



District Consultation Council Meeting

October 24, 2016

2:00 p.m.

Anaheim Campus Room 105

**Videoconferencing of the meeting will be available at Cypress College Room 301 and
the Fullerton College President's Conference Room A**

AGENDA

CONSENT CALENDAR & SUMMARY

1. Approval of Consent Agenda Items **Action**
2. September 26, 2016 Summary **Action**

STRATEGIC GOALS & PLANNING

1. Role of the District Consultation Council **Action**
 - Goals
2. District Enrollment Management Committee **Action**
3. Budget Update **Information**
4. Subcommittee Report: Institutional Effectiveness Coordinating Council **Information**

OPERATIONAL REVIEW

1. Innovation Fund **Action**

POLICY

1. Administrative Guide, Section 3000 **Action**
 - Board Policy #3010, Adjunct Faculty Hiring Policy and related Procedures

OTHER ITEMS

1. Workforce Development Summit **Information**

FUTURE MEETING ITEMS

1. Future Teaching Proposals

DISTRICT CONSULTATION COUNCIL
September 26, 2016

SUMMARY

MEMBERS PRESENT: Josh Ashenmiller, Dana Clahane, Cathy Dunne, Kassandra Flores, Adam Gottdank, Jolena Grande, Tina Johannsen, Deborah Ludford, Rod Lusch, Cheryl Marshall, Arturo Ocampo, Valentina Purtell, Irma Ramos, Greg Schulz, Bryan Seiling, Bob Simpson, Pete Snyder, Kai Stearns Moore, Olivia Veloz, and Fred Williams.

CONSENT CALENDAR & SUMMARY

Chancellor Marshall reminded the group that committee members have the opportunity to remove items from the consent agenda in order to allow for discussion, and that items not removed will be adopted by general consent.

Consent Items: The following agenda items were pulled from consent calendar approval for discussion: BP1001, District Mission, Vision, and Values Statements; AP5011, Admission and Concurrent Enrollment of High School and Other Young Students; BP5030, Fees; and BP7330, Certification of Freedom from Communicable Disease.

Summary: The summary of the August 22, 2016, meeting was approved as amended.

STRATEGIC GOALS & PLANNING ITEMS

Role of the District Consultation Council: Committee members had the opportunity to review the first draft of the proposed District Consultation Council (DCC) Goals and discuss the proposed reporting calendar and cycle for the DCC's four subcommittees.

- **Goals:** The committee provided the following suggestions to the DCC Goals: 1) add "stimulate the intellectual needs of students to the high impact programs and practices goal; 2) revise the enrollment management goal to include "other potential initiatives" to the first bullet, "in collaboration with campuses" to the second bullet, and add a third bullet which outlines the impact on CTE programs and their governing bodies; and 3) revise the first bullet of the accreditation goal to read, "review draft reports from all three sites..."

Chancellor Marshall stated that she would revise the goals to incorporate the suggestions noted, and bring them back for further review at the October meeting.

- **Subcommittee Reports:** The committee approved the following reporting calendar and cycle for DCC subcommittee reports: September 26 – Council on Budget and Facilities (CBF); October 24 – Institutional Effectiveness Coordinating Council (IECC); November 28 – District Curriculum Coordinating Committee (DCCC); January 23 – Technology Coordinating Council (TCC); February 27 – CBF; March 27 – IECC; April 24 – DCCC; and May 22 – TCC.

District Enrollment Management Committee: Chancellor Marshall presented a second reading of the proposed District Enrollment Management Committee (DEMC) as a mechanism

to improve overall institutional effectiveness in student achievement and fiscal stability. The proposed DEMC would operate at a strategic level to focus on the effective and efficient execution of District-wide enrollment management, and would inform the development of enrollment strategies to support student success and retention as well as the achievement of the District's annual enrollment goals. The DEMC would work in the mode of evidence based decision making and help to cultivate and promote a culture of evidence District-wide.

In the ensuing discussion the following was voiced: 1) expanding the committee composition to include more Dean representation; 2) the advisory role of the committee; 3) the possibility of the DEMC being a DCC subcommittee; 4) the importance of having DEMC representatives who also serve on the campus enrollment management committees; 5) a name change; 6) emphasizing that the DEMC would not be a decision-making committee; 7) how the DEMC would allow for more access and perspectives to the current target setting process; and 8) the need for additional discussion time.

Dr. Marshall noted that she would take all of the comments and suggestions and bring back the proposed DEMC to the next DCC meeting for a third reading.

Budget Update: Fred Williams, Vice Chancellor of Finance & Facilities, stated that the most current budget information was shared at CBF and the September 13 Board meeting, but did add that the FTES for Cypress College increased by 146 resulting in a \$500K revenue increase. He also noted that the \$200 million in State workforce development funding will not be incorporated into the budget until a District plan has been developed.

Subcommittee Report: Council on Budget and Facilities: Vice Chancellor Williams provided a CBF subcommittee report that included the following:

Budget Update

- **District 2016-17 Budget:** Most CBF meetings centered on the assumptions used to build the District's 2016-17 budget which included the following major themes:
 - The fourth year of good budget times;
 - No COLA and a modest growth of 1.56% (\$2.5 million);
 - A \$73,000 surplus of positive ongoing revenues when compared to expenses this year, but projections for 2018-19 and 2019-20 show a deficit;
 - PERS/STRS increases of \$2.1 million for this year with additional increases projected in the future;
 - The sunset of Proposition 30 and Proposition 55 on the November ballot; and
 - 363 additional filled positions within the District in 2016-17. (Subsequent to meeting, Mr. Williams clarified that the correct number of additional positions was 63.)

Facilities Update

- **Cypress College Science, Engineering, and Math (SEM) Building:** The Board recently approved cost estimate and size increases for the SEM building; from \$71 million to \$89 million due to cost escalation, and an increase in square footage from 100,000 to 106,000 to accommodate additional classrooms and labs. The Board also approved the staff recommendation to not pursue LEED certification for the SEM building.
- **Fullerton College Project Manager:** The position is currently being advertised and will close on October 5, 2016.

- **Environmental Impact Reports:** The Cypress College EIR is in its final stages of completion, while Fullerton College is just beginning the process.

Pathways and Promise Programs: Dr. Marshall stated that Governor Brown signed AB 1741 into legislation which creates a \$15 million grant program to help community college districts establish local promise programs, and provided the following:

IEPI Pathways Events: The State Chancellor's Office of IEPI division is co-sponsoring two pathways events for college leadership teams to learn about different strategies to implement a college pathways approach. The events will take place December 7-8, 2016 in Sacramento and January 26-27, 2017 in Orange County.

Anaheim Collaborative Meeting: The minutes from the August 19 Anaheim Collaborative meeting, where representatives from Anaheim Union High School District (AUHSD), California State University, Fullerton (CSUF), University of California, Irvine (UCI), Cypress College, Fullerton College, SCE, and District Services, reflect the group's decision to develop a "Long Beach Promise-like" implementation plan.

California College Promise Conference: Discussion included the campus CEOs reporting on their attendance at the California College Promise Conference, as well as local practices currently taking place at the campuses and initial steps towards pursuing AB 1741 grant funding.

ITT Technical Institute Students: Discussion centered on how to serve local, displaced ITT students and recent outreach activities and efforts. Fullerton College is planning an information session for ITT students on October 7 where faculty and staff will be able to provide information related to college programs and services.

Meeting with Mildred Garcia, CSUF President: Chancellor Marshall reported on her recent meeting with Dr. Mildred Garcia, CSUF President, where discussion topics included the use of student interns, the possibility of a promise program between both institutions, and reinstating the Closing the Achievement Gap Summit.

OPERATIONAL REVIEW ITEMS

Cloud Solution Security Measure Guidelines: By consent vote, the Cloud Solution Security Measure Guidelines were adopted for use by all who acquire and/or negotiate for cloud services.

NOCCCD Instructional Technology Standards for Classroom Multimedia Systems: By consent vote, the "Computer Related Equipment Replacement Plan at the North Orange County Community College District" were approved by the District Consultation Council.

Mobile Computing Device Guidelines: By consent vote, the "Mobile Computing Device Guidelines" were adopted for use by all users of mobile devices in the District.

Technology Coordinating Council Charter and Operating Procedures: The DCC received the Technology Coordinating Council (TCC) Charter and Operating Procedures as information. Noted changes to the TCC Charter and Operating Procedures included an update to the IT Governance Structure replacing the Learning Management Steering Committee with the Educational Technology Steering Committee; and updates to the District Technology Map of

Roles and Responsibilities to note the same committee change along with a change from Banner Steering to IS Steering.

Website Guidelines Annual Review and Update: By consent vote, the “Website Guidelines” were adopted for use by all who create or hire website developers across the District.

POLICY ITEMS

Chapter 3: General Institution:

Revised AP3720, Computer and Electronic Communication Systems: AP3720 was updated to reflect the addition of Section 4.2.1 to prohibit user access and alteration of their own personal records. Banner self-service and myGateway functions would continue to remain allowable functions. Revisions to AP3720 were made due to recommendations by the District Internal Auditor due to a history of users using their own records to test transactions.

Subsequent to concerns raised during the first reading of AP3720 regarding Classified staff being compelled by supervisors to edit their own records, the proposed language in Section 4.2.1 was revised, along with the language in Use Agreement, to address those concerns. In addition, Chancellor Marshall noted the following:

- **HR Confidential Employee Hotline:** Employees can call 714-808-4838 to report violations of any kind including Board Policies.
- **Anti-Fraud Program:** The District is developing guidelines for a District-wide Anti-Fraud Program and Fraud Hotline in order to confidentially report fraud, waste, or abuse.
- **BP/AP7700, Whistleblower Protection:** The District is also in the process of developing a whistleblower protection Board Policy and Administrative Procedure.
- **AP3050, Institutional Code of Ethics:** Section 5.1 reads, “Employees of the District are expected to conform their actions to the requirements of the law and District policy related to their positions and areas of responsibility, and to ethically and effectively carry out their responsibilities. No employee of the District shall engage in any employment practice that is a violation of law or District policy...”

During the discussion, Rod Lusch proposed further revised language to Section 4.2.1 which was accepted by the committee; **there was consensus to approve revised AP3720 and it will be posted on the District’s website.**

Chapter 1, The District

Revised BP1001, District Mission, Vision & Values Statement: BP1001 was updated to reflect an updated SCE accreditation standard in the “Reference” section and add baccalaureate degree to Section 1.2. **There was consensus to approve revised BP1001 and it will be forwarded to the Board of Trustees for their consideration.**

Chapter 2, Board of Trustees

Revised BP2010, Board Membership: BP2010 was updated to add an SCE accreditation standard in the “Reference” section and add Section 5.0 to include the restriction in Education Code Section 72104 that precludes Board members from serving on the governing body of high school district with coterminous boundaries to the District, per CCLC Update #28. **By consent vote, revised BP2010 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP2410, Board Policies and Administrative Procedures: AP2410 was updated to add an SCE accreditation standard in the “Reference” section and revised to correct “Chancellor’s Cabinet” to “District Consultation Council.” **By consent vote, revised AP2410 was approved and it will be posted on the District’s website.**

Revised BP2432, Chancellor Selection: BP2432 was updated to add the Vice Chancellor of Educational Services and Technology to the listing of those with administrative responsibility when the Chancellor is absent to Section 2.3. **By consent vote, revised BP2432 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Revised BP2710, Conflict of Interest: BP2710 was updated to update Section 1.0 to specify that employees as well as Board members are prohibited from having a financial interest in a contract made by them in their official capacity, per CCLC Update #28. **By consent vote, revised BP2710 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Chapter 3, General Institution

Revised BP3200, Accreditation: BP3200 was updated to add an SCE accreditation standard in the “Reference” section and add the Accrediting Commission for Schools to Section 1.0. **By consent vote, revised BP3200 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP3200, Accreditation: AP3200 was also updated to include an SCE accreditation standard in the “Reference” section and update accreditation related language. **By consent vote, revised AP3200 was approved and it will be posted on the District’s website.**

Revised BP3510, Workplace Violence Plan: The title of BP3510 was updated for clarity, from “Workplace Violence Plan” to “Workplace Violence” per CCLC Update #27. **By consent vote, revised BP3510 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP3510, Workplace Violence Plan: The title of AP3510 was also updated for clarity, from “Workplace Violence Plan” to “Workplace Violence” per CCLC Update #27. **By consent vote, revised AP3510 was approved and it will be posted on the District’s website.**

Revised BP3520, Local Law Enforcement: BP3520 was updated to reflect the new Education Code Section 67381.1 in the “Reference” section and language related to written agreements with local law enforcement agencies governing operational responsibilities for investigating violent crimes, sexual assaults, and hate crimes throughout the policy, per CCLC Update #28. **By consent vote, revised BP3520 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP3520, Local Law Enforcement: AP3520 was also updated to include additions to the “Reference” section and include new Education Code sexual assault and written agreement language, per CCLC Update #28. **By consent vote, revised AP3520 was approved and it will be posted on the District’s website.**

Revised AP3530, Weapons on Campus: AP3530 was updated to reflect new SB707 mandated language per CCLC Update #27. **By consent vote, revised AP3530 was approved and it will**

be posted on the District's website.

Chapter 4, Academic Affairs

Revised BP4020, Program and Curriculum Development: BP4020 was updated to add an SCE accreditation standard in the "Reference" section and change the word "deletions" to "discontinuances" in Section 6.0, per CCLC Update #28. **By consent vote, revised BP4020 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Revised BP4070, Course Auditing Classes and Auditing Fees: The title of BP4070 was updated for clarity, from "Auditing Classes and Auditing Fees" to "Course Auditing and Auditing Fees" per CCLC Update #27. **By consent vote, revised BP4070 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP4070, Course Auditing Classes and Auditing Fees: The title of AP4070 was also updated for clarity, from "Auditing Classes and Auditing Fees" to "Course Auditing and Auditing Fees" per CCLC Update #27. **By consent vote, revised AP4070 was approved and it will be posted on the District's website.**

Revised AP4225, Course Repetition: AP4225 was updated to reflect additions to the legal citations in the "Reference" section and add updated Title 5 language regarding cooperative work experience courses per CCLC Update #27. **By consent vote, revised AP4225 was approved and it will be posted on the District's website.**

Chapter 5, Student Services

Revised AP5011, Admission and Concurrent Enrollment of High School and Other Young Students: AP5011 was updated to add legal citations to the "Reference" section and language related to College and Career Access Pathways (CCAP) dual enrollment agreements per CCLC Update #28. Subsequent to discussion on the AB288 legally required language, **revised AP5011 was approved and it will be posted on the District's website.**

Revised AP5013, Students in the Military: AP5013 was updated to add legal citations to the "Reference" section and add family members of active military members who died in the line of duty after September 11, 2011 to the list of residence determinations for military personnel and dependents per CCLC Update #27. **By consent vote, revised AP5013 was approved and it will be posted on the District's website.**

Revised AP5015, Residence Determination: AP5015 was updated to add legal citations to the "Reference" section and add family members of active military members who died in the line of duty after September 11, 2011 to the list of residence status determinations per CCLC Update #27. **By consent vote, revised AP5015 was approved and it will be posted on the District's website.**

Revised BP5030, Fees: BP5030 was updated to add an SCE accreditation standard in the "Reference" section and updated to add a new fee that must be charged for students enrolled in a baccalaureate degree pilot program in Section 1.2. The renumbered Section 1.6 was also revised to change language related to instructional materials fees, per CCLC Update #28. **There was consensus to approve revised BP5030 and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP5030, Fees: AP5030 was updated to include an SCE accreditation standard and Title 5 citations in the “Reference” section, add baccalaureate degree pilot program fees, and also add a provision to allow the collection of fees to be waived when a Board of Governors Fee Waiver is erroneously awarded by the District, per CCLC Update #28. **By consent vote, revised AP5030 was approved and it will be posted on the District’s website.**

Revised BP5140, Disabled Student Program and Services: BP5140 was updated to reflect the language used in the new and amended Title 5 Sections 56000 et seq. that went into effect on July 1, 2016, per CCLC Update #28. **By consent vote, revised BP5140 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Revised AP5140, Disabled Student Program and Services: AP5140 was also updated to reflect new and amended Title 5 DSPS related language that went into effect July 1, 2016, per CCLC Update #28. **By consent vote, revised AP5140 was approved and it will be posted on the District’s website.**

Revised BP5500, Standards of Student Conduct and Discipline: BP5500 was updated to add an SCE accreditation standard in the “Reference” section and updated to add sexual assault and sexual exploitation to the list of sample conduct that may result in discipline to Section 1.18, per CCLC Update #28. **By consent vote, revised BP5500 was approved and it will be forwarded to the Board of Trustees for their consideration.**

Chapter 6, Business and Fiscal Affairs

Revised AP6700, Civic Center and Other Facilities Use: AP6700 was revised to include a Title 5 citation in the “Reference” section and language related to the District maintaining a Board approved fee schedule for facility rentals, per CCLC Update #28. **By consent vote, revised AP6700 was approved and it will be posted on the District’s website.**

Revised AP6740, Citizens’ Oversight Committee: AP6740 was updated to revise the consecutive limit term from two (2) terms to three (3) terms for committee members, per CCLC Update #28. **By consent vote, revised AP6740 was approved and it will be posted on the District’s website.**

Chapter 7, Human Resources

Revised BP7330, Certification of Freedom From Communicable Disease: BP7330 was updated to clarify that newly hired employees must provide certification “within that past 60 days” that they are free from active tuberculosis in Section 2.0, per CCLC Update #27. Subsequent to clarification on the 60-day requirement change, **there was consensus to approve revised BP7330 and it will be forwarded to the Board of Trustees for their consideration.**

OTHER ITEMS

Institutional Effectiveness Partnership Initiative Technical Assistance Letter: The State Chancellor’s Office Institutional Effectiveness Partnership Initiative (IEPI) is a collaborative effort to help colleges and districts improve their fiscal and operational effectiveness and promote student success, while also reducing accreditation sanctions and audit findings. In addition to developing and implement a framework of indicators for reporting purposes, IEPI also offers technical assistance and specialized training. The technical assistance program provides an external team of peers with expertise in the area of focus (Partnership Resource Team) to assist

the college/district with the specific area of focus. The program also has funding available for the college/district to implement recommendations by the Partnership Resource Team (PRT). The District is interested in requesting technical assistance in the areas of enrollment management and assessment of District-wide integrated planning and decision making.

After brief discussion, there was consensus to support the District's IEPI Technical Assistance Letter of Interest.

DCC Retreat Date: At the August 22 DCC meeting it was suggested that the DCC forgo its December meeting, and instead have a DCC retreat. In response, the committee agreed to have their retreat on Friday, December 16; date and location to be determined.

Workforce Development Planning Meeting: Chancellor Marshall shared with the DCC that a workforce development planning meeting is scheduled for Thursday, September 29 at 3:00 p.m. in the Chancellor's Conference Room of the Anaheim Campus. The meeting is open to all who would like to participate in developing the District-wide plan that will be necessary in order to apply for the new workforce development funds.

Request for Committee Reports: A request was made that the DCC receive reports from the Retirement Board Committee and the Insurance and Benefits Committee at a future meeting.

ADJOURNMENT: The meeting adjourned at 3:54 p.m.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 6, 2016

From: Cheryl Marshall

Re: Agenda Item for District Consultation Council Meeting of October 24, 2016

1. AGENDA ITEM NAME

Role of the District Consultation Council

- **Goals**

2. AGENDA ITEM ACTION (Please check one and fill in date, if appropriate.)

Information Only		Third Reading	X
Review/Discussion	X	Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Committee members will have the opportunity to review the third draft of the proposed District Consultation Council Goals.

5. RECOMMENDATION:

Upon consensus, members will develop agreed upon goals for the DCC.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Chancellor's Staff

District Consultation Council Goals Third Draft

Explore and Support Implementation of High Impact Programs and Practices

- Explore Guided Pathways as a district-wide effort
 - Review progress made on implementation of strategies from *Redesigning America's Community Colleges*
- Discuss promise programs, identify strategies that fit the district, and support next steps
- Share best practices and scale where possible to further student success and elimination of the achievement gap
- Discuss the Workforce Development Initiative, establish a working group, and make recommendations
- Review criteria and processes for Innovation Funds and Strategic Direction Funds to expand use and impact
- Stimulate the intellectual needs of students

Provide Recommendations on Enrollment Management

- Review Dual Enrollment Initiatives and other potential initiatives and expand where appropriate
- In collaboration with the campuses, review enrollment management strategies and progress
- Review the impact on CTE programs and their governing bodies

Support Integrated and Strategic Planning

- Review the allocation of resources to support plans and make recommendations
- Establish a workgroup for updating the District Strategic Plan
- Discuss the potential benefits of a visit from an IEPI Team and determine appropriate next steps
- Review and approve IEPI Targets
- Discuss technology needs and TCC recommendations
- Discuss data and reports needed for effective measurement, assessment, and evidence-based decision making
- Review and discuss recommendations from CBF related to building projects, budget, and other resources

Review Accreditation Progress and Reports

- Review draft reports from all three sites as appropriate and provide input
- Identify areas of strength and areas to improve

Professional Development

- Periodically review plans and encourage collaboration and integration

Review and Update Policies and Procedures

- Review and update all required policies and procedures

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 7, 2016

From: Cheryl Marshall

Re: Agenda Item for District Consultation Council Meeting of October 24, 2016

1. AGENDA ITEM NAME

District Enrollment Management Committee (DEMC)

2. AGENDA ITEM ACTION (Please check one and fill in date, if appropriate.)

Information Only		Third Reading	X
Review/Discussion	X	Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **20 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The purpose of the proposed DEMC is to improve overall institutional effectiveness in student achievement and fiscal stability. The DEMC would operate at a strategic level to focus on the effective and efficient execution of District-wide enrollment management. The DEMC would inform the development of enrollment strategies to support student success and retention as well as the achievement of the District's annual enrollment goals. The DEMC would work in the mode of evidence based decision making and help to cultivate and promote a culture of evidence District-wide.

5. RECOMMENDATION:

It is recommended that upon consensus, the DCC approve the District-wide Enrollment Management Committee as a standing advisory group to the Chancellor and Chancellor's Staff.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Chancellor's Staff

Districtwide Enrollment Management Committee (DEMC)

Options:

Districtwide Enrollment Advisory Committee (DEAC)

Districtwide Enrollment Management Advisory Committee (DEMAC)

Purpose

The purpose of DEMC is to improve overall institutional effectiveness in student achievement and fiscal stability. DEMC operates at a strategic level to focus on the effective and efficient execution of Districtwide enrollment management. DEMC will inform the development of enrollment strategies to support student success and retention as well as the achievement of the District's annual enrollment goals. DEMC works in the mode of evidence based decision making and helps to cultivate and promote a culture of evidence Districtwide.

Responsibilities

Through mutually beneficial collaboration, sharing of information and constructive dialog, the Districtwide Enrollment Management Committee makes recommendation for improved efficiency, consistency and coordination in enrollment management understanding and practices across the District. The Committee will:

- recommend a District definition of enrollment management;
- establish and maintain ongoing dialogue regarding Districtwide enrollment management to increase understanding of enrollment funding issues in a systematic, comprehensive manner;
- develop **and/or promote** Districtwide strategic enrollment management best practices **that will be utilized at all educational sites across the District**
- facilitate the coordination of Districtwide and college/SCE enrollment management planning;
- recommend annual Districtwide initiatives that support the enrollment management plans of the colleges/SCE;
- monitor Districtwide enrollment issues and develop recommendations for addressing issues;
- assess and recommend Districtwide policies and procedures as they affect enrollment management, student success, persistence, and retention;
- recommend Districtwide initiatives and enrollment management strategies to increase student success, persistence and retention;
- recommend Districtwide target marketing, outreach, recruitment, enrollment, financial aid and other strategies to stabilize or increase enrollment;
- assess Districtwide progress toward achievement of annual enrollment goals.

Membership

The Chancellor co-chairs the Committee with an appointed faculty member; the membership from the sites and constituency groups are as follows:

Executive Vice President, Cypress College

Vice President of Instruction, Fullerton College

Vice President of Student Services, Fullerton College

Dean of Instruction and Student Services, SCE (2)

Dean representative, one each from CC and FC
Program Director, SCE (1)
Faculty representatives, CC, FC, SCE (2 each to be appointed by the Senates)
United Faculty representative (1)
Adjunct Faculty United representative (1)
CSEA representative (1)
District Management Association representative (1)
District Director, Information Services
Vice Chancellor, Educational Services and Technology
Vice Chancellor, Finance and Facilities
District Senior Research and Planning Analyst

Operating Procedures and Guidelines

The Committee meets monthly for 1.5 hours. Meeting summaries are prepared and distributed to Committee members.

Meeting ground rules for the Committee are as follows:

- **Everything happens through conversation**
- **Everyone participate, no one dominate;** Share the airtime
- Success depends on participation – share ideas, ask questions, draw others out
- Listen for understanding – inquire (ask) before you advocate (persuade)
- Listen for the future to emerge
- Seek consensus
- Disagree without being disagreeable
- Speak honestly
- Stay open to new ways of doing things
- Critique ideas, not people
- Be positive, non-judgmental and open to new ideas
- Treat everything you hear as an opportunity to learn and grow
- Articulate hidden assumptions
- Challenge cherished beliefs
- Staying on schedule is everyone’s responsibility; honor time limits
- Speak your truth, without blame or judgment
- Ask “what’s possible?” not “what’s wrong”? Keep asking
- Have fun!

Duration

This is a standing advisory group to the Chancellor and Chancellor’s Staff.

Clarification of the Purpose

The purpose of DEMC is to improve overall institutional effectiveness in student achievement and fiscal stability. DEMC operates at a strategic level to focus on the effective and efficient execution of Districtwide enrollment management.

Does:

- Assess, analyze, inform, share, problem solve, recommend
- Provide for a broadened conversation and relevant input beyond Chancellor's Staff
- Develop infrastructure for the process of enrollment
 - Ensure the work can continue despite turnover – helps address loss of institutional memory
 - Allows for measurement and continuous improvement
- *Through mutually beneficial collaboration, sharing of information and constructive dialog, the Districtwide Enrollment Management Committee makes recommendation for improved efficiency, consistency and coordination in enrollment management understanding and practices across the District*

Does not:

- Determine scheduling of classes, faculty assignments, curriculum at the sites
- Dictate class sizes
- Prescribe FTE targets for sites
- Prescribe marketing and outreach initiatives

Decision Making Model

The DEMC will follow the spirit and letter of Title V through collegial consultation with the Academic Senate on academic and professional matters, and providing staff and students the opportunity to “participate effectively” in the development of procedures and recommendations that have a significant effect on them.

- Aim for consensus and shared understanding
- Since this is a recommending body, voting will be rare
- The dialogue and work will carry on when representatives are absent

Role of the Members

- Provide a strong link to local enrollment management committees
 - Aim for representatives from campus EMCs to attend DEMC
- Provide subject matter expertise for their part of the enrollment process
- Share best practices
- Collaboratively develop recommendations

Other Input on Membership:

- Add students
- Increase the number of deans
- Increase the number of faculty
- Make sure all sites are equally represented
- Balance faculty and management representation

Examples of Work

Correction of TBA hours

- The colleges and district staff (literally dozens) worked together to identify courses where TBA hours could be documented and reported. The 320 Report corrections resulted in 3/4 million dollars.
- The DEMC would examine how to do this better in the future and how do we prevent it from happening again.

Financial Aid Changes

- As legislative changes occur, determine how to best implement the changes without negatively impacting students or the campuses.

Role of Online Courses

- Discuss current online offerings and the advantageous or disadvantages of expansion.

Implementation of DegreeWorks

- As DegreeWorks become populated with student goals, share best practices for developing scheduling patterns and offerings.

Committee Size

Large Committee that Recommends to the Chancellor & Chancellor's Staff

- Advantages include broad representation, varied perspectives, and possible use of subcommittees to address specific issues
- Disadvantages include scheduling the meeting at a time when most can attend and coming to consensus

Small Committee that Recommends to DCC

- Advantages include ease of scheduling and coming to consensus
- Disadvantages include an added layer of bureaucracy and loss of broad representation by people doing the work.

District Enrollment Management Committee

Proposed Membership

Chancellor
 Executive Vice President, Cypress College
 Vice President of Instruction, Fullerton College
 Vice President of Student Services, Fullerton College
 Dean of Instruction and Student Services, SCE (2)
 Dean representative, one each from CC and FC
 Program Director, SCE (1)
 Faculty representatives, CC, FC, SCE (2 each to be appointed by the Senates)
 United Faculty representative (1)
 Adjunct Faculty United representative (1)
 CSEA representative (1)
 District Management Association representative (1)
 District Director, Information Services
 Vice Chancellor, Educational Services and Technology
 Vice Chancellor, Finance and Facilities
 District Senior Research and Planning Analyst

	District	Cypress College	Fullerton College	SCE	Unknown
Management	4	2	3	3	1
Faculty	0	2	2	2	2
CSEA	1				1
Totals	5	4	5	5	4

Total membership: 23

Suggested Additions

Student representatives (3)
 Additional Deans (?)
 CSEA representatives from each campus (additional 2)

	District	Cypress College	Fullerton College	SCE	Unknown
Management	4	2	3	3	1
Faculty	0	2	2	2	2
CSEA	1	1	1	1	0
Students	0	1	1	1	0
Total:	5	6	7	7	3

Total membership: 28*

* The count does not factor in the possibility of including additional Dean representatives.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 4, 2016

From: Cherry Li-Bugg

Re: Agenda Item for District Consultation Council Meeting of October 24, 2016

1. AGENDA ITEM NAME

Innovation Fund Packet

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion		Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

In 2012 at the recommendation of the Board, the District created an innovation fund to encourage and provide financial support for faculty and staff in developing and implementing new ideas, methods or practices that will improve the quality and efficacy of education, programs, and services throughout the District.

The process calls for DCC to approve the process of requesting, granting and evaluating the Innovation Fund each year. The attached packet of information contains:

- **Innovation Fund 2016-2017 Operating Procedures**
- **Innovation Fund Application**
- **Innovation Fund Project Review Form**

Only date specific information has been updated in the documents-no other change were made.

5. RECOMMENDATION:

It is recommended that the District Consultation Council approve the Innovation Fund packet that includes 1) Operating procedure; 2) application form; 3) project review form.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

Greatness. Achieved.

Innovation Fund

2017-2018

Approved by DCC, October 26, 2015
Approved by DCC, November 24, 2014
Approved by DCC, October 28, 2013
Approved by DCC, October 22, 2012

Purpose

The purpose of the NOCCCD Innovation Fund is to create a culture of innovation to support the strategic directions of the District. The tenets of the District's five Strategic Directions, and the District's Vision, Mission and Values Statement guide the District's planning processes. The establishment of the NOCCCD Innovation Fund demonstrates the District's commitment to excellence by supporting innovative initiatives proposed by District employees.

The NOCCCD Innovation Fund was designed to encourage and provide financial support for faculty and staff in developing and implementing new ideas, methods or practices that will improve the quality and efficacy of education, programs, and services throughout the District. Proposals supported by this endeavor will complement the District's Strategic Directions, and the District's Vision, Mission and Values Statement.

By definition, "Innovation" within the context of the program means, the introduction of, or implementation of new ideas, new practices, or changes in methods that strive to reach the highest levels of teaching, scholarship, and policy impact, and that promote excellence in all aspects of the District.

The process is purposefully straight-forward to encourage all employees of the District to participate. The Innovation Fund is designed to support concepts of many types, sizes, focus, and locations.

All successful proposals should be designed to test or support innovation that fosters student success and the North Orange Community College District Strategic Plan for 2014-2017. The NOCCCD Strategic Plan can be found at the following link:

http://www.nocccd.edu/files/strategicplan2014-2017_25852.pdf

Overview of Process

The Innovation Fund is an annual allocation process. Each year the District budget process will determine the total funding allocation for proposals to be completed in the next academic year. Successful and approved projects for the next academic year may begin implementation following the end of the spring semester.

The maximum allowable annual funding allocation per proposal is twenty-five-thousand dollars (\$25,000.00) per fiscal year.

The projects selected are to be completed by June 30th of the subsequent academic year.

Administration of the funding of successful proposals will be handled through standard District fiscal procedures. The Office of Educational Services and Technology will coordinate the reporting of the outcomes of the awarded proposals or projects, both narrative and financial, to the Board of Trustees at the conclusion of the academic year.

Prior to the end of the funding cycle, each initiative or project will have a one-page evaluation that includes a narrative and financial evaluation. Previously funded innovative projects or programs may be eligible for renewal based on review by Chancellor's Staff. Project evaluation summaries will be available on the District website for public review.

Criteria and Guidelines

The criteria are based on the District's five Strategic Directions and include all aspects from initial exploration of concepts through the institutionalization or completion of funded projects.

Funding from this program may supplement existing sources of funding, including augmentation of grants funds.

Initiatives within the scope of this program include new approaches to educational pedagogy and teaching strategies, designs of new projects or programs to enhance student success, opportunities to share or learn in other academic environments including collaborations with other institutions and, technological projects or initiatives that enhance organizational efficiencies. May include initiatives to upgrade equipment, cultivate skills, and/or improve operational functions within the District.

Who Is Eligible to Apply?

All permanent employees (faculty, staff, or management) of the District who desire primary or supplemental funding are eligible. Temporary employees or ancillary organizations to the District are not eligible.

Proposal Selection Timeline

- Application submission begins **December 1** of each academic year, for projects commencing the following academic year.
- Applicants will submit a one-page project description and funding request form to the Office of Educational Services and Technology by **March 1** of each academic year.
- The Innovation Fund Ad Hoc Workgroup will review, score, and recommend to the Chancellor's Staff those projects to be funded by **May 1** of each academic year.
- Chancellor's Staff will forward their final recommendations for funding to the Board of Trustees at the **first meeting in May** of each academic year.

Innovation Fund Ad Hoc Workgroup

The Innovation Fund Ad Hoc Workgroup serves as a recommending body to the Chancellor's Staff. The Vice Chancellor of Educational Services and Technology will facilitate the process and Chair the Workgroup.

The composition of the Ad Hoc Workgroup is as follows: three Academic/Faculty Senate Representatives (one from each Senate), three classified staff (one each from CC, FC and SCE), one confidential staff, three managers (one each from CC, FC and SCE), three students (one each from CC, FC and SCE), one representative from the District Services.

The Innovation Fund Ad Hoc Workgroup will adjudicate the submitted proposals for potential funding. If it is determined by the Workgroup that there are no sufficient proposals worthy of funding it is not incumbent on the Workgroup to recommend the award of any or all of the funds in any given year. Funds may carry over to the next academic year.

Requests are reviewed and scored for their innovative qualities and relevance to the District's Strategic Directions, Vision and Mission statements. The Innovation Fund Ad Hoc Workgroup is not bound to meet any specific pre-set concept; proposals are assessed on their individual and innovative merit.

Innovation Fund Workshops

The Innovation Fund Ad Hoc Workgroup will provide workshops as needed to assist potential applicants with information and guidelines for the development of Innovation Fund proposals.



NOCCCD Innovation Fund Application Form

1. Name of Innovation Fund Project: _____

2. Contact Information

• Initiator / Primary Contact _____

• Title _____

• College / Site _____

• Phone _____

• E-mail _____

• Supervising Manager / Administrator _____

• Other individuals working on this initiative _____

3. Executive Summary – **please attach a request for funding summary statement** (*will be used as a statement in publication – 200 words or less*)

4. Project Description (*Goals, steps to achieve goals, etc.*) _____

5. Brief Statement of Project/Initiative's Support of the NOCCCD Strategic Directions _____

6. Projected Measurable Outcomes _____

7. Projected Time Line _____

8. Specific Use of Funds _____

Total Amount Requested from Innovation Fund \$ _____

Signature of Primary Contact _____

Signature of Immediate Management Supervisor/VP _____



Innovation Fund Reviewer Rubric

Overall Rating Score: _____

Name of Project: _____

Primary Contact: _____ Campus/ Site: _____

Instructions:

You must assign the proposal an Overall Rating Score of not less than 1 point. Please be certain that the Overall Rating Score is filled in at the upper right of this page. After reading the proposal, you may assign an individual score to each of the five criteria, by multiplying by the value by the weighting number, then enter the total points. $V \times W = P$

The rubric is used to score each application for potential funding by Chancellor's Staff.

	Value = 0	Value = 1	Value = 3	Value = 4	X Weighting	Points
Project Executive Summary	Missing or Incomplete	Activities minimally address Innovation Fund objectives	Activities address objective; needs, purpose and links to planning are evident	Completely describes the needs, purpose and activities; strongly links to appropriate plans	(5)	
Comments:						

	Value = 0	Value = 1	Value = 3	Value = 4	X Weighting	Points
Project Innovation	Missing or Incomplete	Activities minimally address components of the District's strategic directions, mission, vision and goals.	Activities address new ideas, practices or methods and links to planning. Desired outcomes are measurable and attainable.	Completely describes new and innovative ideas, practices or changes in methods; in support of Institutional excellence	(8)	
Comments:						

	Value = 0	Value = 1	Value = 3	Value = 4	X Weighting	Points
Projected Tangible/ Measurable Outcomes	Missing or Incomplete	Outcomes are included and are minimally measurable	Outcomes are included, measurable, and appropriate	Outcomes are included, measurable, appropriate, and strongly integrated with activities	(4)	
Comments:						
	Value = 0	Value = 1	Value = 3	Value = 4	X Weighting	Points
Projected Time Line	Missing or Incomplete	Complete, but lacking detail	Complete with appropriate detail,	Appropriate detail; ongoing		

			ongoing operations minimally addressed	operations strongly addressed; realistic	(3)	
Comments:						

	Value = 0	Value = 1	Value = 3	Value = 4	X Weighting	Points
Budget Resources/ Financial Analysis	Missing or Incomplete	Minimally addresses financial analysis components; minimally linked to time line	Addresses financial analysis components; linked to time line	Strong financial analysis evident; shows outcomes commensurate with dollar amount	(3)	
Comments:						

	Value = 0	Value = 1	Value = 3	Value = 4	X Weighting	Points
Project Assessment Plan	Missing or Incomplete	Minimally addresses outcomes and data sources	Addresses all outcomes and identifies data sources	Comprehensively addresses all outcomes and data sources	(2)	
Comments:						

Total Points (100 points. Max):	
Recommend to Fund Project: Yes: No:	

Additional Comments:

Reviewers Signature

Date

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: 10/17/2016
 From: Dr. Dana Clahane, Vice-President, United Faculty
 Re: Agenda Item for District Consultation Council Meeting of October 24, 2016

1. AGENDA ITEM NAME

AP 3010 (Policy) and AP 3010 (Procedure)

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion	X	Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **20 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the campuses, some controversies have been brewing over adjunct faculty hiring. Clearly, in times of growth, the Campuses are well-served by a hiring policy that allows us to keep up with the need for hiring of instructors for our students. Thus at times prior to the start of instructor duty days, last minute hiring of faculty is needed. The current version of AP 3010 (policy) currently appears on the District website with an approval date of 3/22/1994, which seems to be out-of-date. On the District website, there is also a second pdf, AP 3010 (procedure), which has NO approval date, and I do not know of any history behind the vetting of this procedural part of AP 3010. At least one Vice-President of Instruction has been citing this procedure, which appears to be unapproved according to the NOCCCD website. At a cursory glance, I see no problem currently with the “procedure” that is apparently not approved as of this date, but due to new regulations regarding the maximum percent of a fulltime load that an adjunct can carry (I believe this is 67%), I would suggest that we discuss making a revision of Section 2.0 Policy Application, which states:

“This policy applies to all part-time academic employees. A part-time academic employee is defined as one who is hired for 60 percent or less of the full time load and is paid on a part-time salary schedule. The term adjunct faculty shall be synonymous with part-time academic employee.”

5. RECOMMENDATION:

Change “60” to “67” in the above-mentioned “policy application” section 2.0 of AP 3010. We should also approve the currently posted policy and perhaps change the policy to a Board Policy 3010, and then approve the “procedure” as AP 3010 (the second pdf). This will hopefully contribute to one of our goals for DCC this year – to

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

review and update our District policies and procedures.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Alba Recinos, Cheryl Marshall, Irma Ramos

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3010 Adjunct Faculty Hiring Policy	DATE ADOPTED: 3/22/94
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1.0 Rationale and Intent

It is the policy of the North Orange County Community College District that:

- 1.1 The qualifications of individuals selected as adjunct faculty be the same as a contract/regular academic employee for that position.
- 1.2 The responsibility for selecting adjunct faculty be shared cooperatively by both faculty and administrators, participating effectively in all appropriate phases of the hiring process.
- 1.3 An effective recruitment program be maintained to reach the most diverse spectrum of qualified candidates.

2.0 Policy Application

This policy applies to all part-time academic employees. A part-time academic employee is defined as one who is hired for 60 percent or less of the full time load and is paid on a part-time salary schedule. The term adjunct faculty shall be synonymous with part-time academic employee.

3.0 Coordination of Policies

The procedures and time-lines developed for the hiring of adjunct faculty shall be coordinated to the greatest extent possible with other District policies to avoid duplication of effort and to reduce cost.

4.0 Terminology

- 4.1 The language used for titles and positions in this document are those of the colleges. When the title "President" appears, it is to be understood to also mean "Provost." When the title "Vice President" appears, it is to be understood to also mean "Adult Continuing Education Dean of Instruction," or "Adult Continuing Education Coordinator" as appropriate.
- 4.2 The "area administrator" or "division dean" shall be equivalent to the administrator directly supervising faculty in Adult Continuing Education. When the words "campus," "division," "department," appear, they shall be understood to also refer to the appropriate equivalent administrative categories for Adult Continuing Education; i.e., "site" and "program area," etc. When the site or area, etc. involved is not obviously clear, the Adult Continuing Education academic administration and Academic Senate shall jointly develop definitions of the appropriate categories.

North Orange County Community College District
BOARD POLICY
SECTION 3000
ACADEMIC PERSONNEL

POLICY #3010 Adjunct Faculty Hiring Policy	DATE ADOPTED: 3/22/94
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- 4.3 The term "academic administration" shall mean the various campus and Adult Continuing Education administrators concerned with academic matters including Counseling, Student Services, and Library.

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

The hiring process consists of:

- a) Identifying staffing needs.
- b) Establishing a committee of faculty and administrators with the responsibilities for hiring the adjunct faculty.
- c) Developing a job description detailing the necessary qualifications for a position.
- d) Recruiting program to attract qualified candidates.
- e) Developing a hiring pool which includes candidates from historically underrepresented groups.
- f) Interviewing and selecting adjunct faculty.

Identifying Staffing Needs

In conjunction with the Academic Hiring Policy, each Division Dean, in consultation with the department coordinators or representative faculty, shall provide a recommendation regarding adjunct faculty staffing needs to the appropriate Vice President for approval. The approved staffing needs then become the basis for hiring.

The Hiring Committee

An Adjunct Faculty Hiring Committee shall be formed for each academic discipline within a division. The Adjunct Faculty Hiring Committee shall consist of:

- a) The Division Dean, who shall serve as chair.
- b) The department coordinator of the academic discipline, or in the absence of a department coordinator, a full-time faculty member of the division, who teaches in that discipline. If there is no department coordinator or no faculty member who teaches in the specific discipline available, a full-time division faculty member knowledgeable of the discipline may be substituted. If there are no full-time faculty members available, then the Division Dean, the Vice President of Instruction, and the President of the Academic Senate shall jointly decide the composition of the hiring committee.
- c) A maximum of one additional interested full-time faculty, who teaches in that

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

discipline and desires to be on the committee.

The appropriate Affirmative Action Officer and President/designee, shall review the composition of the committee, and may require additional faculty members to assure representation of underrepresented groups on the committee. Such review shall take into consideration the availability of appropriate representatives.

Responsibilities of the Adjunct Faculty Hiring Committee

Each Adjunct Faculty Hiring Committee shall be responsible for:

- a) Training in the policy and procedures governing hiring and affirmative action, including knowledge of goals and timetables.
- b) Writing job descriptions.
- c) Establishing its rules for voting on the selection of adjunct faculty.
- d) Paper screening of candidates' materials for qualifications.
- e) Interviewing and selecting adjunct faculty.

The chair's responsibilities are to:

- a) Convene the committee.
- b) Establish and conform to timelines for screening, interviewing, and selection.
- c) Communicate with applicants and the committee.
- d) Maintain all necessary records.
- e) Comply with all District policies and procedures.

Committee Vacancies

- a) A member who cannot accept the responsibilities given to the committee shall be replaced.

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

- b) When a faculty committee member vacancy occurs and no backup faculty member is available, the Division Dean must select a voluntary replacement from the full-time faculty in that discipline, or if such an individual is not available, a contract/regular Division faculty member who is knowledgeable in the subject.
- c) When the committee chair is vacant, the appropriate Vice President must select an administrator knowledgeable in the Division's subject areas as a replacement.
- d) If a faculty or chair vacancy cannot be filled, or if a committee member is not performing his or her duties, then the appropriate Vice President and President of the Academic Senate shall confer and jointly agree on a course of action.

Development of the Job Description

A job description shall be developed for each approved adjunct faculty position. The purpose of the job description is to document the minimum requirements for a position in sufficient detail to evaluate each candidate's qualifications. The job description shall follow the regular District form for adjunct faculty hiring (Appendix A).

Recruitment

An ongoing recruitment process shall be conducted by the District to identify potential adjunct faculty. The District Office of Human Resources shall be responsible for coordinating recruitment. The recruitment process shall include, but not be limited to, the following:

- a) Distribution of the job description.
- b) Advertisements placed in newspapers and journals, particularly those with readership from historically underrepresented groups.
- c) Recruitment at professional conferences, workshops and local career/job fairs.

In addition, faculty and managers are encouraged to utilize their professional networks, especially to seek applicants from historically underrepresented groups.

Development of the Hiring Pool

The activities to develop the hiring pool shall consist of:

- a) Paper screening applicants' materials to determine their eligibility.

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

- b) Verifying the eligible applicants' acceptance into the pool.
- c) Verifying the hiring pool for the adequacy of historically underrepresented groups.

Paper Screening

- a) An applicant can be admitted into the hiring pool at any time unless the job description indicates a closing date.
- b) Paper screening shall begin no later than 10 working days after the closing date or if no closing date has been specified, periodically after the receipt of the applicants' documentation. Only those individuals who submitted complete documentation, as requested in the job description, shall be considered.
- c) Eligibility is to be based on the minimum qualifications. When a person requests equivalency, consideration shall follow the criteria found in Board Policy 3013.
- d) The Division Dean shall notify in writing those individuals accepted into the hiring pool.

Certification of the Hiring Pool

- a) The Campus Affirmative Action Officer, or designee, in consultation with the Division Dean, shall determine whether or not the hiring pool is adequate with regard to historically underrepresented groups. Such determination shall be based upon an analysis of the division and department's current historically underrepresented group members and the availability of historically underrepresented group candidates.
- b) If the analysis indicates that the hiring pool is not representative, the Campus Affirmative Action Officer, in conjunction with the Adjunct Faculty Hiring Committee, shall confer as to the course of action to be taken.

Interviewing and Selection

When a position becomes available, the Adjunct Faculty Hiring Committee shall select from the hiring pool(s) the candidates to be interviewed.

If there are sufficient candidates for a position, a minimum of two candidates shall be invited for an interview. The chair shall notify the candidates of the appointment time and place.

All applicants are to be asked the same questions in the same way, and must have any performance

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

tests administered in the same way. Sufficient time should be allotted for the interview to assess the qualifications of each candidate.

The committee, in consultation with the Campus Affirmative Action Officer, may interview outside of the hiring pool if there are no applicants for that particular position and no timely update can be made.

Prior to the interview the following should be prepared:

- a) Interview questions.
- b) An interview rating sheet.
- c) Protocols for appropriate teaching demonstrations, writing samples, and/or other performance indicators appropriate for the position.

During and/or at the conclusion of each interview, each committee member shall independently complete the interview rating sheet and assign the candidate an overall rating.

After all of the interviews have been conducted, each committee member shall independently determine which candidates he/she would recommend before discussion with the other committee members. Strict confidentiality shall be maintained throughout the entire hiring process.

After selection, the Adjunct Faculty Hiring Committee chair shall immediately notify the Campus Affirmative Action Officer. Thereafter the chair will contact the finalist to confirm his or her acceptance of the position. The Division Dean shall forward the recommendation for employment to the appropriate Vice President and the Campus Affirmative Action Officer for sign-off of forms. The signed forms will be forwarded to the District Office of Human Resources where the candidate will be processed.

Following confirmation of acceptance by the successful candidates, the District Office of Human Resources shall notify the other finalists in writing in a timely manner.

Hiring for Occasional and Specialized Courses

Occasional courses are courses that are offered infrequently and not as a matter of routine. Specialized courses are courses that either involve new technology or are unique, and the number of qualified candidates to teach such courses is limited. In these cases, the Hiring Committee shall have the option, with the approval of the Dean of Instruction and the President of the Academic Senate, to hire individuals without regard to the procedures set forth in Sections 1.5 and 1.6 of this document.

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

Emergency Hiring Procedure

The Division Dean may have the sole discretion to hire for a particular position if all the following emergency conditions occur:

- a) A vacancy has not been filled or opens within 10 working days prior to the start of class, or a vacancy occurs after the start of class.
- b) The Adjunct Faculty Hiring Committee cannot be convened in a timely manner to select and interview candidates.
- c) The Division Dean will select the candidate from the hiring pool. However, if there are no available candidates, the Division Dean may, in consultation with the Campus Affirmative Action Officer/designee, interview candidates who are not in the pool.
- d) A formal or informal interview is made.

Updating the Hiring Pool

The hiring pool is to be reviewed periodically by the Division Dean and the Campus Affirmative Action Officer. If the pool is determined to be insufficient in relation to the quantity of candidates or historically underrepresented group members, the Division Dean shall be responsible for initiating the appropriate recruitment steps with the District Office of Human Resources.

Campus Procedure Manual

In matters not included in this policy, when appropriate, the campus Academic Senate, in consultation with campus and District administration, shall develop a procedures manual to assure that all divisions and Hiring Committees are knowledgeable about appropriate procedures; e.g., Senate procedures for committee member selection, appropriate communication with and hospitality toward applicants, transportation arrangements, models of rating sheets, etc.

Effective Date

This policy shall become effective the semester immediately after its adoption. The appropriate Vice Presidents, in conjunction with the Division Dean, the President of the Academic Senate, the District Office of Human Resources, and the Campus Affirmative Action Officer, shall develop a timeline for the enactment of each provision.

North Orange County Community College District
PROCEDURES

Procedures Shown Herein Define How the Noted Policy Will Be Implemented

POLICY #3010

Adjunct Faculty Hiring

Changes in the Hiring Procedure

The Academic Senates, appropriate Vice Presidents, or the Office of Human Resources may propose changes to the hiring procedures outlined in Sections 1.0 through 3.0 of the Adjunct Faculty Hiring Procedure. The representatives of the Academic Senates and administration will jointly develop any revised procedures. The revised procedures shall not deviate from the intent of the policies set forth in Section 1.0 of the Adjunct Faculty Hiring Policy.

Until there is such joint agreement, these procedures will remain in effect.