AGENDA

1. Call to Order

2. Introductions and Public Comment: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Senate.

3. Approve the September 6, 2013 Meeting Minutes (Attachment)

4. Action Items
   4.1 Approve the Curriculum Committee Recommendations from September 13, George Potamianos (Attachment)
   4.2 Approve the Faculty Qualifications Committee Recommendations from September 13, Michelle Haggerty (Attachment)
   4.3 Approve Senate Constitution Amendments, Bob Brown (Attachment)
   4.4 Approve Senate Bylaws Amendments, Bob Brown (Attachment)
   4.5 Approve Academic Senate Proposed Appointments, Mark Renner (Attachment)

5. Discussion Items
   5.1 Writing Across the Curriculum, Peter Blakemore (Attachment)
   5.2 Draft Faculty Prioritization Process, Keith Snow-Flamer (Attachment)
   5.3 Faculty Development Committee Request Form Revisions, Kerry Mayer (Attachment)
   5.4 Draft AP 5050 Matriculation, Bob Brown (Attachment)

6. Reports
   6.1 College Update, Keith Snow-Flamer
   6.2 ASCR Update, Raul Romero
   6.3 College Council Update, Bob Brown & Mark Renner (please refer to the College Council Web Site to Access Documents out for Constituent Review)
   6.4 Board of Trustees September 10 Meeting, Bob Brown

7. Announcements and Open Forum

8. Adjournment

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Next Meeting:
Friday, October 4, 2013
MINUTES

Members present: Bob Brown, Mark Renner, Dave Bazard, John Johnston (for Peter Blakemore),
Steve Brown, Mike Cox, Kady Dunleavy, Marcy Foster, Garth Johnson, Philip Mancus, Laura Mays
(by phone), Kevin Yokoyama, Michelle Blecher (by phone), Dr. Keith Snow-Flamer.

Members absent: Dan Calderwood, Sandra Rowan

1. Call To Order: The meeting was called to order by Copresident Bob Brown at 1:02 p.m.

2. Introductions and Public Comment: Copresident Brown made introductions, and then asked for
audience comments. CR student Daniel Davis requested to speak to the Senate about CR’s policy
on International Baccalaureate credits. He was told it was being worked on, and asked what the
progress was; Dr. Keith Snow-Flamer is working on a draft proposal that he hopes will be
addressed soon. Daniel’s concerns were about the timeline and when the scores would be
provided. He was told that after Dr. Snow-Flamer delivers the draft to the Academic Senate, they
will take the revisions, discuss and provide possible revisions, and then submit as an action item
and take it from there. A new AP exists for IBs per Dave Bazard (AP 4235 Credit by
Examination). The departments are responsible for their IB score credit determinations as
opposed to going through the Senate. Suggested that he go to the departments and also clarify
Board Policy on IBs. A student must complete 12 units before scores are released to transcripts,
which might explain the delay he is worried about.

3. Approve the May 3, 2013 Meeting Minutes: On a motion by Kevin Yokoyama, seconded by
Mike Cox, the minutes were approved without objection.

4. Action Items
   4.1 Approve Academic Senate Proposed Appointments: Bob Brown. On a motion by Philip
   Mancus seconded by John Johnston, the proposal was approved by a roll call vote: Bazard –
y; Johnston – y; Brown – y; Cox – y; Dunleavy – abstain; Foster – y; Johnson – y; Mancus –
y; Mays – y; Yokoyama – y.
   4.2 Approve 2013-2014 Faculty Development Funding Resolution: Bob Brown On a motion by
Kady Dunleavy, seconded by Steve Brown, the proposal was explained as to the increase of
$1000. Approved by a roll call vote: Bazard – y; Johnston – y; Brown – y; Cox – y;
Dunleavy – y; Foster – y; Johnson – y; Mancus – y; Mays – y; Yokoyama – y.

5. Discussion Items
   5.1 Senate Constitution Amendment Proposals: Copresident Brown presented edits by the
Copresidents and asked for further edits or suggestions; Senator Yokoyama asked about
representation; if a Mendocino faculty could represent Math, Science and Social Sciences if
there was already a Mendocino representative-answer is yes, that someone from DN or MC
could be either a site representative or a division representative.
   5.2 Bylaws Amendment Proposals: Copresident Brown explained striking out Professional
Relations Committee as being from a previous administration; Senator Bazard pointed out
that this PRC came up before the time Bob explained, as there were problems within faculty,
too. If the need should arise, another committee could be considered. There are other processes in place to take care of the same sort of problem. Copresident Brown explained that each committee will be looking over their part of the Bylaws and considering any updates, revisions, etc. Copresident Renner explained that the list of divisions in the bylaws was struck and language added that would refer to the Constitution list, so that in future reorganizations we only have to change division makeup in one place.

5.3 Interim Administrative Procedure 4021 Program Revitalization, Suspension and Discontinuance: Copresident Brown gave a little background; five programs are initially in the first group going through a review process. Task forces will be put together soon. Senator Yokoyama suggested it would be nice to have it used in a positive instead of punitive manner, and that programs should be encouraged to run through the process in order to HELP [revitalize] it instead thinking of it as a negative thing. Dr. Snow-Flamer used Addiction Studies as an example; that it’s not going through the process because it’s to be discontinued, but because it’s in trouble and they want to help them find ways to help the program. Program REVITALIZATION should be the first goal. Speaking of the current five programs, Senate stand-in Johnston thinks there will be an assumption that the district will only look at those five programs; is it safe to say that no, this doesn’t mean that the district is only looking at these five? Yes, according to Dr. Snow-Flamer, all programs can go through the process. How often does the process start? Is there a timeline? Should we introduce language to clarify this? Yes, it will be rewritten for next fall based on discussions in all disciplines. Senator Mancus would particularly like to examine the language of the program analysis request form. The spirit of the AP is that this is a procedure that is absent of budget issues.

5.4 Concurrent Enrollment Program: Keith Snow-Flamer. Copresident Brown explained he, Copresident Renner and others have been looking at this all summer and that it’s a way to get high school students interested in college and CR earlier. Dr. Snow-Flamer agreed and added that it’s important to get the Senate to look at it prior to rolling it out to school Superintendents and Principals so we have support from faculty. We are currently looking at both Del Norte and northern Humboldt districts and home-schooled persons, also KT and expand to MC, so it’s a more district-wide program to motivate students to go on to college. Senator Yokoyama pointed out that under the scope it says enrollment eligibility is only northern Humboldt; language will be added to include Del Norte in all areas of the program. Dave Bazard, HSU catalog has both AP scores and IB, but CR has no IB scores. Dr. Snow-Flamer will investigate the catalog and also the “double-dipping” claims. He also clarified that the high school students need to see CR counselors/advisors while enrolled in CR classes and that the minimum qualifications for teaching the college courses will be the same for high school teachers as they are for college professors.

6. Reports; (It was agreed that as the meeting was rolling along so fast, that we would skip over 6.2 if George did not arrive in time)

6.1 Executive Committee May 13, 2013 Meeting Approvals:

6.1.1 May 10 Curriculum Committee Recommendations; Senator Bazard asked; shouldn’t Geology have an “A” mark under UC? Discussion ensued and enquiries will be made of Curriculum Committee.

6.1.2 May 10 Faculty Qualification Recommendations

6.1.3 May 10 Academic Standards and Procedures Recommendations; language under the heading “Instructor’s formal Agreement to Teach the Course as Described” was called under review. That language could be changed next time the AP comes under review.
6.2 2013 Academic Senate for California Community Colleges Curriculum Institute: George Potamianos went over 7 points, some from the institute, and not in any order of priority.

1. Changing course outline because Chancellor will require quantitative number for out-of-class hours (homework). There is a specific systemic formula that may not have reality with out of class: one hour of lecture, two recorded out of class, all lab hours are zero. We will have to make that change; even though it doesn’t make sense; if someone thinks it’s wrong, they should contact the Chancellor’s office as it is not CR’s directive. The document for course outlines will change – it needs updating, already. Even though labs are our life, if it’s a lab in the curriculum then the out-of-class is zero hours.

2. We have obligated ourselves to complete 5 TMC major degrees; AJ (Police Academy), Business Administration, English, History and Political Science. We want to make sure that students can start these courses Fall 2014. We already have classes on the books; the issue has to do with the Articulation Officer priorities; whoever is responsible should prioritize the submission into the system of these courses. Chair Potamianos cannot tell someone to do this; he is simply suggesting that it would make the entire C-ID/TMC process more functional. If courses are rejected, the process needs to be repeated. Doing as many as possible would be good, but concentrate on these five first. We’re committed (mandated), but it’s an unfunded mandate. A lot of programs are concerned about this very issue - How to initialize new programs in the budgetary trouble we’re in. Question: Is there priority enrollment for these programs? If they have an educational plan they have higher priority.

3. Independent study: it’s been given to every discipline, has no course outline, so there will be different outcomes; most disciplines haven’t offered it, yet, in which case the deactivation form should be filled out and turned in. To keep the [currently unused] 40, you should be able to turn it off in the curriculum stoplight to get rid of the red, so that it’s not that it’s out of date, but that it doesn’t exist.

4. Professor Potamianos sent out the email about checking the stoplight. From all the emails, he wants to clarify that there are two columns, one is the record of record and the other is the online DE version. They just recently brought on the online piece. Do not confuse the two; if you’ve updated the regular course, the DE will still be red! Everyone is encouraged to remember to stagger the programs that need to be updated. There has been a lot of staggering going on within disciplines, which is great to see. If you remove the 40s (independent study) we actually look pretty decently compliant. People have been fairly good about avoiding the avalanche (having too many too update at one time). Ones that were yellow in April with one year left are now red in September; it’s the software program.

5. Regarding DE—a/ He is asking the committee: Is it important to have a DE expert tech person to serve on the Curriculum Committee, because there are so many new rules, regulations and requirements? The process that we’re using is pretty good; by the time things get to the meeting, the problems in course outlines have already been taken care of. It would be nice to have someone who knows the new guidelines so that when the avalanche comes…b/ There is a list of the degrees and certificates that theoretically mean students can do 50% of their courses online without getting permission to do it that way. Curriculum committee shouldn’t be responsible for having to decide which courses they are not going to approve to continue to be offered for DE – it should be the faculty who look at it and decide, not the curriculum committee. The committee could identify them and send the list out. We may need to bring it up for discussion. Faculty may have to be managed by a dean or something to coordinate what will count or not. It would be temporary until we could get permission to do it that way. President Smith is not sure we need to do that, because the ACCJC knows that we applied for substantive change, so we need to clear it with ACCJC. Copresident Brown says there is a plan to revise the substantive change proposal. Also with the new Dean
structure, what role will Dean’s play in assuring we’re compliant. Can we continue having it in the catalog? Clarify that before the ACCJC visit.

6. Repeatability was talked about frequently at the Institute; there is a handbook that they put out in pdf form, and Professor Potamianos has been sending links to those that are in the target areas. Vice Chancellor believes it is really important that colleges do not try to work around the repeatability thing, because the state legislators will be “running our institutions”. It will be hard to do, and checking how other colleges handle it would be a great thing.

7. There is a new addition of the program course handbook from the Chancellor’s office, and he will put it on the curriculum webpage. The more faculty that become familiar with it, the smoother processes will be.

6.3 College Update: Dr. Snow-Flamer thanked our Senate leadership and CRFO for working with him, Jeff Cummings and the president; it’s been a wonderful experience to work with faculty. He expressed concern over enrollment shortfalls (250 FTES) in fall enrollment (target was 2182). This will necessitate higher spring sections and that hasn’t happened since 2006 or 2009. There have been a lot of discussions about optimal figures and budget concerns. He is charging the Integrated Planning sessions to have those discussions with backup discussions in Senate. He was asked if we are low in spring do we have a chance to catch up in summer. Yes, but we stretched it this past summer to meet what we budgeted and we probably won’t do that. Are there any indicators or data that is pointing to why we have soft enrollment? Even nationally we are seeing dips of 2.5% of adult students. They aren’t coming back and less high school students are coming in (population numbers are shrinking; therefore so are adult populations). Are there ways to tell where we aren’t getting the adults, like day or night, and what might we do to help in terms of changing schedules? Dr. Snow-Flamer says that after the Sept 9 census we’ll be able to analyze data and get a breakdown of the demographics. With rosters coming out on Monday, will that include asking faculty to get them out at the end of the week? Comment by Copresident Brown: the news letters being sent out are a fabulous form of communication and a great way to continue to build transparency and trust and it’s very much appreciated. Thank you.

6.4 ASCR Update: Michelle Blecher; on the phone; ASCR is still waiting for the “new” ASCR office to open. Softball game sign-up sheets will be posted (when they have an office) for the October 12 softball game at the Eureka campus softball field. ASCR will send out emails with more information soon.

6.5 College Council Update: Please check the College Council website: the senate will be bringing up faculty specific BPs/APs. Please bring feedback to the Copresidents if you have questions/concerns. We will add them to future agendas.

7. Announcements and Open Forum: Pru Ratliff spoke about her upcoming grant workshops next week (emailed). She encourages as many faculty and staff to attend; she will present and will expect feedback, and will help anyone who needs assistance.

8. Adjournment: On a motion by John Johnston, seconded by Philip Mancus, the meeting was adjourned at 2:47 p.m.

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College of the Redwoods  
Summary of Course Changes  
Sept. 13, 2013  

**LEGEND**  
- **PREFIX** = Course prefix;  
- **#** = Course Number;  
- **TITLE** = Course title or title change;  
- **NEW** = New course or large format/distanced education proposal first submission;  
- **REV** = Revised course;  
- **REP** = Replaces existing course;  
- **INA** = Inactivated course;  
- **UNITS** = Total Units and hrs of new or revised course;  
- **UC** = UC transferable – indicate UC transfer status by placing an A for approved courses and a P for courses pending;  
- **CSU** = CSU transferable – indicate CSU transfer status by placing an A for approved courses and a P for courses pending;  
- **CR GE** = credits apply to CR General Education;  
- **COMMENTS** = Review of outline changes, including prerequisites.

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## REDWOODS COMMUNITY COLLEGE DISTRICT

**Faculty Qualifications Committee Recommendations**

**To the**

**Academic Senate**

**September 20, 2013**

Equivalency to the Minimum Qualifications application reviewed:

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CONSTITUTION
OF THE
ACADEMIC SENATE
OF THE
COLLEGE OF THE REDWOODS

Preamble

Fulfilling the Mission of College of the Redwoods (College) is the joint responsibility of its Faculty, Associate Faculty, Administration, Classified Employees, and Board of Trustees. The Faculty and Associate Faculty, who perform the primary tasks for which the College is organized, recognize and accept this responsibility as essential participants in making and implementing decisions that affect and enhance educational policy and process. To discharge fully and effectively this responsibility, the following Constitution is adopted.

ARTICLE I
Senate Name

The organization’s name is Academic Senate of the College of the Redwoods (Senate).

ARTICLE II
Senate Purpose

Section 1. The Senate’s primary purpose is to provide the Faculty and Associate Faculty of the College with a representative body that addresses, in a timely manner, academic and professional matters.

Section 2. To carry out its primary purpose, the Senate:

   a. promotes communication and understanding among the Faculty, Associate Faculty, Administrators, Classified Employees, Board, and Students;

   b. makes appropriate recommendations to and forwards resolutions to the College of the Redwoods Board of Trustees (Board).

ARTICLE III
Senate Electorate

The Senate electorate is composed only of Faculty and Associate Faculty of the Redwoods Community College District (District) where over half of their salary is paid from either the full-time or associate salary scales.
ARTICLE IV
Senate Membership, Election, and Terms of Office

Section 1. All District Faculty and Associate Faculty are eligible for election to the Senate.

Section 2. The following units constitute instructional divisions as defined by College Administration: Career & Technical Education; Health, Physical Education & Athletics; Humanities; Instruction & Student Development; and Math, Science & Social Sciences. For the purpose of Senate representation, the Del Norte Campus, the Mendocino Campus, and Eureka Campus non-teaching Instruction & Student Development Faculty shall also each be considered Divisions. Each Division shall elect one (1) Senator from the Faculty with an assignment in that Division for every five Faculty in that Division. Each division shall have at least one Senator, shall not exceed one Senator for every five Faculty, and shall not exceed three total Senators. Each College Division shall elect one (1) Senator from the Faculty with an assignment in that Division for every six Faculty in that Division. The number of Senators shall not exceed one for every six Faculty, but each Division shall have at least one Senator. For the purpose of representation, the Mendocino Campus, the Del Norte Campus, and Eureka Campus non-teaching Faculty shall each be considered Divisions. The time, place, and manner of holding elections for Senators shall be determined by each Division. The Senate shall be reapportioned each spring for the following academic year based upon the number of Faculty in each Division on April 15 of the current academic year.

Section 3. Associate Faculty shall elect two Senators. The time, place, and manner of holding elections for Associate Faculty Senators shall be determined by the Associate Faculty.

Section 4. Senators are expected to serve a minimum of one two-year term. All terms end upon leaving College employment, and successor Senators may be elected to serve the unexpired terms. Senate elections are held, as necessary, during April each year.

Section 5. Newly elected Senators assume their duties effective July 1 following their election.

Section 6. In the event of a temporary vacancy, the affected Division elects a substitute Senator who serves until the originally elected Senator resumes her/his duties. If a Senate position is shared, only one of the Senators sharing the position may participate at each meeting.

Section 7. The Vice President, Instruction and Student Development Chief Academic Officer is an ex-officio, nonvoting member of the Senate.

Section 8. The Associated Students of College of the Redwoods Senate Board may appoint one student representative to serve as an ex-officio, nonvoting member of the Senate. The student representative shall serve for one academic year and be given a
training by at least one of the Senate Co-presidents prior to participating on the Senate. The student representative shall serve no more than two one-year terms.

ARTICLE V
Senate Officers and Election of Officers

Section 1. The officers of the Senate are Co-presidents, elected annually by a majority of the members eligible to vote, excluding the Co-presidents and ex-officio, nonvoting members.

a. Senate Co-presidents are elected from among tenured Senators past or present only. Upon the election of a Co-president, a new Senator may be elected to represent the Co-president’s Division if the Co-President-elect vacates an active term as Senator.

b. The Senate Co-presidents annually name a Senate Co-presidents Nominations Committee (Committee). The Committee must announce Senate Co-president nominations no later than the second meeting in April each year.

Section 2. Co-presidents serve one-year terms (July 1 to June 30) and may seek reelection. Co-presidents serve no more than three (3) consecutive terms.

Section 3. Either Co-president may be removed by a majority of the members eligible to vote, excluding the Co-presidents and ex-officio, nonvoting members. Removal (recall) vote is initiated by a removal (recall) petition signed by no less than one fifth of the Senate membership. Upon removal, the Co-president is no longer a member of the Senate.

Section 4. A Co-president vacancy is filled by majority Senate vote at the next regularly scheduled Senate meeting following the effective date of the vacancy.

Section 5. A Co-president elected to fill a vacancy assumes her/his duties immediately upon election.

Section 6. Of the Co-presidents, only the presiding Co-president shall vote, and then only when the vote will change the outcome.

ARTICLE VI
Senate Duties and Responsibilities
Section 1. The Senate is the primary voice of Faculty and Associate Faculty in academic and professional matters for the College, and is empowered to present its views, resolutions, and recommendations directly to the Administration, Classified Employees, Board, State, and national organizations. According to California state law (Title 5), the Board and/or its designee must rely primarily upon the advice and judgment of the Senate or reach mutual agreement with the Senate when developing policies on the following academic and professional matters:

a. Curriculum, including establishing prerequisites and placing courses within disciplines
b. Degree and certificate requirements
c. Grading policies
d. Educational program development
e. Standards or policies regarding student preparation and success
f. College governance structures, as related to Faculty roles
g. Faculty roles and involvement in accreditation processes
h. Policies for Faculty professional development activities
i. Processes for program review
j. Processes for institutional planning and budget development
k. Other academic and professional matters as mutually agreed upon between the governing Board and the Senate

Section 2. Requests for discussion of the issues set forth in Section 1 may be initiated by Senators, the College President, Administrators, Board members, Divisions, legitimate student organizations, Classified Employees, Associate Faculty, or any Faculty.

Section 3. Senate resolutions, recommendations, views, and decisions are included in the appropriate Senate minutes. The Senate forwards resolutions and recommendations to the Board and expects a response within thirty (30) days of receipt. The Senate expects a written communication explaining any rejection or amendment of Senate resolutions and recommendations.

Section 4. The Senate expects that any resolution and/or recommendation not responded to within thirty (30) days of receipt by the Board be forwarded in a timely manner to a joint committee composed of three (3) Board members selected by the Board President and three (3) Senators selected by the Senate Co-presidents for interest-based principled mediation of differences.

Section 5. Except in an emergency, agenda items submitted to the Senate must be received at least one (1) week prior to the next regularly scheduled Senate meeting. The Senate agenda is the responsibility of the Senate Co-presidents.

Section 6. The official minutes of Senate meetings will be posted and distributed as required by law.
Section 1. The Senate shall meet at times designated in the Bylaws or when called by the Co-presidents.

Section 2. In compliance with the Brown Act, written notice of each Senate meeting and its agenda shall be posted and distributed at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. On those occasions where a Senator participates remotely via telephone or other telecommunication medium, an agenda shall be posted publically at that location at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting.

Section 3. All meetings are open to the public except closed sessions as permitted by law for personnel matters.

Section 4. For purposes of the tenure review process, the Senate will close its meetings to all but tenured Senators in order to make tenure recommendations to the Board. The tenured Senators may invite by vote individuals to aid them in their deliberations. A quorum for this meeting must consist of a majority of the tenured members of the Senate.

Section 5. Unless otherwise stated in this Constitution, a quorum consists of a majority of the Senate membership, excluding ex-officio, non-voting members. No Senate meetings may be conducted without a quorum.

Section 6. Non-members may speak when recognized by the presiding Senate Co-president during the public comment section of the meeting on non-agenda matters or at the time an agenda item is taken up by the Senate.

Section 7. Senate meetings shall be conducted pursuant to Roberts Rules of Order.

ARTICLE VIII
Senate Constitutional Amendments

Section 1. Amendments to the Constitution of the Academic Senate of the College of the Redwoods may be proposed by any Senator.

Section 2. A proposed amendment must be in writing and must be presented to the Senate at least one (1) week before a vote is scheduled on the amendment.

Section 3. An amendment is adopted when approved by two thirds of the Senate membership eligible to vote, including the presiding Co-president and excluding ex-officio, nonvoting members. The adopted amendment shall take effect at the next Senate meeting.
Adjust page breaks and other minor formatting after revision discussion suggestions have been added to enable ease of reading!

APPENDIX I

TO CONSTITUTION
OF THE ACADEMIC SENATE

DEFINITIONS

- **Ad Hoc Committee** – A committee created for a specific task or purpose, whose existence ceases with the attainment of its goal.

- **Associate Faculty** – The individual is paid on the Associate Faculty salary scale.

- **At Large** – An election in which one or more candidates are chosen by all the voters.

- **Contract Responsibility in an Administrative Position** – The individual is paid on the administrative salary scale.

- **Ex Officio** – “by virtue of the office.”
• Faculty – The individual is paid on the full-time Faculty salary scale.

• Quorum – The number of members who must be in attendance to make valid the votes and other actions of the Academic Senate.

• Senate Electorate – Faculty and Associate Faculty who elect the Senators.

• Student – The individual meets the Associated Students of College of the Redwoods Senate Board’s criteria for an eligible student representative.

• Temporary Vacancy – The absence of a Senator from one or more meetings.

• Division – A unit defined by the Senate with consideration given to the organizational structure of Divisions currently recognized by the District.

Academic Senate Constitution Approved April 5, 2002
Amended March 19, 2004
Amended May 2, 2008
Amended February 5, 2010
The Academic Senate
For College of the Redwoods

Bylaws

ARTICLE I
Officers

Section 1. Officers: The officers of the Academic Senate (Senate) shall consist of two Copresidents.

Section 2. Duties: The duties of the Copresidents shall be as follows:
1. To preside at all Senate meetings;
2. To be non-voting, ex-officio members of all Senate committees;
3. To appoint all faculty and associate faculty who serve as representatives of the faculty to District committees, subject to review of the Senate;
4. To represent the faculty at the following:
   a. Board of Trustee (Board) meetings;
   b. College Council meetings; and
   c. Other District committee meetings as appropriate;
5. To maintain communication with the Chief Academic Officer and with the President/Superintendent on a regular basis;
6. To maintain communication with the Senate support staff and other District offices;
7. To prepare Senate meeting agendas as prescribed by law; and
8. To post and distribute Senate meeting documents as prescribed by law.

ARTICLE II
Committees

The Senate shall have the following standing committees: Executive Committee, Academic Standards and Policies Committee, Curriculum Committee, Faculty Development Committee, Faculty Qualifications Committee, CRFO/Academic Senate Liaison Committee, Professional Relations Committee, Tenure Review Committee, Associate Faculty Committee, and Multicultural and Diversity Committee. For the purposes of committee representation, the following units constitute divisions: Athletics and Physical Education; Arts, Languages, and Social Sciences; Career and Technical Education; Del Norte; Eureka Nonteaching; Health and Emergency Response Occupations; Humanities and Communication; Mathematics, Science and Engineering; Mendocino Coast—please refer to the Constitution of the Academic Senate, Article IV, Section 2 list of instructional divisions as defined by College Administration.

Nonvoting, ex-officio committee members may make motions and participate in discussions, but shall not count towards a quorum. Substitutions will not be allowed on any Senate committee.
Section 1. Executive Committee

A. Membership: The three Senate members of the Executive Committee shall be nominated by the Copresidents and confirmed by the Senate no later than the second regular meeting in the fall. They shall serve a term of one year. The Committee shall consist of the following members:
   1. The two Senate Copresidents; and
   2. Three Senators, each from different divisions.

B. Duties and Purposes:
   1. To assist the Copresidents in coordinating Senate activities;
   2. To make recommendations to the full Senate regarding Senate business;
   3. To assume other duties as designated from time to time by the Senate; and
   4. To make decisions on behalf of the full Senate at times other than the fall and spring semesters subject to the following:
      a. The Executive Committee must inform the Senate of any decisions at the next scheduled Senate meeting.
      b. The Senate may override any Executive Committee decisions.
      c. The power of the Executive Committee in this capacity is intended to be a limited power exercised only when the Senate is not in session.

Section 2. Academic Standards and Policies Committee

A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:
   1. The chair appointed by the Copresidents and confirmed by the Senate;
   2. One faculty from each division, selected by the division. If a division chooses not to fill the position, the Copresidents may appoint a faculty member from any division to fill that vacancy. With the exception of the chair, no division shall have more than two representatives.
   3. One associate faculty appointed by the chair; and
   4. The Chief Academic Officer, who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes:
   1. To accept assignments from the Senate on issues of academic standards and policies;
   2. To research, discuss, and make specific recommendations to the Senate regarding resolution of the above assignments; and
   3. To develop, promote implementation of, and maintain policies that encourage
      a. High standards of academic excellence and skills proficiency;
      b. Quality counseling and advising for students;
      c. Diagnostic skills testing, wherever appropriate;
      d. Developmental instruction, when necessary; and
      e. Long-range curriculum planning responsive to present and anticipated student needs.

Section 3. Curriculum Committee
A. Membership: Terms of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed from the Committee’s members past or present by the Copresidents and confirmed by the Senate;
2. One faculty from each division, selected by the division. If a division chooses not to fill the position, the Copresidents may appoint a faculty member from any division to fill that vacancy. With the exception of the chair, no division shall have more than two representatives.
3. The Chief Academic Officer, who shall serve as a nonvoting, ex-officio member; and
4. College articulation liaison, who shall serve as a nonvoting, ex-officio member.
5. The Curriculum Committee chair may request a MIS Admissions and Records representative, who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes: The Curriculum Committee is concerned with the development of and continual improvement of educational programs and the curriculum. The major functions of the Committee are the following:

1. To make recommendations to the Senate regarding additions, modifications, or deletions to the curriculum;
2. To advise the Senate and the administration on issues related to curriculum and educational programs;
3. To maintain an on-going evaluation of the college curriculum;
4. To assist in the development and long-range planning of the overall educational program of the college; and
5. To advise faculty who are developing groupings of classes into cohorts or other linked units.
6. The specific functions of the Curriculum Committee are to act on the following proposals:
   a. Creation, modification or deletion of programs, courses, or certificates;
   b. Revision of a catalog description to reflect changes in the nature of a course;
   c. Changes in hours and/or units of a course;
   d. Changes in the requirements of an existing certificate or degree program;
   e. Changes in prerequisites, corequisites, and recommended preparation;
   f. Assignment of courses to disciplines; and
   g. Significant changes in the course outline related to grading standards, method of evaluation, or instructional materials.

Section 4. Faculty Development Committee
A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The committee shall consist of the following members:

1. The chair appointed by the Copresidents and confirmed by the Senate;
2. Three faculty members from Eureka appointed by the Copresidents;
3. One faculty member from CRDN or CRMC appointed by the Copresidents; and
4. Coordinator, Center For Teaching Excellence who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes:
1. To oversee the distribution of faculty development funds to support the improvement of instructional skills or subject area expertise of faculty and associate faculty members;
2. To develop guidelines for funding requests;
3. To forward funding allocation recommendations to the Senate for approval;
4. To develop, implement, and coordinate the process for awarding funding; and
5. To evaluate faculty development activities district wide.

Section 5. Faculty Qualifications Committee
A. Membership: The term of each faculty member, including the chair, shall be two years with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the Copresidents and confirmed by the Senate;
2. Four faculty members from at least two divisions appointed by the Copresidents; and
3. The Chief Academic Officer who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes:
1. To review and recommend changes to the Senate on policies related to minimum qualifications or other issues of faculty qualification;
2. To consider and make recommendations to the Senate on all applications for equivalency, both full and associate; and
3. To make recommendations on minimum qualification applications referred by the Chief Academic Officer.

Section 6. CRFO/Academic Senate Liaison Committee
A. Membership: The Committee shall consist of the following members:

1. The Senate Copresidents;
2. CRFO President; and
3. CRFO Vice President.

B. Duties and Purposes:
1. To provide a forum for the collegial discussion of faculty issues.
2. Composition, duties, and purposes are subject to change pursuant to the CRFO Collective Bargaining Agreement.

Section 7. Professional Relations Committee
A. Membership: The term of the chair shall be two years. The members will serve on an ad hoc basis. The committee shall consist of the following members:
1. The chair, trained in Interest-Based Approach (IBA), appointed by the Copresidents and confirmed by the Senate; and
2. One faculty, trained in IBA, appointed by the Copresidents.

B. Duties and Purposes:
1. To develop and to maintain cooperation and understanding among Academic Senate constituents and Senate support staff; and
2. To promote and to maintain professional and collegial relations.
3. The following procedures will be followed:
   a. Initial contact may be made to a Copresident;
   b. The Copresidents will appoint a Committee to mediate the issues raised using IBA;
   c. The Committee will forward its mediation outcome to the Academic Senate Executive Committee; and
   d. All matters brought before the Committee are considered personal and confidential.

Section 87. Tenure Review Committee
A. Membership: The term of each faculty member shall be four years with staggered terms expiring July 1. The committee shall consist of the following members:
1. Four tenured faculty members from different divisions appointed by the Copresidents and confirmed by the Senate, one of whom will serve as chair; and
2. Chief Academic Officer.

B. Duties and Purposes:
1. To review documents provided by the Faculty Evaluation Committees; and
2. To issue an annual report and recommendations to the Senate and the President/Superintendent. This report will include recommendations on the reemployment and tenure of each tenure-track nontenured faculty member.
3. To perform other duties pursuant to the CRFO Collective Bargaining Agreement.

Section 98. Associate Faculty Committee
A. Membership: The term of each member, including the chair, shall be two years with staggered terms expiring July 1. The committee shall consist of the following members:
1. The chair, appointed by the Copresidents from among the associate faculty senators and confirmed by the Senate;
2. One faculty appointed by the Copresidents; and
3. At least one associate faculty appointed by the Copresidents.

B. Duties and Purposes:
1. To advise the Senate on issues of specific concern to associate faculty; and
2. To promote district-wide collegiality.

Section 109. Multicultural and Diversity Committee
A. Membership: The term of each faculty and associate faculty member, including the chair, shall be two years, with staggered terms expiring July 1. The Committee shall consist of the following members:

1. The chair appointed by the Copresidents and confirmed by the Senate;
2. At least three faculty appointed by the Copresidents;
3. At least one associate faculty appointed by the Copresidents;
4. Director of Human Resources who shall serve as a nonvoting, ex-officio member;
5. President/Superintendent who shall serve as a nonvoting, ex-officio member;
6. Liaison from Disabled Student Services who shall serve as a nonvoting, ex-officio member;
7. Liaison from among division chairs who shall serve as a nonvoting, ex-officio member;
8. Liaison from Academic Support Center who shall serve as a nonvoting, ex-officio member; and
9. At least one community member who shall serve as a nonvoting, ex-officio member.

B. Duties and Purposes:
1. To encourage the educational, vocational, and social value of a rich variety of backgrounds and perspectives to the students and the campus community;
2. To work with the administration to review the Student Equity Plan;
3. To assist Human Resources in the development and implementation of equity and diversity training for search committee members;
4. To expand multicultural and diversity training for all faculty;
5. To promote the retention of students, faculty, and staff of underrepresented groups on campus; and
6. To assist in the development of strategies to create a campus community environment that promotes inclusiveness as an institutional community value districtwide.

ARTICLE III
Senate Meetings

Section 1. Meeting Schedule: The Senate shall meet on the first and third Fridays of each month during the fall and spring semesters except when such days fall on all-college holidays or semester breaks.

Section 2. Order of Business: The following shall be the order of business for all regular meetings:
1. Call to order;
2. Call for public comments;
3. Approval of the minutes;
4. Action items;
5. Discussion items;
6. Reports;
7. Announcements and Open Forum; and
8. Adjournment.

ARTICLE IV
Parliamentary Authority

All questions of parliamentary procedure in the conduct of meetings shall be resolved according to the latest edition of Robert’s Rules of Order insofar as they do not conflict with the Constitution.

ARTICLE V
Amendments

These Bylaws may be adopted, repealed, altered, or amended, or new Bylaws may be adopted at any meeting of the Senate by a two-thirds vote of those present, provided such proposals have been presented in writing at a previous meeting.

Adjust page breaks and other minor formatting after revision discussion suggestions have been added to enable ease of reading!

Approved April 4, 2003
Amended April 16, 2004
Amended November 19, 2004
Amended May 2, 2008
Amended May 6, 2011
Amended May 4, 2012
PROPOSED NOMINEES
FOR
ACADEMIC SENATE APPOINTMENTS

September 20, 2013

The Copresidents of the Academic Senate forward for approval the following nominees as Executive Committee members to serve a one year term from September 1, 2013, through June 30, 2014:

1. Senator from Career and Technical Education – Dan Calderwood
Writing Across the Curriculum Academic Senate Discussion
9-20-13

The most common comment arising out of our spring 2012 Assessment Summit (at 11 different forums) was a request to improve student learning by focusing on Writing Across the Curriculum. As CR faculty repeatedly identified a need for assistance in integrating writing and composition pedagogy into their courses, they generally recognized that this was not simply a matter for the English Department—multiple forums representing a variety of disciplinary components identified a need for all faculty to participate in the teaching of writing. As was noted at several of the meetings, students’ habits of mind and the lack of attention to literacy generally in our culture now led people to see that we will need to approach the issue of writing and reading carefully and with the kind of deliberate focus that will lead to sustainable improvement across the college.

A variety of approaches to Writing Across the Curriculum (WAC) have been tried at secondary institutions around the world over the past 30 or 40 years—indeed, we are starting quite late in the game. A good deal of research and anecdotal reports have led me to believe that the most fruitful programs are the ones that start from ground level, among a solid group of interested teachers, who then build outward. It hope we pursue WAC in this way, building outward from a shared community interest.

Senators who are interested in learning more about the WAC Movement can access a truly rich resource, including many documents and excellent materials describing the founding and continuing value of WAC programs around the country, by going to the Writing Across the Curriculum Clearinghouse here: http://wac.colostate.edu/index.cfm. I had intended to pull together a number of resources to present to my Senate colleagues, but the Clearinghouse is such an exhaustive resource that I decided that would be redundant.
FACULTY PRIORITIZATION PROCESS

Process:

1. Each academic year, as part of Program Review, Deans/Area Coordinators, Associate Deans and Directors will have the opportunity to fill out a faculty position request form, providing relevant data and a narrative justifying the need for a fulltime position. All faculty request forms will be forwarded by the Program Review Committee (PRC) to the Academic Senate Copresidents and to the Deans’ Council.

2. Faculty requests for new programs (those not yet in existence) will be submitted by the appropriate dean or faculty member, directly to the PRC.

3. Faculty requests will include both teaching and non-teaching faculty positions. Replacement requests due to tenure track attrition are not part of this process and are filled automatically, unless there is mutual agreement to the contrary.

4. Requests shall be campus and site specific. In the case of a failed search, processes outlined in the “Contract Faculty Appointment Procedures” will be followed.

5. Temporary grant-funded positions will not be included in this process. Proposals to convert grant-funded to tenure-track faculty positions will be included in the process.

6. The data required on the Faculty Request forms and the criteria used for ranking on the Prioritization Rubric will be articulated and revised as necessary by joint agreement of the Program Review Committee, the Academic Senate, and the Deans’ Council Administration.

7. Each year, prior to the evaluation of the faculty requests, members of the Faculty Prioritization Committee (FPC) will be trained (normed) in using the criteria on the rubric. Data will be used as much as possible in evaluating the requests, but as every program is different, many qualitative factors must be considered. Not all criteria are hierarchical in nature.

8. The FPC will review the data from the request forms and will evaluate each request on the basis of the specified criteria (See Prioritization Rubric and Directions).

9. The co-chairs of the Faculty Prioritization Committee are voting members.

10. In the event that the Faculty Prioritization Committee needs more information, the co-chairs of the committee may ask for a representative from the department.
discipline in question to come forward to answer questions about the position; however, no presentations will be made.

11.10. All faculty requests will be ranked, regardless of how many positions may be available.

12.11. The initial ranking will be done by ballot as follows: each member will assign a score to each rubric category for each position request. The total of the average scores in each rubric category will determine the initial ranking. The initial ranking may be revised as described in (13) below.

13. Once the draft list has been completed, any member of the Faculty Prioritization Committee can suggest a request an override of a ranking where there is significant statistical discrepancy of 5 total points or more with any of the members initial ranking scores. Overrides are permitted when a supermajority majority (7/10/7/13 of the committee members are required) votes to re-rank a single position. In positions 1-5, a position may be moved one slot up or down; in positions 6-10, a position may be moved two slots up or down; in positions 11-20, a position may be moved three slots up or down.

13. Once a prioritization list is completed, it will be presented to the President/Superintendent, the Academic Senate, Budget Planning Committee, and the Deans’ Council. Faculty position will be forwarded to the President/Superintendent and Academic Senate by the committee Co-Chairs as a recommendation for action. Should the president override any of the ranked positions, he or she must present a detailed written explanation of that decision to the Academic Senate and to the Deans’ Council within one week.

14. The President/Superintendent acts on the committee’s recommendations and forwards positions to the District as appropriate (timing may be affected by available funding or information regarding the fulltime faculty obligation [FTO]). Should the President/Superintendent override any of the ranked positions, he or she must present a written explanation of that decision to the Academic Senate and to the Deans’ Council.

15. The timeline shown below is for typical prioritization and faculty hiring cycle. The process will also apply to out-of-cycle faculty requests.

Membership of the Prioritization Committee:

- Academic Senate Co-Presidents or designees (2) (1 of whom is Co-Chair)
- Program Review Committee faculty representatives (2)
- At-large faculty representatives selected by the Academic Senate Co-Presidents (2)
- Vice President, Instruction and Student Development (Co-Chair)
- Executive Dean of Academic Affairs
- Deans or Associate Deans with at least one non Eureka representative (5)
- Director of Counseling
Leadership:
The senior Academic Senate Co-President and Vice President of Instruction will serve as co-Chairs of the Faculty Prioritization Committee.

Faculty Appointments:
The Academic Senate Co-Presidents are responsible for all faculty appointments to the Faculty Prioritization Committee.

Timeline:
Spring Nov  Deans/Area Coordinators, Associate Deans/Directors fill out faculty request forms as part of Program Review.

Nov Faculty Prioritization Committee evaluates and ranks the requests.

Ranked list is forwarded to the President/Superintendent, the Budget Planning Committee, the Deans’ Council, and to the Academic Senate.

Jan/Feb Dec President/Superintendent announces the number of positions to be funded for the next academic year. HR initiates the process for faculty hiring.

Faculty Prioritization Committee reconvenes, debriefs, and evaluates the process (in order to improve it).

March Jan/Feb Screening committees review applications.

April/May March Candidates interviewed; finalists selected.

May/June April/May Board of Trustees approves contracts

Directions for Using the Rubric:

1. Prior to the Faculty Prioritization Committee meeting, each Co-Chair will be tasked with determining three interests from the faculty and administrative groups they represent and then meeting to collectively bring forward a single shared interest.

2. During the Faculty Prioritization Committee meeting, the group will decide upon a single shared interest that will be scored under the category “Other.”

3. All faculty requests will fall into one of the first three blocks on the rubric: Faculty Replacement Positions (for programs/disciplines that have lost full-time faculty due to retirement or other reasons); Growth Positions (for established programs requesting additional full-time faculty); New Program/Discipline Position (for programs/disciplines not yet established or newly established with no full-time faculty).

4. Within the appropriate block, each request will be assigned 0-5 points based on the criteria listed.
5. All requests will be evaluated in blocks four, five and, if applicable, six. In each of these blocks, each request will be assigned 0-5 based on the criteria listed. NOTE: Not all criteria within a block are hierarchical in nature. Requests must be evaluated holistically within each block, based on a variety of factors.

6. The positions will then be ranked in order of the total points earned. In the case of ties, the committee will vote to rank the positions; a simple majority is all that is required for this procedure.

Approved: 02/07/2012
Former Administrative Regulation 305.03 “Priorities for Tenure Track Faculty Positions” Approved: June 6, 1994, Revised: 11/15/96; 10/3/97; 2/4/03; 4/5/04
REQUEST FOR FACULTY DEVELOPMENT FUNDS
Fall 2012 and Spring 2013

<table>
<thead>
<tr>
<th>Applicant Name(s):</th>
<th>Telephone Number:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Activity Title:</th>
<th>Activity Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Circle Your Status:</th>
<th>Full Time Faculty</th>
<th>Associate Faculty</th>
<th>Years at CR:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TLU Load This Semester:</th>
<th>Division/Department(s):</th>
<th>Campus:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I am a presenter / organizer:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>This activity is required for external accreditation or certification:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>I plan to share information from this activity at a flex activity workshop or other event:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Total Amount Requested:</th>
<th>Approving Signature:</th>
</tr>
</thead>
</table>

(Round up to nearest dollar) (Campus Dean, Dean, Director, or Supervisor)

1. **COMPLETE THIS FORM.**

2. **ATTACH A TYPED ONE-PAGE DOCUMENT INCLUDING:**
   a. Description of the activity: who, what, when, where, why, how.
   b. Description of how this activity meets the Faculty Development Objectives. *(see below)*
   c. Itemized budget, including breakdown of estimated expenses. If you feel that your budget expenses may appear to be excessive, please explain what efforts, if any, you have made to control expenses. NO budget codes or vendor numbers are required.

3. **IF REQUEST INVOLVES TRAVEL, ATTACH A TRAVEL AND ADVANCE REQUEST FORM, available from your division office.** Complete ONLY the following fields: Requested by; Employee Signature; Departure Date & Time; Return Date & Time; Name of organization; Location of meeting; Date(s) of meeting; Purpose of meeting; Approved Date & Cost Center Manager signature (Dean, Director, Campus Dean); Check boxes for rental car or airline ticket; Estimated total cost of trip. Leave all other fields blank. You will need to make your own arrangements for rental car or airline tickets. NO advance payments will be made. If you are approved for funding, you will be reimbursed for actual expenses incurred up to the granted amount. Contact your division office or Kerry Mayer, Faculty Development Committee Chair, for information and assistance.

5. **SUBMIT ALL FORMS & documentation via campus mail to the Academic Senate Office, Eureka; or FAX to (707) 476-4457, attention Academic Senate**

6. **AFTER YOUR ACTIVITY OR TRAVEL IS DONE,** and within two weeks of your return, submit a Travel Expense Request form, attached or available from your division office, along with all receipts verifying your expenses to the Academic Senate Office.

This section for Faculty Development Committee use only

Approved for: $_______ Approved by: ____________________________ Date: ____________

(Faculty Development Committee Chair)
The following Faculty Development Guidelines and Objectives were approved by the Academic Senate Spring 2004, and revised Fall 2006 and Fall 2009

**Faculty Development Guidelines**

The Faculty Development Committee will try to fund a request from each fulltime faculty member once every three years. Because of funding constraints, the committee will adhere to the following guidelines:

1. Faculty members who are attending conferences or workshops directly addressing classroom instruction or that are designed to enhance their abilities as an educator in their field of study will be given a higher priority.

2. Faculty members who will be presenting at a conference or who agree to share information from any funded activity with their colleagues in a significant manner (flex activity workshop) will be given a higher priority.

3. Faculty members who receive funding for more than $1,000 in a given year may be given a lower priority the following year.

4. Faculty members who receive funding for two or more consecutive years may be given a lower priority during the following year.

5. Associate faculty are eligible to apply for funding, but are limited to a maximum amount of $500, unless they are presenting at a conference or have been invited to attend a conference or workshop as part of a group including full-time faculty.

6. Proposals requesting funding for personal ventures will not be funded (i.e. requirements for employment/advancement on the salary scale, personal profit, humanitarian missions, personal/family vacations).

7. Proposals for continuing education units or travel associated with external education requirements will not be funded.

8. Faculty Development Committee members who apply for funding shall be required to recuse themselves from discussion and voting on their applications.

9. Travel associated with grants acquired by the district will not be considered for funding.
Faculty Development Objectives

The Faculty Development Committee is charged by the Academic Senate of the College of the Redwoods to fund travel and professional development activities that will:

1. Promote Strategic Plan initiatives, which can be found online at:
   http://www.redwoods.edu/District/Administration/stratplan.asp

2. Encourage and support our faculty to become better teachers by allowing them to participate in programs that are designed to increase their knowledge base and allow them to remain current in their fields.

3. Create opportunities for faculty to drive innovation and program development.

4. Develop and support new modes of delivering educational services to better serve our student body.
MATRICULATION

Matriculation brings the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:
- participate in the development of the student educational plan
- express at least a broad educational intent upon admission
- declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
- diligently attend class and complete assigned coursework
- complete courses and maintain progress toward an educational goal

Matriculation services include, but are not limited to, all of the following:
- Processing of the application for admission
- Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
  - Administration of assessment instruments to determine student competency in computational and language skills
  - Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
  - Evaluation of student study and learning skills
  - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services
  - Advisement concerning course selection
  - Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.
Mandatory Assessment, Orientation, and Counseling
English and math assessment, new student orientation and counseling are highly recommended for all students, and are mandatory for first-time college students who wish to enroll in their first term, subject to established exemption criteria.

Exemption Criteria
Students may be exempt from matriculation services if they:
- Have earned an associate degree or higher (diploma or transcripts required), or
- Have completed certain coursework at another college (transcripts required), or
- Will enroll in one course only, with no intention of earning a degree at College of the Redwoods, or will enroll in performance/activity courses only.

A student wishing to be exempt from these services based on one of the above criteria or wishing to decline participation must contact the Counseling Office to complete the necessary documentation.

Students concurrently enrolled in high school cannot refuse matriculation services.

Students who have previously chosen to refuse matriculation services may reconsider and participate at any time.

References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.

REDWOODS COMMUNITY COLLEGE DISTRICT
AP 5050
Administrative Procedure

MATRICULATION

Matriculation brings the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements. The agreement is implemented by means of the student education plan (SEP).

Each student, in entering into an education plan, will do all of the following:
- express at least a broad educational intent upon admission
- declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework
- diligently attend class and complete assigned coursework
- complete courses and maintain progress toward an educational goal
- cooperate in the development of the student education plan

Matriculation services include, but are not limited to, all of the following:
- Processing of the application for admission
- Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial
assistance, and any other appropriate matters

- Assessment and counseling, which shall include, but not be limited to, all of the following:
  - Administration of assessment instruments to determine student skill level in computational and language skills
  - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses
  - Evaluation of student study and learning skills
  - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services; programs that teach English as a second language; and disabled student services
  - Advisement concerning course selection
  - Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

References: Education Code Sections 78210 et seq.; Title 5 Section 555002

Approved: 5/6/08
Former Administrative Regulation #530.01, “Matriculation Assessment,” Adopted: 11/4/91
Former Administrative Regulation #530.02, “Matriculation Exemptions,” Approved: 11/4/91
Revised: 9/92
Former Administrative Regulation #530.03, “Matriculation Rights and Responsibilities,” Adopted: 11/4/91