September 15, 2014

New SAC Chair Orientation
Topics for this session

- SAC Chair responsibilities (vs. Dept Chair)
- Liaising with your liaison
- Avoiding SAC Chair burnout
- How to do stuff
- Meetings, minutes
- Odds and ends
- Questions/discussion
SAC Chair Responsibilities

See:

- Contract, Section 26.2
- Section S701 of the Academic Policies and Standards Handbook
- Handout (constructed from the above and various websites) – also posted to SAC Resources web page
SAC vs. Department

- **Department**
  - Scheduling courses
  - Consultation with Div Dean for PT faculty hires; instructor approval
  - Evaluation of PT faculty
  - Work with Div Dean on departmental budget
  - Student complaints

- **Subject Area Committee (SAC)**
  - Curriculum
  - Textbook/instructional materials
  - Assessment of student learning
  - Instructor qualifications
  - Other discipline/program – level issues
Some overlap is inevitable….

- Some things could fall into either, depending on the SAC or on the issue at hand
  - Scheduling sections is Dept Chair function, but the SAC might recommend balance across campuses, or of different levels
  - Instructional materials and equipment might be specified by campus or by the SAC
And other things, as necessary, that belong to the SAC:

- Program Review organization and preparation
- Textbook/ instructional materials and equipment
- Class size recommendations
- Respond/make recommendations on issues relevant to your program/discipline and/or external drivers
- Credit for Prior Learning/challenge exams
The SAC Chair/Administrative Liaison Relationship
(liaising with your liaison)

The Deans/Directors that serve as SAC Admin Liaisons
- give support and guidance as appropriate
- help SACs navigate the interface between teaching and administration

Some Best Practices
- develop a Chair/Liaison partnership
- consult early and often
- collaborate on SAC agenda for SAC In-service Days
Getting more time with your Liaison

• For SAC Days, work out your agenda in advance and coordinate with your Liaison

• Pay attention to campus scheduling -- if the Liaison has most of his/her SACs at one campus, maybe schedule your meeting there, too

• Set up some SAC Chair/Liaison meetings to discuss SAC issues outside of meetings

• Meet as a SAC more frequently than 2.5 times a year (many SACs do this)
SAC Chairs often feel overwhelmed and overburdened in this role – Avoid Burnout:

- Explore alternative SAC Chair models/strategies:
  - Single SAC chair with one-year term 😞
  - Single SAC chair with two-year term
  - Single SAC chair, with “forever” term
  - Multiple chairs, one-year term, all changing at once 😊/ 😞
  - 2 Chairs, each 2-year staggered, or 3-year staggered: incoming/main chair/outgoing 😊
  - One or more subcommittees for specific tasks 😊
Other tips

- Take a course in skills you feel you need
  - Running a meeting?
  - Working with difficult people?
  - “Save your drama for your mama”? 
- Network with other SAC chairs for info, ideas, war stories
- Map out the year – what are the things your SAC needs to get done?
- See “Tips for SAC Chairs” on SAC Resources Page
This next section is called

+ How to do stuff, and where to find the things to do it with
How to: Find things you need

- SAC Resources Page
How to: Modify the CCOG

- In CourseLeaf any SAC member (including you) can propose new courses or revisions. All will show up in your approval queue.
  - Changes the SAC does not recommend can be returned to the originator; nothing more needs be done.
  - Changes that do not require administrative approval will go from your recommendation to the Curriculum Office (for proofreading) and be posted.
  - For changes that require approval, the item will appear in the Admin Liaison’s CourseLeaf queue after you “recommend.” His/her approval is required by the due date for Curriculum Meeting.
- Special CourseLeaf session to follow this one!
Update Curriculum…
What needs approval?

- **Courses:**
  - New Courses (including experimental courses)
  - Course revisions: number, title, credits, prerequisites, description, outcomes, grading options, repeats, related instruction. Other fields do not need approval to change.
  - Gen Ed or Cultural Literacy designation
  - Course inactivation

- **Degrees or Certificates:**
  - Revisions to Degrees or Certificates: required courses, elective lists, credits, prerequisites, outcomes
  - New Degrees or Certificates (require pre approval)

*ask the Curriculum Office if you are not sure*
Curriculum Approvals

- Resources, especially for completing the CourseLeaf form, are on the Curriculum Office web page, under Resources (look for the picture of sheep)

- Work with Curriculum staff to get advice on proposed changes

- Think about curriculum early – catalog deadline coincides with February meeting (electronic approval by Admin Liaison due Jan 16, 2015)

- see submission dates on the web, under Curriculum Committee
Revise Instructor Qualifications

Default, generic instructor qualifications are in Section I301 of the Academic Policies and Standards Handbook.

Most SACs have defined their minimum qualifications more specifically.

These need to be approved -- but it is not HR that approves them!
Approval of Instructor Qualifications

Form is on the web (see SAC Resources Page) – on the “How to Revise IQs” page (Hint: read that page!!)

Process:

- SAC Chair prepares the form – includes current and proposed qualification -- in entirety (please)
- SAC Chair “signs” – e-mails to Admin Liaison
- Admin Liaison reviews, shares with other Division Deans with hiring responsibility, “signs,” sends to DOI
- DOI reviews, shares with others, “signs,” sends to VPASA for approval
- At any point, questions are referred back to the SAC for clarification or revision
More on Instructor Qualifications

- Once approved, the Instructor qualifications are posted on our public website (under Academic and Student Affairs)

- For FT hires, HR will not post minimum qualifications that differ from what is showing on the Instructor Qualifications website
  - Block hire is starting sooner than usual
  - Get them the way you want them for next year, just in case

- Make them as clear and unambiguous as possible (e.g., “3 years experience,” or “3 yrs full-time equivalent”?)

- Think about quals that will work as a minimum for FT and PT, including contracting colleges and Dual Credit (same standards as on campus)
Assessment

- SAC chair responsibilities:
  - Understand the College’s plans and obligations and communicate these to SAC
  - Ensure the SAC has a plan for assessment and that it is being carried out
  - Ensure plans and reports relating to assessment are submitted by the due dates
  - Report feedback to the SAC in the fall
  - Coordinate PT funding (10 hrs available per SAC from campus funds, via Admin Liaison)
Program Discipline Review

SAC Chair Responsibilities

- Know when your SAC is scheduled to present!!
- Coordinate Program Review prep for SAC starting about a year in advance
- Review the Guidelines for your presentation year. Attend or send delegate to a Workshop (held once each term)
- Respond to requests to verify dates, obtain rooms
- Ensure document is submitted on time, electronically, to Academic Affairs
Minutes, Meetings, etc

- “At a minimum, each SAC will meet once during fall term, winter term, and spring term. All members must be notified at least seven days prior to the meeting date; an agenda will be distributed in advance of the meeting” (S701)
- 2.5 (1.5 in Fall, 1 in Spring) are scheduled as In-service days
- Winter term SAC meeting scheduled by SACs
- Consider having more than 3 meetings per year. Many SACs do this.
Compensation of PT Faculty for SAC meetings and activates

- PT Faculty receive compensation for 2.5 district-wide in-service days: two in Fall term, one in Spring term, $25/less-than-half day, $50/half day, $100/full day
- PT Faculty have contractual obligation to attend one “staff” meeting per term. Could be Dept meetings or a Winter SAC meeting
- Participation in additional meetings is optional and not compensated
More on Minutes

- “Minutes will be taken and approved by the SAC members and distributed” .... (S701)
- Don’t assume your Admin Liaison will supply a minute-taker. (There are not enough Administrative Assistants to manage this)
- New posting of minutes to Spaces takes care of distribution – send to academicaffairs@pcc.edu
- SAC Recommendations submitted as a separate document also will be posted to the Spaces page
  - Response from Administration will be recorded there, too
Internal Funding Sources

- Staff development
  - IIP (Curriculum Development)
  - Staff and Organizational Development
  - Conferences/Workshops
- Distance Learning course development
- Assessment support from DOIs (10 hrs per SAC)
- Support for Dual Credit collaboration
Tips and Best Practices

- Ask faculty to share what they are covering that term, or what projects they are working on.
- Read upcoming meeting agendas (Curriculum, Degrees and Certificates) to find out if other programs are making changes that would affect yours.
- More on the “Tips” page -- send more and we will add!
This is the time for

Questions, Discussion?