

ARTICLE 26 – PARTICIPATION & COLLEGE SERVICE

- 26.1 The College and the Federation recognize that employee participation enhances the mission and operations of the College. Management may establish such College committees as it deems necessary and may appoint employees from any category, students or the public to these committees.
- 26.2 The primary vehicle for Faculty involvement in matters related to curriculum shall be the Subject Area Committees (SAC). The composition and responsibilities of these committees shall be as described in the Academic Policy Handbook. The responsibilities and functions of these committees will include:
- 26.21 Instructional Material Selection. The selection of textbooks and other student-purchased learning materials is the responsibility of Faculty through the SAC. The coordination of selection activities, procedures for ordering the instructional materials, and the determination of what constitutes reasonable costs to students are Management responsibilities. If it is necessary for Management to reject a selection, the reasons for such rejection shall be stated in writing to the appropriate SAC, and representatives of Management shall meet with the SAC to resolve the problem.
- 26.22 Curriculum. Faculty have the responsibility for the development, review and evaluation of curriculum through the SACs. Faculty assigned to curriculum review or program review may be eligible for release time or compensation. Recommendations for release time or compensation shall be made through the SAC to the District Office of Academic and Student Affairs.
- Management has the responsibility for approval of new and revised curriculum.
Management has the right to evaluate current curriculum.
- 26.23 Faculty Qualifications. SACs have the responsibility to review and recommend education and experience prerequisites for Faculty positions. Management has the responsibility of final approval and implementation of faculty qualifications. Once approved, faculty qualifications shall not be modified without SAC agreement.
- 26.24 Class Size. The SAC will periodically review class size limits with regard to both instructional soundness and fiscal responsibility. Recommendations for changes will be stated in writing. The SAC and Administrative Supervisor(s) will then reach written consensus (see Article 1.06) regarding any revised limits. Any revisions will be established prior to schedule input deadlines.
- At each step at the consensus process, Faculty and Administration representation will be balanced by mutual consent. If needed, the College will provide a mutually acceptable facilitator to help with the consensus process. If consensus cannot be reached, the group will be enlarged to include the next level of administration, and so forth, until consensus is reached.
- 26.3 Individual employees and the Federation may submit suggestions for the preparation of College budgets, the annual calendar of instruction, and term class schedules. Any suggested revisions and/or comments shall be submitted in writing in a timely manner. The Administrative Supervisor will ensure that staff is kept informed about the status of their departmental budgets as changes are made, to the extent possible and based on information available to Administrative Supervisors.

Whenever college-wide committees are established to make recommendations on these matters, the Federation will be notified and may appoint at least one Faculty or Academic Professional to

the committee. Management may appoint such other members on the committee, including Faculty and Academic Professionals, as it deems appropriate.

- 26.4 In the event the Board decides to establish a committee to assist it in the selection of a new District President, the Federation will be notified and may submit recommendations as to the composition of the committee and nominate members of the bargaining unit for possible appointment by the Board to the committee. The Board will determine the composition of the committee, which will include at least one Federation representative, and may appoint such other members to the committee, including Faculty and Academic Professionals, as it deems appropriate.
- 26.5 When Management determines that the position of a Campus President, Department Administrator, Dean or Vice-President is to be filled, at least one Faculty or Academic Professional will be appointed to the screening committee.