



Faculty Business Committee

March 29, 2022

12:30-1:20pm

via Zoom

<https://cccconfer.zoom.us/j/91788916199>

This meeting is being conducted virtually pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021 regarding Recommendation for Continued Remote Attendance at Brown Act meetings.

Minutes

1. **Welcome** (1 min)
2. **Announcements and Public Comment** (2 min)
 - TracDat now allows instructors to label courses online, hybrid, or not, and to run reports that can examine distance education separately.
 - Faculty expressed concern for scheduling decisions regarding offering classes online that are happening late in our process, without being informed by data.
3. **Adoption of Agenda** (1 min)
 - M/S/C
4. **Approval of Minutes** (1 min)
 - 4.1. Minutes from February 15, 2022
 - M/S/C
5. **Discussion Items** (10 min)
 - 6.1 PT Faculty Hiring Workgroup update – Bewick
The PTF Hiring Workgroup will discuss proposed revisions to procedures
 - Faculty chair positions are being eliminated. Does the program coordinator become the default person?

- Hiring Needs: change to “Program coordinator in consultation with the dean will determine specific hiring needs.”
- We should specify exactly who does what between program coordinators and deans, so program coordinators know exactly which parts are their jobs.
- Role of HR is still unclear. They hold the applications. What is their role in recruitment? Posting to websites?
- Individuals need to be cleared for minimum qualifications. That process needs to be specified.
- HR also posts advertisements in trade magazines and reaches out to schools with bigger departments.
- How close does HR adhere to the two-year pool time period? Should we expand that time period to 3 years or five years?

6. Action Items (30 min)

7.1 Bylaws Revision – McGowan

+Attachments

Committee will vote to recommend proposed revisions to the Academic Senate bylaws

- New bylaws will streamline the work of the committee. They will bring this committee closer in alignment with 10+1. Not all were covered across our committees.
- Terminology was updated.
- LOA coordinator advocates for the learning outcomes bylaw to move under Executive Committee.
- These proposed changes are more aligned with AP 2410.
- Accreditation and governance structure bylaws have been added.
- M/S/C

7.2 Bylaws Recommendation – McGowan

+Attachments

Committee will vote to recommend DE-related bylaws for the joint Distance Education/Educational Technology Committee

- Peer Observation Course Review is attached to FBC. Adding a bylaw to this new committee moves that process to the new committee.
- M/S/C

7.3 SLO Handbook – Pruitt

+ Attachments

Committee will vote to recommend draft SLO Handbook to the Academic Senate

- The handbook contains content from the website repackaged. It was produced to help the new LOA coordinator and because it is unclear what will happen to the LOA webpages.
- M/S/C

8. Future Items

8.1 Emeritus Procedure

8.2 Course Cap Policy update

8.3 Administrative Procedure: Accreditation

9. Adjourn