

Faculty Coordinator Task Force Recommendations to the Academic Senate

4/4/17

Task Force Members: Liesel Reinhart (chair), Emily Woolery, Joan Sholars

Summary of some concerns that led to this task force:

- 1) Varying effectiveness of coordinators in various roles over the years and uncertainty about the Senate's role after making appointments to ensure that the work is done well
- 2) Lack of multiple qualified candidates requesting consideration for the majority of open positions.
- 3) Lack of clarity in job duties, supervision, and evaluation of positions
- 4) Loss of coordinators in recent contracts
- 5) Assignment of faculty duties to managers even when faculty coordinators are available
- 6) Coordination of reassigned areas with the Senate is often haphazard (or doesn't exist) and it is unclear in some areas when and if they should ~~to~~ engage the Senate with information or action items and when they may solely act on behalf of faculty in academic and professional matters.

Positions Currently Appointed by the Academic Senate President:

- Curriculum Liaison & Assistant Curriculum Liaison
- Faculty Professional Development Coordinator
- Honors Program Coordinator
- Distance Learning Coordinator & Assistant Distance Learning Coordinator
- Outcomes Coordinator
- Learning Lab Coordinator
- Teacher Preparation Institute Coordinator
- New Faculty Seminar Facilitator
- Basic Skills Coordinator (not in contract)
- Equity TLC Coordinator (not in contract)

Recommendations:

ACTION ITEM A: Role of Senate Vice President

Recommend a change in Senate Constitution to task Senate Vice President with oversight and management of all Senate reassigned coordinator positions. More focused attention to these positions is needed by Senate, but the President has too many duties to reasonably add additional tasks to that position. The Vice President is the most suitable option for formalizing the engagement of Senate in reassigned positions to ensure that our responsibilities to the 10+1 are met in each of these critical campus roles.

ACTION ITEM B: GENERAL RECOMMENDATIONS

1. Recruiting of Coordinators

- When a position is open, the Senate President or Vice President will reach out to appropriate committee/council members with an invitation to apply for positions
- When open positions are announced, Senate Exec members will each submit a list of possible candidates to the Senate President or Vice President
- If exiting the position, the current coordinator will help recruit by engaging possible successors and submitting names of potential candidates to the Senate President or Vice President for direct invitations
- The Senate President or Vice President will send a letter to departments without a current or recent coordinator in a Senate reassigned position and encourage their participation

2. Selection of Coordinators

- A simple application form or questionnaire will be created by the Senate President or Vice President so all applications have complete and consistent information
- Candidates will be asked to submit their likely teaching schedules and other significant schedule conflicts so the Senate President or Vice President can verify sufficient availability during needed work hours for completion of duties
- Before applying for a position, a candidate will be encouraged to meet with Senate President or Vice President and manager to clarify the current needs of the position, expected hours and schedule, and regular duties and critical deadlines.
- After appointment but before the following school term begins, the Senate President or Vice President will meet with new coordinators to review the position, the 10+1, and the coordinator's relationship to the Senate.

3. Completion of Tasks

- The Senate President will discuss all positions with the College President to review appropriateness of manager assigned to each coordinator and make changes, if needed
- Current coordinators will work with their assigned manager to create a detailed position description and list of best practices for the position and will update it as part of their annual contractual review
- The Senate President or Vice President will review all bi-annual position descriptions (and LHE requests) before submission to the District and maintain records from year-to-year
- Managers will be notified of the need to meet their responsibility to do two annual required meetings with each coordinator and to immediately communicate with Senate President or Vice President if there are concerns about job performance with the coordinator. For serious concerns, documentation should be provided.
- In the event of concerns, the Senate President or Vice President will meet with the coordinator to learn more about the situation and provide support in resolving the concern.

4. Codifying Roles in Faculty Contract

- Once Senate appointed faculty reassigned positions have existed for over one year and roles have been finalized and their function codified into regular college practice, those positions should move into the faculty contract.

5. Ensuring Excellence in Completion of Coordinator Roles

- The college will provide reasonable training to faculty coordinators at their request to support their success in the position, if requested by the coordinator to their designated manager.
- Managers will provide all coordinators clear and unmediated access to clerical and other support services and resources needed to complete their tasks as well as appropriate work space and technology to complete tasks, if requested
- Coordinators will serve as the public faces of their programs through campus-wide communications, in-person annual reports to Senate or Senate Exec Board, and bi-annual reports to Board, Cabinet, Instruction, and PAC – among other activities, as appropriate.
- Coordinators will be invited to and encouraged to attend the annual Senate planning retreat
- Senate Exec will create instructions for each coordinator to clarify when reporting to or requesting action from the Senate is appropriate.
- All coordinator appointments are subject to reaffirmation of appointment by the Senate President each year per the Senate Constitution pending management review. This process should be handled in a timely manner and involve clear communication with both the manager and coordinator.
- The Senate Vice President will step in to complete critical duties of any vacant coordinator positions until the positions are filled

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