New SAC Chair Orientation

September 2016
Topics for this session

- SAC Chair Responsibilities
- Liaising with your liaison
- Avoiding SAC Chair Burnout
- How to do stuff
- Meetings, Minutes
- Odds and ends
- Questions/Discussion
SAC Chair Responsibilities

September 2016
SAC Chair Responsibilities

- Contract, Section 26.2
- Section S701 of the Academic Policies and Standards Handbook
- Resources on website
  - Checklist for SAC Chairs
  - Resource page, and link to specific areas of
  - Dept/SAC/SAC Chair/Admin Liaison
SAC vs. Department

- **Department**
  - Scheduling courses
  - Consultation with Div Dean for PT faculty hires; instructor approval
  - Evaluation of PT faculty
  - Work with Division Dean on Departmental Budget
  - Student Complaints

- **Subject Area Committee (SAC)**
  - Curriculum
  - Textbook/Instructional Materials
  - Assessment
  - 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
- Support of Dual Credit is generally managed at the Department level, based on practices recommended by the SAC via CCOG, Instructor Qualifications etc.
Liaising with your Liaison

September 2016
The SAC Chair/Administrative Liaison Relationship

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 their 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).
Avoiding Burnout

September 2016
SAC Chairs often feel overwhelmed and overburdened in this role –

• 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, w/ 2 year staggered, or 3 year stagger: incoming/main chair/outgoing 😊
  – One or more subcommittees for specific tasks 😊

• Take a course in skills you feel you need (Working difficult people? Running a meeting? Leadership?)

• Network with other SAC chairs for info, ideas, commiseration
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
  - Under Resources Tab, then Faculty and Staff button.
  - Here is the direct link
    http://www.pcc.edu/resources_academic/sac-resources/
Updating Curriculum... what needs approval?

- **Degrees or Certificates:**
  - New Degrees or Certificates
  - Revisions to Degrees or Certificates: required courses, elective lists, credits, prerequisites, outcomes, related instruction

- **Courses:**
  - New Courses (including experimental courses),
  - Course revisions: number, title, credits, prerequisites, description, outcomes, grading options, repeats, related instruction;
  - Gen Ed or Cultural Literacy designation
  - Course inactivation

*ask the Curriculum Office if you are not sure!*
How to do it: – Courseleaf Basics

- Courseleaf holds all of the CCOG-level information for courses; manages the tracking and approval of changes.
- Access Courseleaf from Faculty tab of MyPCC
Dropdown menu for your role
Your queue –
click on titles for items in progress
A couple of things to note:

- Anyone can bring up any course and propose modifications, or propose a new course, but they will come to you before they go anywhere else.

- The proposed changes will show up (deletions in red, additions in green – there is a hide/show changes button at the top.

- When you recommend:
  - Changes that don’t require administrative approval go directly to the Curriculum Office.
  - Changes that do require administrative approval go to the SAC Administrative liaison.

- If you rollback, it goes back to the person who originated it.

Courseleaf is fairly intuitive, and the Curriculum Office staff is happy to help you.
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 but within those parameters
- 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)
- 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 VPAA for approval.

- At any point, questions are referred back to the SAC for clarification or revision.

* Best practice: CC me when you send.
More on Instructor Qualifications

- Once approved, the Instructor qualifications are posted to the website (this is not an HR website – it lives under Academic and Student Affairs).

- HR does not screen applicants in the PT Faculty Pool, but for FT hires, they will not post minimum qualifications that differ from what is showing on the Instructor Qualifications website (they will allow for flexibility in preferred qualifications).

- *SO... if there is a hire planned in your subject area, make sure your Instructor Qualifications are current well before your attempt to post the position!!*)
Assessment

- SAC chair responsibilities:
  - Understand the college plans and obligations and communicate these to SAC
  - Ensure that the SAC has a plan for assessment and that it is being carried out
  - Ensure that plans and report relating to assessment are submitted by the due dates
  - Report feedback to the SAC in the Fall
  - Coordinate funding for PT participation
**Assessment vs. the TSA (CTE)**

- Technical Skill Assessment reporting is required for all CTE programs that are eligible for Perkins funding.

- TSAs require state approval, and then are carried out every year, for every completing student, with results reported to the state (managed by Institutional Effectiveness).

- CTE programs identify the degree/certificate outcomes that are covered by TSAs on the Learning Assessment Plan – and then do not need to report on them separately.

- Degree/certificate outcomes that are NOT on the Assessment MYP do need to be reported on in a reasonable cycle, but not at a high level of detail.

- Each year one Degree/Certificate outcome is selected as a “Focal Outcome” – to be reported on in detail (methods, results, interpretation and plans for improvement if warranted).
Program Discipline Review

SAC Chair Responsibilities:

- Know when your SAC is scheduled to present!!
- Schedule Program Review prep starting about a year in advance (if possible, delegate sections)
- 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 that document is submitted on time, electronically, to Academic Affairs
Meetings

- “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 find it important to 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, $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
- Refer PT faculty to Mona’s form – you will need to verify that the person attended.
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 go around)

Posting on Spaces pages (send minutes to academicaffiars@pcc.edu, or swilson@pcc.edu)

Communicate location/access of minutes to all faculty (PT, Contracting College, Dual Credit)
In Spaces, its under Committees. Advisory Committee Minutes are there too.
Internal Funding Sources

- Professional Development
  - IIP (Curriculum Development)
  - Professional and Organizational Development
  - Conferences Workshops
- Distance Learning Course Development
- Special Projects for Online Accessibility
- Funding for development of OER
- Support for Dual Credit collaboration
  - meetings with HS faculty for alignment and support
  - course evaluation
Tips and Best Practices
suggestions from some SAC chairs

- At the beginning of the year, before launching into the work, ask faculty to share what they are covering that term, or what projects they are working on – professional connection

- 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!
If there is time...

Questions, Discussion?