Memorandum

To:    Members of the Board of Trustees    Date:    October 7, 1974

From: Glenn G. Gooder, Superintendent-President

Subject: PROPOSED PLAN FOR INSTRUCTIONAL ORGANIZATION

In June, 1974, the Board approved in principal a proposal for an experimental re-organization of instructional services which, previously, had been approved in principal by the Representative Council of the Academic Senate. Since June the plan has been refined and developed. The plan and related recommendations are presented at this time for information. It is anticipated that action will be requested on the recommendations at the second meeting of the Board of Trustees in October.

Basic elements of the two-year experimental plan include:

a. A functional approach to instructional support and to the description of work assigned to professional personnel.

b. Appointment of three Teacher/Coordinators to assist in performing functions not served or not served adequately in the current organization.

c. A new approach to departmental organization with the following elements:

1) Subject area departments will be identified. The faculty of each subject area will be permitted to join with the faculty of other subject areas as they wish for planning and organizing their instructional programs. (It is anticipated that, if the experiment is successful, new choices and new alignments would be permitted every three years.)

2) Compensation for departmental leadership will be assigned on the equitable basis of $140 per F.T.E. faculty plus $20 per teacher assigned to each department.

3) Compensation for departmental leadership may be used in any of the following ways:
3) (continued)

--to provide hourly release time for the Chairperson.

--to provide a stipend for the Chairperson.

--to be distributed among department faculty for leadership or support services provided.

--to provide for student worker assistance.

(If it could not be used for establishing new clerical positions because they become permanent and department needs and preferences change.)

d. The experiment will be evaluated at the end of the first year and at the end of the second year. Evaluation will include survey of faculty opinion regarding effectiveness of the procedures.

Attached are tentative drafts of functional duty statements for Teachers; Department Chairpersons; Teacher/Coordinators; Director, Instructional Services; Assistant Dean, Evening College and Summer Session; Assistant Dean, Health Occupations; Assistant Dean, Occupational and Career Education; Curriculum Committee; and Administrative Dean of Instruction. Included also are statements of the instructional support functions of the Representative Council, the Resources Allocation Review Board, the Superintendent/President, and the Board of Trustees.

**RECOMMENDATION 1:** It is recommended that the new duty statements be approved.

Duties of the three Teacher/Coordinators are included in the list above. Much discussion has occurred relative to the amount of time to be allocated for coordinating, the term of the Teacher/Coordinators, and selection procedures. Total consensus has not been achieved in all these matters.

**RECOMMENDATION 2:** It is recommended that the three Teacher/Coordinator positions be approved and that each be assigned at least half-time to teaching and not more than half-time to coordination (with the understanding that the relationship may have to be balanced over a year rather than in a given semester); that the Teacher/Coordinators be appointed for one-year terms subject to re-appointment; and that selection procedure for Teacher/Coordinators be similar to that for Department Chairpersons with the Representative Council nominating two candidates for each position from a list of volunteers, contract members of the faculty from which the Dean of Instruction and the Superintendent/President will select one to recommend to the Board of Trustees for appointment.

The proposed compensation plan has the advantages of being equitable. Compensation will be provided on the basis of faculty assigned. Departments may join with other departments in which case compensation for instructional leadership may be built into large enough amounts to
RECOMMENDATION 2: (continued)

provide for significant service. On the other hand, no small department will be denied an allocation as is now true in some cases. (This procedure would not be available to the departments of the Life Science Division, since they decided some time ago to request and were given authorization to establish a full-time clerical position in lieu of a division leadership stipend. The procedure would not be available to the departments of the Health Occupations Division, since legal requirements already have made it necessary to provide equal or greater support for leadership than is envisioned in this plan.)

The proposed compensation plan has the advantage of flexibility. Department faculty may decide for themselves which kind of support or combination of support would serve their needs best.

RECOMMENDATION 3: It is recommended that compensation for instructional department leadership be computed on the basis of $140 per F.T.E. faculty assigned plus $20 per faculty member assigned; and that the department faculty be authorized to determine how the compensation will be allocated within the following options: to provide hourly release time for the Chairperson; to provide a stipend for the Chairperson; to provide stipends for distribution among the department faculty; to provide for student-worker assistance.

It is anticipated that the experimental plan will be implemented for two years beginning with the Spring, 1975, semester. Evaluation will occur at the end of each year of the experiment.

RECOMMENDATION 4: It is recommended that the experimental plan for organization of instructional services be implemented for a two-year period beginning with the Spring, 1975, semester.

GGG: ba
All members of the faculty are responsible to their Department Chairman or Chairwoman for the timely performance of instructional and related professional responsibilities.

A. INSTRUCTIONAL RESPONSIBILITIES

1. Gives instruction in accordance with the stated philosophy and objectives of Santa Barbara City College.

2. Gives instruction in classes according to the established and approved course outlines.

3. Acquaints all students with course requirements, evaluation procedures, field trip demands and attendance requirements during the first week of each semester.

4. Provides each student with an opportunity for teacher evaluation of progress during the fifth week of each semester.

5. Maintains necessary attendance, scholastic and personnel records.

6. Submits course outlines as requested by the Office of Instruction.

B. RELATED PROFESSIONAL RESPONSIBILITIES OF ALL FACULTY MEMBERS

1. Posts and maintains adequate office hours for student consultation (a minimum of 3 hours per week for full-time teachers).

2. Gives emergency first aid for accidents or "incidents" in the classroom or on campus; e.g., fainting or epileptic seizure.

3. Reports for duty after summer vacation in accordance with annual contract dates and attends all scheduled faculty meetings unless excused by the Superintendent-President.

4. Attends commencement exercises, in academic dress, unless excused by the President of the Academic Senate or the Superintendent-President.

5. Attends all scheduled faculty meetings, department meetings, and meetings of committees of which he or she is a member.

6. Notifies the Administrative Dean of Instruction not later than 7:45 a.m., if unable to be present for assigned classes. (The previous afternoon or evening is preferable.) Gives directions for use by substitutes.
7. May share in co-curricular program by supporting student activities through attendance and through service as a sponsor or advisor.

8. Submits requests for maintenance and custodial services to the Business Office - not to the custodian.

9. Turns in all required grade, eligibility, and other reports to the designated office by the time stated in accordance with standardized directions for record keeping.

10. Teaches classes only on campus in assigned room unless specific alternate arrangements have been approved by the Office of Instruction.

11. Schedules guest speakers according to the College policy. (See "Guest Speakers").

12. Makes all requests for field trips through the Instruction Office. If students have to be excused from classes other than the one for which the trip is planned, a list of students with the hours of classes from which they are to be excused must be submitted to the Instruction Office at least one week before the date of the trip.

13. Advises students, as described under "Counseling-Instructors".
   a. Assists students with study problems.
   b. Refers students to appropriate college sources for information or further counseling.
   c. Assists students to evaluate their potentialities for successful achievement in the instructor's subject field.
   d. Provides information concerning vocational opportunities in the instructor's field.
   e. Provides full information regarding content of courses.
   f. Provides information regarding post-community college educational and training opportunities and demands in the teacher's field.
   g. Communicates EARLY with the Administrative Dean, Student Services and Activities, or Head Counselor concerning any student the instructor feels needs further follow-up.
C. RELATED PROFESSIONAL RESPONSIBILITIES OF REGULAR AND PERMANENT MEMBERS OF THE FACULTY

1. Initiates and/or participates in:
   a. Establishment of educational goals for his or her area of instruction.
   b. Annual up-dating of five-year academic plan and three-year projection of resource needs for his or her area of instruction.
   c. Evaluation of curricula and development of proposals for new curricula or for modifications in existing curricula.
   d. Professional self-evaluation in accordance with district policy.
   e. Evaluation of other certificated personnel and evaluation of the instructional program.
   f. Development of requests for instructional support services including library, audio-visual, learning resources, and tutorial services.
   g. Development of information for College Catalog and Schedule of Classes.
   h. Development of requests for institutional research and of requests for special grants and projects.
   i. Selection of equipment, supplies, books and other instructional support materials.
   j. Maintenance of inventory and proper records of instructional resources.
   k. Exercise of budget control as assigned.

2. Consults, advises and assists in:
   a. Development of schedule of course offerings.
   b. Determination of need for new teaching staff.
   c. Recruitment, selection, orientation, and in-service training of new staff.
   d. Development of budget requests in his or her instructional area.
   e. Maintenance of liaison and communication within area of instruction and between area of instruction and other departments, students, the Representative Council, College committees, other educational institutions, lay advisory groups, business and industry, related community agencies, and the College Information office.
f. Preparation of schedules for personnel, rooms, offices, and special facilities as they relate to his or her area of instruction.

g. Development and improvement of instructional support services.

h. Development of proposals for institutional research and special grants and projects.

i. Preparation of plans for improvement and development of instructional facilities.

j. Development of instructional offerings for special sessions such as Evening Division, Summer Session, Instructional Television.

k. Communication with students regarding standards, guidelines, regulations, services, and activities.

l. Recruitment and selection of students for college career programs.
The Department Chairman or Chairwoman is responsible to the Administrative Dean of Instruction for the timely performance of educational leadership functions related to the department.

A. ADVISES AND ASSISTS

1. **Department faculty in:**
   a. Setting of professional goals.
   b. Preparation of course outlines.
   c. Evaluation of personnel.
   d. Evaluation of instruction.
   e. Preparation of budget requests.
   f. Handling of matters affecting students.
   g. Processing of complaints and grievances.
   h. Handling of instruction generally, including instructional procedures and strategies and subject-matter oriented teaching problems.

2. **Representative Council and appropriate college committees in:**
   a. Development of policy related to instructional services.

3. **The Office of Instruction in:**
   a. Development of procedures for instructional services.
   b. Recruitment, selection, orientation, and in-service training of personnel.
   c. Selection of criteria for evaluation of instruction.
   e. Establishment of liaison and communication with other departments, other educational institutions, lay advisory groups, business and industry, related community agencies and organizations.
   f. Analysis of facility utilization.
   g. Planning and development of facilities.
   h. Determination of when unfilled classes are to be closed for low enrollment and when standby classes are to be activated.

B. DEVELOPS AND PREPARES, in consultation with department faculty:

1. Statement of departmental goals.

2. Departmental five-year academic plan, three-year projection of resource needs, personnel development plan, and semester plan for course offerings.
3. Reports of evaluation of departmental curricula, requests for new curricula or for modifications in existing curricula and justification for curricular changes.

4. Requests for budget allocations.

5. Departmental Schedule of Classes.

6. Information relative to the department for the College Catalog.

7. Requests for institutional research and for special grants and projects.

8. Requests for personnel, rooms, offices, and special facilities for the department.

9. Requests for instructional support services including library, audio-visual, learning resources, and tutorial services.

10. Requests for alterations and improvements of facilities and for new facilities.

11. Information related to departmental offerings in special sessions such as Evening Division, Summer Session, and Instructional Television.

C. COORDINATES:

1. Orientation of personnel to the department.

2. Supervision of department personnel.

3. Departmental recordkeeping.

4. Departmental budget control.

5. Intra-departmental communication and liaison between department and other departments, students, Representative Council, and college committees.

6. Selection, ordering, and storage of equipment, supplies, books, and other instructional support materials.

7. Preparation and maintenance of department inventory.

8. Supervision of department facilities.

9. Administration of special programs within the department.

10. Evaluation of previous student training, selection and classification of students, orientation of students, promotion of student morale, and maintenance of standards of student performance.

11. Budget control in categories assigned to department faculty.
D. REVIEWS AND FORWARDS:

1. Reports and records of department faculty.
2. Student and staff complaints or grievances.
3. Requests for field trips.
4. Results of personnel evaluations.
5. Requests of department faculty for Travel and Conference attendance.

E. APPROVES:

1. Issuance of departmental equipment, supplies, books, and other instructional support materials.
2. Requests or purchase orders for equipment, supplies, library materials, audio-visual materials, textbooks, and printing and duplicating.
TEACHER/COORDINATOR, EDUCATIONAL PLANNING AND CURRICULUM

The Teacher/Coordinator, Educational Planning and Curriculum is responsible to the Administrative Dean of Instruction for instructional support functions related to educational planning and curriculum.

A. ADVISES AND ASSISTS DEPARTMENTS REGARDING:

1. Development and statement of departmental goals, five-year academic plan; three-year projection of resource needs; personal development plan; and course offerings.

2. Development of new curricula or modification of existing curricula.

3. Selection of criteria for evaluation of instruction.

4. Evaluation of instruction.

5. Development and utilization of instructional support services.

6. Scheduling of departmental offerings in special sessions such as Evening Division, Summer Session, and Instructional Television.

7. Administration of special programs such as NDEA, Innovative Projects, Institutes.

8. Follow-up studies of students.

9. Research and data gathering related to curriculum.

B. DEVELOPS AND PREPARES:

1. Statement of college instructional goals.

2. Statement of college five-year academic plan.


C. COORDINATES:

1. Development of proposals for new curricula, modification of existing curricula, and preparation of justification for new curricula.

2. Activities of the College Curriculum Committee by serving as non-voting Chairman or Chairwoman of the committee.

3. Preparation, filing, and up-dating of course outlines.

4. Development of inter-departmental and inter-disciplinary courses and programs.

5. Communication of curriculum committee recommendations and actions with Resources Allocation Review Board.

continued
D. REVIEWS AND FORWARDS:

1. Requests for curricular change.
2. Requests for new instructional support services.
3. Class schedules.
4. Special session schedules.

In addition to performing the specific functions listed above, the Teacher/Coordinator teaches two or more courses each semester, prepares and submits reports as required, and performs other staff functions as assigned by the Administrative Dean of Instruction.
TEACHER/COORDINATOR, INSTRUCTIONAL RESOURCES

The Teacher/Coordinator, Instructional Resources is responsible to the Administrative Dean of Instruction for instructional support services related to instructional resources.

A. ADVISES AND ASSISTS DEPARTMENTS REGARDING:

1. Development and statement of departmental support goals.
2. Development of three-year projection of resource needs.
3. Selection of criteria measuring outcomes of instruction.
4. Preparation of justification for new personnel.
5. Preparation of justification for budget requests.
6. Pricing of items of instructional equipment and supplies.
7. Budget control.
8. Research and data gathering related to instructional resources.
9. Grant and Special Project development.
10. Selection, ordering, storage and inventory of instructional resources.
11. Development of plans for new facilities or modification of existing facilities.
12. Instructional resource allocation for special sessions.
13. Instructional resource allocation for special programs and projects.

B. DEVELOPS AND PREPARES:

1. College three-year projection of instructional support resource needs.
2. Criteria for measuring outcomes of instruction.
3. Criteria for evaluation of facility and space utilization.
5. Criteria for evaluation of expenditures by instructional cost centers.

continued
C. COORDINATES:

1. Development of instructional services budget requests.
2. Preparation of the College Catalog.
3. Preparation of the Schedule of Classes.
4. Preparation of Special Session Schedule of Classes.
5. Preparation and maintenance of instructional equipment and supply inventory.
7. Preparation of justification for new facilities.
8. NDEA Projects.
9. Special instructional program grants not assigned to a specific department.
10. Instructional space allocation.

D. REVIEWS AND FORWARDS:

1. Teacher schedules.
2. Room schedules.
3. Office and facility use schedules.
4. Requests for library, audio-visual, learning resources, and tutorial services.
5. Requests for instructional resources.

In addition to performing the specific functions listed above, the Teacher/Coordinator teaches two or more courses each semester, prepares and submits reports as required, and performs other staff functions as assigned by the Administrative Dean of Instruction.
TEACHER/COORDINATOR, ARTICULATION AND IN-SERVICE TRAINING

The Teacher/Coordinator, Articulation and In-service Training is responsible to the Administrative Dean of Instruction for instructional support services related to articulation and in-service training.

A. ADVISES AND ASSISTS DEPARTMENTS REGARDING:

1. Development and statement of individual professional goals.
2. Individual professional development plans.
4. Orientation of new personnel.
5. In-service training.
6. Communication with students, Representative Council, college committees, other educational institutions, lay advisory groups, business and industry, and related community agencies.
7. Development of Special grants and project proposals related to in-service training or inter-relationships.
8. Student performance standards.
9. Student relations regarding instructional services.
10. Promotion of student morale.

B. DEVELOPS AND PREPARES:

1. Procedures for improving communication and liaison between instructional services and students, and all other appropriate groups and agencies.
2. Criteria for special projects and programs.
4. Recommendations for promoting student morale regarding instructional resources.

C. COORDINATES:

1. Instructional personnel evaluation procedures.
2. Instructional personnel orientation.
3. In-service training for instructional personnel.
4. Budget control of in-service training allocations.

continued
5. Development of procedures for maintaining communication with students.

6. Communication and liaison with appropriate groups and agencies other than those related to occupational and career education.

7. Innovative projects, institutes, inter-disciplinary programs, mini-college by serving as a resource to the Improvement of Instruction Committee and in other ways as appropriate.

D. REVIEWS AND FORWARDS:

1. Requests for Innovative Projects.

2. Requests for special instructional grants and projects.

In addition to performing the specific functions listed above, the Teacher/Coordinator teaches two or more courses each semester, prepares and submits reports as required, and performs other staff functions as assigned by the Administrative Dean of Instruction.
DIRECTOR, INSTRUCTIONAL SERVICES

The Director, Instructional Services is responsible to the Administrative Dean of Instruction for instructional support services related to instructional services including audio-visual, learning resources, and tutorial services.

A. ADVISES AND ASSISTS DEPARTMENTS REGARDING:

1. Development of instructional support goals.
2. Development of projection of three-year resource needs.
3. Professional development plans.
4. In-service training programs.
5. Coordination of library materials and other instructional resources.
6. Use of instructional services including audio-visual, learning resources, and tutorial services.
7. Administration of special grants and projects related to instructional services.
8. Selection of audio-visual and learning resources equipment and supplies.

B. DEVELOPS AND PREPARES:

1. Statement of instructional services goals.
2. Five-year plan for instructional services.
3. Three-year projection of resource needs for instructional services.
4. Reports of evaluation of instructional services.
5. Requests for budget allocations for instructional services.
6. Requests for related research and for special grants and projects.

C. COORDINATES:

1. Budget control as assigned.
2. Administration of audio-visual services.
3. Administration of learning resources services.
4. By delegation to Director, Tutorial Services, administration of tutorial services.

continued
5. Orientation of personnel in the department of instructional services.

6. Orientation of staff to use of instructional services.

7. Procedures for determining faculty needs in instructional services.

8. Selection, ordering, storage, maintenance of equipment and supplies, and similar functions related to instructional services.

9. Preparation and maintenance of inventory of equipment and supplies related to instructional support services.

D. REVIEWS AND FORWARDS:

1. Departmental requests for instructional services.

In addition to performing specific functions listed above, the Director, Instructional Services teaches one or more courses each semester, prepares and submits reports as required, and performs other staff functions as assigned by the Administrative Dean of Instruction.
ASSISTANT DEAN, EVENING COLLEGE AND SUMMER SESSION

The Assistant Dean, Evening College and Summer Session, is responsible to the Administrative Dean of Instruction for coordinating and supervising operations of the instructional program for Evening Division, Summer Session, and other special sessions.

A. ADVISES AND ASSISTS DEPARTMENTS REGARDING:

1. Development and statement of department goals as they relate to Evening Division, Summer Session, and other special sessions.

2. Development of plans and justification for part-time instructional staff.

3. Planning of course offerings in Evening Division, Summer Session, and other special sessions.

4. Recruitment and selection of faculty for special sessions.

5. Use of instructional services in special sessions.

6. Research and data gathering related to special sessions.

7. Development of grant and project proposals for special sessions.

8. Development of recommendations for alterations and improvement of facilities to meet instructional needs of special sessions.


B. DEVELOPS AND PREPARES:

1. Statement of goals of special sessions.

2. Five-year academic plan for special sessions.

3. Three-year resource needs projection for special sessions.

4. Evening Division Schedule of Classes.

5. Summer Session Schedule of Classes.

6. Schedule of Instructional Television classes.

7. Schedule of off-campus credit classes and Saturday classes.

8. Budget requests for special sessions.

9. Records and reports as required.

continued
C. COORDINATES:

1. Supervision of personnel and operations of Evening College, Summer Session, Instruction TV courses, Saturday classes, and off-campus credit classes.

2. With Assistant Dean, Occupational and Career Education, planning development, and supervision of occupational programs in special sessions.

3. With Assistant Dean, Admissions and Records, development of efficient procedures for registration, accounting, attendance, fee collection, and recordkeeping for special sessions.

4. With Assistant Dean, Health Occupations, planning, development, and supervision of health occupations classes in special sessions.

5. With Assistant Dean, Continuing Education, supervision of on-campus, non-credit Continuing Education classes.

6. Development of budget for special sessions.

7. Assignment of personnel to special sessions.

8. Scheduling and utilization of facilities for special sessions.

9. Liaison and communication with students enrolled in special sessions.

10. Supervision of security, parking, and traffic during special sessions.

D. REVIEWS AND FORWARDS:

1. Course schedules for special sessions.

2. Summer Session schedule for submission to the Chancellor.

3. Requests for personnel assignments for special sessions.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.
ASSISTANT DEAN, HEALTH OCCUPATIONS

The Assistant Dean, Health Occupations, is responsible to the Administrative Dean of Instruction for planning, developing, coordinating, supervising, and evaluating all Health Occupation programs.

A. ADVISES AND ASSISTS:

1. Health Occupations faculty in:
   a. Setting of professional goals.
   b. Preparation of course outlines.
   c. Evaluation of personnel.
   d. Evaluation of instruction.
   e. Preparation of budget requests.
   f. Handling of matters affecting students as requested by faculty or students.
   g. Processing of complaints and grievances.
   h. Planning and development of facilities.

2. Representative Council and appropriate College committees in:
   a. Development of policy related to instructional services.

3. The Office of Instruction in:
   a. Development of procedures for instructional services.
   b. Recruitment, selection, orientation, and in-service training of personnel.
   c. Selection of criteria for evaluation of instruction.
   e. Establishment of liaison and communication with other departments, other educational institutions, lay advisory groups, business and industry, related community agencies and organizations.
   f. Analysis of facility utilization.
   g. Planning and development of facilities.

B. DEVELOPS AND PREPARES:

1. Statement of goals of Health Occupations programs.

2. Five-year academic plan for Health Occupations.

continued
3. Three-year projection of resource needs, personnel development plan, and semester plans for course offerings in Health Occupations programs.

4. Reports of evaluation of Health Occupations curricula.

5. Requests for new Health Occupations curricula or for modification of existing curricula.

6. Requests for Health Occupations budget allocations.

7. Information related to Health Occupations for College Catalog.

8. Requests for institutional research and for special grants and projects in Health Occupations.

9. Requests for personnel, rooms, offices, and special facilities for Health Occupations.

10. Requests for instructional support services including library, audio-visual, learning resources, and tutorial services.

11. Requests for alterations and improvements in facilities and for new facilities.

12. Information related to departmental offerings in special sessions such as Evening Division, Summer Session, and Instructional TV.

C. COORDINATES:

1. Activities of Health Occupations programs related to planning, development, curriculum, instructional procedures, equipment, supplies, book orders, printing and duplicating, faculty recruitment, selection, orientation and evaluation, and articulation with related agencies and educational institutions.

2. Communication and liaison between Health Occupations faculty and administrative offices for support services, budget, personnel, and evaluation of personnel.

3. Planning and preparation of five-year academic plan for Health Occupations.

4. Development of Schedule of Classes in consultation with Health Occupations faculty.

5. Procedures for evaluation of Health Occupations instructions programs.

6. Preparation of budget requests for Health Occupations.

continued
7. Preparation of requests for institutional research and of proposals for special grants and projects.

8. Preparation of equipment and supply lists and inventories, requisitions and book orders.

9. Preparation of reports as required by State and national agencies established to control health occupations programs.

10. With Assistant Dean, Occupational and Career Education in preparation of reports required by the State Board of Vocational Education.

11. With Assistant Dean, Continuing Education, planning and development of health occupation non-credit courses.

12. Representation of college on Health Occupations Advisory Committees.


D. REVIEWS AND FORWARDS:

1. Reports and records of Health Occupations faculty.

2. Student and staff complaints or grievances.

3. Requests for field trips.

4. Results of personnel evaluations.

5. Requests of Health Occupations faculty.

E. APPROVES:

1. Issuance of equipment, supplies, books and other instructional support materials for Health Occupations.

2. Requests or purchase orders for equipment, supplies, library materials, audio-visual materials, text books, and printing and duplicating.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.
ASSISTANT DEAN, OCCUPATIONAL AND CAREER EDUCATION

The Assistant Dean, Occupational and Career Education is responsible to the Administrative Dean of Instruction for planning, developing, coordinating, supervising and evaluating credit occupational programs in Trade and Technical education and Work Experience and for assisting the Administrative Dean of Instruction in administering Vocational Education, Industrial Arts Education, and other pre-employment programs.

A. ADVISES AND ASSISTS DEPARTMENTS (except Health Occupations) regarding:

1. Development and statement of occupational curriculum goals.
2. Development and statement of five-year academic plan as it is related to occupational education.
3. Development and statement of three-year projection of resource needs as related to occupational education.
4. Evaluation of occupational curricula.
5. Development of new occupational curricula and modifications in existing occupational curricula.
6. Preparation of justification of need for new occupational curricula.
7. Preparation of occupational course outline.
11. Recruitment and selection of occupational faculty.
12. Preparation of justification of need for new occupational personnel.
13. In-service training of occupational personnel.
15. Communication and liaison with other educational institutions and with community agencies and organizations concerned with occupational and career education.
16. Research and data gathering related to occupational and career education.
17. Grant and special project development related to occupational and career education.

continued
18. Planning and development of facilities for occupational education.

19. Occupational program offerings for special sessions.

20. Administration of special occupational and career education programs.

21. Development of procedures for selecting and classifying students, enforcing student regulations, placing students in employment, counseling and advising students; and conducting follow-up studies of students in occupational programs.

22. Administration of Work Experience programs.

23. Recruitment of lay leadership for service on occupational advisory committees.

24. Recruitment and selection of staff for occupational programs.

B. DEVELOPS AND PREPARES:

1. Programs within the guidelines of the Vocational Education Act and reports and forms required by the Chancellor of the California Community Colleges.

2. Plans for achieving goals of District for occupational and career education.

3. The District five-year Vocational Education Plan.

4. The District Work Experience Education Plan.

5. Reports on occupational and career education as required.

C. COORDINATES:

1. With Teacher/Coordinator, Articulation and In-service Training, in establishing liaison with business and industry, and community agencies and organizations relative to occupational and career education.

2. Development and annual revision of the five-year Vocational Education Plan.


4. With Assistant Dean, Health Occupations in reviewing plans and programs as they relate to District Vocational Education Plans and Vocational Education Act claims.

continued
5. With Department Chairperson in Business Education subject areas in reviewing plans and programs as they relate to District Vocational Education plans and Vocational Education Act claims.

6. With Assistant Dean, Continuing Education (non-credit vocational education), in reviewing plans and programs as they relate to District Vocational Education plans and Vocational Education Act claims.

7. Supervision of Trade and Technical departments and vocational Work Experience programs.

8. Administration of Child Care Center.

D. REVIEWS:

1. Requests for new occupational curricula.

2. Requests for modifications in existing occupational curricula.

3. Occupational course outlines.

4. Budget requests for occupational programs.

5. College Catalog material related to occupational and career education except those of Health Occupations.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.
CURRICULUM COMMITTEE

The College Curriculum Committee develops and submits curricula and course policy recommendations for consideration by the Academic Senate and the Superintendent-President. The Committee acts as an advisory committee to the Academic Senate and to the Administrative Dean of Instruction. (The Curriculum Committee determines the priority in which curricula will be funded. The Resources Allocation Review Board determines the amount of funding available for new curricula.)

A. REVIEWS AND FORWARDS:

1. Statement of college credit curricular goals.
2. Five-year academic plan.
3. Criteria for evaluation of curricula.
4. Proposals for new curricula and credit courses.
5. Proposals for modification of existing curricula and credit courses.
6. Proposals for changes in course units, hours, and prerequisites, and for revision and deletion of courses.
ADMINISTRATIVE DEAN OF INSTRUCTION

The Administrative Dean of Instruction is responsible to the Superintendent-President for planning, developing, coordinating, supervising, and evaluating all of the college's instructional program and instructional support services except those in Continuing Education.

1. Coordinates, supervises, and evaluates activities of instructional support staff including: Department Chairmen and Chairwomen; Teacher/Coordinators in Instructional Support Services; Director, Instructional Services; Head Librarian; Assistant Dean, Occupational and Career Education; Assistant Dean, Health Occupations; and Assistant Dean, Evening College and Summer Session.

2. Reviews all resource allocation plans for credit instruction cost centers and instructional support service cost centers.

3. Reviews and submits the annual revision of the five-year academic plan.

4. Serves as special resource to the Curriculum Advisory Committee and recommends the establishment of other committees as necessary to develop the College curriculum in accordance with District education objectives and State requirements.

5. Develops policies and promotes activities which motivate professional personnel; resolves personnel problems; and advises the Superintendent-President of the concerns of professional personnel.

6. Coordinates personnel recruitment and screening activities and participates in the process which results in recommendations for employment of instructional personnel.

7. Works closely with the personnel office which is responsible for the preparation and documentation of initial placement and credentialing; maintains master file of certificated personnel records.

8. Arranges for and assists in planning the orientation of new faculty.

9. Resolves problems regarding the evaluation of regular, contract, and hourly instructors and coordinates substitute and student teacher assignments.

10. Works closely with the Administrative Dean, Continuing Education, in the continuing evaluation of the total course offerings.

11. Provides instructional leadership to the faculty and is responsible for planning and implementing procedures for improvement of the quality of instruction.

12. Maintains a current file of course outlines.
13. Reviews and submits budget requests related to the credit instructional program and controls or implements the final established budget for credit instructional services.

14. Supervises arrangements for travel of faculty to conferences and other professional activities.

15. Arranges for evaluation of non-teaching certificated personnel in the instructional area: Assistant Deans, Teacher/Coordinators, Directors, etc.

16. Determines in consultation with Assistant Dean of Admissions and Records and Department Chairmen or Chairwomen, when possible, when unfilled classes are to be closed for low enrollment and when standby classes are to be activated.

17. Formulates guidelines for class, final examinations, and instructors' schedules.

18. Supervises the preparation and publication of the Schedule of Classes, the College Catalog, the Faculty Handbook, and other publications related to the instructional program.

19. Supervises the processing of requests for field trips and outside speakers.

20. Assists in determining instructional facility needs and in planning and developing educational facilities to meet recognized needs.

21. Works with Administrative Dean, Student Services and Activities, in the development of efficient procedures concerning registration, records, issuance of grade cards, and other student services.

22. Performs such other duties as may be assigned by the Superintendent-President.
THE REPRESENTATIVE COUNCIL

The Representative Council is the official voice of the Academic Senate which, in turn, is the whole faculty. Noted below are specific Representative Council functions related to instructional support services. In addition, to the functions listed below, the Representative Council retains the prerogative to review and comment on any issue related to instructional support services.

A. REVIEWS AND FORWARDS:

(The Representative Council forwards recommendations to the Superintendent-President and, in cases of disagreement with the Superintendent-President, forwards recommendations to the Board of Trustees through the Superintendent-President or at a regularly-scheduled Board of Trustees meeting.)

1. Statement of college curricular goals.

2. Requests and justification of needs for administrative personnel.

3. Proposed criteria and policies related to student performance standards.


5. Proposed criteria for evaluation of instruction.

6. Proposed college policy regarding instructional support functions.

B. APPROVES:

1. Procedures for communication between Representative Council and college committees.

2. Procedures for communication with instructional departments.

3. Appointment of members of Standing and ad hoc Academic Senate Committees and the Academic Senate members of other College committees.
RESOURCES ALLOCATION REVIEW BOARD

The Resources Allocation Review Board recommends to the Superintendent-President a budget calendar, procedures, guidelines and priorities. In addition, it will review all resources allocation plans including the goals, objectives, priorities and resource requests for each cost generating center and recommend a budget based upon the guidelines and priorities established by the Board of Trustees. It shall also act as an appeals board for all budget adjustments. The Superintendent-President may accept, modify or reject the recommendations of the Resources Allocation Review Board before forwarding the annual resources request to the Board of Trustees. A copy of all recommendations and adjustments must also be sent to the person responsible for a cost generating center to which adjustments are made. (The Resources Allocation Review Board determines the amount of funding for new curricula. The Curriculum Committee determines the priority in which curricula will be funded.)
SUPERINTENDENT-PRESIDENT

The Superintendent-President is responsible to the Board of Trustees for:

a. The organization and administration of the total educational program at Santa Barbara City College.

b. The preparation, submission, and administration of the annual budget.

c. The appointment, termination, and supervision of all College personnel.

d. The submitting of course offerings recommended for adoption.

e. The recommendations for modification in or additions to campus buildings and grounds.

f. The certifying of those students who have completed the requirements for the Associate in Arts and Associate in Science Degrees and/or certificates in non-degree programs.

g. The preparation of all reports required by law by local, state, and national agencies.

The Superintendent-President is responsible to the administration, faculty, and students of the College for:

a. The establishment of college committees.

b. The supervision of activities of groups and organizations operating within the college program.

c. The development of a program of public information which will interpret the role of the college to the community.

d. The establishment of procedures for safety in case of fire or other emergencies.

With specific reference to the instructional program and to instructional support services, the Superintendent-President:

A. REVIEWS AND FORWARDS:

1. Statement of instructional goals.


3. Requests for changes or modifications in the curriculum.

4. Results of evaluation of instruction.

5. Results of evaluation of personnel performance if below required standard.

continued
6. Requests for personnel.
7. Recommendations for appointment of personnel.
8. Complaints and grievances of students or staff.
10. College Catalog
11. Research reports as appropriate.
12. Requests for special grants or projects.
13. Requests for new facilities or modifications in facilities if Board action is required.

B. APPROVES:
1. Criteria for evaluation of instructional program.
3. Procedures for recruitment and selection of personnel.
4. Procedures for In-service.
5. Procedures for recordkeeping.
6. Procedures for budget control.
7. Procedures for communication and liaison.
8. Schedule of Classes.
11. Requests for facility modifications if Board action is not required.
12. Travel and Conference attendance.
THE BOARD OF TRUSTEES

A. GENERAL RESPONSIBILITIES:

1. The functions of the Board of Trustees shall be legislative, and it shall act as a policy-forming body. It shall consider questions of general educational policy and shall place the responsibility for the implementation of Board adopted policies directly in the hands of the District Superintendent as executive officer of the Board.

2. The Board of Trustees shall give due consideration to legal requirements and limitations, to sound educational procedures, and to the interest of the public it represents.

3. The Board of Trustees shall strive to maintain a sound and superior college program with respect to range and scope, breadth and quality, school plant and equipment, and personnel; and to adapt the educational program as far as possible to the needs, interests, aptitudes, abilities and capabilities of all youth and adults within the junior college district.

B. SPECIFIC RESPONSIBILITIES:

1. To select and appoint the Superintendent of the District. (Ed. Code, Sec. 935).

2. To establish rules and regulations and delegate appropriate authority to officers, employees or committees of the District, the college, or the Board. (Ed. Code, Sec. 1010.2).

3. To establish policies for, and approve, current and long-range educational plans and programs and promote orderly growth and development of the colleges within the District. (Ed. Code, Sec. 1010.3).

4. To establish policies for, and approve, academic master plans and long-range master plans for facilities. (Ed. Code, Sec.1010.3).

5. To establish policies for, and approve, the total educational program of the colleges in the district.

6. To establish policies for, and approve, all educational programs and submit such programs to the Board of Governors for approval.

7. To establish policies for, and approve, individual courses without referral to the Board of Governors.

8. To approve all classes for adults and submit such classes as are eligible for state apportionments to the Board of Governors for approval.

9. To approve and provide such classes as may be appropriate under the provisions of the Community Service Act, the Civic Center Act and the Recreation Act.
10. To establish policies for, and approve, procedures for the adoption of instructional materials. (Ed. Code, Sec. 1010.4).

11. To determine which holidays it will observe, consistent with providing the necessary number of days of instruction to quality for apportionment. (Ed. Code, Sec. 1010.5).

12. To establish academic standards, probation and dismissal and re-admission standards consistent with the minimum standards adopted by the Board of Governors. (Ed. Code, Sec. 1010.6).

13. To determine and control the District's operational and capital outlay budgets, and present the budgets to county authorities for the purpose of establishing the District tax rates. (Ed. Code, Sec. 1010.7).

14. To manage and control District property. (Ed. Code, Sec. 1010.8).

15. As appropriate, to receive and administer gifts, grants and scholarships. (Ed. Code, Sec. 1010.9).

16. As appropriate, to establish such student fees as it is authorized to establish by law. (Ed. Code, Sec. 1010.10).

17. To employ and assign all personnel not inconsistent with the minimum standards adopted by the Board of Governors. (Ed. Code, Sec. 1010.11).

18. To provide such auxiliary services as deemed necessary to achieve the purposes of the community college. (Ed. Code, Sec. 1010.12).

19. To establish rules and regulations governing student conduct, and to establish procedures to insure faculty and students the opportunity to express their opinions at the campus level. (Ed. Code, Sec. 1010.13).

20. As appropriate in accordance with general policies established by the Board of Governors, to apply directly to federal agencies or state agencies operating federal programs in order to obtain federal funds. (Ed. Code, Sec. 1010.14).

21. To provide for an annual audit of all funds of the District, or supervised by the District. (Ed. Code, Sec. 17208).

22. To confer the Associate in Arts or Associate in Science Degree upon one who satisfactorily completes the prescribed courses. (Ed. Code, Sec. 25517).