TODAY’S MEETING IS AN OPEN DIALOGUE MEETING WITH NO AGENDA. PLEASE BEGIN DIALOGUE ANYWHERE YOU LIKE:

SCHEDULING:

The idea was presented to have the scheduling of classrooms put into the hands of a neutral, third party (possibly Jim Sutton).

Positives:
- Takes the job out of the hands of faculty and puts it into the hands of a neutral 3rd party
- Already has access to appropriate software
- Would consider it a contribution to the campus
- Well organized
- Neutral
- Central contact person

Negatives:
- Takes the job out of the hands of faculty and puts it into the hands of a neutral 3rd party

Things to Consider:
- Whoever takes the position should not have the responsibility of initial conflict resolution. Faculty will be encouraged to resolve conflicts between themselves. If they cannot, whoever takes the position will look for a resolution. If the conflict cannot be resolved, Dr. Dieckmeyer would be the final arbiter.
- All class offerings MUST have sections #’s. This was an important element missing in much of the scheduling completed for Fall 07.
- Put together a process sheet, by discipline
- Need priority list
- Should consider a mechanism to fill holes in the schedule
- Fast track schedule should be split over four (MW AND TTH) days instead of just two
- Staffing fast track classes was difficult
- Person must have insight on room usage

Dr. Dieckmeyer is still considering the issue of whether or not to utilize Jim Sutton for scheduling purposes.

COMMUNICATION
Communication was lacking this semester. There was a lot of confusion over who to talk to at the Administrative level. One instructor felt like they were reinventing the wheel. The same instructor felt they were not being heard or considered. Instructors felt that decisions were being made without considering how those decisions would affect their ability to teach. This may continue as long as the district is in flux – in terms of getting a new chancellor, etc..

Instructors need to know the chain of command – who do they go to first. Listed below are some thoughts generated by open discussion:

- Dr. Rotella has always had an open door policy, as do many administrators.
- Departments were developed to assist, not dictate
- Faculty have the ability to approach the Academic Senate and Board of Trustees.
- It would be helpful for PT faculty to have a procedures list (for anything)
- Dean of Instruction should be the first contact for instructors. The Dean is in charge of daily operations and day to day hands on classroom issues. VP addresses programmatic issues—keeping the college moving in new directions.
- We need to come up with protocol for specific problems that instructors face.
- Chair of Chairs—Facilitates communication between Department Chairs, and Administrators.
- Suggested internet based nomination for Chair of Chairs.
- Department Chairs are not supervisors and cannot discipline.
- Need to have written policies for Chairs to follow including, but not limited to:
  1. Budget
  2. Management of Adjunct instructors
  3. Scheduling
  4. Procedures for chairs to resolve issues
  5. Policies should be written by Student Services and Department Chairs and should incorporate a district-wide perspective.

- Consider a summer project for someone to put together a Department Chair Manual. Look into Title V to fund.
- As Academic Planning Council, come up with dialogue and guidelines. Work with union rep.
- Consider an orientation for all adjunct and new faculty. Suggest it should be paid, include meal, and training. Suggest day and evening sessions. Possibly paid for out of Basic Skills money (David Mills) or Faculty Development (Kristina Kaufman). An orientation was conducted in fall 06 and was well attended, but attendees were not paid.

**IDS**

Notification of an instructor absence should be sent to the individual Department Chairs. This is not being done consistently.

Packets (or handbooks) for new PT faculty need to be compiled with Department Specific information and kept in a central location so that any of the IDS can access in case one is absent. Packet should include:

- Request for RCC email
- Request for WebAdvisor
- Request for Copycode
- List showing Department Chair/Assistant Chair contact information (office location and phone#)
- HR Hiring Packet
- IDS Business Cards
- Absence Notification Cards
• Department specific policies

What is the role of the IDS?

• Originally chairs did requisition and PO’s, then it went to the IDS and now it is back to the chairs
• IDS used to report to the Department Chairs. Role seems to have moved away from supporting the Departments to supporting the Dean.
• Dr. Dieckmeyer reported that the IDS staff support the departments not the Dean’s office, but they are also not the personal secretary to anyone – including Department Chairs. The IDS are to support “the department.”
• Department Chair duties, by contract, allow for participation in clerical evaluations.

CLOSING

Thank you all for your open dialogue. Hope you all have a great summer.