



## ACADEMIC SENATE

Agenda for February 6<sup>th</sup>, 2020, 3pm to 5pm, room 119

- A. Confirmation of the Agenda:** Empty agenda items spaces are intended to provide space for corrections to the agenda and emergency items.
  
- B. Approval of the Minutes:**
  - a. 1/23/20 minutes
  
- C. Audience comments.** *This section of the agenda is reserved for senate guests who wish to speak on items not on the agenda. Comments are limited to a total of three minutes for each person giving comments.*
  
- D. Consent Agenda:** *The following items on the consent agenda will not be discussed. If any senator wishes to remove an item from the consent agenda, the motion should be made during agenda confirmation, item A above.*
  - a.
  - b.
  
- E. Discussion/Action Items:** (Emergency session - quorum will only apply here)
  - a. Hiring Committees for Human Resources (standing item)
  - b. Faculty Hiring process – AP 7120 Recruitment and Hiring: Faculty
  - c. Faculty mentoring
  - d. Form an election committee for the Academic Senate Spring 2020
  - e. Committee corrections or changes
  
- F. Information/Discussion:**
  - a. Decreasing confusion for students – Registration printouts and other items
  - b. Reorganization of Student Services and Recruitment of the Dean of Student Services and Director of Financial Aid Positions
  - c. On-Boarding training and professional development
  - d.
  
- G. Committee Reports: (Please inform DeSantis and Avila of corrections.)**
  - a. Senate Committees

**CMC Academic Senate 10 +1 Title 5 responsibilities delineated in CMC Board Policy**

Academic and Professional matters refer to the following:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements;
- 3) Grading policies;
- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;

- 6) District and College governance structures, as related to faculty roles;
- 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8) Policies for faculty professional development activities;
- 9) Processes for program review;
- 10) Processes for institutional planning and budget development; and

**Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.**

- i. **Curriculum** - Avila, Berger, Brakebill, Chlebik, Christensen, Gibbons, Hernandez, **Llort**, Maclaughlin, Martin, Monypeny Muchenje, Norton, Page, Pieper, Steins (Curriculum Program Assistant Roxanne Brazell).
- ii. **Library – Monypeny**, Baird, Danza, Friedt, Parkin, Siciliano, Basu.
- iii. **Professional Standards and Ethics – Christensen**, Baird, Danza, Itnyre, Steenberg, Walker.
- iv. **Educational Technology** - Anderson, **Berger**, Holley, Monypeny, Parkin, Powell,
- v. **Cultural Education Enhancement – Baird**, Martin, Monypeny.
- vi. **FLEX - Maclaughlin**, Danza, Friedt, Holley, Velasquez.
- vii. **Minimum Qualifications and Equivalency - Velasquez**, Avila, Chlebik, DeSantis, Friedt, Haig, Llort, Parkin, Powell, Tyne, Walker, Basu, Delaney.
- viii. **Academic Integrity - Danza, Walker**, Parkin.
- ix. **Hospitality (ad hoc) – Drozd**, Hernandez, Parkin, Itnyre.
- x. **Transfer Center Advisory Committee - Nafziger**, Danza, Mackert, Velasquez.
- xi. **MAVSAC- O'Donnell**, Avila, Chlebik, DeGuzman, Mackert, Nafziger.
- xii. **Brown Bag Teaching- Danza**, Friedt, Gibbons, Holley, Martin, Page.

**b. District Committees:**

- i. **Academic Calendar** - Chlebik (alternate Muchenje).
- ii. **Student Success Planning Committee** -Avila, Baird, Christensen, Gibbons, Haig, Holley, Nafziger, Powell, Siciliano, Velasquez (Abell).
- iii. **Budget Advisory** - Velasquez (alternate Parkin).
- iv. **Equal Employment Opportunity** - Avila (alternate Parkin).
- v. **Graduation** - Avila, Velasquez.
- vi. **Scholarship** - Baird, Chlebik, Llort, Monypeny, Nafziger.
- vii. **Desert Studies** - Baird, **Delaney**, Powell, Steins, Tyne, Basu.
- viii. **Technology – Anderson**, Berger (alternate Parkin), Monypeny.
- ix. **Employee Development Fund**-Velasquez.
- x. **Professional Development** - Maclaughlin (alternate).
- xi. **CTE** - Brakebill, Chlebik, DeGuzman, Drozd, Friedt, Haig, Mackert, Martin, Page, Powell, Steenberg, Steins, Tyne.
- xii. **Salary Advancement** - Muchenje, Llort.
- xiii. **Foundation Board** - Pieper (alternate Haig).
- xiv. **Marketing Committee** - Nafziger.
- xv. **Institutional Effectiveness** - Berger, DeSantis, Gibbons, Christensen.
- xvi. **Facilities** - Friedt.

**H. Reports**

**a. Senate**

- i. **Officers (President, VP, Secretary, State Senate Rep., Edu. Tech, Curriculum, PSE, Part Time faculty Rep.)**

- ii. SLOA Coordinators
        - iii. Senators
      - b. Associated Students
      - c. Administration
      - d. Board of Trustees
- I. Future agenda items and items to be carried over to the next meeting (these items are on hold [but not forgotten] due to time constraints and pressing time-sensitive matters)

## Academic Senate- September 5, 2019

- ALLEN, CATHY
- ANDERSON, JENNIFER
- AVILA, KRYSTAL
- BAIRD, ELLEN E
- BASU, ANAMIKA
- BERGER, BRADFORD
- BRAKEBILL, JAMES
- BRIDENBECKER, BRUCE
- CHLEBIK, KATHLEEN
- CHRISTENSEN, LEE ANN
- DANZA, MICHAEL
- DE GUZMAN, LORENZA
- DELANEY, PAUL
- DESANTIS, JOSEPH
- DROZD, JEFFREY
- FRIEDT, PAUL
- GIBBONS, HEIDI
- HAIG, JEFFREY
- HERNANDEZ, MELISSA
- HOLLEY, JOHN
- ITNYRE, CATHY
- LLORT, YADIRA
- MACKERT, KAREY
- MACLAUGHLIN, COLIN
- MARTIN, KIMBERLEY
- MONYPENY, DEREK
- MUCHENJE, KYLEE
- NAFZIGER, CASSANDRA
- NORTON, DAVID
- O'DONNELL, JENNIFER
- PAGE, DAWN
- PARKIN, STEVEN
- PIEPER, DEAN
- POWELL, JAMES
- SICILIANO, FIORENTINO
- STEENBERG, CLAYTON
- STEINES, HEIDI
- TYNE, SHEILA
- VELASQUEZ, VICTORIA
- WALKER, MICHEL

Checking your  
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present

Additional Guests:

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## ACADEMIC SENATE

Minutes for January 23<sup>rd</sup> 2020

Present (bold denotes those not in attendance): ALLEN, CATHY; ANDERSON, JENNIFER; AVILA, KRYSTAL; **BAIRD, ELLEN**; BASU, ANAMIKA; BERGER, BRAD; **BRAKEBILL, JIM**; BRIDENBECKER, BRUCE; CHLEBIK, KATRINA; CHRISTENSEN, LEE ANN; **DANZA, MIKE**; **DE GUZMAN, LORENZA**; DELANEY, PAUL; DESANTIS, JOE; DROZD, JEFF; FRIEDT, PAUL; GIBBONS, HEIDI; HAIG, JEFF; HERNANDEZ, MELISSA; HOLLEY, JOHN; ITNYRE, CATHY; LLORT, YADIRA; **MACKERT, KAREY**; MACLAUGHLIN, COLIN; MARTIN, KIMBERLEY; MONYPENY, DEREK; **MUCHENJE, KYLEE**; NAFZIGER, CASSANDRA; NORTON, DAVID; **PAGE, DAWN**; PARKIN, STEVE; PIEPER, DEAN; POWELL, JIM; SICILIANO, ANTHONY; **STEENBERG, CLAYTON**; **STEINES, HEIDI**; **TYNE, SHEILA**; VELASQUEZ, VICTORIA; **WALKER, MICHEL**

Part Time Rep: GILMORE, HEATHER

Others in attendance: Bonnie Bilger, Tony DiSalvo, Jenn O'Donnell, Melynie Schiel, Kevin Slotta, D. Vicki Williams, Michael Murrow, Brian Heinemann, Jenifer Dieleman, Daniel House, Carolyn Hopkins

- A. Confirmation of the Agenda: Empty agenda items spaces are intended to provide space for corrections to the agenda and emergency items. M/S/U Itnyre/Chlebig** Friendly amendment to move Discussion/Action Item d. Guest speaker NEA Big Read partnership – Ms. Marie Bobin; to top of the agenda and to add Discussion/Action Item h. 2 year course cycle- Health Sciences i. Clean up committee assignments **M/S/U-Chlebig/Friedt**
- B.** Guest speaker NEA Big Read partnership – Ms. Marie Bobin explained what the NEA Big Read Morongo Basin was and how CMC participated last year. They are in the process of reapplying for the grant for this year. The grant is intended to promote literacy and community involvement. So far there are two events planned at CMC for this year. If any instructional faculty would like to use this year's book "Lab Girl" by Hope Jahren please contact Marie.
- C. Approval of the Minutes:**
- a. 12/5/19 minutes **M/S- Berger/Martin** abstentions- DeSantis, Norton, Friedt
- D. Audience comments.** *This section of the agenda is reserved for senate guests who wish to speak on items not on the agenda. Comments are limited to a total of three minutes for each person giving comments.*

**CMC Academic Senate 10 +1 Title 5 responsibilities delineated in CMC Board Policy**

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- 6) District and College governance structures, as related to faculty roles;
- 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8) Policies for faculty professional development activities;
- 9) Processes for program review;
- 10) Processes for institutional planning and budget development; and

**Other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.**

**E. Consent Agenda:** *The following items on the consent agenda will not be discussed. If any senator wishes to remove an item from the consent agenda, the motion should be made during agenda confirmation, item A above.*

- a.
- b.

**F. Discussion/Action Items:** (Emergency session - quorum will only apply here)

- a. Hiring Committees for Human Resources (standing item)
  - i. ESL non-credit update- Vicky Velasquez sat in on this hiring committee- this is for the MUSD Partnership course
  - ii. Two members to be on the Dean of Planning, Research, and Institutional Effectiveness – Berger/Parkin Alt. Danza **M/S/U-Velasquez/Friedt**
- b. Curriculum –
- c. Sabbatical presentation – Cathy Allen gave her halfway report on her sabbatical.
- d. Guest speaker NEA Big Read partnership – Ms. Marie Bobin- moved above

Motion to suspend the rule of the day and go out of order to go through as many agenda items as possible.

**M/S/U-Danza/Powell**

- e. Retroactive withdrawal policy-  
Danza-There was a question to whether faculty are consulted for late withdrawals. O'Donnell- faculty will now be consulted; we have updated the form to include faculty input. I will consult with the faculty member or the Dean of Instruction if the faculty member cannot be reached. Berger-Can you give an example to why a student would be asking for this? O'Donnell- extenuating circumstance after the last day to drop. Danza- Typically we work well with admin being our back up. Berger-How often does this occur? O'Donnell- We see them quite frequently, typically after the term has ended. DeSantis- Would Senate like to see the form? O'Donnell-I brought copies if you would.
- f. Faculty Hiring Process-policy discussion continues from previous agendas with specific discussion related to student involvement. **Tabled for next meeting.**
- g. Campus blue phone-unused and issues with function. Proposed removal- Safety Committee and Administration recommend the removal of the blue phones. House-Have they ever been used? DeSantis-from what I understand they haven't been used. Berger-Do we have other phones that could be used in an emergency? DeSantis- These phones ring to our Security; there are pay phones on campus. Powell- About a year ago it was the desire of students to have the blue phones fixed. Williams-Campus security is not always available. Friedt- How many do we have and where are they? Bilger- 2 but they don't work if the dust gets into them. There is one by the Bell Center and one in the parking lot. Llort- on other campus' like in Orange County they are easily identifiable and give both students and visitors a sense of security. Not having them maintained is not useful for students. Martin- Can you speak into the cameras? Or maybe hit a button like at the gas station to talk to security through the cameras? Gilmore- We get emails frequently about security being gone for the night or not available what happens then? Bilger- If campus security is not on campus the security phone is handed off to CBO or Director of Facilities. Anderson-Why don't the phones route directly to 911, wouldn't that be more secure?

DeSantis- This might be beneficial to be a direct link to law enforcement especially since there is potential for homeless students and others sleeping on campus. Christensen- 911 response time is going to be longer than security. DeSantis- Sense of what the body would like- Straw poll- How many would like to retain & maintain? 0 How many would like to completely get rid of them? 3 How many would like to look into new options? Remainder of the room

- h.** 2 year course cycle- Health Sciences M/S/U-**Llort/Chlebik**
- i.** Clean up committee assignments- Please review and send email to Joe and Krystal if you would like to be removed or added to a committee.

#### **G. Information/Discussion:**

- a.** College Council update – previous agendas- DeSantis- I have been sending out the College Council agendas they have links and a tracking document. Please Review-I will bring these items up at Senate. Right now there is an Open House to the community being planned. This will get more awareness of the campus to the community as well as information about Financial Aid and special programs.
- b.**

#### **H. Committee Reports: (Please inform DeSantis and Avila of corrections.)**

##### **a. Senate Committees**

- i. Curriculum** - Avila, Berger, Brakebill, Chlebik, Christensen, Gibbons, Hernandez, **Llort**, Maclaughlin, Martin, Monypeny Muchenje, Norton, Page, Pieper, Steins (Curriculum Program Assistant).
- ii. Library – Monypeny**, Baird, Danza, Friedt, Parkin, Siciliano, Basu.
- iii. Professional Standards and Ethics – Christensen**, Baird, Danza, Itnyre, Steenberg, Walker.
- iv. Educational Technology** - Anderson, **Berger**, Holley, Monypeny, Parkin, Powell,
- v. Cultural Education Enhancement** – Baird, Martin, Monypeny.
- vi. FLEX - Maclaughlin**, Danza, Friedt, Holley, Velasquez.
- vii. Minimum Qualifications and Equivalency - Velasquez**, Avila, Chlebik, DeSantis, Friedt, Haig, Llort, Parkin, Powell, Tyne, Walker, Basu, Delaney.
- viii. Academic Integrity - Danza, Walker**, Parkin.
- ix. Hospitality (ad hoc)** – Drozd, Hernandez, Parkin, Itnyre.
- x. Transfer Center Advisory Committee - Nafziger**, Danza, Mackert, Velasquez.
- xi. MAVSAC- O'Donnell**, Avila, Chlebik, DeGuzman, Mackert, Nafziger.
- xii. Brown Bag Teaching- Danza**, Friedt, Gibbons, Holley, Martin, Page.

##### **b. District Committees:**

- i. Academic Calendar** - Chlebik (alternate Muchenje).
- ii. Student Success Planning Committee** -Avila, Baird, Christensen, Gibbons, Haig, Holley, Nafziger, Powell, Siciliano, Velasquez (Abell).
- iii. Budget Advisory** - Velasquez (alternate Parkin).
- iv. Equal Employment Opportunity** - Avila (alternate Parkin).

- v. **Graduation** - Avila, Velasquez.
- vi. **Scholarship** - Baird, Chlebik, Llort, Monypeny, Nafziger.
- vii. **Desert Studies** - Baird, **Delaney**, Powell, Steins, Tyne, Basu.
- viii. **Technology** – Anderson, Berger (alternate Parkin), Monypeny and Base Coordinator serve by position.
- ix. **Employee Development Fund**-Velasquez.
- x. **Professional Development** - Maclaughlin (alternate).
- xi. **CTE** - Brakebill, Chlebik, DeGuzman, Drozd, Friedt, Haig, Mackert, Martin, Page, Powell, Steenberg, Steins, Tyne.
- xii. **Salary Advancement** - Muchenje, Llort.
- xiii. **Foundation Board** - Pieper (alternate Haig).
- xiv. **Marketing Committee** - Nafziger.
- xv. **Institutional Effectiveness** - Berger, DeSantis, Gibbons, Christensen.
- xvi. **Facilities** - Friedt.

## I. Reports

### a. Senate

- i. **Officers**
- ii. **President:** Over break I attended college council and BOT Agenda Review
- iii. **VP, Secretary, State Senate Rep., Edu. Tech, Curriculum, PSE, Part Time faculty Rep.:**  
**No Report**
- iv. **SLOA Coordinators**-SLO's are due Monday February 10<sup>th</sup> please submit to slosubmission@cmccd.edu
- v. **Senators**- Velasquez- If you are sitting on a hiring committee please fill out the MQ form. If you don't know how to fill it out, please talk to me.

### b. Associated Students – No Report

- c. **Administration**- DiSalvo- A couple points of clarity: Jake is now at Moreno Valley so for now I am the ALO, Athletics is going to Dr. Otten but will go to Jane once she returns. A flex survey will be coming soon maybe as early as Monday. Shannon Frechette will be the new Curriculum Program Assistant starting Monday. We are hoping to move that position to 40 hours to provide more support. CTE Division will have a shift in reporting structure once Matt comes on board starting March 1<sup>st</sup>

### d. Board of Trustees- No Report

## J. Future agenda items and items to be carried over to the next meeting (these items are on hold [but not forgotten] due to time constraints and pressing time-sensitive matters)

- a. Faculty Hiring Process-policy discussion continues from previous agendas with specific discussion related to student involvement.

**Adjourn- M/S/U Chlebik/Itnyre**





**Copper Mountain College  
Academic Senate Agenda Packet  
(ASAP)**

**Date of Senate Meeting:** 01/23/2020

**Requested by:** B. Bilger, CHRO

**Subject:** AP 7120 Recruitment and Hiring: Faculty

**Type of Consideration:**

**Action Item**

**Information item**

**Desired Outcome:** Request approval to move the document forward to College Council for informational purposes before returning to Academic Senate for final approval.

**Background:** The committee composition has been revised for increased flexibility. Attached is a document showing the changes from the 10/17/19 meeting. Please provide comments and suggestions.

Book CMC Administrative Procedures

Section 7000: Human Resources

Title Recruitment and Hiring: Faculty

Code: AP 7120

Status New  
CCLC: Legally Advised

Legal Education Code Sections 87100 et seq., and 87400; Title 5 Section 53000 et.seq.; Copper Mountain College Equal Employment Opportunity Plan; Accreditation Standard III.A

Adopted DRAFT 09/27/201901/23/2020

## AP 7120 Recruitment and Hiring: Faculty

Copper Mountain Community College District (CMC) seeks to hire qualified and diverse faculty. The process of faculty position creation, prioritization, and recruitment should be a collaborative effort between academic managers, discipline faculty, faculty leadership, and Human Resources to address student needs. The College's mission and goals, strategic planning documents, regional and national accreditation standards, and the College's Equal Employment Opportunity Plan will guide and inform this process.

Prior to employment, all faculty members hired by CMC must meet or exceed the standards iterated in the current "Minimum Qualifications for Faculty and Administrators in California Community Colleges." If it is the desire of a hiring committee to interview an applicant whose degrees do not precisely match the Minimum Qualifications, that individual's equivalency must be granted by the CMC Minimum Qualifications/Equivalency Committee prior to that individual being extended an offer of employment.

### Full-Time Faculty Selection Procedures

The following provisions are applicable to all non-management, academic, full-time positions:

1. Recruitment methods (advertising vacancies, internet postings, etc.): As soon as a vacancy is approved for recruitment, the notice of vacancy will be distributed to any, or all, of the following: internally and on the college website, appropriate placement offices and agencies, including other institutions and/or school systems, regional newspapers, online job pages, The Chronicle of Higher Education and the California Community College Registry. Full-time faculty positions are recruited for at least 30 days.
2. Composition of Screening Committees: The Screening Committee will be composed of, at minimum:
  - a. ~~The Division Chair for the discipline being hired,~~
  - ~~b. a~~ at least ~~two (2)~~~~three (3)~~ faculty members, selected by the Academic Senate, and
  - ~~c. b~~ one (1) representative of the Classified Staff, and
  - ~~d. one (1) student selected by the Associated Student Government.~~

The committee may appoint up to two additional members who may include an administrator, a community member, subject-matter expert, student, and/or other appropriate department personnel under the direction of the Chief Instructional Officer or Chief Student Services Officer.

3. Selection Procedures: The Chief Human Resources Officer will ensure that all Screening Committee members have received Equal Employment Opportunity Training and reviewed and signed the Screening Committee Confidentiality Agreement. All members of the Screening Committee will conform to CMC's equal employment and non-discrimination policies. Screening Committee members who do not conform to these policies will be removed from the Committee.
4. Application Review: The Screening Committee will examine all applications in terms of criteria established by the job description and the Mission of Copper Mountain College and determine a list of interview candidates. The College reserves the right to re-advertise or to delay filling a position indefinitely, if it is deemed that the applicants for a position do not constitute an adequate applicant pool.

5. **Interview Procedures:** The Screening Committee will meet prior to the interview schedule to establish common questions and a uniform time allotment for each interview, in order that all candidates will be interviewed on a consistent basis. The interview process of faculty shall include a skills demonstration by the prospective faculty member. To the extent possible, all candidates being interviewed will receive the same interview format by the same personnel. The Screening Committee may choose to conduct telephone interviews or videoconference interviews. A non-voting EEO representative will be present during the interviews. The Screening Committee will recommend two or more candidates for interview with the Superintendent/President and/or designees(s). ~~The Screening Committee's recommendations and all interview materials must be turned in to Human Resources.~~
6. **Final Selection:** The final interview shall include the Superintendent/President or their designee, the Chief Instructional Officer/Chief Student Services Officer or their designee, and the Dean of Instruction or Dean of Student Services. The Superintendent/President or designee may request additional candidates to be identified by the Screening Committee if they determine that the candidates recommended by the Screening Committee do not meet Copper Mountain College standards. In such cases, the Screening Committee will reconvene to determine if it will recommend two or more additional candidates for interview, or to recommend additional recruitment for additional applicants.
7. **Recommendations:** The Superintendent/President, or their designee, will complete applicant background checks and reference checks on the finalists and make the final selection.
8. **Board Approval:** The Superintendent/President or designee will submit the selected finalist to the Board of Trustees for approval. The Board of Trustees will (a) approve employment, (b) request additional recommendations from the Superintendent/President, as necessary, or (c) take other action as they may deem appropriate.
9. **Employment Offers:** The Superintendent/President, their designees, or the Chief Human Resources Officer shall make the offer of employment verbally or by email, to be followed by a formal, written offer.

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#### **Part-time Faculty Employee Selection Procedures**

All part-time faculty members will be hired in accordance with the steps established below:

1. **Position Identification**
  - a. The Division Chair or Coordinator, in consultation with discipline faculty or faculty from a related discipline, will determine the vacancy, identify the specific need, and forward that information to the Dean of Instruction, or Chief Instructional Officer, or Chief Student Services Officer (the supervising administrator).
  - b. The supervising administrator will notify Human Resources of specific hiring needs.
  - c. Human Resources will advertise the positions.
  - d. If a sufficient pool of applicants cannot be identified, the Human Resources office and supervising administrator shall intervene and determine if additional recruitment steps need to be taken. If such steps are appropriate, they may include:
    - i. The extension of the deadline with focused recruitment.

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- ii. Determination, in consultation with the Supervising administrator and appropriate Division Chair or Coordinator, of the need for an emergency hire.

## 2. Hiring Process

- a. Human Resources will notify the Academic Senate of the need for faculty members to serve on screening committees. The Academic Senate shall appoint two (2) faculty members to the screening committee and make a determined effort to involve full-time faculty in the discipline or a related discipline.
  - b. The Academic Senate will notify Human Resources of the faculty appointed to screening committees in person, by email, or by including Human Resources when sending out the minutes. Human Resources will contact the committee members.
  - c. Candidates meeting Minimum Qualifications screened from the applicant pool may be invited for an interview at their expense. If the screening committee believes a candidate could meet Minimum Qualifications through equivalency, Human Resources shall refer that candidate to the CMC Minimum Qualifications/Equivalency Committee.
  - d. If the qualified applicant pool consists of three (3) or fewer candidates, the screening committee may invite the supervising administrator, as appropriate, to sit in on the interview, thus eliminating the need for a second interview, skipping steps (g) and (j), below.
  - e. Interviews will be scheduled by Human Resources.
  - f. The interview may include a teaching or skills demonstration. All candidates interviewed for a particular position will go through the same process.
  - g. Candidates recommended by the screening committee will be referred to the supervising administrator for a second interview.
  - h. The supervising administrator will make the final hiring determination.
  - i. Once a selection for hire is made, a tentative offer of employment will be extended by Human Resources. The tentative appointment will be submitted to the Board of Trustees for approval.
  - j. If the screening committee determines that no candidate is approved the committee will notify the supervising administrator, who will then extend or terminate the search.
3. Emergency Hires: Occasions may arise where there is a need for an emergency hire. An emergency hiring situation is triggered when a class must be covered within fourteen (14) calendar days or less and there is not an available pool of qualified discipline faculty upon which to draw and/or insufficient time to conduct the full part-time hiring process. In such instances, the following process will be followed:
- a. The necessity for an emergency hire will be determined by the supervising administrator in consultation with the appropriate Division Chair and/or discipline faculty. Faculty input will be solicited to the extent possible.

- b. The supervising administrator, appropriate Division Chair, and discipline faculty will determine whether standard sources of faculty have been exhausted, including eligible applicant pools and possible recruitment sources, and take appropriate action.
  - i. When a faculty member is hired using the emergency procedure, the Dean of Instruction or designated hiring manager will make an effort to include a full-time faculty member in the discipline as a second interviewer. When a full-time faculty member in the discipline has been involved in the emergency hire process, there will be no additional hiring process required of the part-time faculty member.
  - ii. If a full-time faculty member in the discipline is not available, the Dean of Instruction will request the appropriate Division Chair to participate as a second interviewer whenever possible. During the first two weeks of the upcoming semester, the chosen applicant's application materials and interview notes will be reviewed by a full-time faculty member in the Discipline. If there is a concern about the selection, the full-time faculty member may request that the part-time faculty member re-apply and go through the standard hiring process.
  - iii. If i. or ii. above are met, part-time Faculty who were hired under the emergency hire process, pursuant to the [CMCFA-CBA Copper Mountain College Faculty Association Collective Bargaining Agreement](#), do not have to be re-interviewed by the Division Chair and Full-time Faculty so long as they have: 1. met minimum qualification under the CMC minimum qualifications process, 2. completed all HR paperwork, and 3. received a "Satisfactory" evaluation.
- c. Emergency hires must meet or exceed the Minimum Qualifications or equivalency standards. It is the responsibility of the instructor, hired through the emergency hiring process, to submit official transcripts to the Human Resources office as soon as possible, or no later than within thirty (30) days of hire.
- d. Human Resources shall send the emergency hire's transcripts to the CMC Minimum Qualifications/Equivalency Committee for review.
- e. In the event it is determined the candidate has not provided official transcripts to the Human Resources office within the designated period, or does not meet the Minimum Qualifications nor can be granted an equivalency, that person will be pulled from the class immediately.

#### **Faculty Conditions of Employment**

Academic personnel must provide the following information and records to Human Resources before starting work:

1. official, sealed college transcripts;
2. verification of freedom from active tuberculosis (in accordance with prescribed regulations). New employees must secure this verification prior to their first day of employment (results obtained up to 60 days prior to start date are acceptable);
3. fingerprint clearance (LiveScan);
4. employment and/or vocational verifications; and

5. other required employment documents or clearances.



**Copper Mountain College  
Academic Senate Agenda Packet  
(ASAP)**

**Date of Senate Meeting:** 2/6/2020

**Requested by:** Heather Gilmore

**Subject:** Faculty Mentoring

**Type of Consideration:**  
**Action Item x**  
**Information item**

**Desired Outcome:**  
Establish Formal Mentorship Program for Full-Time and Part-Time faculty.

**Background:**

During the part-time and union meeting during Flex week, many faculty (full & part-time) revealed that there used to be a peer mentoring program.

This program would allow not only full-time faculty from the department to help the new faculty member, but also allow other experienced faculty an opportunity to clarify to new hires any enquiries they may have.

Correspondingly, this provided support to new hires in order to understand policies, procedures, overall professional goals, increase teaching skills, and create interpersonal relationships.





**Copper Mountain College  
Academic Senate Agenda Packet  
(ASAP)**

**Date of Senate Meeting:** 2/6/20

**Requested by:** B. Berger

**Subject:** Tuesday/Thursday and other confusing things.

**Type of Consideration:**

- Action Item
- Information/Discussion

**Desired Outcome:**

Determine ways to make registration printouts and other documents less confusing to students, and prevent unintended consequences.

**Background:**

In the past the Senate requested that the TR designation for Tuesday/Thursday be changed to try to eliminate confusion. The change was made, but students still may be confused about class meetings.

If a student thinks a Tu/Th class only meets on Thursday, then they miss the first day of class and if the class is waitlisted, they usually end up losing the class. That can be a pretty harsh start for an incoming freshman.

What additional steps can CMC take to inform students about taking classes?  
Let's put the "Guide" into Guided Pathways.



**Copper Mountain College  
Academic Senate Agenda Packet  
(ASAP)**

**Date of Senate Meeting:** 2/6/2020

**Requested by:** Bonnie Bilger, CHRO

**Subject:** 2019 Reorganization of Student Services and Recruitment of the Dean of Student Services and Director of Financial Aid Positions

**Type of Consideration:**

**Action Item**

**Information item X**

**Desired Outcome:** The District would like feedback regarding how the 2019 reorganization of the Student Services department is working for faculty.

**Background:** The reorganization of Student Services was temporary utilizing Interim contracts for the positions of Dean of Student Services and Director of Financial Aid, and these contracts end June 30, 2020. Now is the time to open the recruitment if we are going to continue these positions on a regular basis. Are the faculty getting what they need from Financial Aid and Student Services?



**Copper Mountain College  
Academic Senate Agenda Packet  
(ASAP)**

**Date of Senate Meeting:** 2/6/2020

**Requested by:** Heather Gilmore

**Subject:** On Board Training, Professional Development, and Workshops

**Type of Consideration:**

**Action Item**

**Information item x**

**Desired Outcome:**

Establish On Board Training for new hires (particularly faculty).

Form Professional Development Training.

Create Face-to-Face Workshops (teambuilding, CMC resources, etc.) for faculty and staff.

**Background:**

Part-Time faculty and new hires in particular have a desire for on-board training. This was established during the Flex in Spring 2020 part-time faculty workshop.

Professional development would promote excellence in pedagogy, through dynamic, responsive events and resources by faculty and professionals, for faculty!

During Flex in Spring 2020, during all staff day, there was a team building workshop. During this workshop, it created an environment of solidarity and a reminder that each individual on campus was a valued employee.

Additionally, during the part-time faculty meeting, the part-time faculty were requesting workshops to help them become acclimated with CMC resources, create interpersonal relationships, network, as well as learn and grow. They have asked that they receive workshops created for new hires in particular and throughout each semester. This could possibly be done with HR.