

SCIENCE AND MATH DIVISION
DIVISIONAL GOVERNANCE
2016-2017

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Charles Stewart Mott Community College
 Division of Science and Mathematics - Governance
Procedures and Guidelines for Allocation of Conference Travel Funds

1. Conference Travel (formerly 2. Conference Travel)

The following procedure and guidelines shall be followed in the allocation of the Division travel funds:

- I. Official College procedures governing professional conferences are covered by the Master Contract in Article XIII – Paragraph K. L.
- II. A faculty member who anticipates a professional absence must complete a Travel Request and Expense Form which will be submitted in accordance with divisional policies for processing and recommendation at least five working days before said absence. Failure to obtain authorization for absence may result in loss of pay for the period of absence.
- III. Specific Division guidelines for professional conferences are as follows:
 - A. Out-of-state or overnight trips (75% of the budget).

Requests for travel expenses to professional conferences or meetings (related to science or mathematics) should be submitted to the Division Office two months before the dates of the trips or earlier. A printed copy (such as a brochure, flyer or letter) containing official information about the conference or meeting (such as nature of meeting, location, time and registration fee) should be attached to the request form, or submitted to the Division Office as soon as possible.

The Travel Committee shall consist of a member elected by each area who will consider and recommend approval of travel expenses on the basis of the following guidelines:

- 1. All full-time instructors at MCC are eligible to request travel funds. Part-timers shall be eligible for travel funds on a pro-rated basis.
- 2. First priority will be given to persons who will be delivering papers or participating in some capacity in the activities of a conference as an officer or as a committee member.
- 3. Membership in scientific or mathematics organization which is holding the professional conference or meeting would be desirable.
- 4. The travel committee may reject requests that are not related to the applicants teaching area or an identifiable division project or goal.

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21 Yes, 0 No, 0 Abstentions

11 Yes, 0 No, 1 Abstention

20 Yes, 0 No, 0 Abstentions

19 Yes, 0 No, 1 Abstention

18 Yes, 0 No, 0 Abstentions

21 Yes, 0 No, 0 Abstentions

21 Yes 0 No 0 Abstentions

21 Yes 0 No 0 Abstentions

22 Yes 0 No 0 Abstentions

20 Yes 0 No 0 Abstentions

17 Yes 1 No 0 Abstentions

19 Yes 0 No 1 Abstention

22 Yes 0 No 0 Abstentions

Charles Stewart Mott Community College
 Division of Science and Mathematics - Governance
Procedures and Guidelines for Allocation of Conference Travel Funds

1. Conference Travel (formerly 2. Conference Travel)

5. When insufficient funds remain for requests on file, previous trips by individuals on college expenses will be considered. Funding may be disapproved for the individual(s) traveling most recently at college expense to assure other interested instructors an opportunity to use available travel funds.
6. Funds allocated for travel shall not exceed four times the contractual allotment per full-time faculty equivalent per trip.
7. Generally, only one request for travel expenses per year will be approved for any one individual; however, funds may be granted for additional approved trips if money is available at the end of the year.
8. Any additional travel funds remaining on June 15 shall be divided on a prorated basis among the instructors whose travel expenses were not fully funded.
9. Generally only one person may receive full amount for transportation expenses to a meeting, but several persons traveling together by automobile or on their own may request funds to cover lodging and meals.
10. Trips made by persons at their own expense, shall not be considered reasons for disapproval of request for travel funds to cover any future trips.
11. Expenses will be approved by the provisions of the Master Contract.

B. One day trips (25% of the budget).

The Travel Committee shall consist of a member elected by each area who will consider and recommend approval of travel expenses on the basis of the following guidelines:

1. All full-time and part-time instructors may request travel expenses – generally only to locations in the State of Michigan. Part-timers shall be eligible for travel funds on a pro-rated basis.
2. Usually only transportation expenses and registration fees are paid. Meal and overnight lodging expenses may be granted for travel to some in-state meetings when:
 - (a) the one way travel distance is greater than 300miles;
 - (b) the time of meeting adjournment is late as indicated by the program announcement,

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21 Yes, 0 No, 0 Abstentions

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Charles Stewart Mott Community College
 Division of Science and Mathematics - Governance
Procedures and Guidelines for Allocation of Conference Travel Funds

1. Conference Travel (formerly 2. Conference Travel)

(c) the meeting time is extremely early as indicated by the program announcement.

3. When several persons request leave to the same meeting or destination, car travel allowance will be approved for one person carrying one to four passengers.

- C. A signed copy of the travel request shall be returned to the applicant at least one month before said absence indicating approval or rejection of the request.
- D. Upon returning from a professional conference, a faculty member must fill out the balance of the Travel Request and Expense Form and turn it in to the Division Office within two weeks of returning.
- E. One-half the travel funds will be allotted to conferences from July 1 to December 31 and one-half to conferences from January 1 to June 30. Any funds remaining from the first half will be allocated to the second half. Final allocation of travel funds shall be made by June 15.
- F. Requests will be considered on the first Wednesday of each month or as needed until the funds are exhausted. The deadline to apply for travel for the current fiscal year is May 15.

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12/8/87

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22 Yes 0 No 0 Abstentions

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17 Yes 1 No 0 Abstentions

19 Yes 0 No 1 Abstention

22 Yes 0 No 0 Abstentions

Charles Stewart Mott Community College
 Division of Science and Mathematics - Governance
Procedure for Faculty Interview Committee

*2) Faculty interview committee

The division faculty will establish procedure for determining two faculty members who will serve on the interview committee for new Probationary Status faculty.

These two committee representatives may be selected as follows:

- Volunteers from the area/discipline
- If not a sufficient number, volunteers from a related area
- If not a sufficient number, volunteers from the Division
- If not a sufficient number, volunteers from outside the Division

If more than 2 volunteers, the area/discipline faculty will determine which two are on the committee. Assistance in this process can be provided by Division coordinators as needed to complete the process.

11/13/84	25 Yes 0 No 0 Abstentions
11/4/87 DK/CAS	25 Yes 0 No 0 Abstentions
2/3/00	No vote recorded
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11/19/73 Date on the Division evaluation form attached to this governance document (no vote) - deleted	
3/15/05	15 Yes 0 No 2 Abstentions
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Charles Stewart Mott Community College
Division of Science and Mathematics - Governance
Procedures for the Evaluation of Probationary Faculty Members

*3) Faculty evaluation

Evaluation

The evaluation of probationary faculty members in the Division of Science and Mathematics will follow the Collective Bargaining Agreement as supplemented by this document.

1. Evaluating Committee

The Evaluating Committee for each new instructor shall consist of the Division Administrator and three subject area instructors selected by the Division Administrator. If three subject area faculty members are unavailable then the remaining committee positions will be selected by the Division Administrator from faculty members from that area or the Division. The instructors must be on a continuing contract.

The members of the Evaluating Committee will assist the Division Administrator in:

- a. the orientation of the new instructor to the subject area with respect to instructional facilities, teaching methods, course content, testing and grading standards; etc.
- b. conferences necessary for the evaluation of the new instructor
- c. the evaluation of the performance and progress of the new instructor as observed in instructional situations, such as lecturing, leading class discussions, conducting laboratory sessions and field trips, preparing and administering examinations, and assisting students on an individual basis beyond regular class time; professional development and extracurricular activities relevant to the division, and
- d. the preparation of an annual written evaluation including comments of a probationary instructor for the Academic Vice President.

2. Classroom Visitation

At least two and preferably all members of the Evaluating Committee shall visit the classroom and/or laboratory of a new instructor in either semester for each year of the probationary contract and any additional visits shall be left to the discretion of the evaluating committee.

Members of the Evaluating Committee should communicate before classroom visitation to review and discuss the evaluation rubric and the committee's or the individual member's expectations. A visitation is scheduled at the request of a member of the Evaluating

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20 Yes, 0 No, 0 Abstentions
19 Yes, 0 No, 1 Abstention
18 Yes, 0 No, 0 Abstentions
21 Yes, 0 No, 0 Abstentions
21 Yes 0 No 0 Abstentions
21 Yes 0 No 0 Abstentions
22 Yes 0 No 0 Abstentions
20 Yes 0 No 0 Abstentions
17 Yes 1 No 0 Abstentions
19 Yes 0 No 1 Abstention
22 Yes 0 No 0 Abstentions
22 Yes 0 No 0 Abstentions
21 Yes 0 No 0 Abstentions

Charles Stewart Mott Community College
 Division of Science and Mathematics - Governance
Procedures for the Evaluation of Probationary Faculty Members

*3) Faculty evaluation

Committee and/or Division Administrator. One week advance notice must be given. The visitation should occur after the fifth week of classes.

3. Conferences

The purpose of the conferences with the new instructor and his/her Evaluating Committee and Division Administrator are to (1) aid the new instructor in becoming more rapidly acquainted with the subject area's instructional methods and procedures, (2) inform the new instructor of any weaknesses and suggest methods for eliminating them, (3) point out his/her strengths and encourage further development and application of these for excellence in teaching, and (4) discuss future plans in his/her teaching and professional growth.

At the first conference, after all classroom visitations have been conducted, the Evaluation Committee will meet to discuss the performance, progress, and promise of the probationary instructor.

The second conference will include the probationary instructor and the Evaluation Committee for the purpose of reviewing the written report. The instructor will receive a copy of the evaluation at this time. Instructor comments must be included as part of the written report at his/her request.

The advisability of additional conferences with the new instructor and the evaluating committee shall be left to the discretion of the evaluating committee.

4. Written Evaluation report

The written evaluation report for each probationary instructor is submitted by the Division Administrator to the Academic Vice President in accordance with the requirements of the Collective Bargaining Agreement.

The Evaluating Committee shall consider the following sources of information in the preparation of the written evaluation:

- a. Evaluation of all members of the Evaluating Committee.
- b. Information provided by the new instructor in conferences

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 20 Yes, 0 No, 0 Abstentions
 19 Yes, 0 No, 1 Abstention
 18 Yes, 0 No, 0 Abstentions
 21 Yes, 0 No, 0 Abstentions
 21 Yes 0 No 0 Abstentions
 21 Yes 0 No 0 Abstentions
 22 Yes 0 No 0 Abstentions
 20 Yes 0 No 0 Abstentions
 17 Yes 1 No 0 Abstentions
 19 Yes 0 No 1 Abstention
 22 Yes 0 No 0 Abstentions
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 21 Yes 0 No 0 Abstentions

Charles Stewart Mott Community College
 Division of Science and Mathematics - Governance
Procedures for the Evaluation of Probationary Faculty Members

*3) Faculty evaluation

- c. Observations made in classroom visitations and from inspection of syllabi outlines, examinations, and any other materials made available and related to the new instructor's classroom teaching

The evaluation report will include the following

- a. Rubric summaries submitted by members of the Evaluating Committee
- b. Written evaluations
- c. Other supportive documentation as deemed necessary by the Evaluating Committee.

5. Specific items considered in the evaluation by committee members

- a. Subject matter competence
- b. Preparation of course syllabi and objectives
- c. Classroom techniques and methods
- d. Student evaluation methods, systems and materials
- e. Professional development activities
- f. Relationship with peers and supervisors
- g. Adherence to code of ethics and professional standards

Division approved evaluation forms and rubrics will be used that evaluate the above mentioned specific items to be considered.

The Division Administrator shall discuss retention and dismissal of probationary faculty members with the Evaluating Committee in accordance with the Collective Bargaining Agreement. Reasons must always be provided in the case of dismissal

The Evaluating Committee shall make a statement in the annual evaluation report either recommending or not recommending the new instructor for continued employment.

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 Reaffirmed on 10/11/16

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 20 Yes, 0 No, 0 Abstentions
 19 Yes, 0 No, 1 Abstention
 18 Yes, 0 No, 0 Abstentions
 21 Yes, 0 No, 0 Abstentions
 21 Yes 0 No 0 Abstentions
 21 Yes 0 No 0 Abstentions
 22 Yes 0 No 0 Abstentions
 20 Yes 0 No 0 Abstentions
 17 Yes 1 No 0 Abstentions
 19 Yes 0 No 1 Abstention
 22 Yes 0 No 0 Abstentions
 22 Yes 0 No 0 Abstentions
 21 Yes 0 No 0 Abstentions

Charles Stewart Mott Community College
 Division of Science and Mathematics - Governance
Procedures and Guidelines for Textbook Selection

4) Textbook Selection (formerly 6) Textbook selection)

1. Textbooks, laboratory manuals and supplementary reading materials should be selected in advance of the deadlines for orders.
2. The area faculty will determine the textbooks and/or manuals that are required in a course and report these to the Division Administrator. Textbooks and laboratory manuals are to be used at least one academic year in a course before any changes are implemented.
 Only the area-adopted textbook(s) and/or manual(s) shall be ordered for all assigned/unassigned sections.
3. Optional supplementary texts or materials will be indicated as such by the area faculty on the textbook request sheet along with the exact number of copies desired.
4. The Division Administrator (or designee) will process any book order and will report an order confirmation made to the bookstore to area faculty in a timely manner.
5. All instructional materials will be evaluated annually by the faculty in the subject areas and a determination shall be made by the area faculty in regards to which textbooks and manuals are to be continued to be required.
6. Suggestions for changes in textbooks, manuals, and supplementary materials in any courses may be made by the instructors in the subject area, prior to the deadlines for orders indicated above.
7. When a change is suggested, faculty members in the subject area are invited to submit copies of textbooks, and laboratory manuals for consideration by the subject area instructors.
 - a. Copies of the books and manuals under consideration are circulated or placed in an area office or in the Division Office.
 - b. The subject area instructors meet to discuss the books and manuals suggested for consideration.
 - c. A vote of the subject area instructors is taken to determine which textbooks and/or manuals are to be required for a course. A majority vote is needed for a textbook and/or manual to be required.

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 20 Yes, 0 No, 0 Abstentions
 19 Yes, 0 No, 1 Abstention
 18 Yes, 0 No, 0 Abstentions
 21 Yes, 0 No, 0 Abstentions
 21 Yes 0 No 0 Abstentions
 21 Yes 0 No 0 Abstentions
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Charles Stewart Mott Community College
Division of Science and Mathematics - Governance
Procedures and Guidelines for Textbook Selection

4) Textbook Selection (formerly 6) Textbook selection)

8. Any exception to this policy shall be discussed with the Division Administrator who will meet with the area instructors to discuss the matter and ask for approval of a legitimate exception.

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18 Yes, 0 No, 0 Abstentions

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21 Yes 0 No 0 Abstentions
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21 Yes 0 No 0 Abstentions

5) PROCESS FOR BIDDING ON CLASSES

FALL/WINTER ASSIGNMENTS

The procedures indicated below shall be followed in assigning courses to faculty for fall and winter semester.

1. The full-time faculty in each area of the Science and Mathematics Division shall select their base load of courses through rotation by seniority. Base load should include courses in the area of specialization. The most senior member within an area selects his or her base load of courses. The next senior member within an area selects his or her base load of courses. This process continues until each full time faculty member has chosen their base load of courses.
2. The full-time faculty in each area of the Science and Mathematics Division shall select their overload courses through rotation by seniority. The most senior member within an area selects his or her overload courses. The next senior member within an area selects his or her overload courses. This process continues until each full time faculty member has chosen their overload courses.
3. Part-time assignments will be made in their area(s) of specialty as determined by the job description, and then by preference points.

SPRING/SUMMER ASSIGNMENTS

MATH AREA

1. Full-time faculty will be given first choice in the selection of courses to teach.
2. Based on seniority, each faculty member who wishes, selects one courses to teach.
3. Based on seniority, each faculty member who wishes, selects a second course to teach.
4. If more courses are available, selection continues in the same manner until all full-time faculty have chosen their maximum desired contact hours.
5. ~~Part time assignments will be made by preference points.~~ Part-time assignments will be made according to their area(s) of specialty as determined by the job description, and then by preference points.

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Reaffirmed on 10/8/13		19 Yes 0 No 1 Abstention
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Revised on 12/8/15		22 Yes 0 No 0 Abstentions
Revised on 10/11/16		21 Yes 0 No 0 Abstentions

Charles Stewart Mott Community College
 Division of Science and Mathematics - Governance
Process for Bidding on Classes

PHYSICAL SCIENCE AREA

1. Full-time faculty will be given first choice in the selection of courses to teach.
2. Selection of Spring/Summer courses will be made according to seniority. If more courses are available, full-time faculty may choose one additional course based on seniority. This process may repeat until all have reached their maximum desired contact hours.
3. Part-time assignments will be made according to their area(s) of specialty as determined by the job description, and then by preference points.

BIOLOGY AREA

6. Full-time faculty will be given first choice in the selection of courses to teach.
7. Selection of Spring/Summer courses will be made according to seniority. Each faculty member selects courses for a maximum of nine contact hours to teach in the first round.
8. If more courses are available, full-time faculty may choose one additional course based on seniority. This process may repeat until all have reached their maximum desired contact hours.
9. Part-time assignments will be made according to their area(s) of specialty as determined by the job description, and then by preference points.

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Revised on 10/14/14		22 Yes 0 No 0 Abstentions
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Charles Stewart Mott Community College
Division of Science and Mathematics - Governance
Procedures and Guidelines for Specific Courses to be Offered

6. SPECIFIC COURSES TO BE OFFERED

1. Full-time faculty are given a print out of the draft class schedule and are allowed several days for consideration and suggestions.
2. Full-time faculty in the division discuss the course offerings before the scheduling of a semester or spring/summer sessions.
3. Full-time faculty recommendations are forwarded to the Division Administrator.

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21 yes, 0 no, 0 abstentions
21 Yes 0 No 0 Abstentions
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22 Yes 0 No 0 Abstentions
21 Yes 0 No 0 Abstentions

Development of Course Proposals and Course Revisions

7.) Development of course proposals and course revisions (formerly *9) Development of course proposals and course revisions)

The following procedure and guidelines shall be followed in the development of course proposals and course revisions.

1. The development of course proposals and course revisions can be made by any faculty member within his/her subject area. Course proposals and revisions include, but are not limited to, creation of new courses, changes to existing courses (i.e. delivery format, changes to credit hours, etc.), and seminar offerings.
2. The development of any course proposal and/or course revision must be discussed with the other subject area faculty members and appropriate CPSC forms should be completed and presented to the subject area. This includes course description, objectives, content/topical outline, required materials, and suggested textbook(s)/lab manual(s).
3. The proposed and/or revised course(s) are then voted on by subject area faculty members for approval. A majority vote of full-time faculty in that subject area/discipline is needed for subject area approval.
4. The proposed and/or revised course(s) are then brought to the division and voted on for approval. A majority vote of full-time faculty in the Division is needed for division approval.
5. Once approved by the subject area and division, the proposed and/or revised course(s) must follow the appropriate CPSC procedures.

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Charles Stewart Mott Community College
Division of Science and Mathematics - Governance
Priority Setting for Divisional Planning

8) Priority setting for divisional planning (formerly *10) Priority setting for divisional planning)

Purpose: To establish priorities for allocating divisional resources and to ensure that division effort is directed at accomplishing significant objectives that support the current MCC Strategic Plan.

Three categories for Divisional planning have been identified for priority setting.

1. Developing courses and curricula in keeping with trends – i.e. articulation needs, career tracks, transfer requirements, educational needs of the community, internal Mott programs and courses of study, etc.
2. Reviewing enrollment patterns and how this affects course offerings and scheduling of courses.
3. Promoting an awareness of and image building for the Division’s academic programs and supporting students’ success in Division courses

Area coordinators will work with the Division Administrator to support the implementation of these priorities in the Division. The Division will develop a set of recommended steps, if needed, for each specific item. Priority setting will be completed using steps outlined and agreed upon within the Division as is appropriate in keeping with Mott policy and written agreements.

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Selection of Faculty Participants in Division Program Review(s)

9) Selection of faculty participants in division program review(s) (formerly *11) Selection of faculty participants in division program review(s))

All full-time faculty in an area or discipline will be active participants in the process of program and/or discipline review. Faculty members who have particular expertise will be called upon for clarifications relevant to their expertise.

If it is necessary to select a subgroup from these participants, a common practice will be followed in the selection of committee members.

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