

Minutes

Department Chairs
September 7, 2012 9:00 a.m.
Room I-122

	Present	Absent	Excused		Present	Absent	Excused
Rona Axelrod	X						
Maria Cahill	X						
Kathy Clark	X						
Jo Ann Lewin	X						
Doug Nay	X						
Tina Ottman	X						
Joyce Rollins	X						
C. Seefchak	X						
R. Swanson	X						
Myra Walters	X						
Richard Worch	X			Staff			
				Vicki Polce	X		

- I. Meeting called to order at 9:05 a.m. by Richard Worch.
 - a. Congrats to Seefchak
 - b. We must know our Duties & Responsibilities
 - c. Must keep copious minutes
 - d. It is paramount to be solution oriented to issues that are presented
 - e. Must uniformly agree on issues by a majority vote
 - f. Issue 1-
 - i. Thinking long term
 - ii. New ESC Faculty contract 7/1/2013
 - iii. Must have new model for chair position description by November 2012, prior to VPAA Budget Prep in December 2012. Final Budget in Spring 2013.
 - g. Issue 2-
 - i. There is disjointedness to what chairs do
 - ii. College Operating Procedures (handout dated 2/15/11 signed by Steve Atkins)
 - iii. 'Other duties as assigned' not listed as part of Chair duties on College Operating Procedures (COP). As written, must stand as is, only to be superseded by Faculty contract, page 15, section 6.7 Discipline Chairs, sub-section C.
 - iv. Sub-Committee will return with options to be voted on.
 - v. No two department chairs have the same duties.
 - vi. Must have a common ground and the COP gives us this.
 - vii. Many duties chairs assume are not in the position description
 - viii. Cannot have personal agendas. Position description is the position, not the person.
 - ix. Establish new COP based on model
 - x. Currently chairs have no supervisory authority. This must be addressed.

- II. Associate chairs/Lead Faculty/Sub-chairs
 - a. Do we need Associate chairs/Lead Faculty/Sub-chairs?
 - b. How would they be compensated? Monetarily? Course Release?
 - c. Currently there are no COP's for Associate chairs/Lead Faculty/Sub-chairs
 - d. May need a separate committee to review for Associate chairs/Lead Faculty/Sub-chairs or done by Seefchak's group?
 - e. All in agreement to get Chair's COP done first.
 - f. E-mail will be sent by group to all chairs for critiquing.

- III. Chairs COP
 - a. Department chairs or Discipline chairs? Who needs what?
 - i. Agreed on department chairs.

- IV. Open Discussion
 - a. Lewin – the relationships between adjunct faculty, coordinators, associate deans, deans, and chairs must be established.
 - b. Worch – must establish duties. Have a model for carrying out duties. Develop COP for making operational changes. Must have clear language of who is responsible for what.
 - c. Clark – Dr. Albritten working on new organizational chart. Assessments due to SACS. Shared that faculty within her department stepped up and aided with assessments.
 - d. Walters – Clark lucky to have faculty step up and take charge. Walters does not have that luxury and does most everything herself.
 - e. Swanson – should model and structure be synonymous?
 - f. Worch – The structure should include all or nothing we are asked to do. Model must be prepared early so that it is vetted.
 - g. Swanson – Need clarification. The product should be prepared by November to be vetted by Faculty Senate and Union. Lead faculty proposed solution research/position description done properly.
 - h. Walters – We cannot talk about both – must decide upon chair position description first before, then move on to lead faculty.
 - i. Seefchak – if both were being worked on concurrently, there would be an overlap.
 - j. Ottman – when were chairs established?
 - k. Lewin – Chairs then went to lead faculty. Lead faculty then evolved back to chairs. Policy Feb 2011 supersedes all previous. Chairs must monitor currentness of job description. Layman should be determined.
 - l. Harrel – Clarifies Dr. Albritten does want to keep chairs model. Would like chair model to evolve. Faculty position. Well researched. Lateral discussions taking place.
 - m. Lewin – Need to know what others are discussing.
 - n. Swanson – at what juncture do they all come together?
 - o. Worch – Juncture occurs on VPAA's desk
 - p. Harrel to put together a summit by next meeting.
 - q. Seefchak – Associate Deans/Deans – off campus supervisor
 - r. Walters – How did divisions get placed together? Speech and FL are very different. SP and Theater more related. Do we consider changes?

- s. Harrel – All of this is now being considered. Building from foundation up, not being remodeled. Will meet again in October. Sub-committee will be working if it is necessary for sub-committee.
 - t. Lewin and Axelrod left meeting 9:54 a.m.
 - u. Walters – need Staff Assistant support for getting minutes to where they need to go in a timely manner; scanning portfolios; office/clerical help; locating rooms. Harrel suggested Student Assistants for Chairs. Can check availability with Human Resources. Walters was concerned about confidentiality issues. First pass on syllabi. Addressing differences. 1st Phase. 2nd Phase – COP.
 - v. Rollins – Include TEDSPOL in COP or ‘current operating system’? Worch – TEDSPOL – should be accurate at time of writing. Can do addendums as needed. Must be clear language. Chairs must monitor to oversee changes in COP’s.
- V. New Business
- a. Faculty to produce new Campus wide/community events. Can coordinate with Moreira.
- VI. Good of the Order
- a. Not old/not new business
 - b. Seefchak thanks Worch for his hard work.
 - c. Walters – Here! Here!
 - d. Clark – thanks for including Cornerstone on agenda for department meetings.
- VII. Walters moves for adjournment. Meeting adjourned 10:10 a.m. Next meeting Friday, October 5, 2012 at 9:00 a.m.

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work for the week may be adjusted to compensate for these additional hours.

- e. A Counselor may be asked to teach a credit class or classes in their area(s) of expertise outside of or beyond the required thirty-seven and one-half (37½) hour work week. The Counselor is not required to accept such a teaching assignment. Should the Counselor accept such a teaching assignment, the faculty member will receive overload pay in accordance with the College's overload policies and procedures.

2. Other Professional Responsibilities

- a. Each faculty member shall attend all required scheduled district-wide meetings, campus-wide meetings, and discipline/departmental meetings, unless on approved leave with authorization from the immediate supervisor.
- b. Faculty members shall participate in College and educational committees, both standing and ad hoc.
- c. Each faculty member shall participate in a College-approved faculty evaluation process that includes continuous improvement in teaching and instruction, professional development, and college service.

6.7 DISCIPLINE CHAIRS

Section A. The College recognizes the value of discipline chairs to maintain and approve the academic process. Such Chairs shall have no supervisory responsibilities with regard to other full-time members of the faculty, but will assist the supervisors on each campus to support the academic disciplines.

Section B. Discipline Chairs will be selected by the Vice President of Academic and Student Affairs in consultation with faculty. Selections will be made for a three (3) year term by February 1 of the third year.

Section C. Discipline Chairs should conform to the List of Duties as defined in Academic Policies and Procedures and will be given release time commensurate with the responsibilities of the discipline as authorized by the Vice President of Academic and Student Affairs.

Section D. Each Discipline Chair shall be evaluated in the spring of each year by the appropriate Dean.