

Modesto Junior College

Arts, Humanities & Communications Division

Shared
Governance
Model

In accordance with the YFA side letter on local governance
and related efforts by the Academic Senate

Approved - November 17, 2006

Division Council

The Division Council will consist of representatives from each of the disciplines, adjunct faculty and classified staff as listed:

Art (1)
Music (1)
Speech (1)
Theatre/Dance (1)
Humanities (1)
Mass Communications (1)
Adjunct Faculty (1)
Classified Staff (1)

Academic areas may choose to combine for the purposes of sending a single representative to the Council. The Division Council will meet with the Division Dean, represent the Division, and share governance on the following concerns:

- Program Review Development and Administration
- Division Budget Development and Review
- Faculty and Classified Staff Hiring Prioritization
- Educational Master Plan (EMP) Development and Administration
- Other topics as deemed appropriate by the division council

Meetings can be called by the Division Dean and by the request of council members. The committee will seek to reach decisions through consensus.

Hiring

Faculty

The current version of Minimum Qualifications for Faculty and Administrators in California Community Colleges will be used as a requirement for hiring faculty (Ed Codes 87355-87357). Individual departments may decide whether or not to consider equivalency when hiring faculty. Departments that decide to consider and grant equivalency must follow the MJC Academic Senate's procedures. Single course equivalency will not be granted (Ed Codes 87356, 87358, and Title 5 § 53430)

Hiring – Full-Time Faculty

Hiring procedures for full-time faculty are outlined in the YCCD Contract. Additional procedures may be used by a selection committee if they are deemed appropriate to a particular position.

Hiring – Adjunct Faculty

A selection committee will be elected by the department/area. The division dean will convene the committee and facilitate the process. Procedures used by the committee are those deemed appropriate for the position.

Hiring – Contract Classified Staff

Selection of full-time classified staff is done in accordance with relevant sections of the current CSEA contract. Additional procedures may be used by a selection committee and the dean if they are deemed appropriate to a particular position.

Hiring – Hourly Classified Staff

Selection of hourly (part-time) classified staff is done by members of the department/area in concert with the division dean, who facilitates the process. Procedures used by the selection committee are those deemed appropriate for the position.

Evaluation

Evaluation – Full-Time Faculty

Evaluation procedures for full-time faculty are outlined in the current YFA contract.

Evaluation – Adjunct Faculty

Evaluation procedures for adjunct faculty are outlined in the current YFA contract.

Evaluation – Contract Classified Staff

Evaluation of full-time classified staff is done in accordance with the relevant sections of the CSEA contract.

Evaluation – Hourly Classified Staff

Evaluation of hourly (part-time) classified staff is done by members of the department/area in concert with the division dean, who facilitates the process. Procedures used are those deemed appropriate by members of the Dept/Area and Dean for the position.

Evaluation – Division Dean

Faculty and staff participation in the evaluation of the division dean is described in the current Leadership Team Handbook.

Budget

The Division Dean will share governance of the budget with the Division Council.

Fund 11 (Regular Budget and Capital Items Budget)

The division dean is responsible for monitoring and maintaining budgetary control within the funds budgeted directly to the division (See *Division Dean Job Description*) A supply, operations

and/or staff/student hourly budget exists for each department/area within the division; all accounts in these budgets are subject to review by members of the department/area who may make modifications, within the constraints of the budget, as they may deem appropriate and upon consultation with the division dean. Budget allocation and expenditure reports will be made available when requested.

Line item budget allocation amounts traditionally carry over from year to year and are generally supplemented, or reduced, in a consistent across-the-board manner.

Requests from a division department/area for an additional one time budgetary supplement (either one-time or permanent line item) are discussed with the division dean, who then uses his/her best judgment as to how to facilitate the request and then informs the Division Council. Such requests should be handled in a consistent manner in accordance with the Educational Master Plan and other appropriate planning documents.

Fund 12 (Co-Curricular) Accounts

Appropriate Fund 12 (co-curricular or trust) accounts may be established by any member of the division, upon consultation with the division dean. Expenditures may be made by faculty or staff, which are primarily responsible for the account, upon approval of the division dean.

Scheduling

No full-time or adjunct faculty member shall be assigned a course unless s/he meets minimum qualifications (or equivalency granted through appropriate procedures) in that discipline (Ed Codes 87355-87358 and Title 5 § 53430).

Scheduling – Full-Time Faculty

Scheduling of full-time faculty is generally done using the schedule preferred by the full-time faculty member. When two or more faculty members request the same course, or different courses using the same facilities or equipment at the same time, the division dean shall consult all department faculty in order to reach consensus as to how to assign said courses. If consensus is not reached, the assignment shall be made by the dean A) with priority given to the area/dept for which the facilities or equipment were designed / acquired, and B) according to the descending order of seniority, starting with the most senior faculty member. The next most senior faculty member will have the first choice of assignment for said courses in the next term, and so on in descending order of seniority for all subsequent terms, until all faculty members requesting said courses have had the opportunity to teach them. The rotation may begin again, starting with the most senior faculty member. If, in the midst of this rotation, any new faculty members request said courses, they shall be placed in the rotation behind the last faculty member already in the rotation (regardless of that faculty member's level of seniority), and shall be assigned said courses in order of seniority from that point in the rotation on.

Full-time instructor overload requests that would affect adjunct faculty assignments must be submitted in a timely fashion.

Scheduling – Adjunct Faculty

Scheduling of adjunct (part-time) faculty is generally done either by the division dean or the faculty in the department/area. Judging the area(s) of expertise of the part-time faculty member has traditionally been a responsibility of the full-time faculty in the department/area. Adjunct assignments shall respect full-time faculty right to assignment. When two or more adjunct faculty members request the same course, or different courses using the same facilities or equipment at the same time, the division dean shall consult all full-time faculty in order to reach consensus as to how to assign said courses. If consensus is not reached, the assignment shall be made by the dean A) with priority given to the area/dept for which the facilities or equipment were designed / acquired, and B) according to the descending order of amount of past service, starting with the adjunct professor with the most past service credit. The next adjunct faculty member will have the first choice of assignment for said courses in the next term, and so on in descending order of service credit for all subsequent terms, until all faculty members requesting said courses have had the opportunity to teach them. The rotation may begin again, starting with the faculty member with the most service credit.

Curriculum & Programs

Curriculum and programs are developed by consensus of full-time faculty in the academic area (with input from adjunct faculty in some instances) and the division dean.

Educational Master Plan (EMP)

All members of the Division are encouraged to participate in this process. At the beginning of the annual planning process, copies of the current Arts Division EMP's are made available to all full-time faculty, classified staff and adjunct faculty (when appropriate) for review. The planning process is discussed at both division and department/area meetings, where Division members are asked to submit proposals for programs, curriculum, budget, etc. The division dean circulates a draft plan for review and comment, prior to submitting the final plan to the Vice President for Instruction.

Program Review

Full-time faculty, adjunct faculty (when appropriate), classified staff participate in the program review process. The Division Dean will provide training and support in order to facilitate the process.

Other

Division Meetings

Division meetings are open meetings that may be attended by all members of the division: full-time and adjunct faculty, and classified staff. Division meetings are usually held on the 2nd Friday of each month and are presided over by the division dean. The meeting agenda is

composed by the division dean; any member of the division may have an item placed on an agenda. Additional division meetings may be called at the discretion of the division dean.

Department/Area Meetings

Department or area meetings may be called by the division dean or any full-time faculty member of the department/area. For meetings called by someone other than the division dean, participation of the division dean is optional.

Department/Area Committees In The Division

The division dean, the division staff or department/area staff may form committees for tasks relating to division, department or area business/issues. The committee will be composed of individuals selected by relevant areas/interest groups. If a committee is to have a chair, the committee will determine it.

Committee Work and Assignments

All division faculty are expected to serve on division, college and/or district committees. Faculty and classified staff are encouraged to actively participate in the shared governance process.

Codification of General Division Shared Governance Procedures

The staff may meet separately from the Division Dean. However, this does not preclude the responsibility of the staff to make every reasonable effort to come to consensus with the Division Dean on policy issues.

Each staff committee will elect its own chair except where indicated by YCCD and/or Division policy.

A consensus or majority will only be ascertained by an actual vote including proxies in an appropriate meeting of relevant parties, or by mail or electronic means, when adequate notice has been given (a minimum of one week during the fall and spring terms, and two weeks outside of those terms).

Updated Division/Area policy proposals will be published and distributed to the Division/Area faculty and/or staff (which ever group is affected by the proposed policy) for approval in a timely manner.

All non-confidential information relevant to Division operation should be freely available to faculty and staff.

Amendments

Amendments to this document must be approved by a 2/3 majority vote of the division faculty and classified staff. The ballot can be distributed and collected by email or mail as determined by the division council.