

Resolution FA2010-03: Duties of Faculty Chairs Regarding Scheduling of Classes

Whereas one of the responsibilities of a faculty department chair in the current CTA contract (2007-2010) reads, “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,”

Whereas the faculty department chairs at Crafton Hills College feel that the current method of communicating their recommendations of department course offerings and teaching schedules is unnecessarily time-consuming and burdensome,

Whereas the current spreadsheet being used by the administration requires faculty chairs to enter much more information than is necessary to communicate their recommendations of department course offerings and teaching schedules,

Whereas some information required on the current spreadsheet, such as Faculty ID numbers, is inappropriate for faculty chairs to know,

Whereas the extra information required in the spreadsheet could be entered by clerical staff and does not require the knowledge or input of the faculty department chair,

Whereas faculty chairs at Crafton Hills College have discovered that their counterparts at San Bernardino Valley College are required only to submit the course, day(s), times, classroom, and instructor to their Dean’s secretary for entry, and

Whereas Crafton Hills College faculty department chairs feel it is outside of their contractual duties to perform tasks regarding scheduling that are in addition to making recommendations for department course offerings and teaching schedules,

Resolved, the Crafton Hills College Academic Senate recommends that, when making recommendations regarding department course offerings and teaching schedules to the Vice President, Dean or Associate Dean, faculty department chairs need only submit the following information: *Course, Start Date, End Date* (only if not a full term class), *Method (Lec/Lab), Room, Start time, End time, Days, # of Weeks* (only if short term), *Instructor, Cap, DE, X-Listed Course, and Linked Course.*

Resolved, the Academic Senate recommends that faculty department chairs have the option of submitting the *Section Number* (some Faculty Chairs need to know) and the *% for instructor.*

Resolved, the Academic Senate recommends that all other information on the current spreadsheet be entered by clerical staff.

Resolved, the Academic Senate recommends that the Crafton Hills College administration hire additional clerical support to perform necessary tasks that are not part of the contractual duties of faculty and faculty chairs.

Resolved, the Academic Senate recommends that the Crafton Hills College administration investigate the purchase of scheduling software that will increase the efficiency of the scheduling process and alleviate the demand on the administrative clerical staff.

Draft #2: 11/22/2010

Amendment 03.01

Amend fourth Whereas:

Whereas some information required on the current spreadsheet, such as Faculty ID numbers, is inappropriate for ~~faculty chairs to know~~ distribution,

Amendment 03.02

Omit sixth Whereas.

Amendment 03.03

Amend second Resolved:

Resolved, the Academic Senate recommends that faculty department chairs have the option of submitting the *Section Number* (~~some Faculty Chairs need to know~~) and the ~~% for instructor~~ % of the class taught by instructor.

Amendment 03.04

Amend fourth Resolved:

Resolved, the Academic Senate recommends that the Crafton Hills College administration hire ~~additional~~ temporary clerical support to perform necessary tasks that are not part of the contractual duties of faculty and faculty chairs.

Amendment 03.04

Delete fifth Resolved.