



## Crafton Hills College Faculty Chair Handbook 2019



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# Contract:

## A. Selection Process

1. The nomination and selection process for faculty chairs is determined locally at each campus. For information on these processes, contact the Office of Instruction on each campus.
2. In the event of the selection of more than one (1) faculty chair (not to exceed two (2) co-chairs), the annual workload, reassigned time, and stipend shall be determined by mutual consent and distributed as per written agreement between the parties and the supervising manager. Both co-chairs must choose the same option for compensation each academic year.
3. If mutual consent cannot be reached, a mediation team composed of the supervisor, the faculty member, a CTA representative and the supervisor's manager shall be created to find agreement. The CTA President, within ten (10) days after receiving the notice of disagreement, shall arrange a meeting date and time agreeable to all four parties. Barring an emergency, if either of the parties in the disagreement fails to attend the mediation meeting, the issue is resolved in favor of the party in attendance.

## B. Duties of Faculty Department Chair

1. Attends and participates in the mandatory\*\* Department Chair Training and Department Chair meetings as well as division and department meetings. \*\*EXCEPTIONS: As determined by the supervising manager. (no additional information in manual)
2. Holds regular departmental meetings (minimum of two (2) per semester), maintains the agendas and minutes, and disseminates them to the department and the immediate supervisor. (no additional information in manual)
3. Facilitates the development, preparation, and revision of curriculum documents, in collaboration with department faculty, including participation in any Curriculum meeting in which a course under their purview is presented.
4. Confirms and reports to the appropriate office the accuracy and currency of the college catalog in the areas pertaining to the department.
5. Provides faculty leadership in coordinating and facilitating the preparation of departmental planning/program review documents, in consultation with department faculty and staff and other departments as needed
6. Participates in the accreditation process by making themselves available to the accreditation committee to provide departmental information as needed. This also includes the planning, evaluation, and reporting of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), Service Area Outcomes (SAOs), and Institutional Learning Outcomes (ILOs), as appropriate. For areas with independent accrediting agencies, also participates in any independent accrediting agency process(es).

7. Facilitates and works collegially with department faculty to develop and implement institutional initiatives (new and ongoing). (no additional information in manual)
8. Facilitates and works collegially with the discipline faculty and staff in the department to offer courses or services that meet student needs, by developing and recommending the department course offerings or service schedules to the appropriate manager. The scheduling of courses and services will be done in a manner that is most effective for student progress, and considers efficiency and enrollment management goals.
9. Participates in the process of reviewing the schedule of classes offered by the department to ensure it is accurate, and collaborates with the appropriate manager on revisions.
10. Facilitates and works collegially with the discipline faculty and staff in the department to make recommendations for educational pathways, including certificates, degrees, dual enrollment, and non-credit as needed. May work with other faculty chairs on cross-discipline topics. May work with colleagues from other institutions regarding discipline specific issues (e.g. articulation).
11. Coordinates initial interviews, identifies, and recommends candidates for the recruitment of all new part-time faculty in the department.
12. Disseminates information to the department faculty and verifies the selection, ordering, and availability of textbooks for the department as needed. (no additional information in manual)
13. Maintains regular and effective modes of communication with administration, faculty, staff, students, and community on areas of interest to the department and its programs including the accuracy of the department's website.
14. Serves as a peer evaluator or works with the department to recommend an appropriate peer evaluator to the area's supervisor for adjunct faculty evaluations. (no additional information in manual)
15. Recommends, to the appropriate administrator, the department's preliminary budget and makes requests for the necessary expenditures such as instructional materials and supplies as needed.
16. Attempts to initially resolve student-faculty concerns at an informal level.
15. Recommends, to the appropriate administrator, the department's preliminary budget and makes requests for the necessary expenditures such as instructional materials and supplies as needed.
16. Attempts to initially resolve student-faculty concerns at an informal level.
17. Handles and is responsible for student challenge requests such as pre-requisites, course substitutions, and modification of majors.
18. Coordinates with the Vice President, Dean, or Associate Dean in convening regular advisory board meetings as appropriate. (no additional information in manual)
19. Verifies student completion of certificate requirements as appropriate. (no additional information in manual)

### **C. Feedback Process**

Faculty chairs shall receive feedback from their supervisor on how the job functions of chair were

collegially completed every 2<sup>nd</sup> semester of the chair's term which shall include a survey of the department faculty using the following:

Directions: Please read the job description of the faculty chair (attached) and answer the questions based on the functions of the department chair.

1. Was there adequate communication in the department (department meetings, scheduling of courses, educational pathways, etc.)?

2. Were you able to participate/give feedback in processes such as program review, curriculum, SLOs, PLOs, SAOs, etc.?

3. Are there any additional comments or recommendations to help the chair better serve the department?

The feedback process documents shall not be added to the faculty member's file or be included as part of their regular faculty evaluation (per Article 16). Copies shall be maintained by the faculty chair(s) and the immediate supervisor. As per the evaluation process, observations and feedback may be considered under Article 16 Evaluation Procedure Section C 4e "*Performance in areas of responsibility other than in the classroom.*"

Tentative Agreement: April 20, 2018.

Adopted by the Board of Trustees on May 10, 2018.

## A. Stipend and Reassigned Time

For compensation purposes, the amount of the stipend and reassigned time shall be determined by the following process:

1. The number of Full-Time Equivalent Faculty (FTEF) assigned to full-time contract/regular faculty including any overload and;
2. The number of (FTEF) assigned to temporary (part time) faculty.
3. Add the numbers in (1) and (2) for the previous fiscal year (Summer/Fall/Spring), then divide by two to establish placement on the compensation table below:

\*\*\*\*\*

### OPTION I

#### **FTEF in Department Stipend (per year) and Reassigned Time (per semester)**

- (1) Up to 4.49 \$6,000 (\$600 per month)
- (2) 4.50 – 8.49 \$7,000 (\$700 per month)
- (3) 8.50 – 12.49 \$8,000 (\$800 per month)
- (4) 12.50 – 16.49 \$9,000 (\$900 per month)
- (5) 16.50 – 20.49 \$9,000 (\$900 per month) + 0.200 reassigned time
- (6) 20.50 – 25.49 \$9,000 (\$900 per month) + 0.400 reassigned time
- (7) 25.50 or greater \$9,000 (\$900 per month) + 0.600 reassigned time

OR

### OPTION II

#### **FTEF in Department Stipend (per year) and Reassigned Time (per semester)**

- (1) Up to 4.49 \$5,000 (\$500 per month) + 0.200 reassigned time
- (2) 4.50 – 8.49 \$6,000 (\$600 per month) + 0.200 reassigned time
- (3) 8.50 – 12.49 \$7,000 (\$700 per month) + 0.200 reassigned time
- (4) 12.50 – 16.49 \$8,000 (\$800 per month) + 0.200 reassigned time
- (5) 16.50 – 20.49 \$9,000 (\$900 per month) + 0.200 reassigned time
- (6) 20.50 – 25.49 \$9,000 (\$900 per month) + 0.400 reassigned time
- (7) 25.50 or greater \$9,000 (\$900 per month) + 0.600 reassigned time

\*\*\*\*\*

The compensation option selected each academic year shall not be changed within the year.

SBCCDTA/SBCCD Agreement 2018 – 2020 95

B. Regular attendance at department chair trainings and meetings is required as is attendance at

the curriculum committee meetings when the department courses in their respective disciplines are under review. Department chairs shall not schedule a class or take on an unstaffed class for themselves, during these meeting times.

C. Up to 100 hours per academic year at the non-instructional rate for duties required to be performed on campus during the Summer, Spring, and Winter breaks. Exceptions to performing the duties on campus may be made by mutual agreement between the chair and the supervising manager.

D. Any overload for the department chair shall require Dean and appropriate Vice President.

Effective July 1, 2018.

## Compensation for nonservice days

If it is necessary to complete any of the contract obligations as chair during non-contract dates, you are to be compensated at the current non-instructional hourly rate (2018-2019 \$52) up to 100 hours per department per year. These hours run from July 1 to June 30. The form that is currently used to request payment for the hours worked follows in the appendix.

## **Selection process:**

**Spring 2018**

### **CHC FACULTY CHAIR SELECTION PROCESS**

1. Faculty chairs serve for a two-year term.
2. Each year, approximately 1/2 of the campus Faculty Chair positions will be declared open to contract faculty members. Nomination forms will be distributed through a general campus announcement, with the filing period lasting no less than two weeks.
  - a. Even Years: Physical & Biological Sciences, Business, Economics & Information Technology, English & Reading, Fine Arts, Public Safety & Services, Kinesiology & Health Education
  - b. Odd Years: Allied Health Services, Communications & Language, Counseling, Human Development, Mathematics, Non-Instructional Faculty, Social Sciences
3. Any full-time faculty member may self-nominate or nominate someone else to serve as chair. The individual nominated must be given the opportunity to accept or reject the nomination, does not have to be a member of the Department, must be a fulltime faculty, but is not required to hold tenure.
4. Nomination Forms must be submitted to the Office of Instruction by published deadline. The forms may be dropped off or may be emailed to [knewton@craftonhills.edu](mailto:knewton@craftonhills.edu).
5. A slate of candidates will be drawn up and ballots will be developed for each Open Faculty Chair position. Each full-time contract faculty member will be given one vote for the department Chair candidate for his/her department.
6. The ballots will be counted by a committee consisting of the Academic Senate President, the Academic Senate Immediate Past President, CHC Vice-President of Instruction and the CHC President.
7. In the event of a situation in which the vote counting committee is unable to make a recommendation, (e.g. personnel issues) the position will be declared vacant. **A minority report will be made available upon request.**
8. In the event of a tie vote, three additional faculty members from the division will be selected at random to participate in a re-vote.
9. For any and all vacant Faculty Chair positions, the Division Dean may temporarily assume the role as part of his/her administrative responsibilities, or may request another Faculty Chair in the Division to serve on an interim basis (with his/her stipend and reassigned time adjusted in accordance with the additional assignment). Under these circumstances, the Faculty Chair position will be announced as open for applications each semester until the position is filled.

## 2017-2018 Department Chair Nomination Form

I nominate \_\_\_\_\_ to serve as chair of the \_\_\_\_\_ Department.

This Nomination Form is due to the Office of Instruction by the second **Friday of April**, example **Friday, April 14, 2017**. You may drop off a physical copy or email a copy to [knewton@craftonhills.edu](mailto:knewton@craftonhills.edu).

Any full-time faculty member may self-nominate or nominate someone else to serve as chair. The individual nominated must be given the opportunity to accept or reject the nomination, does not have to be a member of the Department, must be a full-time faculty, but is not required to hold tenure.

Department chairs serve a two-year term. Chairs may serve multiple terms, but must be re-nominated for each term. This nomination form is for the 2017-2018 and 2018-2019 academic years:

Compensation for the Fall 2017 open chair positions is estimated to be as follows per year:

Allied Health Services: \$7,000 per year; Communication and Language: \$8,000 per year; Counseling: \$6,600; Human Development: \$6,000 per year; Mathematics: \$14,000 per year; Instructional Support: \$5,000; Social Sciences: \$8,000 per year.

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### Chair's Job Description (taken from the CTA Agreement):

The Faculty Department Chair, under the direction of the Dean or Associate Dean is responsible for coordination of the unit, ensuring that the quality of the program offered by the department meets the standards of the California Community College system and San Bernardino Community College District in particular and is able to serve the needs of a diverse student population.

#### Duties of Faculty Department Chair

1. Coordinates the preparation of documents for curriculum revisions or additions. If the initiating faculty member is not available, represents the interest of the department at the Curriculum Committee meetings, or recommends appropriate designee.
2. Collaborates with faculty and staff to ensure that the college catalogue is current and accurate in the areas of interest to the department.
3. Provides faculty leadership, coordinates and facilitates the preparation of departmental planning/program review documents in consultation with faculty and staff in the department.
4. Develops and recommends department course offerings and teaching or service schedules to the Vice President, Dean or Associate Dean working collegially with faculty and staff in the department to offer courses or services that meet student needs.
5. Develops and recommends to the appropriate administrator, the department's preliminary budget and initiates the purchase of instructional materials and supplies.
6. Coordinates the maintenance of departmental facilities, submits requests to the appropriate administrator for the purchase, maintenance, and repair of equipment.
7. Identifies and recommends candidates for the recruitment of all new part time faculty and staff in the department.
8. Coordinates and verifies the selection, ordering and availability of textbooks for department.
9. May serve as peer evaluator or recommend an appropriate faculty designee for part-time faculty evaluations.
10. Maintains regular and effective modes of communication with administration, faculty, staff, students and community on areas of interest to the department and programs.
11. Regularly attends faculty chair meetings.
12. Attempt to initially resolve student-faculty concerns at an informal level.
13. Coordinates with the Vice President, Dean or Associate Dean in convening advisory board meetings as appropriate.
14. Verifies student completion of certificate requirements as appropriate.



## Curriculum and catalog:

3. Facilitates the development, preparation, and revision of curriculum documents, in collaboration with department faculty, including participation in any Curriculum meeting in which a course under their purview is presented.

All curriculum proposals and revisions are submitted through [CurricUNET](#) . Faculty chairs are responsible for giving input at various steps in the approval process depending on the course proposals. (check messages from curricUNET in email. Bold messages require you to take action under *my approvals*).

Faculty chairs are notified of all pending 6-year revisions by the curriculum committee chair person. The faculty chair then is responsible for coordinating updates of courses in their department.

Any new courses, unit changes, catalog descriptions or other modifications which impact the college catalog must adhere to the curriculum and catalog deadlines. These changes can only go into effect for the upcoming fall semester. These changes must be completed through the curriculum process for approval by the last curriculum meeting in November.

4. Confirms and reports to the appropriate office the accuracy and currency of the college catalog in the areas pertaining to the department.

The faculty chair should work cooperatively with the discipline faculty to review the content of the college catalog each year. In situations where information pertaining to the department or program is incorrect or out dated the faculty chair should coordinate efforts to correct the information. This may include degree requirements, program SLOs, current course descriptions, the scheduling matrix, as well as department chair contact information. [College catalog](#) [Link to course offering matrix](#) Also including, program initiation and discontinuance as defined by the Academic Senate. For approved processes follow the links: [Program discontinuance](#) and [Program initiation](#)

## Planning and program review:

5. Provides faculty leadership in coordinating and facilitating the preparation of departmental planning/program review documents, in consultation with department faculty and staff and other departments as needed.

Faculty chairs in corporation and collaboration with the dean coordinate and facilitate the preparation of the departmental planning and program review documents. The faculty chair is not solely responsible for writing the documents. The actual planning and program review should involve all faculty and staff within each program.

The Planning and Program Review Committee (PPR) will distribute a timeline each fall. Plans are updated every two years and Program review is completed every four years. It is important the plans be as complete as possible as they are used for the basis for resource allocation including equipment supplies and personnel. Instructions and planning and review shells are found at the college website for PPR. Follow the link: [Program review](#) (use your campus login)

Requests for additional tenure track faculty come from the PPR requests and are prioritized by the chairs using the criteria below. Recommendations are then forwarded to Crafton Council.

## Fall 2018 - Spring 2019 Full Time Faculty Hiring Prioritization Considerations

- 1.Orphaned discipline
2. FT/PT ratio (making sure FT overload is being looked at as part of PT)
- 3.Difficulty in hiring part timers
- 4.New program/degree offering
5. Single full time faculty member
- 6.Waitlist numbers and demand (including top student majors)

## Student learning Outcomes:

6 "...reporting of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), Service Area Outcomes (SAOs), and Institutional Learning Outcomes (ILOs), as appropriate."

Faculty Chairs should make themselves available to assist department faculty in accessing the course SLOs for the required inclusion on the section syllabi. Assistance should also be provided for developing or revising as well as the assessment and reporting process. Reporting should be done through the [SLO cloud link](#). For any needed assistance with this process contact the [Office of Intuitional Effectiveness, Research and Planning](#). Part-time faculty and overload compensation for this work is provided as per the contract and contact the division dean for appropriate forms.

From the contract:

**Article 10 3.** Part-time bargaining unit members shall also be compensated at the non-instructional rate for SLO/SAO/PLO work as listed in the Appendix.

**Article 13 9.** Part-Time Faculty

The assignment for part-time faculty shall include all student contact responsibilities, accurate grade and attendance record keeping, and learning outcomes assessment. All semester-end documentation (grade submission, SLO/SAO data collection, and professional development reporting) must be completed prior to release of each semester's final pay warrant.

Part-time faculty shall be compensated as specified in Article 10 for professional development time and student contact time (office hours or arranged hours). Posted office hours must be submitted to the immediate supervisor by the end of the first week of class. Part-time faculty shall also be compensated at the non-instructional rate for SLO/SAO/PLO work as specified in Article 10.

## **Part-time faculty:**

### **Hiring of and recommendations for part-time faculty**

11. Coordinates initial interviews, identifies, and recommends candidates for the recruitment of all new part-time faculty in the department.

Faculty chairs identify and recommend candidates for the recruitment of all new part-time faculty in the department. Guidelines for hiring part-time faculty can be found in [SBCCD administrative procedure 7210](#) starting on line 1135. The dean is ultimately responsible for the hiring decision and newly selected faculty will work with the division administrative secretary to complete the hiring process. Check with your division dean on details.

All part-time faculty must meet the minimum qualifications adopted by the Board of Governors for California Community College or possession of a valid credential as provided for in Ed. Code 87355. You can access the minimum qualifications at <https://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2017-Minimum-Qualifications-Handbook-r1-ADA.pdf> Individuals who do not meet the minimum qualifications may apply for an equivalency see [SBCCD administrative procedure 7210](#) starting on line 1246.

Faculty chairs should consider the part-time load limits when recommending teaching assignments of part-time faculty. Per state education code part-time faculty cannot exceed 0.66 load (or 2/3 of a full-time faculty load). This includes classes at both campuses (Valley and Crafton). To compute load for lecture classes, divide the units by 15 and round to two decimal places. To compute load for lab classes, divide the total weekly contact hours by 21. (Note: The union is currently in discussions on equating load for lab class hours and lecture class hours. Results may change these calculations) For field and clinic load divide the total weekly hours by           ???. It is the responsibility of the division dean to verify that the load is in compliance. For part-time faculty the lab classes are paid assuming 3 hours per week for one unit.

The division dean and or division administrative secretary will facilitate all new faculty in obtaining a district email account, campus mail box, voice mail extension and keys when necessary. Part-time faculty pay is determined per course. (set contact hours for the course times the negotiated hourly rate for part-time faculty. Non-instructional faculty are paid based on their contracted hours. For more details and specifics see your division dean. (attach pay chart in appendix)

### **Communication of Responsibilities for part-time faculty;**

13. Maintains regular and effective modes of communication with administration, faculty, staff, students, and community on areas of interest to the department and its programs including the accuracy of the department's website.

Part-time faculty are responsible for providing class syllabus to their division office as well as their office hours for the semester. The syllabus is required to include the course SLOs. Part-time faculty are expected to input the results of SLO assessment (see above).

Part-time faculty are required to hold office hours and may participate in Professional development activities as per the 2018 to 2020 SBCCD contract Article 10 as follows.

**E.** The part-time bargaining unit member's total compensation for the semester shall be calculated using Appendix A-2b with the following additions:

1. Part-time faculty shall be compensated an additional four (4) hours of professional development time (orientation, committee work, mentoring session, etc.) at the non-instructional rate. The maximum professional development time that can be

compensated is eight (8) hours per semester and shall be compensated at the non-instructional rate based on load as follows:

<u>Load</u>	<u>Professional Development Time (hours per semester)</u>
Up to 0.400	4.0
0.401 and above	8.0

2. Additional hours for student contact time (office hours or arranged hours) shall be compensated at the non-instructional rate based on load as follows:

<u>Load</u>	<u>Scheduled Office Hours Per Week (per semester or session)</u>
Up to 0.400	0.50
0.401 and above	1.00

Posted office hours must be submitted to the immediate supervisor by the end of the first week of class.

The division dean will provide the appropriate forms for requesting compensation.

## **Scheduling:**

8. Facilitates and works collegially with the discipline faculty and staff in the department to offer courses or services that meet student needs, by developing and recommending the department course offerings or service schedules to the appropriate manager. The scheduling of courses and services will be done in a manner that is most effective for student progress, and considers efficiency and enrollment management goals.

Faculty should be reminded that classes are scheduled with students in mind first and first foremost. This idea is to underlie all of the following scheduling practices.

The time line for scheduling, approximate dates and deadlines will be provided by the office of instruction. It is imperative that you make every possible effort to adhere to these deadlines.

The district approved academic calendars can be found at the following link. [Academic Calendars](#) It will be necessary to use these in determining dates for late start classes as well the number of days for the minutes calculator. Link to the minutes calculator. [Calculator: Scheduling, FTES, Contact Hours, Units, and Load Calculators](#), click on the tab **“Daily Census Meeting Times”**

The following slides are from Dr. Craig Justice presentation/training provided for chairs July 2018 and summarize some of the critical factors to be used in building schedules.

Successful scheduling will achieve:

## Success in Scheduling

- Success for the **Student**
- Success for **Faculty**
- Success for the **College**
- Success for the **District**

## QUALITY AND EFFICIENCY

- **High quality** enhances students' current and future success as well as college **reputation**
- **Efficiency** enhances student **access** because resources are being allocated to offer more sections of what they need

In order to achieve quality and efficiency the following guidelines should be incorporated into the creation of schedules. Scheduling in isolation of other departments can decrease both quality and efficiency.

### Enrollment management

## Funding Models

- Current Funding Model
  - Full Time Equivalent Students (FTES)
- Proposed Funding Model
  - FTES (Base Allocation): **60%**
  - Student Economic Need (Supplemental Allocation): **20%**
  - Performance (Student Success Incentive Allocation): **20%**

Since 60% of the base allocation for the college is funded from the state on total FTES (Full Time Equivalent Students) it is important to maximize each departments enrollment.

Student completion is another factor used in the new funding model, 20%, so scheduling to accommodate ease of completion should also be considered.

(In 2019-2020 it will be 70% FTES, 10% success and 20% Student Economic Need and over three years funding will transition to the 60-20-20 model)

## FTES calculations

### Full-Time Equivalent Student

1 FTES =

1 student

15 hours per week

2 semesters of 17.5 weeks

(3 quarters of 17.5 weeks)

= **525 contact hours**

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### FTES Calculation (WSCH)

- Weekly Student Contact Hours (WSCH) =  
WCH x Number of Students
- Multiply Census Week WSCH by the TLM  
and divide by 525

$$\text{FTES} = (\text{WSCH}_{\text{census}} \times \text{TLM}) / 525$$

*Example:* Class meets 3 hours/week  
30 students enrolled on Census Day

TLM = 17.5

$$\text{FTES} = (3 \times 30 \times 17.5) / 525 = 3.00$$

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### Target FTES

- Should Be *Data-based* and Established in Advance
- Statewide Norm Used for Budgeting: 35 students per 3-hour section or 3.5 FTES per 3-hour section, 4.7 FTES per 4-hour section, etc.
- 35 Is An Average for a College, NOT a Universal Section Cap

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The target FTES should be determined collegially with the Office of Instruction (VPI and deans) and the department faculty. Generally, the goal is to increase FTES by 1.5% over the previous years' FTES. Use of EIS data showing historical FTES earned categorized by courses, departments, or division should be used to determine the new target. Make an appointment to have someone from the office of Institutional Effectiveness, Research & Planning to have the EIS spread sheets installed on your office computer and for individual assistance in using them.

The office of Institutional Effectiveness, Research & Planning has videos on how to use the EIS data located on the campus website at the following link <https://www.craftonhills.edu/about-chc/research-and-planning/how-to-videos.php>

### Productivity and Efficiency

It is important that scheduling be data driven (although I find it to be a crap shoot even with data!!!) Use of the EIS data tracking can provide this needed information. The VPI has provided an information PowerPoint and links to this data are available in the appendix for those of you who choose to make use of it. If you need further assistance for working with the EIS data contact the [Institutional Effectiveness, Research & Planning](#). (Keith please place these in a location we can get to)

Determination of the number of sections to be offered in a semester should be informed by the data in the [BORG cubes or in EIS](#). You need to be on your office computer behind the firewall for access. Login is the same as your campus login information. New information will be available with the implementation of the new Educational planning tool for future demand of courses. Avoidance of conflicts of scheduled times for

required classes should also be considered. Both of these considerations will improve both productivity and efficiency.

## Productivity

$$FTES = OUTPUT = WORKLOAD = REVENUE$$

- **Potential FTES:** Amount of FTES if all classrooms scheduled at their capacity
- **Target FTES:** Amount of FTES the college needs to reach to achieve base plus growth
- **Actual FTES:** Amount of FTES Attained by a college in a term

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## Efficiency

- Efficiency is attained when resources (classrooms & faculty assignments) **are** allocated to their most productive uses. Examples:
  - **Block Scheduling** Practices are followed
  - **Section caps** match classroom **capacities**
  - **Quality and Pedagogical Needs** Are Considered
  - Sections offered (**supply**) matches sections needed by students (**demand**)
  - **Over-scheduling and Under-scheduling** Are Minimized

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### Block scheduling

Again remember that classes are scheduled with students in mind first and first foremost. To allow students the ability to build a schedule with the minimum number of time conflicts, blocks have been defined for class scheduling. This will also allow more efficient room scheduling. The block scheduling patterns on the following page, have been approved and are recommend by chairs and academic senate. If at all possible schedule all classes within the blocks. If a department has classes that meet one day per week scheduling them following the MW or TR pattern is recommended in order optimize scheduling pattern for students and room utilization. (for example, SOC 100 on Monday night and SOC 141 on Wednesday night). There will be exceptions especially for some CTE classes, linked classes and classes with labs which need longer than the 3 hour blocks. These exceptions should be verified with your dean as appropriate.

In order to facilitate research and enrollment tracking the blocks have been assigned section numbers as indicated on the second sheet. Please try to follow this numbering pattern as the scheduler will not verify that correct numbers are used.

solid red lines should not be crossed if at all possible, the dotted red lines are recommended especially for classes that are 1.5 hours or less.

	M	T	W	R	F
7:00A - 7:30A 0700-0730					
7:30A - 8:00A 0730-0800					
8:00A - 8:30A 0800-0830					
8:30A - 9:00A 0830-0900					
9:00A - 9:30A 0900-0930					
9:30A - 10:00A 0930-1000					
10:00A - 10:30A 1000-1030					
10:30A - 11:00A 1030-1100					
11:00A - 11:30A 1100-1130					
11:30A - 12:00 1130-1200					
12:00P-12:30P 1200-1230					
12:30P-1:00P 1230-1300					
1:00P-1:30P 1300-1330					
1:30P-2:00P 1330-1400					
2:00P-2:30P 1400-1430					
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5:00P-5:30P 1700-1730					
5:30P-6:00P 1730-1800					
6:00P-6:30P 1800-1830					
6:30P-7:00P 1830-1900					
7:00P-7:30P 1900-1930					
7:30P-8:00P 1930-2000					
8:00P- 8:30P 2000-2030					
8:30P-9:00P 2030-2100					
9:00P-9:30P 2100-2130					
9:30P-10:00P 2130-2200					



ROOM insert room unumber	section numbers based on start time in the 1.5 hour block					other patterns
	M	T	W	R	F	
7:00A - 7:30A 0700-0730	<b>01-04</b>	<b>05-09</b>	<b>01-04</b>	<b>05-09</b>	<b>01-04</b>	online 70 79
7:30A - 8:00A 0730-0800						
8:00A - 8:30A 0800-0830						
8:30A - 9:00A 0830-0900	<b>10-14</b>	<b>15-19</b>	<b>10-14</b>	<b>15-19</b>	<b>10-14</b>	Friday only 85-86
9:00A - 9:30A 0900-0930						
9:30A - 10:00A 0930-1000						
10:00A - 10:30A 1000-1030	<b>20-24</b>	<b>25-29</b>	<b>20-24</b>	<b>25-29</b>	<b>20-24</b>	Friday Saturday?
10:30A - 11:00A 1030-1100						
11:00A - 11:30A 1100-1130						
11:30A - 12:00 1130-1200	<b>30-34</b>	<b>35-39</b>	<b>30-34</b>	<b>35-39</b>	<b>30-34</b>	Saturday Sunday 87-89
12:00P-12:30P 1200-1230						
12:30P-1:00P 1230-1300						
1:00P-1:30P 1300-1330	<b>40-44</b>	<b>45-49</b>	<b>40-44</b>	<b>45-49</b>	<b>40-44</b>	linked courses 90-94
1:30P-2:00P 1330-1400						
2:00P-2:30P 1400-1430						
2:30P-3:00P 1430-1500	<b>50-54</b>	<b>55-56</b>	<b>50-54</b>	<b>55-56</b>	<b>50-54</b>	ARR/ Irregular courses 98-99
3:00P-3:30P 1500-1530						
3:30P-4:00P 1530-1600						
4:00P-4:30P 1600-1630						
4:30P-5:00P 1630-1700		<b>55-56</b>		<b>55-56</b>		
5:00P-5:30P 1700-1730	<b>60-64</b>		<b>60-64</b>		<b>60-64</b>	
5:30P-6:00P 1730-1800						
6:00P-6:30P 1800-1830		<b>57-59</b>		<b>57-59</b>		
6:30P-7:00P 1830-1900						
7:00P-7:30P 1900-1930	<b>80-84</b>		<b>80-84</b>		<b>80-84</b>	
7:30P-8:00P 1930-2000						
8:00P- 8:30P 2000-2030						
8:30P-9:00P 2030-2100						
9:00P-9:30P 2100-2130						
9:30P-10:00P 2130-2200						

## Room Assignments

Previously rooms have been given department prioritization based on negotiations among the chairs and deans considering course needs, caps and facilities. Click this link [For information on the modifying established course caps](#) and this link for the [previously determined caps](#).

The campus is currently piloting the use of R-25 to assign rooms to classes. Until R-25 is fully implemented, the chair will be assigning rooms for the classes. The chair should take into consideration prioritizations, course caps and room capacity, room amenities and other reasonable requests. The prioritization chart follows on the next page but needs revision and should be reevaluated annually. Follow the prioritization chart is the updated room amenities and prioritization chart which was done during the spring of 2018. (there may still be some errors)

For smaller summer sessions the room assignments will be completed by the deans. Once the room assignments are completed, individual faculty may not request and obtain room changes without approval from the dean and/or the VPI.

**CHC Scheduling Priorities**

<b>NEW</b>	<b>Capacity</b>	<b>First Priority</b>	<b>Second Priority</b>	<b>Third Priority</b>	<b>Type</b>
PSAH 113	56	Allied Health			RESP
PSAH 115	54	Allied Health			RESP
PSAH 224	70	Allied Health	Public Safety and Services	Social Science	Lecture Hall
CNTL 000	37	Business and Information Technology	Mathematics		PC Lab
CNTL 109		Business and Information Technology			Hardware Lab
CNTL 118	37	Business and Information Technology	Mathematics		PC Lab
CNTL 119	39	Business and Information Technology	Mathematics		PC Lab
CNTL 121	38	Business and Information Technology	Mathematics		PC Lab
CNTL 130	70	Business and Information Technology			Lecture Hall
CNTL 134	28	Business and Information Technology			Classroom
CNTL 135	28	Business and Information Technology			Classroom
CNTL 210	40	Business and Information Technology			Classroom
CNTL 202	41	Communication and Language	Fine Arts		Classroom
CNTL 203	45	Communication and Language			Classroom
EAST 105	35	Communication and Language	English and Reading		Classroom
EAST 106	35	Communication and Language	Mathematics		Classroom
WEST 106	40	Communication and Language	Human Development		Classroom
WEST 107	25	Communication and Language	English and Reading		Classroom
EAST 103		English and Reading			READ lab
EAST 104	33	English and Reading			Classroom
WEST 108	25	English and Reading	Human Development		Classroom
WEST 109	25	English and Reading	Human Development		Classroom
WEST 110	25	English and Reading			Classroom
WEST 214	25	English and Reading			Classroom
WEST 215	40	English and Reading			Classroom
WEST 216	25	English and Reading			Classroom
WEST 217	25	English and Reading			Classroom
WEST 219	25	English and Reading			Classroom
ARTS 101	24	Fine Arts			ART
ARTS 130	24	Fine Arts			ART
PAC 219	30	Fine Arts			
PAC 225	19	Fine Arts			MUSIC
PAC 308	60	Fine Arts			MUSIC
PAC 309	60	Fine Arts			THART and MUSIC
CDC 106	25	Human Development	English and Reading		Classroom
CDC 115	40	Human Development			Classroom
CNTL 302	40	Human Development			Classroom
WEST 111	40	Human Development	English and Reading	Communication and Language	Classroom
WEST 218	40	Human Development	Social Science		Classroom
KHA 103	55	Kinesiology and Health			Classroom
KHA 132		Kinesiology and Health			KIN Only
KHA 133		Kinesiology and Health			KIN Only
KHA 135		Kinesiology and Health			KIN Only
ARTS 120	40	Mathematics			Classroom
ARTS 127	40	Mathematics			Classroom
CHL 202		Mathematics			PC Lab
CNTL 136	32	Mathematics			Classroom
CNTL 237	39	Mathematics			Classroom
CNTL 238	39	Mathematics			Classroom
CNTL 247	40	Mathematics			Classroom
NRTH 101	40	Mathematics			Classroom
NRTH 102	40	Mathematics			Classroom
ARTS 128		<b>NOT IN USE</b>			
CNTL 132	77	Physical and Biological Sciences	Social Science	Business and Information Technology	Lecture Hall
CNTL 244	77	Physical and Biological Sciences			Lecture Hall
CNTL 246	32	Physical and Biological Sciences			PHYSIC lab
CNTL 250	32	Physical and Biological Sciences			PHYSIC lab
CYN 101	32	Physical and Biological Sciences			CHEM lab
CYN 103	32	Physical and Biological Sciences			CHEM lab
CYN 104	32	Physical and Biological Sciences			CHEM lab
CYN 117	70	Physical and Biological Sciences	Social Science		Lecture Hall
CYN 118	70	Physical and Biological Sciences	Social Science		Lecture Hall
CYN 201	32	Physical and Biological Sciences			ANAT lab
CYN 203	32	Physical and Biological Sciences			ANAT and BIOL lab
CYN 204	32	Physical and Biological Sciences			MICRO lab
CYN 205	32	Physical and Biological Sciences			MICRO and BIOL lab
CYN 206	32	Physical and Biological Sciences			BIOL lab
NRTH 107	30	Physical and Biological Sciences			GEOL lab
NRTH 109	32	Physical and Biological Sciences			GEOL lecture/lab
PSAH 102	7	Public Safety and Services	Allied Health		Simulation Lab
PSAH 109	70	Public Safety and Services			EMS
PSAH 111	55	Public Safety and Services			EMS
PSAH 201	73	Public Safety and Services			FIRE 115
PSAH 213	45	Public Safety and Services			FIRE
PSAH 215	45	Public Safety and Services			FIRE
PSAH 226	70	Public Safety and Services	Fine Arts	Social Science	Lecture Hall
CNTL 209	49	Social Science			Classroom
CNTL 245	77	Social Science			Lecture Hall
CNTL 306	40	Social Science	Communication and Language		Classroom
CNTL 307	40	Social Science			Classroom
EAST 101	70	Social Science			Lecture Hall
LRC 231	102	Social Science			Lecture Hall









## Scheduling short term classes

With a goal of creating short term schedules to optimize student completion and success a consistent pattern for short term classes has been established. The agreed terms are ([link start dates](#)) 18 week, 16 week, 14 week and 9 week offerings. Only 9 week classes can end before finals week, that is they are to be either the first 9 weeks of the semester or the last 9 weeks. All other short term classes must end the last week of the semester (finals week). For the actual start dates please check with the scheduler.

Following the assignments of rooms, chairs will complete schedule worksheets which should be submitted electronically to the dean by the date identified in the schedule development timeline (this includes proofreading and revisions). This Spreadsheet must include all the pertinent information the scheduler needs to build the schedule in Datatel including courses, method of instruction, room, exact start and end times, days, length of class (number of weeks), start and end dates, instructor information, capacity as well as information regarding distance education, linked classes, or cross-listed classes. Courses with zero cost books need to be identified as well. Faculty chairs should take special care in ensuring the accuracy of these spreadsheets as it is here where scheduling errors are often made. Sample spreadsheet with columns for necessary information follows. [LINK scheduling spread sheet](#), [Link to schedule timeline dates](#) . It is necessary these deadlines be followed. **If the submission is not made by the deadlines the dean will just rollover the previous year's schedule.** If a department prefers to use the previous year's schedule the worksheets do not need to be completed and minor changes can be noted on the previous year's schedule sheets.

Chancellor's office class time restrictions need to be followed in the building of class meeting times. The main ones are as follows:

- No class meeting can be less than 50 minutes as no FTES will be given to classes meeting less than 50 minutes (some exceptions for noncredit classes see your dean)
- No class meetings can be exactly 55 minutes or 60 minutes
- No Classes can have a meeting time of:
  - 1 hour 40 minutes or 1 hour 45 minutes (Clock hours)
  - 2 hours 40 minutes or 2 hour 45 minutes
  - 3 hour 40 minutes or 3 hour 45 minutes etc.
- Classes should start on the hour or half hour exceptions should be discussed with the deans and VPI.
- There must be a 10-minute passing time between classes.
- Meeting time for any given class should be consistent for the duration of the semester. Exceptions should be discussed with the deans and VPI. For assistance in determining the number of minutes a class needs, use of the minutes calculator which can be downloaded from the Chairs website at the [Calculator: Scheduling, FTES, Contact Hours, Units, and Load Calculators](#) click on the tab "Daily Census Meeting Times"



# Dual enrollment

10. ... dual enrollment, and non-credit as needed. May work with other faculty chairs on cross-discipline topics.....

Process for offering Dual enrollment courses has been determined by the chairs counsel and forwarded to Academic senate as below. However, discussion around dual enrollment is currently in the chairs council and being led by the VPI. There is also a joint committee around Dual Enrollment comprised of K-12 and CHC members who are also working on parameters and procedures for Dual enrollment.

[Link to the dual enrollment menu as previously determined](#)

## The Dual Enrollment Menu

FALL SEMESTER							
Course	Number of Sections	CSU and UC AREA	CSU AREA	Grades 9-12 A-G	Degree Applicable	Degree Specific, Multi Disciplinary degree, certificate	Facilities Requirements (in addition to standard classroom)
ART 100	3	C1	3A		Y	A.A. and A.A.-T, Art	easels, paint etc.
ARABIC 101	1	-	C2		Y	"page not found"	
FIRET 101	1	-	-		?	?	?
COMMST 100	2	1C	A1		Y	A.A. and A.A.-T, Communications	
SPRING SEMESTER							
Course	Number of Sections	CSU and UC AREA	CSU AREA	Grades 9-12 A-G	Degree Applicable	Degree Specific, Multi Disciplinary degree, or certificate	Facilities Requirements (in addition to standard classroom)
ENVS 101	1	5A or 5B	B1 or B2		Y	N	Internet, GIS
CD 105	1	4	D		Y	A.A., Child Development, Teacher Cert., Master Teacher, Cert., and Site Supervisor Cert.	May require additional lab hours
COUN 110	4	-	E		Y	-	
ARABIC 102	1	LOTE	C2		Y	"page not found"	
MUSIC 103	2	3A	C1		Y	A.A. and A.A.-T, Music	sound stuff, instruments?

1. Classes can only be added to this list by Department Chairs using the process they have agreed to with their departments. The number of sections offered are listed based on the chairs highest confidence level of being able to offer these courses. This will also support the coordinator in helping the high schools make decisions related to availability. For Example, if two high schools would like to offer ENVS 101 and see that it can only be offered one time per semester, the coordinator can work with the high schools to determine which semester they would like to offer it. If a chair has determined that more sections can easily be offered, as noted in the ART 100 example, then both schools can offer it at the same time.

2. This section should be verified or completed by the CHC counseling chair or other designated counseling faculty. The A-G can be completed by the high school partners and CHC dual enrollment "coordinator". It will help the high school partners identify which courses meet the needs of their students and support the individual goals of their District by giving them the ability to view requirements from the college and their district simultaneously.

3. This section is to be completed by the chair. It allows the high schools to identify whether they can meet the needs of the curriculum. The coordinator should verify that these facility requirements can be met by the site before agreeing to schedule the course.

### Additional Comments

This recommendation is a suggestion to help provide some structure and predictability to the offering of courses through the dual enrollment partnership with the hope of addressing some of the concerns related to last minute scheduling, staffing, and facilities. The predictability will also support the high schools in that they can begin advertising courses earlier; thereby, potentially increasing the number of students enrolled. Chairs can continue to work with the partners to increase or modify course offerings but courses should not be added to the list until the chair can reasonably commit to scheduling them.

## **Non credit courses**

Non credit courses should be developed and offered according to the noncredit plan.

The plan is found at <https://www.craftonhills.edu/about-chc/research-and-planning/institutional-effectiveness/documents/noncredit-implementation-plan-f18-revised.pdf>

When scheduling noncredit courses coordination with the deans is necessary. The courses must have the exact number of minutes as on the course outline. They should also stay within the class blocks and use the same section numbers as credit courses. For load calculations the total number of minutes divided by 255 will give the amount of load attached to the course.

# College syllabus

It is required that all faculty submit a copy of all syllabus to the division dean. It may be something a chair may also want in the event of a student grievance. However, upon request you should be able to get a copy from the dean's office.

Below is a list of best practices approved by the senate for syllabus. This is useful information to share with your part-time faculty.

## Suggested syllabus guide lines

References: -ACCJC Reference Handbook, Standard II, A3 , -CTA Agreement, Article 16, Section 4C and Peer Evaluation Form

## Syllabus Requirements per education code

- Instructors' Name
- SLO's

## Recommended Best Practices

### Basic Information:

- Name of College
- Course Title
- Section and Reference Number
- Course Number
- Number of Units
- Day, Year, Time, Place of Class Meetings
- Final Exam Date/Time/Place
- Special Procedures/Safety (Labs) (Requirement if applicable)
- Special Event Days: Field Trips, etc. (Requirement if applicable)
- Office Location
- Office Hours and at least one method of Contact: Phone, e-mail, etc. *If not stated on the syllabus this information must be reported to the Dean by the end of the first week and communicated to the students.*

### Course Description:

- Catalog Description
- Course Prerequisites
- Syllabus Subject to Change (A Disclaimer)
- Attendance/Absence Policy
- Make-Up Exam/Quiz/Lab Policy
- Late Work Policy
- Percent/Points Possible and Grading Scale/Policy

### Material:

- Required and Recommended Materials
- Software, Supplies, Equipment
- Notification of Additional Fees (Requirement if applicable)

### Student Responsibilities:

- DSPS Accommodations

### Other Elements

#### Schedule:

- Course Objectives/Outlines
- Incomplete Work

- Retakes/Resubmission
- Extra Credit/Work
- Last Day to Withdraw from the Course
- Schedule of Assignments, Papers, etc.
- Critical Dates for Exams or Other Work

**Methods of Learning:**

- Advice on Studying for Exams/Quizzes
- Advice on Reading Materials for Class
- Student Workload Policy

**Resources:**

- Copies of Past Exams/Model Papers
- Location of Class Materials
- Academic Support Services on Campus
- Internet Links/Resources

**Course Disclaimers/Policies:**

- Disclaimer Regarding Course Content
- Sexual Harassment
- Honesty Policy Regarding Cheating, etc. (Reference Student Handbook)
- Classroom Conduct
- Policy on Audio/Video Recording of Lecture
- Auditing Policy
- Cell Phone/Tablet/Technology Policy

**Rights:**

- Signature of Understanding of the Syllabus
- Chain of Command (Organizational Hierarchy)
- FERPA
- Instructor/Student Rights

**Miscellaneous:**

- Any other information that would help the students succeed in class

(5/01/2015; Faculty Chairs Council)

## Budget:

15. Recommends, to the appropriate administrator, the department's preliminary budget and makes requests for the necessary expenditures such as instructional materials and supplies as needed.

Based on your Planning and Program review or your annual plan documentation, resource requests will be prioritized and processed as funding permits. Necessary materials and supplies should be requested through your dean.

## Student complaints

16. Attempts to initially resolve student-faculty concerns at an informal level.

AP 5530; The district policy on student complaints is currently under review. If the complaint is minor a meeting with the student and or the faculty may resolve the issue. If is not resolved the dean may need to be involved.

Issues involving grade appeals should be handled according the process outlined in the current catalog.

17. Handles and is responsible for student challenge requests such as pre-requisites, course substitutions, and modification of majors.

There are two types of challenges that a student may be requesting, one is for credit by exam, the other is a prerequisite challenge.

Credit by exam is granted as outlined in the 2018 college catalog as quoted below. Click on the [link to the current catalog](#) for any changes in the policy.

### “Credit by Examination

Currently enrolled students who feel that their knowledge is equivalent to the course content of a currently approved course may apply for Credit by Examination. To do so, the following conditions must be met:

- The student must submit evidence of extensive background and/or experience in the subject area to the instructor of the course
- The student must have completed twelve (12) or more units at Crafton Hills College or be a permanent employee of the San Bernardino Community College District
- The student must be enrolled in the college during the semester in which the examination is taken, but not enrolled in the course for which the student wishes to earn Credit by Examination
- The student must have the approval of a full-time instructor in the discipline

Students may receive Credit by Examination in foreign language courses only in sequence from the lowest to highest level. See a counselor for details.

To apply, the student must submit a fully completed and signed application for Credit by Examination for each course requested to the Office of Instruction (CCR-235). Applications may be obtained in the Admissions and Records Office (CCR-111). In addition to paying the enrollment fee based on the number of units of the course, there is an additional processing fee of \$20 that is applied to all Credit by Examination applications. No financial aid of any kind is available for Credit by Examination (SBCCD Administrative Procedure 4235)”

Prerequisite challenges are to be handled by the current agreements with the assessment center, counseling center and the department. Please meet with these areas to be sure the processes are accurate and applicable.

Course substitutions are requested by students through Admissions and Records usually via an email. These requests evaluated and are either confirmed or denied by the Department Chair. Usually these are courses from other educational institutions. Approval must be documented and returned to Admissions and records, again via an email.

## **Additional useful information, links and forms:**

For issues with harassment, and academic integrity contact the Dean of Student Services or the VP of Student Services.

In order to serve on a hiring committee each member must have completed the hiring committee training. Contact Human Resources or the Human Resources representative assigned to Crafton for information on the training.

If a faculty member, full or part-time, is going to miss class or several classes they may contact the chair to assist them in arrangements for a substitute. Since this is not in chair duties a chair should work with their deans office to make such arrangements.

The AC-9 is used to request and gain approval for off campus travel or conference attendance and funding. The link to [AC-9](#) .A print version follows on the next page.

The AC-10 is completed to get reimbursement along with your receipts. There is currently a debate with the union and the district regarding the use of ORICAL to get the reimbursements. Until this is settled use the AC-10 per the Union instructions. The link to the [AC-10](#). A printed version follows.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR CONFERENCE ATTENDANCE**

1. Name of Employee \_\_\_\_\_ Campus \_\_\_\_\_ Div. \_\_\_\_\_
2. Name of Conference \_\_\_\_\_
3. Agency Sponsoring Conference \_\_\_\_\_
4. Conference Location: City \_\_\_\_\_ State \_\_\_\_\_
5. Conference Schedule: Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_
6. Dates on which employee will be traveling and attending conference (include weekends and holidays):  
Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_
7. Will paid substitute be required: Yes \_\_\_\_\_ No \_\_\_\_\_
8. Purposes and anticipated value to the District which will be derived from attendance:

9. Funds for this conference are being compensated and have been approved by:

- ( ) Staff Development \$ \_\_\_\_\_ ( ) Academic Senate \$ \_\_\_\_\_  
( ) Other) \_\_\_\_\_ \$ \_\_\_\_\_

Budget No. \_\_\_\_\_

[Transportation \$ \_\_\_\_\_ Registration \$ \_\_\_\_\_ Hotel \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_ Total \$ \_\_\_\_\_]

10. Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

-----  
11. This section to be completed by appropriate Division Dean, Vice President and College President/Administrator:

- ( ) Approved ( ) Not Approved

Division Dean \_\_\_\_\_

Vice President \_\_\_\_\_

President/Administrator \_\_\_\_\_

Board Approval Date \_\_\_\_\_

(This request must have PRIOR APPROVAL by the SBCCD Board of Trustees if the conference is out of state and/or exceeds \$1,000.00)





## For faculty interested in teaching online:

Link to information for [DE approval](#) and intent to teach online .

Link to [DE training](#) suggestions.

Before you'd be able to teach online at Crafton, you'll need to be approved by [Educational Technology Committee](#) (ETC) to instruct DE courses.

### Certification Process

We have a 3 step certification process, which is [detailed on the website](#), but here is an overview.

- Intent to teach form which lists training and experience.
  - You will need to be hired as an adjunct at Crafton Hills College before you can submit this document. Please see your chair about the hiring process.
- LMS hands-on assessment
- Course/syllabus review

### Step 1 | Intent to Teach Details

There are three areas of required training and an [Intent to Teach form](#).

- LMS (Canvas) training,
- DE course design and instructional strategies, and
- Creating accessible content.

Here is a [link to the training ETC suggests](#). The first option is more expensive and more robust. If you plan on trying to qualify for the OEI through one of your campuses (Note: Crafton is not now a part of the OEI), I would suggest this training. Otherwise, the three smaller and less expensive training options are fine.

If you have already completed training in these areas, you can request equivalency to the suggested courses. Regardless of what training you complete or have completed, please submit the certificates/badges and a description/syllabus for the courses you have completed when you submit the Intent to Teach form.

You can check with the Professional Development at your other campuses to see if they are offering any training for these areas for free. The training must be as robust as our suggested training (roughly 40 hours of training for course set up, 40 hours of training for accessibility, 5-10 hours of training for Canvas in general). Crafton is currently only offering full training for Canvas in general. We do offer some accessibility training, but they are not meant to replace a full course.

## Appendix

### HIRING PROCEDURES

(Change to link to policy)—PART-TIME FACULTY The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that seeks diversity and provides equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students. Part-time faculty is essential to the teaching and learning process at the District. It is critical to focus efforts toward the hiring of part-time faculty where equal employment opportunity is no less important an issue to consider. It is the goal of the District to maintain an adequate pool of qualified candidates in every discipline for part-time teaching positions. Efforts aimed at recruiting and hiring part-time faculty must be similar to if not the same as that put forth when the opportunity arises to hire contract faculty. Part-time faculty is required to meet the same minimum qualifications as contract faculty or deemed equivalent or participate in an internship program as per Title 5 Sections 53500-53502. 1153 Definition of Part- Time Faculty Pursuant to Education Code Section 87482.5, (a) “Notwithstanding any other provision of law, any person who is employed to teach adult or community college classes for not more than 60 percent of the hours per week considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under Section 87604. (b) Service as a substitute on a day-to-day basis by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status”.

#### Recruitment

In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round process for advertising and recruiting will be conducted and include announcements in the state chancellor’s job registry. Applications for part-time employment will be accepted and maintained all year to reduce the necessity of advertisement to fill a vacancy at the last moment. Each division/department will identify subject areas for which additional part-time faculty may be needed. The division/department will forward a list of part-time teaching opportunities to Human Resources. When no qualified pool exists, Human Resources will advertise for part-time faculty positions to provide equal employment opportunity to a wide range of qualified applicants. Human Resources will review the composition of part-time faculty pools to ensure that any failure to obtain broad representation is not due to discriminatory recruitment procedures. Applicants who contact the division/department directly should be referred to Human Resources or to the website for application materials and urged to

then contact Human resources to complete the Hiring Process. All application materials are returned to Human Resources.

### Position Announcement

Human Resources will publish a list of potential part-time positions as requested by the division/department. Upon notification by the division/department, Human Resources will, in consultation with the division/department dean and discipline faculty develop the job announcement. All job announcements will include: a. Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program in accordance with the San Bernardino Community College District administrative regulation on Minimum Qualifications, Equivalency, and Local Qualifications. The days and hours of available assignments will be listed when known.

### Application/Selection Process

- a. All applicants must complete a District Part-Time Faculty application form, and submit a resume and transcripts. Unofficial transcripts are accepted for purposes of review.
- b. Human Resources will maintain an annual pool of completed applications for review, when needed, and will forward all applications to the division/department on a regular basis. When there is a need at both colleges, copies of applications will be forwarded to each college. Human Resources will monitor the applicant pool by discipline on a quarterly basis to ensure that any failure to obtain projected representation for any monitored group (those groups identified in section 53004(b) of title 5 for which monitoring and reporting is required pursuant to section 53004(a) of Title 5) is not due to discriminatory recruitment procedures.
- c. All persons interested in part time employment will be referred to Human Resources where a centralized discipline area file will be maintained. All interested persons will receive a timely response from Human Resources and instructions regarding documentation needed to remain in the part time pool. All applications will be forwarded to the division/department on a regular basis.
- d. In the case where there are no qualified candidates in the pool, the division/department dean or designee may search outside of the pool.
- e. The division/department dean or designee in consultation with the faculty chair of the department and, a full time faculty member from the appropriate or related discipline, will screen and review all applications giving full consideration to the special needs of the division/department/program and the student population to be served.

- f. The dean and the faculty member(s) shall have received training in equal opportunity employment before beginning the hiring process. The division dean or designee and the faculty member(s) will interview the qualified applicants who meet the needs of the division/department/program and the needs of a diverse student population.
- g. Each applicant interviewed must submit evidence of qualifications.
- h. It is recommended that each applicant interviewed be required to demonstrate teaching, counseling, librarianship, or other job related skills. The demonstration should reflect the candidate's ability to meet the needs of a varied student population, who will foster overall district effectiveness.
- i. Candidates seeking equivalency will be forwarded to the college's Equivalency Committee for action. Candidates who are deemed to possess equivalent qualifications will be included in the part-time faculty pool.
- j. The Dean or designee will contact the candidates to offer employment and inform them of hiring procedures. Candidates selected for part-time faculty positions will be mailed a "Notification and Acceptance of Assignment" letter by the Human Resources Department.
- k. Regular evaluation of part time faculty as per contract should guide the decision about whether to offer continued employment.
- l. Candidates not immediately selected to teach, will be entered into a part-time faculty candidate pool maintained by Human Resources for use by each college. Applications remain on file for one (1) year.
- m. At the end of one year, Human Resources will notify applicants offering them the opportunity to remain in the pool and to update their application.

