

FCDC Task Force: Professional Duties

Charge of Task Force:

To discuss strategies for improving adherence to professional duties as outlined in contract and to propose at FCDC adoption of specific practices to address issues (forwarding to appropriate committees recommendations for their consideration)

This packet provides proposals and recommendations for your review and discussion. Proposals and recommendations that fall under the purview of other committees will be forwarded accordingly.

RECOMMENDATIONS

- 1) Professional Expectations: Awareness Campaign (pp 2-4)
- 2) Flex Report (pp 5-8)
- 3) Absence Reporting (p 9)
- 4) Attendance at Department Meetings (p 10)
- 5) Class Packets/Ethics Review (p 10)

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1. Professional Expectations: Awareness Campaign—

In response to issues and concerns related to professional duties that surface at FCDC meetings, we have 2 recommendations:

- 1) That issues and concerns as they relate to professional duties be added as a regular FCDC agenda item, and
- 2) That FCDC regularly promote awareness of contractual responsibilities by delegating work groups to regularly provide information at its FCDC meetings for distribution to faculty members.

Below we offer three “DID YOU KNOW THAT . . .” handout drafts intended as a possible format for how work groups might promote awareness. Note: Interpretations of contract items should be reviewed by CCA prior to distribution.

RE: ATTENDANCE

DID YOU KNOW THAT . . .

- Attendance at department meetings is mandatory for full-time faculty [Article Four—C.17.a, page 19]. Attendance is not required if the department meeting conflicts with one’s assigned class. Because attendance is mandatory, missing department meetings may require submission of an absence report.
- “If a faculty member misses a contract day, a full day of sick leave will be charged, regardless of the number of hours of the assignment and the nature of the assignment.” [Article 12, Appendix A, page 211]
- “If a faculty member misses part of the day’s assignment, sick leave will be charged at the proportion of the assignment missed is to the full day’s assignment.” [Article 12, Appendix A, page 211]

RE: ASSIGNMENT OF CLASSES & RETENTION MATTERS

DID YOU KNOW THAT . . .

- The college president or designee (usually the dean) determines the master schedule for each department. Faculty assignments may be prepared by the department chair but approval rests with president or designee. Faculty preferences may be considered (e.g. “No 8 a.m. classes,” “No evening classes,” “MW assignments only,” “TR assignments only”) but assignments must adhere to contract requirements only. [Article 8, A & G,]
- “The faculty member shall . . . Participate with chair and educational administrator to develop and implement a plan to improve retention if class size at the end of the semester is unreasonably low as a pattern” [Article 4, C.17.d, page 19]

RE: WORK HOURS

DID YOU KNOW THAT . . .

Pay for full-time faculty is based on a 40 hour work week on a 17.5 week semester length schedule, equaling a total of 1400 hours per year (700 hours per semester). Because BC operates on a 16 week calendar, the weekly work hours convert to 43.74 hours each week (this includes finals week).

- 40 hours x 17.5 wks = 700 hours (fall & spring semesters = 1400 hours per year)
- 43.74 hours x 16 wks = 699.84 hours (fall & spring semesters = 1400 hours per year)

Each week, 75% of the workweek hours (approximately 33 hours) are allocated for faculty members’ primary assignment (teaching, library, etc.). The remaining 25% of the workweek hours (approximately 11 hours) are for professional activities (5 hours of which are a mandatory maximum scheduled office hours):

- 32 hours 48 minutes for prepping, teaching, grading
- 10 hours, 56 minutes for professional activities
 - 5 hours weekly for office hours
 - 5+ hours weekly for professional activities

- 75% of 43.74 hours = 32.80 hours or 32 hrs, 48 mins (teaching, grading, prepping)
25% of 43.74 hours = 10.94 hours or 10 hours, 56 mins (professional activities)

NOTE: Calculations have been determined based on the following contract language and have not yet been reviewed by HR and/or CCA—please consider the calculations as approximate and tentative.

- “The basic faculty assignment in Kern Community College District is a forty-hour (40-hour) workweek based on 17.5-week semester length and one-hundred-seventy-five-day (175-day) academic year. . . . for a total of one thousand four hundred (1,400) hours per academic year.” [Article 8, N.1, page 137]
- “Seventy-five percent (75%) of the faculty member’s workweek hours shall be spent in a combination of student contact and preparation [and that] [t]he remaining twenty-five percent (25%) of workweek hours shall be spent in professional activities, [e.g., office hours, professional development, and meetings (departmental, campus, etc.)]” [Article 8, N.3, page 138]
- “The number of office hours scheduled for the convenience of students shall be proportional to instructional load.” [Article 8, N.2, page 138]
- “A maximum of five (5) office hours per week shall be scheduled and posted.” [Article 8, N.2, page 138]
- The remaining hours are to be spent in professional activities [e.g., office hours, professional development, and meetings (departmental, campus, etc.)]” [Article 8, N.3, page 138]

2. Flex Report—

In response to issues related to flex reporting, we have three recommendations:

- 1) That FCDC forward the following requests to the SDCC (Staff Development Coordinating Council) & Instructional Deans:
 - Create a flex information handout for faculty that:
 - explains why flex reporting is necessary (e.g. faculty are paid for 24 hours of flex activities and must report those hours)
 - provides examples of activities for the 9 areas in which flex activities are categorized
 - clarifies the kinds of activities that can be reported (see example pages 5-7; this example is a “sample” for SDCC to consider)
 - Update annually the flex information handout for faculty
 - Provide each fall to FCDC the updated flex information handout

- 2) That FCDC recommend to Academic Senate attendance that 1 and ½ days (12 hours) of fall semester flex week be considered mandatory, including the opening day ceremony, and that the Friday (4 hours) of spring semester flex week be considered mandatory. Fridays prior to the start of school become mandatory and include dean/divisional/department meetings.

- 3) That FCDC forward the following requests to Educational Administrators:
 - Discuss together and determine which activities will or will not be approved for flex in order to ensure that faculty members from all areas are held to the same standards
 - Provide to SDCC after the end of the spring semester an updated list of Acceptable/Not Acceptable flex activities (incorporating those items that were approved/not approved in the flex year reports of that year)

Flex Information Sheet

DEFINE FLEX/rationale: 24 hours of flex are turned in each year because . . .

On Monday of finals week of each spring semester, full-time faculty members are required to submit their flex forms to their educational administrator. As you list your activities on the flex form, please be mindful of the following stipulations:

1. Activities listed on the submitted flex form must *not* be activities for which faculty have been or will be compensated (by KCCD, BC, or other)
(Flex: Information Sheet continued . . .)
2. Activity hours listed on the submitted flex form must *not* conflict with faculty member's assigned load hours (classroom or NT hours).
3. Activities that faculty members have participated in and that are noted on the most current Approved list are automatically approved.
4. Activities that faculty members have participated in and that are *not* on the Approved list *may be approved* upon written request to the educational administrator:

Steps for approval:

- Prior to attendance or completion of an activity not included on the list of approved activities, faculty members are asked to provide a written request to their educational administrator for approval.
- If granted, faculty members must attach the request *with* the educational administrator's approval to their flex form.

Note: most items listed as *not acceptable* are considered part of faculty responsibilities under contract language "Professional Expectations" and thus do not qualify as flex. If your hours of participation in activities listed in the contract under Professional Expectations (Article Four C) have *exceeded* the required 192 hours (96 hrs per semester) of professional expectations, you may request approval to submit the extra hours as flex. **You must provide to your educational administrator evidence of meeting the 344 hours prior to requesting approval for using activities required per contract as a flex activity.**

96 hours per semester for Professional Expectations has been calculated as follows:
A 40 hour work week on a 17.5 week semester length schedule, equals 1400 work hours per year (700 hours per semester). BC's 16 week semester length schedule requires a 43.74 hour workweek (equaling 1400 hours per year; 700 hours per semester).

25% of the workweek hours (approximately 11 hours) are for professional activities, but 5 of the 11 hours are a mandatory maximum office hours; minus the required office hours, the remaining 6 hours of professional expectations per week (x 16 weeks) equals 96 hours per semester (x 2 semesters) = 192 hours.

APPROVED ACTIVITIES for FLEX

- Attending a conference related to your field
- Attending Opening Day ceremony
- Attending department meetings outside of the start/end dates of the semester
- Attending SDCC sponsored workshops during flex week
- Attending SDCC sponsored workshops during the semester
- Attending BC plays or concerts, Levan Center presentations, or sporting events (1 hour max for attendance at up to 3 events—for a total of 3 flex hours)
- Participating in the BC Bowling league or BC Basketball (4 hours max)
- Participating in BC Basketball (2 hours max)

ACTIVITIES NOT ACCEPTABLE for FLEX

Note: most items listed as *not acceptable* are considered part of faculty responsibilities under contract language “Professional Expectations” and thus do not qualify as flex.

- Attending department meetings, including task force, ad hoc, and course specific meetings
- Attending governance committees (as representative or as guest)
- Attending Governance committee meetings if they meet more than once a semester
- Attending Advisory meetings, Occupational Ed meetings, special meetings, any campus meetings as a guest
- Attending another faculty’s class
- Attending Open Houses
- Attending a couple of sessions of
- Participating in Open Houses
- Updating course assignments, exercises, handouts
- Updating/Re-doing syllabus
- Researching course related items
- Compiling SLO data
- Talking with other instructors
- Tutoring students outside of class
- Meeting with students in office
- Reading a book related to one’s field
- Reviewing textbooks
- Watching a movie, film, documentary
- Developing curriculum
- Coordinating events/meetings for a department-related activity
- Completing FEMA 100 (or other) course
- Volunteering at SGA “Ask me” tables
- Working on or writing a novel/text (yours or someone else’s)
- Doing projects (outside of class) with students (e.g. field trips)
- Visiting High Schools (e.g. BC Outreach)
- Organizing or helping with a BC activity partnered with or connected to local K12s

Adjunct: APPROVED ACTIVITIES for FLEX

Adjunct faculty members are required to complete 2 hours of flex activity for any semester in which they are assigned a course. Flex forms are due the Monday of finals week of the semester in which an adjunct faculty member has been given an assignment.

Note: Many of the flex activities listed as non-acceptable for full-time faculty can be counted as flex for adjunct, including the following:

- Attending a department, specific staff meeting, or governance committee meeting
- Completing FEMA 100 course
- Coordinating events/meetings for a department-related activity
- Attending advisory meetings, Occ Ed meetings, Department meetings
- Developing curriculum
- Doing projects (outside of class) with students
- Attending Open Houses as a BC representative
- Visiting High Schools (e.g. BC Outreach)
- Organizing or helping with any BC activity partnered with local K12s
- Compiling SLO data
- Tutoring (non-compensated) students outside of class
- Attending a couple of sessions of another faculty's class upon recommendation of department chair or educational advisor

3. Absence Reporting—

In response to concerns of faculty members' responsibility to submit absence reports for missed classes, we have 3 recommendations:

- 1) That the following be agreed upon as standard practices for department chairs beginning fall 2013:
 - Request that faculty members contact the department assistant, educational administrator, and department chair of all class cancellations (notices to be posted on classroom doors).
 - Remind faculty members to inform their students of class cancellations via email (inside BC) when possible.
 - Remind faculty members that their notifying students of a class cancellation does not absolve them from providing information to the department assistant, educational administrator, and department chair.
 - Remind faculty members that it is their responsibility to submit an absence report upon their return to duty, and

- 2) That the following items be forwarded to CCA:
 - Request that union contract negotiators adopt language in the contract that stipulates faculty members must follow college policy in reporting absences (e.g. notify the department assistant, the educational administrator, and the department chair of each absence from duty).
 - Request that union contract negotiators adopt language in the contract that stipulates that faculty members must, upon return to duty, submit an absence form.

- 3) That we forward a request to ISIT or IT for an "inside BC" link that allows faculty to create a single absence announcement that will notify students of the specific class(es), the department assistant, the educational administrator, and the department chair.

Article Twelve—Q.1

Absences and Leaves—Conditions for Leaves of Absence: "Employees shall file a signed statement with the College President or designee for each absence from duty." [contract page 208]

4. Attendance at Department Meetings—

In response to questions about requiring absence report slips for full-time faculty members who do not attend scheduled department meetings during the 16 workweek semester length, we recommend that beginning spring semester 2014 records of attendance shall be maintained for all College, Divisional, or department meetings and that all full-time faculty members be held responsible for attending department. This means that full-time faculty members who miss a scheduled department meeting are to report the hours missed by submitting an absence report. If approved by this body, we also recommend a formal announcement of this practice prior to its institution.

Article Four—C.17.a

Professional Expectations—The Faculty Member shall “Participate in the college community. Adjunct Faculty are not required to participate. Participation includes the following as appropriate;” “College, Divisional, or departmental meetings. (Attendance is Mandatory).” [contract pages 17-19]

5. Class Packets/Ethics—

The taskforce discussed the following issue but did not arrive at any recommendations. Also, we believe the Academic Senate may already be addressing this issue.

At an Academic Senate meeting, spring 2013, it was publically acknowledged that at least one department prints and sells its class packets off campus. Since the off-site print place adds its own mark up (with a % earned by the department), students are forced to purchase their textbook off site and they pay a higher price than if the class packet were printed and sold from our campus site. When dealing with issues such as this that trigger matters of ethics, what is the route to address the concern?