



COLLEGE OF MARIN ACADEMIC SENATE

May 2011

What's Inside:

Page 2:

Full Time Faculty Hiring Procedure

Page 3:

Program Review Timeline: Career and Technical Education Disciplines

Page 4-5:

Program Review Timeline: All Other Disciplines

Page 5:

Administrative Program Review Timeline

Page 6:

Student Services Program Review Timeline

Page 7:

Full Time Faculty Allocation Committee Questionnaire

Page 8:

Governance Committees Rosters

Faculty Handbook

<http://marin.edu/faculty/handbook>

Student Learning Outcomes WIKI:

<http://com-academic-senate-slos.wikispaces.com/>

PRIE Institutional Planning Webpage:

<http://marin.edu/com/ODP/InstitutionalPlanningPage.htm>

(Scroll to the bottom of the page for links to many Institutional Research Reports)

As you head towards finals and graduation and finally summer, we wanted to update you on two very important items. One, the Academic Senate and the College of Marin Administration have agreed and signed off on a new procedure for determining full time hiring. You will find the procedure on page 2 and a questionnaire that is part of program review and whose answers form the criteria that inform the process. This procedure has already been implemented and a letter has been sent to the President from PRAC with recommendations.

The second thing we wanted to make you aware of is some changes in the timeline for doing program review. We are no longer going to do full-blown reviews annually. We will have the “mini-program review” template available annually in which requests for equipment, supplies budgets, or staffing can be made as needed each year. However, the longer “review” part will occur cyclically. So, **the center insert of this AS NEWS** outlines the cycles for Career and Technical Education Disciplines who are on two year cycles, all other disciplines who are on three year cycles, and the timelines for student service areas and for administrative areas.

--Sara McKinnon, Academic Senate President

FULL TIME FACULTY HIRING PROCEDURE

Academic Senate's Statutory Roles with the Board of Trustees:

The Academic Senate is required to reach **joint agreement** with the Board of Trustees in the following areas:

- Hiring Criteria, policies and procedures for new faculty members: Ed Code Section 87360(B)

The Academic Senate's hiring ranking system will:

- be a District procedure agreed to by the Academic Senate and the District
- involve faculty in providing data and making determinations
- include objective data in a manner that can be changed/improved as needed
- consider both qualitative and quantitative data as provided by each discipline, program or department through program review
- address the college mission and goals set by the Education Master Plan (EMP)
- consider directives from accrediting bodies such as ACCJC or BRN/NLNAC which may or may not be included in program reviews

Procedure Overview

The Senate requests that the Planning and Resource Allocation Committee (PRAC) form a **Full Time Faculty Allocation Committee (FTFAC)** to oversee the process for determining how disciplines/departments and programs will be ranked each year for the purpose of prioritizing full time faculty hiring needs. This committee will conduct a data-driven review of conditions in each department/discipline and program, including, but not limited to, input from all disciplines through program review, and college data regarding FT/PT ratios and FTEF. This process will be conducted annually and rankings will be made anew each year.

The FTFAC working with the PRAC will establish a timeline for the yearly ranking process. The Program Review Facilitator will provide the FTFAC with program review data for consideration in determining rankings.

The FTFAC shall use responses from a questionnaire to determine rankings. The questionnaire shall be designed by the FTFAC and reviewed by the Academic Senate, the Program Review Committee and the Vice President of Student Learning. The questionnaire shall be included in the program review template. Comments from academic chairs and deans included in the program review template will also be considered.

Once disciplines requesting FT positions are identified, an open forum will be held at which discipline faculty may make additional comments on their requests directly to the FTFAC.

After the rankings are completed by the committee, the list shall be shared with the Department Chairs for additional review and recommendations and shared with the Academic Senate. Recommendations of the chairs, as a body, shall be returned to the FTFAC for consideration. The FTFAC shall respond in writing to the Chairs explaining any recommendations that are not followed. The final FTFAC recommendations in ranked order shall be submitted to PRAC and PRAC will determine the final number and priority of faculty positions to recommend for hiring. The final PRAC recommendations shall be submitted to the College President.

Committee Structure





























































The Full Time Faculty Allocation Committee will be composed of the following representatives:

- Three faculty members who sit on the Planning and Resource Allocation Committee
- The Vice President of Student Learning
- The area dean who sits on PRAC

Approved by the Academic Senate April 21, 2011

Timeline for Program Review—Career and Technical Education Programs

Career and Technical Education Programs (Full Program Review Every Two Years)





























































Group 1	2011-2012	2012-2013	2013-2014	2014-2015
Automotive Collision Repair Technology	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Automotive Technology	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Electronics Technology	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Machine and Metals Technology	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Administration of Justice	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Early Childhood Education	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Environmental Landscaping	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Multimedia Studies	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Court Reporting	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Work Experience	Full Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Group 2	2011-2012	2012-2013	2013-2014	2014-2015
Nursing	Mini Program Review 	Full Program Review 	Mini Program Review 	Full Program Review 
Dental Assisting	Mini Program Review 	Full Program Review 	Mini Program Review 	Full Program Review 
Medical Assisting	Mini Program Review 	Full Program Review 	Mini Program Review 	Full Program Review 
Fire Technology	Mini Program Review 	Full Program Review 	Mini Program Review 	Full Program Review 
Business Information Systems*	Mini Program Review 	Full Program Review 	Mini Program Review 	Full Program Review 

**Business Office Systems, Business, Computer Information Systems, Real Estate*

All programs will conduct mini program reviews as needed for 2010-2011.

Timeline for Program Review—All Other Disciplines/Programs

All Other Disciplines/Programs (Full Program Review Every Three Years)

Group 1	2012-2013	2013-2014	2014-2015	2015-2016
Life and Earth Sciences	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Mathematics	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Physical Sciences	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Behavioral Sciences	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Distance Education	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Library/Learning Resources	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Community Education	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Group 2	2012-2013	2013-2014	2014-2015	2015-2016
Communications	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
College Skills	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
English/Humanities	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
Modern Languages	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
Social Sciences	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
Group 3	2012-2013	2013-2014	2014-2015	2015-2016
Fine and Visual Arts	Mini Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Performing Arts	Mini Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Physical Education/Athletics	Mini Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 





All programs will conduct mini program reviews as needed for 2010-2011 and 2011-2012.

Disciplines/Programs

<p>Group 1</p> <p>Life and Earth Sciences Biology, Physical Geography, Geology</p> <p>Mathematics</p> <p>Physical Sciences Astronomy, Computer Science, Physics, Chemistry, Engineering</p> <p>Behavioral Sciences Anthropology, Behavioral Science, Psychology, Sociology</p> <p>Distance Education</p> <p>Library/Learning Resources</p> <p>Community Education</p>	<p>Group 2</p> <p>Communications Communications, Speech, Film/ Video Journalism</p> <p>College Skills English Skills, Credit ESL, Noncredit ESL</p> <p>English/Humanities English, Humanities, Philosophy</p> <p>Modern Languages American Sign Language, Chinese, French, Italian, Japanese, Spanish</p> <p>Social Sciences Economics, Ethnic Studies, Cultural Geography, History, Political Science, Social Science</p>	<p>Group 3:</p> <p>Fine and Visual Arts Art, Architecture</p> <p>Performing Arts Dance, Drama, Music</p> <p>Physical Education/Athletics Health Education, Rehabilitation Fitness, P.E., Intercollegiate Athletics</p>
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Timeline for Program Review—Administrative Services

Administrative Services (Full Program Review Every Three Years)

	2012-2013	2013-2014	2014-2015	2015-2016
Chief Executive Operations*	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Student Learning**	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
College Operations***	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 

*Communications, Human Resources, Planning, Research, and Institutional Effectiveness (“PRIE”)

























































**Instructional Management

***Fiscal Services, Modernization, Maintenance and Operations, Police Services, and Technology

All programs will conduct mini program reviews as needed for 2010-2011 and 2011-2012.

Timeline for Program Review—Student Services

Student Services (Full Program Review Every Three Years)

Group 1	2012-2013	2013-2014	2014-2015	2015-2016
Outreach Office	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Assessment and Testing	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Counseling	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Financial Aid	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Admission and Records	Full Program Review 	Mini Program Review 	Mini Program Review 	Full Program Review 
Group 2	2012-2013	2013-2014	2014-2015	2015-2016
CalWorks	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
EOPS	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
Matriculation Services	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
Transfer and Career Center	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
DSPS	Mini Program Review 	Full Program Review 	Mini Program Review 	Mini Program Review 
Group 3	2012-2013	2013-2014	2014-2015	2015-2016
Child Development Program	Mini Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Health Center	Mini Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Job Placement Center	Mini Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Student Affairs	Mini Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 
Tutoring and Learning Center	Mini Program Review 	Mini Program Review 	Full Program Review 	Mini Program Review 

All programs will conduct mini program reviews as needed for 2010-2011 and 2011-2012.

FULL TIME FACULTY ALLOCATION COMMITTEE QUESTIONNAIRE

The following questions should be addressed thoroughly to provide the Full Time Faculty Allocation Committee accurate and complete information. This information will be necessary to make well-informed decisions that are in the best interest of students' current and future academic needs within each department at College of Marin.

1. **Number of full-time faculty retirements in the past 10 years.** Please list each faculty name and year of retirement (if retiree was shared with another department, please list the equivalent FTE % for your department), and how this may changes in the coming year(s). Please list instructional equivalencies as necessary,
2. **Number of current and on-going RETCUM faculty.** Please list each faculty name, the equivalent FTE % for your department. Please list instructional equivalencies as necessary.
3. **Number of full-time faculty hired in the past 10 years.** Please list each faculty name and the year of employment (if hired faculty member is shared with another department, please list the equivalent FTE % for your department). Please list instructional equivalencies as necessary and if faculty member was the result of retreat rights.
4. **Number of current and on-going adjunct faculty.** Please list each faculty name, and the total adjunct FTE equivalent as Teaching Units and as FTE % for your department, and how this may changes in the coming year (s). Please list instructional specialties/equivalencies as necessary.
5. **Number of current and on-going Emergency Hire adjunct faculty.** Please list each faculty name, the total Emergency Hire FTE equivalent as Teaching Units and as FTE % for your department and how this may changes in the coming year(s). Please list instructional specialties/equivalencies as necessary.
6. **Reduction in department Teaching Units as a result of full-time faculty retirements or other significant causes.** Provide data that illustrates a teaching unit allocation as a direct result of full-time faculty retirements within your department and how this may changes in the coming year(s). Please list each faculty name and year of retirement (if retiree was shared with another department, please list the equivalent FTE % for your department). Please list instructional equivalencies as necessary.
7. **Recent or forthcoming growth as a result of additional sections of classes to enrollment demands.** Provide data that illustrates the need for additional faculty due to increased section numbers and course wait listed student totals or % of FTEF.
8. **Temporary growth in department Teaching Units as a direct result of a short-term grant or other interim resource.** Provide data that illustrates a teaching unit allocation and/or short-term full-time hire as a direct result internal or external resource allocations that may be impermanent (e.g. Federal, State or CCCMD funding).
9. **Non-Availability of part-time instructors in a subject area.** Provide evidence demonstrating the difficulty in finding part time instructors to teach in the subject area.
10. **Changes in student demand.** Indicate changes in student demand as evidenced by wait lists and other factors.
11. **No full time instructors in the subject area.** Provide data regarding the length of time this discipline has been without a full time instructor.
12. **Current or forthcoming changes that illustrate the immediate need of additional full-time faculty within this department.** Please outline all relevant circumstances that justify the priority of a full-time hire in addition to those already outlined above. Consider changes in the field, changes in the job market and population shifts.
13. **Program Review findings.** Indicate what trends you identified in your last program review that support the need for full time faculty hires. Tie these to the department and college mission.
14. **Other considerations.** Include such information as matriculation needs, response to legislation, or rapid growth of the discipline.

COM Faculty Governance Committee Members 2010 - 2011

as of May 12th, 2011

College Council (Three Senate Officers)

- Sara McKinnon
- Becky Brown
- Yolanda Bellisimo

Planning and Resource Allocation Committee (PRAC):

- Sara McKinnon/V.P. Angelina Duarte – Co-Chairs
- Michele Martinisi
 - Yolanda Bellisimo
 - Vacant
 - Sara Lefkowitz
 - Kathleen Smyth
 - Earl Hagstrom

EDUCATION PLANNING COMMITTEE (still need 4)

Seven faculty members sit on this committee

- Blaze Woodlief (Chair)
- Peggy Dodge
- Bonnie Borenstein

FACILITIES PLANNING COMMITTEE

Two faculty members sit on this committee

- Fernando Aguedelo-Silva
- Erik Dunmire

PROFESSIONAL DEVELOPMENT COMMITTEE

Two faculty members sit on this committee

- Yolanda Bellisimo
- Anne Gearhart

STUDENT ACCESS AND SUCCESS

Two faculty members sit on this committee

- Karen Koenig
- Luz Moreno

INSTRUCTIONAL EQUIPMENT COMMITTEE (need 4)

Five faculty members sit on this committee

- Arthur Lutz
- Paul DaSilva
- Ron Krempetz

GOVERNANCE REVIEW COMMITTEE

Three faculty members sit on this committee

- Wendy Walsh
- Victoria Coad

TECHNOLOGY COMMITTEE (still need 4)

Seven faculty members sit on this committee

- Harriet Eskildsen
- Frank Crosby
- Kathleen Smyth

SLO Facilitators:

Arts and Humanities/CTE:

- Yolanda Bellisimo

Math and Sciences, PE and Allied

Health:

- Anne Gearhart

Student Services: Becky Reetz

Program Review Facilitator:

- Sara McKinnon

Curriculum Committee Chair:

Chris Schultz

- Kristi Kuhn, Paul Smith, Sara McKinnon, Becky Brown, A.Joe Ritchie, Caterina Labriola, Letta Hlavacheck, Rinetta Early, Maula Allen, Mary Pieper Warren and Rebecca Beal

Academic Standards:

- Rinetta Early, Chair
- Toni Yoshioka
- Laurie Ordin

Equivalency Committee

- Yolanda Bellisimo
- Meg Pasquel

SLOAC Committee

Yolanda Bellisimo, Chair

Anne Gearhart

Fernando Aguedelo-Silva

Collen Marlow

Trina Miller

Robert Ovetz

Jessica Park

Cara Statucki

Adria Winfield

Blaze Woodlief

Distance Education Committee

Alisa Klinger, Chair

Maula Allen

Sandy Boyd

Carl Cox

John Erdman

James Gonzalez

Ingrid Kelly

Ira Lansing

Sara Lefkowitz

John Marmysz

Luz Moreno

Kathleen Smyth

Brian Wilson

2010-2011 Academic Senate

Officers:

- Sara McKinnon President
- Derek Wilson Vice President
- Becky Brown Secretary
- Yolanda Bellisimo Treasurer

Additional Full Time Members:

- Bonnie Borenstein
- Peggy Dodge
- Rinetta Early
- Arthur Lutz
- Joe Mueller
- John Sutherland
- Blaze Woodlief

Part-Time Credit

- Robert Ovetz
- Meg Pasquel
- Paul Cheney

Part Time Noncredit

- Erika Harkins

<http://www.marin.edu/senate/index.html>