Memorandum

To: Members of the Board of Trustees

Date: November 14, 1974

From: Glenn G. Goode, 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 were presented on October 7, 1974 for information. Further refinement of job descriptions has occurred since then. The final plan is presented for consideration at this time.

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:
   -- 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
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Re-organization

-- to provide for student worker assistance. (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 proposed functional duty statements for Teachers; Department Chairpersons;
Teacher/Coordinators; Director, Instructional Services; Assistant Dean, Health Occupa-
tions; 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,
and the Superintendent/President.

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 dis-
cussion has occurred relative to the amount of time to be allocated for coordinating,
the term of the Teacher/Coordinators, and selection procedures. Consensus has been
achieved in all these matters except that of the term of the Teacher/Coordinator.

RECOMMENDATION 2: It is recommended that the three Teacher/Coordinator positions be
established 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 volunteer, 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 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
will 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 will not be
available to the Departments of the Health Occupations Division, since legal require-
ments already have made it necessary to provide equal or greater support for leader-
ship 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.
FACULTY

All members of the faculty are responsible to their Department Chairperson 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 individual evaluation of his or her progress prior to the drop deadline.

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. Arranges with the College nurse or an administrator for emergency first aid for accidents or "incidents" in the classroom or on campus (e.g., fainting or epileptic seizure) and follows established safety and emergency procedures.

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. Unless there are compelling reasons, 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 am if unable to be present for assigned classes. (The previous afternoon or evening is preferable.) Gives directions for use by substitutes.
7. As an alternative to committee membership responsibilities 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,
   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 Chairperson is responsible to the Administrative Dean of Instruction for the timely performance of educational leadership functions related to the department. These functions may be shared among the members of 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 in close liaison with the Affirmative Action Officer.
   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. 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. Requests for institutional research and for special grants and projects.

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

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

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

8. Departmental budget control.

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

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

11. Preparation and maintenance of department inventory.

12. Supervision of department facilities.

13. Administration of special programs within the department.

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

15. 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 for purchase or rental of 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 and to the faculty for coordinating development of educational plans; development, revision, and evaluation of curricula; and development of interdisciplinary courses and programs.

A. ADVISES AND ASSISTS DEPARTMENTS REGARDING:

1. Preparation of departmental goals and five-year academic plan.

2. Development of and justification for new curricula or modification of existing curricula.

3. Research and data gathering related to curriculum.

4. Preparation of materials for college catalog and class schedule.

B. DEVELOPS AND PREPARES:

1. Criteria for evaluation of curriculum in consultation with the departments and the Curriculum Committee.

C. COORDINATES:

1. Development of college statement of instructional goals and five-year academic plan.

2. Activities of College Curriculum Committee by serving as voting Chairperson of the committee and by presenting committee recommendations to the Resources Allocation Review Board.

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

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

5. Special projects such as NDEA, Institutes and Mini-Colleges which are not assigned to a specific department.

In addition to performing the specific functions listed above, the Teacher/Coordinator is assigned at least one-half time to teaching and not more than one-half time to coordinating (with the understanding that the relationship may have to be balanced over a year rather than in a given semester).
TEACHER/COORDINATOR, ARTICULATION AND IN-SERVICE TRAINING:

The Teacher/Coordinator, Articulation and In-Service Training is responsible to the Administrative Dean of Instruction and to the faculty for coordinating evaluation of faculty, orientation of new instructional personnel, in-service training for certificated staff, and development of procedures for communication and liaison within the College and between the College and external agencies.

A. ADVISES AND ASSISTS DEPARTMENTS REGARDING:
   1. Selection of evaluation committees and preparation of evaluation reports.
   2. Identification of opportunities for in-service training.
   3. Development of procedures for both internal and external communication.
   4. Procedures for the improvement of instruction.

B. DEVELOPS AND PREPARES:
   1. Proposals for in-service training of certificated staff.
   2. Budget requests arising from in-service training programs.
   3. Procedures for improving communication with students, Representative Council, other educational institutions, lay advisory groups, business and industry, and related community agencies.

C. COORDINATES:
   1. Orientation of new instructional personnel.
   2. Evaluation of certificated staff in accordance with established College policy.
   3. In-Service Training for instructional personnel including teaching methods and subject matter.
   4. Budget control of In-Service Training projects and Innovative Projects and serves as resource to the Improvement of Instruction Committee.
   5. Distribution of communications such as newsletters, committee reports, bulletins and the like from other colleges among various college and faculty committees as well as among faculty as a whole.

In addition to performing the specific functions listed above, the Teacher/Coordinator is assigned at least one-half time to teaching and not more than one-half time to coordinating (with the understanding that the relationship may have to be balanced over a year rather than in a given semester).
TEACHER/COORDINATOR, INSTRUCTIONAL RESOURCES

The Teacher/Coordinator, Instructional Resources is responsible to the Administrative Dean of Instruction and to the faculty for coordinating instructional department budget requests, instructional resource need projections, instructional cost center analyses, instructional resource inventories, and instructional facilities allocation.

A. ADVISES AND ASSISTS DEPARTMENTS REGARDING:
   1. Development of departmental budget priorities and budget requests.
   2. Preparation of departmental three-year projections of resource needs.
   3. Analysis of departmental cost center expenditures.
   4. Budget control.
   5. Development of plans for new instructional facilities or modification of existing facilities and serves as a resource to the College Facilities Committee.

B. DEVELOPS AND PREPARES:
   1. Analysis of cost center expenditures.
   2. Criteria for evaluation of outcomes of instruction.

C. COORDINATES:
   1. Development of college three-year projection of instructional resource needs.
   2. Presentation of instructional department budget requests to Resource Allocation Review Board.
   3. Analysis of instructional facility utilization.
   4. Instructional space allocation.

In addition to performing the specific functions listed above, the Teacher/Coordinator is assigned at least one-half time to teaching and not more than one-half time to coordinating (with the understanding that the relationship may have to be balanced over a year rather than in a given semester).
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.
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.
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.
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.
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.
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.
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.
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, title, 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 in close cooperation with the Affirmative Action Officer/Director, Personnel Services 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 credentialling; 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.
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.)
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.
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.