

Santiago Canyon College Academic Senate

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SENATORS

Business and Career Education

Deeley, Steve 2016
Salcido, Andrew 2015

Continuing Education (OEC)

Shields, Jolene 2015

Counseling & Student Services

Aguilera, Leonor 2015
Crabill, Phillip 2016
Mettler, Mary 2016

Humanities and Social Sciences

Cannon, Cari 2015
Elchlepp, Elizabeth 2015
Howell, Scott 2016
Dela-Cusack, Lisa 2015
Umali Kopp, Christine
2016

Fine & Performing Arts and Communication

Womack, Melinda 2016

Library

Freidenrich, Leah 2016

Mathematics and Sciences

Cummins, Shawn 2015
Hovanitz, Eric 2016
Taylor, Mike 2015
Nance, Craig 2016
Frost, Alicia 2015

Adjunct

Matthews, Evangeline
2015
Vacant 2015

EXECUTIVE BOARD MEMBERS

President

Evett, Corinna 2016

Vice President

Rutan, Craig 2015

Secretary/Treasurer

DeCarbo, Michael 2015

Curriculum Chair

Wagner, Joyce 2016

AGENDA

18 February 2015

1:30 pm – 3:00 p.m.

Academic Senate Room A-211

I. Welcome

II. Approval of Minutes

- A. 2 Dec. 2014
- B. Joint Retreat: 4 Feb. 2015

III. Public Comments (2 minute limit per person)

IV. AS Executive Board Reports (20 minutes)

President, Vice President, Secretary/Treasurer, CIC Chair

V. ASG Report (5 minutes)

VI. Action (0 minutes)

First Reading

- A. **None**

Second Reading

- B. **None**

VII. Summary Reports Discussion (5 minutes total)

VIII. Discussion Items (40 minutes)

- A. **FARSCCD Update:** FARSCCD President Barry Reznick will provide updates related to the PAC as well as to FARSCCD bylaws. (10 minutes)
- B. **AR 7120.1: Full Time Faculty Recruitment & Selection:** Update of HRC suggested changes to the AR given by Senator Mary Mettler. (6 & 10) (10 minutes)
- C. **Accreditation Discussion:** AS Vice President Craig Rutan and CIC Chair Joyce Wagner will continue the accreditation and governance committees brainstorm session. (1-10 & 11) (20 minutes)

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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

Rancho Santiago Community College District BP2410 (previously BP9001) (Setting Policy)

Adopted 03/17/97

Revised March 28, 2011

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority.

The RSCCD Board of Trustees believes that a major trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups. For developing policies regarding the academic and professional matters numbered 1, 2, 3, 5, and 8, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other five academic and professional matters, the Board will consult with the faculty through the mutual agreement process previously agreed upon. At RSCCD, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the District Council. Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

***For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:**

1) Curriculum, including establishing prerequisites and placing courses within disciplines; 2) Degree and certificate requirements; 3) Grading policies; 5) Standard or policies regarding student preparation and success; 8) Policies for faculty professional development activities;

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

4) Educational program development; 6) District and college governance structures, as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self study and annual reports; 9) Processes for program review; 10) Processes for institutional planning and budget development.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District website.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e.

SCC Academic Senate Minutes – DRAFT
Senate Business Meeting December 2, 2014

Senators Present

Leonor Aguilera
Cari Cannon
Phillip Crabill
Shawn Cummins
Steve Deeley
Lisa Dela-Cusack
Leah Freidenrich
Alicia Frost
Eric Hovanitz
Scott Howell
Evangeline Matthews
Mary Mettler
Matthew Musselman
Andrew Salcido
Jolene Shields
Mike Taylor
Christine Umali Kopp
Melinda Womack

Senators Absent

Elizabeth Elchlepp
Craig Nance

Senate Executive Board

President Corinna Evett
Vice President Craig Rutan
CIC Chair Joyce Wagner
Sec/Treas. Michael DeCarbo

ASG Representative

Hector Soberano

Guests

Rosa Dela-Torre
Rudy Frias
Ethel Jordan
Eden Quimzon

I Welcome

II Order of the Agenda

III Approval of Minutes

November 18, (Frost/Howell) approved without dissent (Crabill abstain)

IV Public Comments

1 Professor Jolene Shields read the following:

Thank you to AS, and especially Corinna, for supporting CE full-time faculty positions at fall plenary and in creating the hiring request prioritization list. We were encouraged by your support. We were, however, also discouraged and frustrated by the President's decision to remove all CE positions from the hiring list. CE faculty recognize that because of AB1725 and the full-time faculty obligation number, it is financially punitive for the college to hire CE faculty. We also, however, recognize the direct impact full-time faculty make on program and curriculum development and student success. We also recognize that CE cannot offer our students equitable programs and curriculum without more full-time faculty. That said: We are concerned about the inequity of not including CE faculty in the FON. And, we are very concerned with the President's dismissal of ALL CE full-time positions and what this means to our students and the future of our programs.

We would like to ask for AS's continued support as we move forward with advocating for CE full-time faculty to be included in the FON, and for your support as we move through the hiring process next year.

2 Professor Smith shared that changing in funding at the State level could lead to hiring of full time faculty in Continuing Education.

3 Professor Smith announced that FACCC will serve lunch to all dues paying members at the next meeting at El Camino College January 23, 2015 from 10:30 to noon.

V AS Executive Board Reports

A President

- 1 The Chancellor has reiterated the need to solve the structural deficit and is looking to the Colleges to make cuts; the District is reportedly looking for areas to make cuts as well.
- 2 There will not be a statewide movement to renew the proposition 30 taxes.
- 3 SCC is on track to reach the FTES goal.
- 4 There are three reorganizations that have come through College Council that will be changes from within rather than outside searches, any faculty member with input should contact the executive board
- 5 SCC is not looking to pursue a baccalaureate degree at this time; SAC is still interested in the possibility of an occupational therapy degree.
- 6 ACCJAC preliminary public session will be held January 9, 2015 at 1:15.
- 7 As of now, only two SCC faculty members are interested in serving on ACCJC visiting teams, please contact President Evett if you are interested.

B Vice President

- 1 Please send any suggestions for the Faculty Forum as soon as possible.
- 2 \$50 million from the State will be sent forth for CDCP enhancement with no strings attached.
- 3 All degrees offered by a CC must have a transfer degree created by June 2015.

C Secretary/Treasurer

No report

D CIC

- 1 The Computer Science transfer degree is the only degree of concern in reaching the goal of having all degrees that are offered have a transfer degree; some classes have been moved and the number of units required has been reduced, this may be enough to meet the expectations.
- 2 The last meeting occurred December 1, 2014 and all items for quadrennials made it through with the exception of a few apprenticeship courses that need to modify distance education requirements.
- 3 The new list of courses up for quadrennials is forthcoming and must be launched by June 5th.
- 4 Catalog work will begin in January; any and all concerns should be addressed to the CIC Chair.

VI ASG Report - Senator of Innovation and Sustainability Nathan Underwood

- A The Winter Frostival will be held December 4, from 10 to 2, in Strenger Plaza with events, games, and an inflatable slide.
- B Library hours have been extended to 10 p.m. Monday and Tuesday of finals week.
- C Paws for Stress will occur December 3.
- D On Thursday December 11, *Frozen* will be screened outdoors in front of the Library.
- E ASG will be looking to survey the student body in the Spring.

VII Summary Reports Discussion

No discussion

VIII Action

First Reading:

A Resolution F2014.13 (Rutan/Womack)

Adoption of Fall 2014 Revised Curriculum & Instruction Council Governance Handbook Description
Professor Wagner discussed that the regulations for distance education at the State level are becoming more rigorous and it is necessary to add the Distance Education Coordinator
Professor Rutan asked whether the addition would lead to an even vote.
Professor Wagner responded that votes in the Council have not been close enough for that to be a concern.

***A motion to waive the second reading (Rutan/Freindenrich) passes without dissent.
The resolution passes without dissent.***

SCC Academic Senate Minutes – DRAFT
Senate Business Meeting December 2, 2014

Second Reading

B Resolution F2014.10: (Musselman/Howell)

Support of Adopting the Revised “Procedures and Requirements Attendant to BP420”

Professor Wagner explained that prerequisites and repeatability used to be “the same” and is now changed to “equivalent”.

The resolution passes without dissent

C Resolution F2014.11: (Rutan/Womack)

Support of Santiago Canyon College Curriculum and Instruction Council Recommendation on Determining Maximum Course Capacity

Professor Rutan raised the caution that it would lead to another form.

President Evett expressed that need for flexibility might outweigh the need for a form.

Professor Canon explained that members of FARSCCD have been investigating options as well.

The resolution passes without dissent.

D. Resolution F2014.12: (Mettler/Howell)

Support of Planning & Institutional Effectiveness Committee Recommended Revisions to the “Request for Authorization to Apply for a Grant”

President Evett shared the latest modifications as directed by the Senate, and expressed that College Council was in agreement.

The resolution passes without dissent.

VIII Discussion Items

A Academic Senate Committee Task Force Update:

1 Professor DeCarbo explained the survey process and identified a need to ask each committee to review and verify the findings.

2 Professor DeCarbo discussed a follow up form for the survey and moved that the Senate direct President Evett to request of President Weispenning that the “Committee Assignment and Workload Survey Follow-up” form be administered to each “committee”. (DeCarbo/Shields)

The motion passes without dissent

3 Professor Mettler asked whether it would be necessary for those groups that have already done so, to review the information.

4 Professor DeCarbo expressed that there was a pragmatic and heuristic value in the work, that the information should be verified and that it may prompt worthwhile conversations about committee expectations.

B RSCCD Branding Research Survey Results:

1 President Evett reviewed the survey results and much discussion ensued.

2 Professor Freidenrich suggested that a task force be created to investigate the findings and determine if there are areas that could be identified where actionable work could be created.

C President Evett thanked the Faculty for all of their hard work this Fall Semester and all of the hard work done on accreditation.

IX Moved to adjourn (Rutan/Deeley)

SCC Academic Senate Retreat Minutes – DRAFT
SAC/SCC Joint Senate Retreat February 4, 2015

Senators Present

Leonor Aguilera
Phillip Crabill
Shawn Cummins
Steve Deeley
Lisa Dela-Cusack
Leah Freidenrich
Alicia Frost
Eric Hovanitz
Scott Howell
Mary Mettler
Craig Nance
Andrew Salcido
Mike Taylor
Christine Umali Kopp

Senators Absent

Cari Cannon
Melinda Womack

Senate Executive Board

President Corinna Evett
Vice President Craig Rutan
CIC Chair Joyce Wagner
Sec/Treas. Michael DeCarbo

Guests

Jaymie Baquero
Morrie Barembaum
Jennie Beltran
Kyla Benson
Mathew Beyersdorf
Timo Budarz
Michael Buechler
Cherie Bower
Stephanie Clark
Karen Dennis
Noemi English
Jim Granitto
Adrianna Gonzalez
Kristen Guzman
Ben Hager
Jarek Hanie
Elise Hind
Mary Huebsch
Scott James
Charles Jang
Louise Janus
Elliott Jones
Jungwon Jin
Stacey Lastra
Charlie Malone
Josh Mandir
John Marr

Sarah Mathot
Kirby Matter
Jeff McMillan
George Moore
Madeline Nguyen
Thu Nguyen
Leo Pastrone
Luis Pedroza
Cara Pierce
Monica Porter
Kristen Robinson
Brandon Rocke
Marty Romero
James Rudd
Elizabeth Saliba
Rosa Salazar de la Torre
Max Serrano
Gabe Shiveir
Gabriel Shweiri
Teresa Simboni
John Smith
Brian Sos
Robert Stucken
Mark Turner
Kathy Walcyck
Phillip Yarbrough
John Zarske

I Greetings

II Welcome & Introductions

III Trustee Phil Yarbrough (Following is a synthesis of direct quotation and paraphrase)

A Rancho Santiago is one of the finest districts in the nation.

It is easy to get discouraged with the budget woes there are forces that might foresee doom, if we continue to work together and not give up there will be a new season for us. The years when we face problems and set things up for success we have accomplishments; not only this year, but every year when we work together and have an expectation of success we will accomplish things.

We cannot dwell on the things that tear us apart, if we look for differences, we are going to find them. Rather, we should focus on our common goal to serve students and see that whatever differences we have, they are not irreconcilable. It is not likely that we will agree on everything, the members of the board to not agree on everything. It is our mission to educate that unites us.

Do not be a prisoner of discouragement, 2015 can be a year when great things can be accomplished.

SCC Academic Senate Retreat Minutes – DRAFT
SAC/SCC Joint Senate Retreat February 4, 2015

In order to accomplish things we need a strong and vibrant Academic Senate and it is an honor to work with both.

Q&A

What is the financial commitment to the occupational therapy BA?

It is the intention of the board to hold the State accountable to their commitment to fund the BA. If the State does not fund the program there will be some definite problems.

Is there a task force looking to offer other BAs?

There is not, but in the distant future such interest must come from the Faculty.

What will be the consequences of the dwindling sustainability fund and why is the budget of the district larger than the budget of SCC?

The Board has asked the Chancellor for a plan to address the structural deficits, if the board does not feel these plans are coming fast enough then it will go to committee.

What is the vision of the board regarding Centennial Education Center? Orange Education Center?

There is a population that resides there without transportation, we are not going to leave the area.

Currently we are in negotiations with the Federal government to renew the lease.

There is a law suit regarding the OEC.

What can we do to support the Faculty in Adult Education?

RCSCCD has one of the largest Adult Education programs in the State and we will follow all legislation to ensure it remains so.

Faculty at CE cannot meet their classroom and participatory governance responsibilities; we lost half of our faculty at OEC what is the Board going to do?

If the instance is unique to one college then decisions will be made at the respective College Council, the Board will be involved when issues impact Continuing Education at both Colleges.

IV Break

V Academic Senate President Updates

A SAC AS President Zarske

1 SAC has submitted an application to offer a BA in Occupational Studies

The next step is approval by the Board of Governors.

While CSULB offers a like titled program, that is the only commonality.

2 The District HR committee is finalizing a draft for the screening committee's requirements.

B SCC AS President Evett

1 Congratulations to the Senates on the joint resolution to prompt questions into the viability and consequences of the BA pilot program.

There has not been any money identified the State to fund the BA pilot program.

Currently there is not a task force investigating BAs but any faculty that are interested are welcome to do research and bring it forward to your respective Senate leadership

2 Regarding RIFs (Reduction in workforce) currently the Chancellor does not see the need for any RIFS

3 The Senate leaderships are striving to ensure extra State money for CDCP goes directly to CE.

4 A Faculty member that is not a member of the Senate Executive Board nor the Senate was pressured into signing a document for the Senate President.

Faculty should not feel pressured to sign documents that are not within their purview.

SCC Academic Senate Retreat Minutes – DRAFT
SAC/SCC Joint Senate Retreat February 4, 2015

5 Job descriptions were prepared in a timely manner, and despite assurances that there would not be a delay in the process this year; there has yet again been a delay.

Faculty have done their due diligence, do not feel compelled to work during Spring Break as that is your vacation.

Ensure that Faculty have the majority vote on your Faculty hiring committees.

6 Faculty are encouraged to attend the Academic Academy Event March 13 and 14, titled “Subverting Silos, Collaboration for Student Success and Equity.”

At SCC money from Student Equity can be used to fund your participation.

VI Cultural Competency – President Evett led a discussion focusing on the State’s drive to increase awareness of cultural diversity and the many different ways that students are prepared for, have access to, place value on, and participate in higher education.

A What is Culture?

Values, attitudes beliefs and experiences of a group

Refers to the integrated pattern of human behavior

Shapes behavior

Impacts perceptions.

Not homogenous or static

Inseparable from various conditions.

B What is cultural competence?

A process or way of being

Includes cross cultural knowledge

Promotes success

Promotes Appreciation

Embraces Inclusion

Upholds social justice

Refers to equality and access

Refers to acknowledgement and understanding

C Pedagogical Cultural Competence Principles

Dialogue

Purposeful interactions

Value students

Embrace the unfamiliar

D The four dimensions of cultural competence

1 Knowledge – Cultural familiarity via contact or student

2 Awareness – Recognizing potential impact of thoughts attitudes and feelings

3 Action - what how actions will affect other’s well being

4 Sensitivity

E Why cultural competence in community colleges?

Diverse and changing demographics

Disparities

Access barriers

Assessment

Law and Accreditation Standards

SCC Academic Senate Retreat Minutes – DRAFT
SAC/SCC Joint Senate Retreat February 4, 2015

Greater quality

Increased programmatic competence

F How can the RSCCD Academic Senates foster an attitude of respect and acceptance?

VII Accreditation – The future of accreditation in RSCCD

A We are finished! Yet, are we done?

B Lessons learned from this cycle.

1 We did not know where to find evidence documents.

1 Evidence documents did not exist to show that we really do everything written in the report.

3 Everyone was overwhelmed with the amount of work they were expected to do.

C How do we move forward?

1 We need to improve upon our current practice.

2 Our governance committees make decisions everyday and we could use them to compile evidence each semester instead of waiting until right before the visit.

D Use committee structure

1 Many of our committees are responsible for work that directly applies to each standard they typically generate evidence used in our reports.

2 Would it not make sense to have those committees collect evidence all of the time?

3 How much easier would it be to prepare the report if all of the evidence was already available and catalogued?

E Standard I

1 Mission

a SAC: College Council, AAAC

b SCC: EMPC

2 Assuring Quality and Institutional Effectiveness

a SAC: College Council, AAAC

b SCC: CIC, PIE, EMPC

3 Institutional Integrity

a SAC: Academic Senate, College Council, CIC

b SCC: Academic Senate, College Council, CIC

F Standard II

1 Instructional Programs

a SAC: CIC, Student Success, BSI, AAAC, Honors program

b SCC: CIC, Student Success, BSI, EMPC, Honors

2 Library and Learning Support Services

a SAC: Student Success, BSI

b SCC: EMPC, BSI

3 Student Services

a SAC: Student Success

b SCC: Student Success

G Standard III

1 Human Resources

a SAC: Academic Senate, College Council

b SCC: College Council

SCC Academic Senate Retreat Minutes – DRAFT
SAC/SCC Joint Senate Retreat February 4, 2015

- c District: HR, District Council
- 2 Physical Resources
 - a SAC: Facilities Committee
 - b SCC: Facilities
 - c District: PRC
- 3 Technology Resources
 - a SAC: Technology Advisory Committee
 - b SCC: Technology
 - c District: Technology Advisory Group
- 4 Fiscal Resources
 - a SAC: Planning and Budget Committee, College Council
 - b SCC: PIE, POE, Budget, FRC, College Council, District Council
 - c District: FRC, POE, District Council
- H Standard IV
 - 1 Decision Making Roles and Processes
 - a SAC: Academic Senate, College Council
 - b SCC: Academic Senate, College Council
 - c District: District Council
 - 2 Chief Executive Officer
 - a SAC: College Council
 - b SCC: College Council
 - c District: District Council
 - 3 Governing Board
 - a None
- J What committees could do.
 - 1 Each college should determine which committee should be responsible for each standard.
 - 2 Committees must find a way to universally mark documents for tracking.
 - 3 The committee will keep a list of decisions and evidence throughout the year.
- K Yearly steering committee
 - 1 Each committee will create a yearly summary which includes the decisions made and associated evidence and forward that information the new steering committee each year.
 - 2 The steering committee will review all of the information and create a plan for the self evaluation what will be updated each year.

SAC SENATE SUMMARY REPORT

February 9, 2015

III Public Comments

1 The Faculty is confounded by the deletion of the Ethnic Studies position that the Faculty ranked as the 7th position.

Much discussion ensued as to the lack of communication that took place regarding this decision.

Continuing Education also voiced their dismay at being dropped from the process.

President Zarske was asked to invite President Martinez to speak to the senate on the issue.

V Reports

A President

1 The Board approved the job descriptions of the top security officers to carry firearms; this decision was made without moving through any of the committees.

Much discussion ensued regarding the lack of communication.

B Secretary/Treasurer

1 None

C Curriculum

1 Continuing issues with Criminal Justice and Fire Technolgy.

D Facilities

1 Dunlop Hall construction is running three weeks behind schedule.

2 Fire drills coming, please be prepared and follow procedure.

3 Student drop-off is not being regulated and is causing traffic congestion and confusion.

E Planning & Budget

1 Growth rate 2.0% and COLA at 1.85

2 Base funding may be increased at State level.

3 CDCP increases will be going directly to SAC CE.

F TAC

1 Sign in will now be webadvisor ID, this will not change your email address.

2 The proposed date for change is February 23.

3 Committees are meeting regarding classroom mediation needs.

4 Applications for Lucian mobile is in the works.

G Student Equity

1 The Academic Academy is looking for participants to be funded by the equity grant.

2 There will be campus wide discussions as to what SAC defines as equity.

3 Currently 5% of Faculty use EarlyAlert, the committee is planning on how to increase this percentage.

H Student Success/BSI/Faculty Development

1 All institutional learning outcomes must be assessed.

2 Recommend members to be on work groups for development of a the flex calendar.

J FARSCCD

1 Proposed changes to constitution and bylaws will be forth coming.

2 The changes will model the two colleges process: Mission related issues will be in the Constitution and process issues will be in the Bylaws.

3 Proposal to 3 year terms with term limits.

K SCC

1 Congratulations to both colleges for reaffirmation of accreditation.

L ASG

1 Many cultural events will be taking place, details forthcoming.

AR 7120.1 Full-Time Faculty Recruitment & Selection (Revisions 1/20/15)

Revised January

SECTION 1 RECRUITMENT

Each year, the Academic Senate at each college will develop faculty hiring priority recommendations and submit those to the College President. The College President's recommendations will be submitted to the Chancellor for final approval and recruitment authorization.

Announcement Procedures

The Executive Vice Chancellor of Human Resources & Educational Services or designee will review each Personnel Requisition prior to the preparation of the Job Announcement. When appropriate, the Executive Vice Chancellor of Human Resources and Educational Services or designee will meet with the requester to review and clarify special requests, job descriptions, minimum qualifications or other aspects of the opening.

The College President's designee shall consult with the department chair to determine if modifications to the desired qualifications portions of the job announcement are desired. In the event there are no full time faculty in the discipline, the President's designee shall consult with the Academic Senate President.

There are three procedures by which equivalencies to minimum qualifications are chosen and approved:

I. When a department agrees to advertise a position without stating specific equivalencies, the job announcement will include "OR the equivalent" when listing the qualifications. Form II will then be used to document if a candidate has met the qualifications through equivalency.

II. When a department agrees to combine I and II procedures, they follow instructions for both processes. Any additions to the state minimum qualifications shall be addressed in the desired qualifications and shall require District discipline faculty to reach consensus. The Academic Senate Presidents at both colleges will certify that the District faculty have reached consensus on any additions to the State minimum qualifications.

III. When a department agrees that specific equivalencies to minimum qualifications exist, these equivalencies must be approved prior to the printing of the job announcement. Each time a department wishes to alter its agreed upon equivalencies, it must file a new "Request for Equivalencies to Minimum Qualifications" form. (Form I). In addition, the approved equivalencies will be printed on the job announcement with a clear statement that the applicant must provide proof with his/her application form.

The Human Resources Department will prepare the Job Announcement. The requester will be notified and provided three (3) working days to review the Job Announcement before posting. Any substantive changes initiated by the Human Resources Department will be discussed with the requester prior to posting. Each Job Announcement will include the:

- job title
- department
- location
- tenure track status
- desired starting date
- a description of the position (responsibilities)
- minimum qualifications
- other requirements
- salary information
- a brief description of benefits available
- screening criteria
- method of application
- the specific employment tests that will or might be used in the screening process

The final job announcement shall be approved by the appropriate department chair and provided to both Academic Senate President.

Pursuant to the transfer provisions in the FARSCCD contract, a notice of approved vacancies will be provided to all full-time faculty.

The Human Resources Department will post and advertise the Job Announcement to the RSCCD website, CCC Registry and a variety of agencies, organizations, publications, and websites. The Job Opportunities listing will be distributed to all RSCCD email users. Additional distribution may be decided in consultation with the division dean and department chair or faculty representative, depending on available resources, time constraints and need.

The open application period is a minimum of 20 working days in order to provide adequate time for effective recruitment. After the closing date, the District Equal Employment Opportunity (EEO) Officer or designee shall determine if an adequate applicant pool has been recruited. The closing date may be extended if an adequate pool is not achieved and additional recruitment efforts are required. In such cases, the division dean and/or co-chair of the screening committee will be consulted. If a priority date system is used (e.g. the position is advertised as "open until filled") screening may begin after the District EEO Officer determines that there is an adequate applicant pool. In special cases (sudden resignation, death, special projects, etc.), the time line and selection process may need modification due to business necessity. In such cases the College President may recommend a modified process to the Executive Vice Chancellor of Human Resources and Educational Services or designee.

SECTION 2 APPLICATION PROCESS

Application Materials

All applicants, internal or external, must submit the online application, resume, transcripts, and all supplemental materials prescribed on the Job Announcement to be considered for an opening. Applicants must apply separately for each opening, unless an exception has been created for a specific position and is clearly explained on the job announcement.

Unsuccessful Searches

When a recruitment fails to yield a sufficient number of candidates who meet minimum qualifications or established criteria for interview, the College President and the Executive Vice Chancellor of Human Resources and Educational Services will determine if the search will be extended, deferred to a later date or abandoned.

SECTION 3 SCREENING COMMITTEES

Membership

Screening committee membership is a vital part of an employee's job within the District. It is a major factor in shaping the future of the institution.

The College President shall designate an administrative co-chair for the committee who shall be the administrative support for the committee, responsible for convening the initial meeting of the committee in a timely manner and serving as the liaison with the Human Resources Department. The administrative co-chair will coordinate the appointment of committee members. The administrative co-chair shall contact all full-time faculty in the department or discipline soliciting participation. All full-time faculty in the discipline may serve on the committee. At least one member of the corresponding department/discipline at the sister college shall also be invited to serve on the committee. The committee shall be composed primarily of faculty within the discipline. At least one classified representative shall be invited to serve on the committee to be appointed by CSEA President or designee.

In the Child Development Center Program, one teacher from each center, selected by the teachers at the center, may serve on the committee.

The President of the Academic Senate or designee shall select one faculty member for the screening committee, who may be from a different academic discipline than the one under consideration. An EEO Monitor shall be appointed by the co-chair^s, in consultation with the District Equal Employment Opportunity Officer. It will be the responsibility of the administrative co-chair to ensure that committee representation is complete. **Classified representatives may be appointed by the co-chairs in consultation with the CSEA President.**

In the event there are no full-time faculty within the discipline and/or there is a need to add members to the committee, the administrative co-chair shall request that the Academic Senate President appoint other full-time faculty to the committee.

The complete list of committee members will be submitted by the administrative co-chair to the College President and Academic Senate President for review and approval prior to submission to Human Resources.

Prior to the first meeting of the screening committee, the administrative co-chair 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 identify which member of the committee is representing the sister college **and which member is a classified representative**. In the event the sister college declined to serve on the committee, the form shall identify who was contacted at the sister college. **In the event, no classified staff member can serve on the committee, the form shall indicate classified rep was contacted.**

The District EEO Officer or designee will review the committee composition for appropriate diversity and to ensure that screening committee members are not applicants or related to any applicant by blood, marriage or domestic partnership. If modification of committee membership is required, the District EEO Officer or designee will consult with the College President and Academic Senate President.

All members of the screening committee will be required to sign and submit to Human Resources a statement of confidentiality prior to beginning the screening process.

The screening committee will have a faculty co-chair. 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 faculty co-chair shall be a tenured faculty member. If there are no tenured faculty on the committee, the administrative co-chair will notify the Academic Senate President, who will appoint a tenured faculty member as co-chair.

Orientation

The District EEO Officer or designee shall orient the screening committee before screening begins. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the EEO Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership

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 EEO 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. Screening committee members are expressly prohibited from meeting or conferring with one another outside of scheduled meetings to discuss any candidates or issues related to the screening process. All discussions of candidates or screening-related issues must occur with the entire committee at a scheduled meeting.

Committee members must submit all notes, screening forms or other screening materials to the administrative co-chair at the conclusion of the screening process. These will be submitted to Human

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Resources for retention and storage. Should future complaints or lawsuits be filed, the notes, forms and/or other material will be made available to the committee members.

Persons serving 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 EEO, e.g., a subject matter expert is engaged to evaluate technical interview responses. Exceptions must be approved by the District EEO Officer.

The role of the EEO Monitor on a screening committee will include the following:

- serve as a voting 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 EEO
- serve as liaison, as necessary, between the committee and the Human Resources Department and the District EEO Officer to address issues and concerns as related to the screening process
- If the EEO Monitor resigns from the committee, the administrative co-chair will contact the District EEO Officer to find a replacement

If a committee member has concerns about the screening process, those concerns should be brought to the EEO Monitor. If the EEO Monitor is unable to address the concerns, the committee member should bring the concerns to the administrative co-chair, and the District EEO Officer or designee.

Committee Procedures

The committee will establish the screening process, calendar, screening criteria, interview questions, and any other employment tests.

The committee will attempt to reach consensus regarding the selection of candidates. Consensus is defined as unanimity. Prior to paper screening, the committee must agree by 2/3 majority on a procedure to follow if consensus cannot be reached. Some suggestions for the committee to consider are:

*Super majority (e.g. 2/3 majority)

*Simple majority

The committee must provide job-related reasons for the non-selection of applicants.

Scheduling

The Administrative co-chair will convene the initial meeting of the committee. 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 during the regular academic semester.

When establishing the calendar, all meetings should be scheduled during the regular Fall/Spring faculty work year. A faculty may be compensated for meetings scheduled outside of the Fall/Spring semester or a Summer/Intersession during which the faculty member is not assigned.

SECTION 4 SCREENING PROCESS

Paper Screening

All requirements set for applicants can be viewed as employment tests by the courts, e.g., application forms, minimum application material requirements, written samples, transcripts, etc. Therefore, it is

imperative that everything requested of applicants be directly relevant to the position and be a reliable predictor of success in the position. If there are qualifications required or preferred that are not addressed by the application form, consideration should be given to using a supplemental application form.

Departments will designate from the following authorized list, the selection criteria appropriate for the screening process and the oral interview for each authorized position.

Screening and selection criteria

In addition to the specific requirements and responsibilities listed on the Job Announcement, the following criteria will be considered in selecting candidates:

1. Educational experience breadth and depth
2. Work experience breadth and depth
3. Demonstrated leadership capabilities
4. Curriculum development
5. Program development
6. Community involvement
7. Demonstrated experience in working with a diverse socioeconomic community
8. Credential or minimum qualifications authorizing service in other areas of need
9. Demonstrated ability to work cooperatively with others
10. Bilingual ability (if needed)

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview.

The committee will use the approved screening criteria to select candidates for interview. Screening at this point in the process must be based solely on the application materials submitted.

At the completion of paper screening, the administrative co-chair shall provide the following reports to the Human Resources Department:

1. Screening Review Form – identifies the selected candidates and the reasons for the non-selection of all other candidates
2. Screening certification Form – identifies the dates, locations, times and instructions for the interviews
3. Proposed interview questions, employment tests and descriptions of any demonstrations

Interviews

Interviews may also be viewed by the courts as employment tests. The Human Resources Department will review all interview questions and related screening activities for reliability and validity, as well as conformity to EEO guidelines. 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 and set up interview times.

Sufficient time should be provided to allow a proper assessment of the candidate's qualifications (a minimum of a 30-minute time period should be allocated for each candidate). The interview packet will be transmitted electronically to the administrative co-chair.

Interview questions must be job related and should be tests of a candidate's knowledge and abilities, as well as being reflective of minimum, required and preferred qualifications. During the actual interviews by the screening committee, the same questions shall be asked of all candidates. Follow-up questions are discouraged, but maybe asked if a response is unclear or the candidate obviously misunderstood the questions. Consistency across candidates is of utmost importance in defending the screening process.

During the interview session, those selected may, in addition to the above, be evaluated on the following factors.

1. Oral communication skills

2. Presentation
3. Problem solving skills
4. Successful teaching, problem solving or performance demonstration
5. Writing skills/demonstration

Writing Samples

In most faculty positions, the ability to write well is a critical ability. Requiring a writing sample can be an effective means of evaluating this ability and can be accomplished in one of three ways:

1. Requesting a writing sample as part of the original application requirements.
2. Requesting a sample be prepared and brought to the interview, e.g., a lesson plan or lecture outline.
3. By incorporating a written exercise as part of the interview process, e.g., immediately preceding or following the oral questions.

Bi-lingual Requirements

Some faculty positions may have a bi-lingual requirement, based on bona fide position needs. When such a requirement exists, specific mention of the requirement must be made in the job announcement and advertising. Additionally, methods of screening for this requirement must be built into the process.

The current Faculty Application form may include a way to assess this requirement during the materials screening phase. If not, the dean, department chair or faculty representative should devise a method of getting this information in the application process so the committee can evaluate before the interview phase.

During the interviewing phase, at least one question (written or oral) shall be devoted to assessing each candidate's foreign language proficiency. Under these circumstances, at least one member of the screening committee must be fluent in the required foreign language.

Assessment Center Techniques

Employment tests can also take the form of assessment center techniques. Typically, these techniques approximate working situations the candidates would encounter in the job for which they are applying. Examples include counseling a troubled student, grading a written exam or researching a publication article in the library. If such techniques are employed, candidates will be notified by the Human Resources Department at the time of invitation for interviews.

Presentations

For teaching faculty, presentations are an important evaluation technique for the screening committee. Screening committees are encouraged to require presentations of teaching faculty applicants.

Paper and Pencil Tests

Paper and pencil tests must have both reliability and validity, as well as job relatedness.

Selection of Finalists

Upon completion of the interviews, the committee will recommend up to 5 finalists to the College President. If the committee cannot recommend at least two finalists, it will provide the President with a written rationale for its recommendation.

The committee co-chairs will complete and submit the following documents:

1. **Interview Report Form**, which indicates specific reasons for selecting and not recommending candidates as finalists, is submitted to Human Resources.
2. **Finalist Recommendation Form**, listing the finalists in unranked order and signed by all committee members is submitted to Human Resources.

3. All committee notes, forms and other screening materials are forwarded to Human Resources for retention and storage.
4. Narrative descriptions of each finalist, indicating strengths, competencies and other relevant information, e.g., statements about committee process or consensus, are submitted to the College President.

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. If a screening committee member has first-hand knowledge about a candidate that did not come out during the screening he/she may request to be contacted as a reference. Reference checks will be conducted on all finalists prior to being sent forward for final interview.

Final Interview and Selection

The College President or designee shall contact the recommended finalists and schedule the final interview. A schedule of appointments will be sent to the Human Resources Department. The final interviews will include the College President, appropriate vice-president, and the co-chairs.

The President will make the final recommendation to the Chancellor.

If the process fails to yield a successful candidate, the College President will consult with the Executive Vice Chancellor of Human Resources & Educational Services to determine if the recruitment should be reopened or abandoned.