

## **San Diego Miramar College Academic Senate Committee on Committees Process**

First draft approved by A.S. 9/21/21

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Third round of modifications (approved by ConC 2/8/22)

### **Rationale**

As described in AP 2510: PARTICIPATION IN LOCAL DECISION-MAKING, “The appointment of faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the Chief Executive Officer (or designee) by the Academic Senates.” To address this at Miramar, the Academic Senate Constitution and Bylaws (ASC&B) states that the Committee on Committees (ConC) “shall create and apply a process for appointment of faculty to College and District-wide governance committees every academic year.”

The ConC believes that this process should be clear, detailed, and transparent to all constituents. It should also reflect both the desires of individual faculty and the knowledge and relevant skills of individuals, as well as equitable faculty representation across all committees.

To address the variety of committees within the college and district that require faculty appointments, and given Miramar’s efforts to move in a direction of intentional inclusiveness, the Academic Senate’s Committee on Committees (ConC) supports the faculty appointment process to committees as follows:

### **Process for appointment of faculty to College and District Committees:**

#### **Step 1: Determination of current committee membership**

- A. In the spring of each academic year, the ConC will ask the chairs/co-chairs to identify vacancies for the upcoming year, as well as members that wish to continue to participate on their current committees.<sup>1</sup>

#### **Step 2: Solicit interest from faculty who wish to serve.**

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<sup>1</sup> For 2021-2022 year, this step will occur in the fall, in alignment with the “College Government Handbook: Fall 2021; Approved by Miramar College April 27, 2021.” To ensure a smooth transition and retain historical knowledge regarding Miramar College committee work, the committee make-up for 2021-22 should start with those who wish to remain part of their current committees.

- A. The ConC will publicly solicit interest from faculty who wish to serve on the various participatory governance and senate committees. The current list of vacancies will be shared but does not prevent a faculty member from requesting placement on any and all committees.<sup>2</sup>
- B. The ConC will also ask committee chairs/co-chairs if they have recommendations for faculty who wish to serve.
- C. The ConC will compile a complete list of requests and recommendations prior to moving to Step 3.

### **Step 3: Appointment of faculty to committees.**

- A. Criteria for appointment:
  - a. To the extent possible under the law, the makeup of committees shall be diverse and equitably represent all areas of the College. The DEI list housed in the College President's Office is an available resource.
    - i. The DEI list is a list of faculty who have self-identified as being able to offer an equity-focused perspective to any committee on which they serve.
    - ii. SDCCD HR or the District Diversity Office would be appropriate places to house this list. The College President is in talks with both parties to coordinate this. Until such time as this is finalized, the DEI List will be housed by the President's Office.
  - b. Contract status: If both a contract & an adjunct<sup>3</sup> faculty want to fill a vacancy from the same school for a committee, the ConC will employ the following process:
    - i. As contract faculty are obligated to serve on at least one committee, they will receive the appointment if they are not already serving on another committee. Otherwise, the process moves on to the next step.
    - ii. If the adjunct faculty does not have priority of assignment, the contract faculty will receive the appointment. Otherwise, the process moves on to the next step.
    - iii. If neither steps i nor ii (above) apply, then the faculty's status (contract or adjunct) will not be taken into consideration when making the appointment.

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<sup>2</sup> To be clear, "requesting" here is intended to afford faculty the opportunity to express interest in joining a committee in the future and enable the ConC to track and inform committee chairs of that interest.

<sup>3</sup> Article III. Section 2 of the ASC&B reads: "An adjunct faculty member is any hourly or part-time instructional or non-instructional faculty member with at least one class or six non-instructional hours assigned at Miramar College."

- c. With memberships leading up to the fall of the first three-year cycle, a portion of committee members will be given a 1, 2 or 3 year term<sup>4</sup> for rotation set to start from the original appointments of the committee. This will then determine when the rotation cycle begins to create the staggered rotation configuration. The President's Office will track the staggered rotation configuration.
- B. Conditions for appointment
- a. If a vacant seat has interest from a single faculty, that person will be appointed to that committee.
  - b. If a vacant seat has interest from more than one faculty member:
    - i. The ConC will review the various recommendations and requests for the vacancy and apply the criteria described above to the extent possible.
    - ii. After review and application of the criteria, the ConC will take a vote on who will fill the vacancy. The faculty member must win a simple majority of the vote to be seated.
    - iii. If there is a tie or a majority vote can't be obtained, the Academic Senate President will make the final appointment to the committee employing the same process described above.
  - c. If the vacant seat has no interest, the ConC will return to Step 2.
  - d. In situations where vacancies occur mid-cycle or membership is requested outside of the usual appointment timeline, the ConC will follow the same process as outlined in Steps 2-3.
  - e. In situations where the ConC can't perform its duties or in which appointment of the faculty member must happen prior to the ability of the ConC to meet and deliberate, the Academic Senate President would employ the same process outlined in this document in order to ensure consistent representation of faculty in all campus and district matters.

#### **Step 4: Publication of faculty membership.**

- A. The ConC will provide a list of all faculty serving on each committee to the chair and said faculty.

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<sup>4</sup> While terms are generally two years, with the adoption of the CGH prior to the 2021-22 academic year, three year terms have been identified to ensure a smooth transition and retain historical knowledge of the committee's work. In this vein, committee membership for 2021-22 also includes those who wished to remain part of their current committees.

- B. The ConC will also notify the President's Office so they may update the comprehensive list of committee membership.

**Process for appointment of faculty to Hiring Screening Committees:**

1. The ConC will adhere to AP 4200.1 ([https://www.sdccd.edu/docs/District/procedures/HumanResources/4200\\_01.pdf](https://www.sdccd.edu/docs/District/procedures/HumanResources/4200_01.pdf)) in the application of this process.
2. The Dean, Department Chair, and the Committee on Committees will solicit faculty interest campus-wide in order to broaden and diversify the pool of volunteers.
  1. Faculty will have up to 10 business days (i.e. Monday through Friday) from the date of solicitation to express their interest. The solicitation will include the due date.
3. The Committee on Committees Chair will forward all faculty interest requests to the Dean and Department Chair.
4. On the date of solicitation, the Committee on Committees Chair will also forward the DEI List to the Dean and Department Chair.
5. In establishing the screening committee roster, Department Chairs and Deans will review both the faculty interest requests and the "DEI List" of faculty volunteers when making their selection.
6. The Dean/Department Chair will then forward their selected roster to the Committee on Committees Chair using the screening committee form: <https://docs.google.com/forms/d/e/1FAIpQLSceA2akyZtN6fTr1CWI3DeNEN4Iht3I7eFzNfGxNZwbeRcOGQ/viewform?c=0&w=1>.
7. The Committee on Committees Chair will then forward the roster and form to the College President for final approval.
8. The membership of the screening committee will not be publicized as to adhere to the directive from district HR that "the composition of a screening committee is not for publication or open discussion outside of a need to know basis."

**Process for appointment of faculty to Operational Committees:**

Unless specified by contract or defined by position or other memoranda of understanding, the ConC will follow the same process here as outlined above under the "Process for appointment of faculty to College and District Committees."

**Process for appointment of faculty to Coordinator/Professional Development Positions:**

- A. These positions are developed and advertised through collaboration between the Academic Senate President and the College President.
- B. After consultation with the Academic Senate President, the College President or designee makes the final appointment.

**Committee Appointment Timeline:**

**March:** The College President will distribute a college-wide announcement inviting and encouraging employees to participate in governance committees.

**April:** Constituencies will report changes in membership on college committees for the upcoming year. This information is to be housed by the College Council.

**May:** Each committee elects the committee chair for the upcoming academic year.