

FACULTY JOB SPECIFICATIONS / FACULTY EVALUATION COMMITTEE

June 9, 2008

Members Present:

Members Absent:

Issues Agreed Upon:

Pending Issues:

- .

Pending Issues from the February 22, 2008

- Discussion on Faculty Observations and Formal Observations
- Secondary Faculty Workload
- Professional Standards

Committee's Next Meeting will be held in August 2008. Specific dates will be determined at a later date.

Minutes Prepared by:

Minutes Concurred by:

Lolita C. Reyes
Recorder

Barry Mead
Chair

Job Specs/Evaluation Committee Agenda - October 15, 2007

Present: Karen Sablan, Patty Terlaje, Reilly Ridgell, Joann Muna, Michelle Santos, Lolita Reyes, Barry Mead. **Absent:** Sarah Leon Guerrero

I. Nominations

II. House-Keeping Items

III. Issues of Concerns as it Relates to the Evaluation Process

VI. Next Meeting

Adjourned at 10:15a.m.

Prepared by: Lolita C. Reyes, Recorder

Date

Concurred by: Barry Mead, Chair

Date

**Job Specs/Evaluation Committee
AMENDED Meeting Minutes**

Date: October 29, 2007

Start Time:

Location:

Present:

Absent:

I. House-Keeping Items

II. Action Plan/Discussion

III. Committee Goal Reporting Matrix Discussion

IV. Issues of Concerns Categories

1. Workload

A. Committee

2. Workload Sheets (i.e. Possibly two types – Secondary and Post Secondary)

3. IFP/Self Appraisal

4. Evaluation

V. Next Meeting

Adjourned at 10:30a.m.

Prepared by: Lolita C. Reyes, Recorder

Date

Concurred by: Barry Mead, Chair

Date

Job Specs/Evaluation Committee Meeting Minutes

Date: November 26, 2007

Start Time:

Location: President's Conference Room

Present

Absent:

I. Action/Discussion

- Meeting Minutes
- By-Laws:

IV. Agenda Issues for Next Meeting

- Workload

V. Next Scheduled Meeting

Prepared by: Lolita C. Reyes, Recorder

Date

Concurred by: Barry Mead, Chair

Date

Job Specs/Evaluation Committee Meeting Minutes

Date: December 3, 2007

Start Time:

Location: President's Conference Room

Present:

Absent:

I. HouseKeeping

- **Meeting Minutes:**

II. Agenda Issues

- Propose that the term we use be changed to reflect a better understanding of how it relates to the overall:
- As we begin to define the workload, we need to keep in mind the mission of the institution, what the faculty was hired to do and the working conditions.

III. Agenda Issues for Next Meeting

- Discuss Suggested Proposals on Workload/Committee

V. Next Scheduled Meeting

- December 10, 2007, 9:00 a.m. – 10:00 a.m.

Subsequent Meeting: December 17, 2007

Prepared by: Lolita C. Reyes, Recorder

Date

Concurred by: Barry Mead, Chair

Date

Faculty Job Specifications & Evaluation Committee Meeting
Wednesday, Thursday Friday
February 20, 21, 22, 2008
9:00 a.m. to 5:00 p.m.
Guam Community College

Agenda

1. Welcome/Call to Order
2. Housekeeping
 - a. Breaks / Lunch
 - b. IBB
 - c. Consensus
 - d. Final Report
3. Review of Committee Goals
 - a. Committee Goal Reporting Matrix
4. Proposed Order of Discussion
 1. #4 Review and if necessary revise committee membership expectations and the possibility of Post Secondary faculty opting out.
 2. #6 Review and if necessary revise committee equivalency, and percentage of workload.
 3. #7 Review the workload for Secondary Faculty as it relates to Committee work and regular workload.
 4. #8 Review and if necessary revise the Job Specifications, workload sheets, IFP and committee percentages for the 7 Senators of the Faculty Senate.
 5. #5 Review relevant Articles of the BOT?GFT Agreement to Job Specifications & Evaluation. Provide suggestions for revision if necessary.
 6. #3 Review and if necessary revise the Faculty Workload Sheets for both Instructional and Non-Instructional Faculty.
 7. #1 Review and if necessary revise the IFP & Self Appraisal Forms, and Faculty Performance Evaluation Report for both Instructional and Non-Instructional Faculty.
 8. #2 Update the IFP to reflect a more proportionate appraisal of the six areas.
5. Adjournment

FACULTY JOB SPECIFICATIONS / FACULTY EVALUATION COMMITTEE

February 20, 2008

Members Present: Barry Mead, Patty Terlaje, Sarah Leon Guerrero, Joann Muna, Michelle Santos, Reilly Ridgell, and Lolita Reyes

Members Absent: Karen Sablan

Convened at 9:25am. Agreed that lunch will be at 12:00pm – 1:00pm.
Committee will end at 4:15pm.

Preliminary Discussions:

- IBB – by consensus; listen to everyone's point; final report will be made and submitted to the President by April 2008.
- Review of IBB rules to understand process before proceeding.

Issues of Proposed Order of Discussion:

1. #4 Review and if necessary revise committee membership expectations and the possibility of Post Secondary faculty opting out.

- Based on the Committee Goal Reporting Matrix, we'll need to input our thoughts on what we feel it reflects;
- Proposal on the order of addressing the goals;
 - Move #2 which is #6 on Goal
- Include Self-Study Committee as one of the Standing Committees with a membership of 5 years;
- Situations need to be rectified regarding committee work; come up with delineations for each committee;
- Recommendation to remove contact hours for committee work performed; Evaluator will need to review the IFP and receive points as performed on committee work;
- If a faculty opts out of committee work, - to what extreme are we willing to go? What level of participation will constitute dialog and meet ACCJC requirements?
- Calendar committee membership issue is not in line with the Board Union Contract which must be addressed.

- Faculty Senate must be reminded of where the authority lies in relation to the Union;
- Committees eligible for faculty workload (Appendix J) will need to be reviewed and Job Specs committee will research other committees are in relation to their current status;
- It would be beneficial to provide committee chairs with a copy of PEMRA;
- Have discussions with committee chairs to review committee member expectations;
- 3 classes of faculty – Non-instructional, Secondary, and Post-Secondary that are all very different; we may need to have these classifications as part of the Job Specs;
- Committees: TAC (4), Job Specs (4), PDRC (6), Promo (6), Calendar (3), Ethics (6), Assessment (4), Curriculum (15), Self-Study (12), RBC (), Academic Adv. (7), Marketing (8) – 36 Secondary (Opt-out)
 - Senate (7); Member at large; Oversight Chairs
- Non-Standing committees can be assigned a number for the various committees;
- If we do allow an Opt-out, then we do not allow professorial ranks to do so;
- Recommendation: Add another category to the matrix, “Results on how the information was used or carried out”;
- Point of clarification: Faculty and Staff do have evaluations with some flexibility and also have performance standards;

LUNCH 12:00pm – 1:00pm

1:05pm

- Draft Faculty Self Appraisal of Committee Work was presented for discussion;
- Recommendation: Remove contact hours; modify outcomes on the presented draft of the committee matrix; Remove “Please feel free” on Part I, and instead indicate: Please elaborate on the Comments section to support or substantiate their self-appraisal”; Remove Part III. Below for Evaluator’s Use Only” section; During the evaluation process, the faculty member will need to present both committee matrix and faculty self appraisal committee work form;

2. #6 Review and if necessary revise committee equivalency, and percentage of workload.

- Recommendation: For committees that are deemed to have a reduced portion of workload, their remaining workload shall be balanced in accordance with Article VIII. D. 1. Balancing Workload.
- Use Appendix B. 3. as part of balancing workload;
- Faculty Senate will be asked to provide committee matrices and their recommendation for committee work percentages no later than Thursday, March 6th;

Reorder agenda to move item 3. #7 Review the workload for Secondary Faculty as it relates to Committee work and regular workload to number one, for Thursday's agenda.

4. #8 Review and if necessary revise the Job Specifications, workload sheets, IFP and committee percentages for the 7 Senators of the Faculty Senate.

- Something to consider: We hire faculty to teach and yet we take them out of the classroom. Is this the path we want to go down? We need to think about release times.
- The existence of the Senate and the role of the President are at the center of the accreditation process;
- Recommendation: The Senate President should have an additional full release, totaling three releases per semester;
- What happens if a secondary faculty or non-instructional faculty becomes president of the senate? Recommendations: Hiring of adjuncts; moving secondary instructors to the campus; replacement of other faculty members within the department;

NOTES:

- Job Specs will go back and fine tune verbiage on agreed upon Articles VIII. D. 1; Balancing Workload, Appendix B. 3; Faculty Self-Appraisal of Committee Work;
- Michelle will make copies for all workload sheets;
- Numbers 1, 2, and 4 has been completed on today's agenda;
- Review original minutes

Thursday, February 21, 2008

Members Present: Barry Mead, Patty Terlaje, Sarah Leon Guerrero, Michelle Santos, Reilly Ridgell, Lolita Reyes

Members Absent: Joann Muna, Karen Sablan

Convened at 9:10am

3. #7 Review the workload for Secondary Faculty as it relates to Committee work and regular workload to number one, for Thursday's agenda.

- Request that we have separate workload sheets for Secondary and Post-Secondary faculty;
- 1/3 of our faculty work at the secondary level and don't get compensated for overloads; post secondary faculty get compensated for overloads;
- We cannot negotiate salary, but we can negotiate workload;
- Administrators wish to postpone this discussion due to the lengthy issues and would like resolve this before the committee adjourns;
- Total salary of secondary faculty is 1.5 million; Total benefit is \$363K and so in order to proceed at 10% it would cost less than 200K (34 positions), 15% would be 254K;

#5 Review relevant Articles of the BOT? GFT Agreement to Job Specifications & Evaluation. Provide suggestions for revision if necessary.

- We'll need to change Workload Responsibilities, Article VIII, section a. to read "Instructional contact hours shall not exceed 360 hours per academic year when the annual workload includes membership in one committee listed in Appendix J.
- Section b - change Workload Responsibilities, Article VIII, section b. to read "*Instructional contact hours shall not exceed 270 hours per academic year when the annual workload shall include service as a College Faculty Senator.*;
- Create a section c, to read, "*Instructional contact hours shall not exceed 180 hours per academic year when the annual workload shall serve as the President of the College Faculty Senate.*"

- Add a period at the end of Appendix J, under Section B. a., to read, “*32 hours per week when the workload includes membership in one committee listed in Appendix J.*”;
- Add a period at the end of Senator, under Post Secondary Non-Instructional Committee Duties, section B. b. to read, “*29 hours per week when the workload includes service as a College Faculty Senator.*”;
- Add a period at the end of Senator, under section c, letter i to read, “*29 hours per week when the workload includes service as a College Faculty Senator.*”
- Article VIII, Section D. Balancing Workload, 1. b. 2 – insert after achieve “or committee membership is in a committee listed in Appendix J 2;
- Article VIII, D.1.b.2a – insert “*letter i*” to read, “*For faculty serving in a committee listed in Appendix J2 their workload shall/may include an additional 45 instructional contact hours in one semester of the current academic year.*”
- Rename and re-structure Appendix J1 and Appendix J2;
- Question: What happens if a faculty misses a committee meeting, do they still get compensated? Answer: Sign leave;

#3 Review and if necessary revise the Faculty Workload Sheets for both Instructional and Non-Instructional Faculty.

- Recommendation: Revise the Faculty Load Schedule (Instructional) Form to delete the contact hours from section IV. Other Full-Time Faculty Assignments, Department Activities, Other Assignments, and on Committee Assignments, replace contact hours with Appendix J1 or J2;
- For Non-Instructional, delete contact hours on Other Assignments and Committee Work under Committee, replace with Appendix J1 or J2; and;

#1 Review and if necessary revise the IFP & Self Appraisal Forms, and Faculty Performance Evaluation Report for both Instructional and Non-Instructional Faculty.

- On Appendix A-6, Faculty Self-Appraisal Form, switch #4 up to #3; and in parenthesis include, “(attach Committee Goals Matrix & Self- Appraisal of Committee Work)

#2 Update the IFP to reflect a more proportionate appraisal of the six areas.

- Make a footnote that Faculty Governance should be 5% – 20% for Appendices A-2, A-3, A-4, A-5; however, it must be dependant upon the committee they choose from Appendix J1; for Appendix J2, faculty may not receive the maximum percentage because of the weight given to the committee work;
- Under III. Faculty Governance, section A., include in the General: Participate in the shared Governance through the Faculty Senate. (required, see Appendices A and J – Faculty Job Specifications) for A-2, A-3, A-4, A-5;
- Faculty Performance Evaluation Report recommendations: In terms of values, we would like to change Exceeds Expectations for rank to 92, Meets expectations for rank to 75, Unsatisfactory/Needs to Improve to less than 75;
- Include a signatory line to include Reviewed by: Dean and date; and include on the bottom of the form – “Original to be filed at HRO”;
- Replace “Dean/Associate Dean” with “Evaluator”;
- We need to include discussion on Faculty Observations and Formal Observations;
- Before finalizing this form, faculty would like to wait for Joann to discuss the Professional Standards;

Adjourned: 4:00pm

February 22, 2008
Meeting at 10:00am

Agenda Items:

- Discussion on Faculty Observations and Formal Observations
- Secondary Faculty Workload
- Professional Standards

FACULTY JOB SPECIFICATIONS / FACULTY EVALUATION COMMITTEE

June 9, 2008

Members Present: Barry Mead, Joann Muna, Michelle Santos, Reilly Ridgell, and Lolita Reyes, Karen Sablan, Doris Perez, Bill Korenko. **Members Absent:** Patty Terlaje, Sarah Leon Guerrero.

Convened at 9:15am.

- Committee Members met as a whole to discuss availability issues.
- There were preliminary discussions based on the revised items presented by the recorder.

Issues Agreed Upon:

- Additional information needed before finalizing proposed changes to the original document. The information requested and tasked to Dean Ridgell who will prepare a matrix that will include the breakdown of all faculty evaluations from the last academic year, relative to the number of Exceeds Expectations for Rank; Meets Expectations for Rank and Unsatisfactory/Needs to Improve.
- There also needs to be more discussion on the IFP's recommended percentages.
- Committee agrees to move forward with the amendment of these Appendices: A-2, A-3, A-4, A-8, B-1, B-2 and the Faculty Self-Appraisal Committee Work Form with the exception of J-1 and J-2.

Pending Issues:

- Article XII (Faculty Senate) needs to be addressed by the Negotiating Team.
- Discussion on the make-up of Committees relative to the Proposed Restructuring Memo regarding Critical and Necessary Committees will need further discussions with the Negotiating Team.
- There needs to be more discussion on the Professional Standards section in the Faculty Performance Evaluation Report (i.e. ethics).
- Committee will need to have more discussion on Article VIII relative to Post Secondary Instructional Faculty Workload Responsibilities and Post Secondary Non – Instructional Committee Duties, as well as Alternative Assignments section.

Pending Issues from the February 22, 2008

- Discussion on Faculty Observations and Formal Observations
- Secondary Faculty Workload
- Professional Standards

Committee's Next Meeting will be held in August 2008. Specific dates will be determined at a later date.

Adjourned at 11:00am.

Minutes Prepared by:

Minutes Concurred by:

Lolita C. Reyes
Recorder

Barry Mead
Chair

Job Specs/Evaluation Committee Minutes - October 15, 2007

Present: Karen Sablan, Patty Terlaje, Reilly Ridgell, Joann Muna, Michelle Santos, Lolita Reyes, Barry Mead. **Absent:** Sarah Leon Guerrero

I. Nominations

- Barry Mead agreed to chair committee
- Lolita Reyes will serve as Recorder

II. House-Keeping Items

- Agreed to meet every Monday at 9:00am at the President's conference room until further notice.
- Barry will be on leave November 5th and Joann will be in Banner training November 22nd
- Barry will get things posted on the website.
- Setting agenda suggested: Point of clarification and brainstorming of ideas on what we are to do for Evaluations, IFP and Workload then attempt to address issues on the Job Specifications.
- Copies of the Interest Based Bargaining information will be provided to committee members as refresher information with the exception of Patty and Loly.
- After working on the Evaluation process, it was recommended that the committee then review the existing job specifications.

III. Issues of Concerns as it Relates to the Evaluation Process

- Need to look at the form ordering/alignment of #3 & #4, in the IFP and Self-Appraisal.
- Faculty Self-Appraisal Form – Grading section is too easy to get an Exceed. A recommendation was made to reappraise the point system to 90.
- Deans should see the evaluations completed by the Associate Deans – request that we reconsider the “concurred” signatory.
- Deans should have oversight on the evaluation process for various reasons that include advancement in rank, which requires the input of the Dean.
- The Dean and Associate Dean should have a discussion prior to the signing of the faculty evaluation.
- The Associate Dean of Continuing Education should not be evaluating faculty as the focus of the position lies with CE.
- Point of clarification: Associate Dean of CE is an Associate Dean of TSS and an institutional responsibility which includes CE.
- Non-instructional workload which includes coordinators, counselors, librarians, nurses, etc.
- Committee expectations for a one man operation.
- Committee work issues: What if faculty opts out of their committee work? Did they teach the 5 classes? This needs clarification.
- Clarification on two different articles that includes workload and IFP

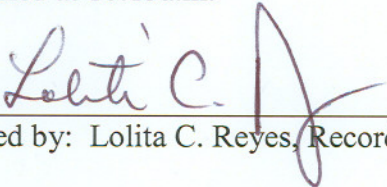
- The number of contact hours on committee work does not constitute 45 hours. We need to eliminate hours to relieve the faculty.
- It's about efficiency and effectiveness not a matter of hours but outcomes.
- Equivalency issues, not all committee are equal in weight.
- We need to change the mindset and or perception and remove reference to hour.
- We need to review the matrix prepared by Associate Dean Geri James in consultation with the other Associate Deans.
- We will need to look at the Workload Sheet, especially as it relates to listing the number of committee hours.
- We need to get concrete examples related to the point system.
- We need to review the pay for secondary faculty. A concern was also expressed regarding the verification of their contribution.
- There should be criteria for rating to clarify and review work performed.
- Some faculty wants to get evaluated every year because they may be used for reference checks for another job opportunity most particular from DODEA and Clark County.
- The use of the observation forms during the evaluation period must be attached to the evaluation sheet and provided to HR.
- Documentation for evaluation will be a topic for further discussion.
- Discussions of Job Specs as it relates to the 7 senators, workload sheets make-up, IFP and committee work.
- Any other issues related to documentation for evaluation?

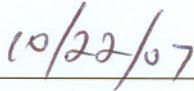
VI. Next Meeting

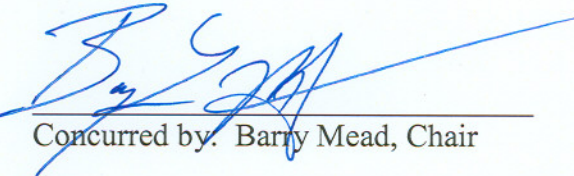
- October 22, 2007 9:00am – 10:00am.

Subsequent Meetings: October 29, 2007, November 5th, 12th, 19th and 26th

Adjourned at 10:15a.m.


Prepared by: Lolita C. Reyes, Recorder


Date


Concurred by: Barry Mead, Chair


Date

Job Specs/Evaluation Committee AMENDED Meeting Minutes

Date: October 29, 2007

Start Time: 9:15 am

Location: President's Conference Room

Present: Sarah Leon Guerrero, Reilly Ridgell, Joann Muna, Michelle Santos, Lolita Reyes, and Barry Mead

Absent: Karen Sablan and Patty Terlaje

I. House-Keeping Items

- Lolita will be on leave November 5th and November 12th.
- Next meeting will be scheduled on November 19th due to a holiday on the 12th.
- Amend minutes of the previous meeting to reflect – Joann was in Banner training on October 22 and not November 22nd.
- Minutes of October 15th were approved as amended.
- Copies of the Interest Based Bargaining and By-Laws were provided to committee members for information.

II. Action Plan/Discussion

- The members will discuss and review the Committee Goal Reporting Matrix.
- Review By-Laws for any clarification on the information provided.
- The members will need to group and prioritize the **Issues of Concern** to reflect categories as follows:
 1. **Workload**
 - A. **Committee**
 2. **Workload Sheets** (ie. Possibly two types – Secondary and Post Secondary)
 3. **IFP/Self Appraisal**
 4. **Evaluation**
- Determine that recommendations go to the President in an agreed format.
- Barry will have Committee Attendance sent to Loly
- Non-instructional faculty will need to be interviewed regarding their status for clarification for Workload Sheets.

III. Committee Goal Reporting Matrix Discussion

- In the Committee Goal – Change #5 verbiage: “Review all Articles of the BOT/GFT Agreement to insure they are uniform. Provide suggestions for revision if necessary”, to “Specify all relative Articles to Job Specs and Faculty Evaluation.
- In the Committee Goal – Change #7 verbiage: “Review the compensation for Secondary Faculty as it relates to Committee work and regular workload”, to “Review the Workload for Secondary Faculty as it relates to Committee work and regular workload”.

IV. Issues of Concerns Categories

1. Workload

- Non-instructional workload which includes coordinators, counselors, librarians, nurses, etc. (Define full-time Workload)

- The number of contact hours on committee work does not constitute 45 hours. We need to eliminate hours to relieve the faculty.
- It's about efficiency and effectiveness not a matter of hours but outcomes.
- Equivalency issues, not all committee are equal in weight.
- We need to change the mindset and or perception and remove reference to hour.
- We will need to look at the Workload Sheet, especially as it relates to listing the number of committee hours.
- Review Workload for Secondary Faculty
- There should be criteria for rating to clarify and review work performed.
- Discuss Workload, sheets, make-up, IFP and Committee work as it relates to the 7 Senators

A. Committee

- Committee expectations for a one man operation.
- Committee work issues: What if faculty opts out of their committee work? Did they teach the 5 classes? This needs clarification.
- We need to review the matrix prepared by Associate Dean Geri James in consultation with the other Associate Deans.
- Review Workload for Secondary Faculty
- Discuss Workload, sheets, make-up, IFP and Committee work as it relates to the 7 Senators

2. Workload Sheets (ie. Possibly two types – Secondary and Post Secondary)

- Need to look at the form ordering/alignment of #3 & #4, in the IFP and Self-Appraisal.
- Non-instructional workload which includes coordinators, counselors, librarians, nurses, etc. (Define full-time Workload)
- Clarification on two different articles that includes workload and IFP
- We will need to look at the Workload Sheet, especially as it relates to listing the number of committee hours.
- Review Workload for Secondary Faculty

3. IFP/Self Appraisal

- Faculty Self-Appraisal Form – Grading section is too easy to get an Exceed. A recommendation was made to reappraise the point system to 90.
- Clarification on two different articles that includes workload and IFP
- Discuss Workload, sheets, make-up, IFP and Committee work as it relates to the 7 Senators

4. Evaluation

- Deans should see the evaluations completed by the Associate Deans – request that we reconsider the “concurred” signatory.
- Deans should have oversight on the evaluation process for various reasons that include advancement in rank, which requires the input of the Dean.
- The Dean and Associate Dean should have a discussion prior to the signing of the faculty evaluation.
- The Associate Dean of Continuing Education should not be evaluating faculty as the focus of the position lies with CE.

- Point of clarification: Associate Dean of CE is an Associate Dean of TSS and an institutional responsibility which includes CE.
- We need to review the matrix prepared by Associate Dean Geri James in consultation with the other Associate Deans.
- We need to get concrete examples related to the point system.
- There should be criteria for rating to clarify and review work performed.
- Some faculty wants to get evaluated every year because they may be used for reference checks for another job opportunity most particular from DODEA and Clark County.
- The use of the observation forms during the evaluation period must be attached to the evaluation sheet and provided to HR.
- Documentation for evaluation will be a topic for further discussion.
- Discuss Workload, sheets, make-up, IFP and Committee work as it relates to the 7 Senators
- Any other issues related to documentation for evaluation?

V. Next Meeting

- November 19, 2007, 9:00am – 10:00am.

Subsequent Meeting: November 26, 2007

Adjourned at 10:30a.m.

Prepared by: Lolita C. Reyes, Recorder

Date

Concurred by: Barry Mead, Chair

Date

Job Specs/Evaluation Committee Meeting Minutes

Date: November 26, 2007

Start Time: 9:05 am

Location: President's Conference Room

Present: Sarah Leon Guerrero, Reilly Ridgell, Joann Muna, Michelle Santos, Lolita Reyes, and Barry Mead, Karen Sablan and Patty Terlaje

Absent: None

I. Action/Discussion

- **Meeting Minutes:** Committee reviewed, amended and approved the minutes of the previous meeting. Michelle approved the minutes of the meeting as amended and was seconded by Lolita.
- **By-Laws:** Committee reviewed and amended the By-Laws.
 - Section I C. 1 & 2 was collapsed to read "Review the Faculty Job Specifications and recommend changes". # 3: Removed "in even school year dates i.e. 2006 – 2007".
 - Section III B. 2 was deleted; C. Substituted "for the term of the College Agreement" and deleted the remaining sentence.
 - Section IV A., deleted "a minimum of twice a month".
 - Section IV C. 3, corrected typographical errors. #4 substituted mission with By-Laws and deleted "concerning implementation of the agenda including the election of officers for the following school year.
 - Section IV D. 1, deleted the whole section. 2 was renumbered to #1 and corrected typographical error.
 - Section IV E. 1, deleted is 50% + 1 of the total number of members and substituted "shall be a minimum of two (2) faculty members and two (2) administrators plus any other one (1) member".
 - Section IV F., added "approved minutes" and "Office".
 - Section V A., deleted "the vice chair" and substituted "designee".

Michelle Santos moved to approve the By-Laws as amended, which was seconded by Karen Sablan.

IV. Agenda Issues for Next Meeting

- **I. Workload**
 - 1. Committee

V. Next Scheduled Meeting

- December 3, 2007, 9:00am – 10:00am.

Subsequent Meeting: December 10, 2007

Sarah Leon Guerrero moved to adjourn the meeting and was seconded by Michelle Santos.
Adjourned at 10:05a.m.

Prepared by: Lolita C. Reyes, Recorder

Date

Concurred by: Barry Mead, Chair

Date

Job Specs/Evaluation Committee Meeting Minutes

Date: December 3, 2007

Start Time: 9:15 a.m.

Location: President's Conference Room

Present: Sarah Leon Guerrero, Reilly Ridgell, Joann Muna, Michelle Santos, Lolita Reyes, and Barry Mead, Karen Sablan and Patty Terlaje

Absent: None

I. HouseKeeping

- **Meeting Minutes:** Committee reviewed the minutes of the November 27th meeting. Michelle moved to approve the minutes of the meeting and was seconded by Sarah.
- Joann Muna and Michelle Santos will not be available for next week's meeting.

II. Agenda Issues

- Discussion on the number of hours for Committee Chair and Senators as indicated in the Contract: Chair – 90 hours/year, Senators – 180 hours /year; Instructional Senator and Non-Instructional Senator with the 2 options: 29 hours/week or 32 hours/year.
- Propose that the term we use be changed to reflect a better understanding of how it relates to the overall: Case load for non-instructional, teaching load, and committee work.
 - Find the national definition of case load.
 - There seems to be a struggle and so we must have better conversation for manageability; as it stands, there is no concrete formula.
 - Historically, the committee did try to define the non-instructional case load; however, each individual case load is different and did not apply to the variety of faculty.
 - We may need to have three (3) separate focuses on the workload for Post Secondary Instructional, Non-Instructional and Secondary with a name change.
- As we begin to define the workload, we need to keep in mind the mission of the institution, what the faculty was hired to do and the working conditions.
 - Focus on the profession of the faculty.
 - We as a College have evolved, grown tremendously and need to redefine ourselves based on the changes we put ourselves in, new requirements from ACCJC's, faculty issues, and SLO's.
 - For non-instructional faculty, responsibilities as a faculty versus non-faculty position may need to be addressed and possible recommendations could be through attrition. We will need the evidence to find solutions to these issues. We may even need to streamline work issues as well and determine how we define a full load.

◦ Historically, the College used to pay faculty for selected committees outside the faculty's schedule. There were inconsistencies with faculty pay thus it was negotiated as part of the faculty's workload for consistency and equity. Thus creating a different problem, of which, the Senate is now working on a solution.

‣ Committees will be reviewed; some will be deleted, collapsed or expanded.

‣ Evaluation of Committee Form will be reviewed.

- We may need to have a provision to where a faculty in the Post Secondary environment can opt out of a committee and then the workload goes to teach five (5) classes.
- Currently, there is no structure with a set number of members. This may be something we will need to implement.
- In terms of committee work, some faculty have expressed "feelings of guilt" regarding compensation because of the amount of work performed.
- We need to change the mindset to focus on outcomes and not hours worked (number of hours or quality of the service provided).
- Where are we now? Which direction do we go?
 - Bring a proposal on how to address issues for next meeting on Workload/Committee.

III. Agenda Issues for Next Meeting

- **I.** Discuss Suggested Proposals on Workload/Committee

V. Next Scheduled Meeting

- December 10, 2007, 9:00 a.m. – 10:00 a.m.

Subsequent Meeting: December 17, 2007

Adjourned at 10:20 a.m.

Prepared by: Lolita C. Reyes, Recorder

Date

Concurred by: Barry Mead, Chair

Date