practices
- serve as a resource in the areas of equal employment opportunity
- serve as liaison, as necessary, between the committee and the Human Resources Department and the Equal Employment Opportunity Officer to address issues and concerns as related to the screening process

Sequence of Events

1. The appropriate President's designee shall consult with the department chair to determine if modifications to the desired qualifications portions of the brochure are desired.
2. The Academic Senate President at both colleges will certify that the district faculty have reached consensus on any additions to the State minimum qualifications.

3. The final job announcement shall be approved by the appropriate department chair and both Academic Senate Presidents.
4. The President's designee shall forward to Human Resources and to each academic senate president the list of those members who will serve on the committee and the required certification of membership.
5. The Administrative co-chair will convene the committee and the faculty.
6. The Equal Employment Opportunity Officer or designee will provide an orientation, as described above. This must be done before any further steps can be taken.
7. The committee will then establish the screening process, calendar, screening criteria, interview questions, and any other employment tests.
8. Employment tests and screening criteria must be submitted to Equal Employment Opportunity Officer or designee for review and approval.
9. The committee will then use the approved screening criteria to evaluate applicant's qualifications. Screening at this point in the process must be based solely on the application material submitted.¹ The committee may ask the Human Resources Department to screen for minimum qualifications if they are clear and unambiguous.
10. The committee will choose those it wishes to evaluate further. Such evaluation will be made by on-site testing, e.g., interviews, teaching demonstrations, or other approved means (employment tests).
11. The committee should attempt to reach consensus regarding those who will/will not be considered for final interview. Consensus is defined as unanimity. Prior to paper screening, the committee must agree on a procedure to follow if consensus cannot be reached. Some suggestions for the committee to consider are:
 - *written ballot
 - *raised hands
 - *rating chart with point system
12. The committee will provide job-related reasons for the non-selection of applicants it does not wish to evaluate further.
13. The committee will conduct interviews and other assessments with those candidates chosen for further consideration.
14. The committee will attempt to recommend up to 5 finalists. The committee will recommend the finalist(s) to the appropriate College President. If the committee cannot recommend at least two finalists, it will provide the President with a written rationale for its recommendation.
15. The co-chairs will be responsible for conducting reference checks on all finalists. If a finalist is or has been a District employee, at least one of the references should be a non-District source. This is the appropriate point for screening committee members to provide first-hand knowledge they may have about a candidate, if that information did not come out during the screening or committee interviewing process. Reference checks will be conducted on all candidates prior to their being sent forward for final interview. If reference checks do reveal that any proposed candidate is not satisfactory, the committee will reconvene to deliberate further. At this point the committee can decide to send the remaining names forward or to reconsider the other candidates or to extend/reopen the search.

16. The appropriate President shall contact the recommended finalists and set up interview appointments with the final interview team. A schedule of appointments will be sent by the President to the Human Resources Department.
17. The final interviews will include the appropriate President, the President's designee to the screening committee and a faculty member selected by the faculty on the screening committee.
18. The President will make the final recommendation to the Chancellor. All candidates not recommended as finalists shall be promptly notified in writing by the Human Resources Department after the selection is made.
19. If the screening committee reconvenes following the final interview process, the following will apply:
 1. Options available to the screening committee, if no candidate is acceptable, include but are not limited to the following:
 - a. Go back to the pool of candidates;
 - b. Extend or open the search
 2. If all candidates are rejected at any point in the process, the particular position will remain open and viable unless redefined by the department. The position will not be withdrawn because of budgetary or other considerations as the department moves forward to define excellent candidates or to redefine the position and conduct a search.

Scheduling

Screening committees are responsible for scheduling their own meetings for the purposes of planning, screening, interviewing and deliberations. Every effort shall be made to schedule screening committee meetings to accommodate faculty teaching schedules.

Paper screening will normally be scheduled no earlier than five (5) working days following the priority date or close of the application period. It is the responsibility of the designee to schedule a room for the screening committee meetings. Following consultation with the screening committee members regarding time schedules, the co-chairs will notify committee members of room locations and meeting times. This information will be communicated to Human Resources by the co-chairs when submitting the Screening Certification Form.

Application packets may be picked up from Human Resources by the designee no sooner than the day of the screening. Any other arrangements must be arranged by one of the co-chairs with the Human Resources Department.

Upon completion of the review process, the committee co-chairs will complete and submit the Screening Review Form indicating those recommended for interviews. In addition the co-chairs will submit the Screening Certification Form. Those not selected for interviews will be promptly notified in writing by the Human Resources Department after the selection is made.

Interviews will normally be scheduled no earlier than five (5) working days following the receipt of the screening materials in the Human Resources Department. It is the responsibility of the Human Resources Department to contact applicants, set up interview times and notify the committee chair of confirmations.

Reporting

The chair of the screening committee is required to provide the following reports to the Human Resources Department:

1. Screening Review Form at the completion of application materials screening (paper screening).
2. Screening certification Form at the completion of application materials screening (paper screening).

3. Proposed interview questions, employment tests and descriptions of any demonstrations at the completion of application materials screening (paper screening).
4. Interview Report Form within one working day of selecting finalists.
5. Narrative descriptions of each finalist, indicating strengths, competencies and other relevant information, e.g., statements about committee process or consensus.
6. Recommendations of the committee for those to be contacted as references.

FACULTY INSTITUTE

Flex Week August 15 – 19, 2011

Monday August 15, 2011

8:00 am – 12 Noon

District Orientation/District Offices

- Welcome by Chancellor and College Presidents
- Payroll Process
- HR Orientation
- Schools First Credit Union
- Benefits
- Tour of District Office

2:00 pm – 4:00 pm

Home Campus

- College Mission & Goals
- Review of Course Syllabus/Course Outlines
- Homework: Create and bring Course Syllabus to Tuesday a.m. meeting

Tuesday August 16, 2011

9:00 am – 12 Noon

Home Campus

- Campus Tour – Vice-President/Academic Affairs
- Review Critique Course Syllabi
- First Day Expectations
- A & R: Access rosters, grades
 - How to add & drop students
- How to access Outlook mail, voicemail, and Web advisor

2:00 pm – 4:00 pm

Home Campus

- Classroom/Student Management
- Student Learning Outcomes (SLO)

Wednesday August 17, 2011

All Day

Academic Senate Retreat

Thursday August 18, 2011

Department Meetings

Friday August 19, 2011

Convocation
Division Faculty Meetings

September Meeting TBD

John Didion, Judy Chitlik, FARSCCD

- Tenure Review Process
- Self-Evaluation
- Goals for 4 years
- FARSCCD Benefits
 - Banked Leave
 - Sabbaticals
 - All Statutory Leaves

October Meeting TBD

Student Services

- Counseling
- DSPS

November MeetingTBD

Instructional Support Services

- Library

December Meeting TBD

A & R

- Turning in Grades

Flex Week January 17 – January 20, 2012

Tuesday January 17, 2012

Safety/Disaster Preparedness Training

Wednesday January 18, 2012

Joint Session of the Academic Senates

- Participatory Governance

Thursday January 19, 2012

Department Meetings

Friday January 20, 2012

Back to School Meetings at Home Campus

February 2012 Meeting TBD

SLO – Assessment

March 2012 Meeting TBD

On-line/Distance Education

April 2012 Meeting TBD

- Credit Union/CalSTRS
- Review of FARSCCD Benefits
- Medical/Dental
- Life Insurance Benefits

May 2012 Meeting TBD

End of the Year Debrief/Evaluation

Appendix 6 – A Call to Action

Accepting the College Completion Challenge

A Call to Action

In recognition of the central role that [INSERT NAME OF YOUR INSTITUTION] has in meeting the educational and training needs in our community and, more broadly, in contributing to an educated U.S. citizenry and a competitive workforce, we pledge to do our part to increase in the number of Americans with high quality postsecondary degrees and certifications to fulfill critical local, state, and national goals. With the “completion agenda” as a national imperative, [INSERT NAME OF YOUR INSTITUTION] has an obligation to meet the challenge while holding firmly to traditional values of access, opportunity, and quality.

- We believe the student success and completion agenda is the future of [INSERT NAME OF YOUR INSTITUTION].
- We believe that completion matters and that every student counts.
- We believe in every student’s potential and responsibility to succeed—and that an engaged student is more likely to persist in college.
- We believe the “open door” must not be a “revolving door,” and that [INSERT NAME OF YOUR INSTITUTION] must take responsibility for student success.
- We believe that community colleges are the gateways to the middle class and beyond for millions of Americans.
- We believe that community colleges are an invaluable economic engine driving the nation toward renewed and sustained economic prosperity.
- We believe that talented and committed people working “heart and soul” at [INSERT NAME OF YOUR INSTITUTION] are ready to take on leadership roles to increase student success and college completion.
- We believe to change in institutional culture, from emphasis on access only to emphasis on access and success.
- We commit to courageous conversations about diversity, equity, and evidence reflecting student success and institutional performance.
- We commit, while increasing success rates for all students, to eliminating the attainment gaps that separate student groups on the basis of race, ethnicity and family income.
- We commit to acting on facts to make positive changes in the interest of student success and college completion.
- We commit to promoting faculty and staff development focused on evidence based educational practice.
- We commit to providing development opportunities, for college administrators, trustees, faculty, staff, and students to build and sustain leadership for student success.
- We ask every trustee, administrator, faculty member, counselor, advisor financial aid officer, staff member, and student organization to examine current practices, to identify ways to help students understand the added value of degrees and certifications, and to help them progress toward their goals.
- We ask every student to help one other student succeed.
- We ask community members to support and work with us to help more students succeed.
- We ask elected officials to create the policy conditions that enable, support, and reward our work to strengthen student success.
- We ask other community colleges to join us by signing and sharing this commitment and call to action.

to join us in this work. Our commitment

Chair, Board of Trustees

College President/Chancellor

Date

