



SBVC Academic Senate Meeting

Wednesday, 2nd October 2024

Faculty Chair Update

Rationale for my presentation: Why am I here?



HOW FACULTY CHAIR
DUTIES INTERSECT WITH
THE “10+1.”



WHAT HAPPENS AT OUR
MONTHLY FACULTY
CHAIR MEETINGS?



LET ME KNOW IF YOU
HAVE ANY QUESTIONS.



THANK YOU FOR YOUR
TIME!

Faculty Chair Duties and the “10+1”:



Curriculum, including establishing prerequisites:

Facilitates the development, preparation, and revision of curriculum documents...



Degree and certificate requirements:

Facilitates and works collegially with the discipline faculty and staff in the department to make recommendations for educational pathways, including certificates, degrees, dual enrollment, and non-credit as needed.



College governance structures, as related to faculty roles:

Holds, attends, and participates in college-wide, division, and department meetings.

Faculty Chair Duties and the “10+1”:



Faculty roles and involvement in the accreditation process:

Participates in the accreditation process by making themselves available to the accreditation committee to provide departmental information as needed.



Processes for program review:

Provides faculty leadership in coordinating and facilitating the preparation of departmental planning/program review documents...



Processes for institutional planning and budget development:

Recommends, to the appropriate administrator, the department's preliminary budget...

Faculty Chair Duties and the “10+1”:

- Other academic and professional matters as mutually agreed upon:
 - Ensuring currency for the department’s catalog description and website.
 - Developing the course schedule each semester.
 - Identifying, interviewing, and recommending new adjunct faculty.
 - Coordinates faculty peer evaluations for adjunct faculty.
 - Resolution of student-faculty concerns at an informal level.
 - Coordinates prerequisite challenges and modification of majors.
 - When appropriate for CTE-type programs, convene advisory board meetings.



What happens at monthly Faculty Chair Meetings?



First, it's an uproarious party!



Second, each monthly meeting allows Faculty Chairs to engage in Professional Development, share accomplishments, ask questions, and share concerns.



Past Professional Development activities include:

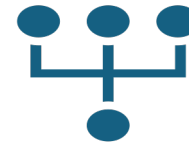
- Introduction to the *SelfService* site that replaced *WebAdvisor*.
- Scheduling Dual Enrollment classes.
- Coursedog* scheduling and catalog software training.
- In-house course scheduling tool training.
- Student recruitment and retention strategy discussion.
- MAP/CPL training.

What happens at monthly Faculty Chair Meetings?



Upcoming meetings will include:

- Letter grade, positive attendance, and SLO reminders.
- Certificate of Achievement updates.
- Getting ready for the next Accreditation cycle.
- Program Review, Curriculum, and other pertinent updates.
- AB 1111 – Common Course Numbering – dialog.
- Spring, summer, and fall 2025 schedule preparations and updates.
- And so much more...



Each meeting includes a training component!

Do you have any questions for me?



I would love to answer your questions.



Thank you so much for your time.



Our next Faculty Chair Meeting is scheduled for Friday, 11th October from 11:00 am to 12:30 pm. You are welcome to join us!