

At the November 22, 2013, FCDC meeting the following recommendations brought forth from the FCDC Task Force (Professional Responsibilities) were discussed and approved.

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- 1) Issues and concerns as they relate to professional duties will be added as a regular FCDC agenda item;
- 2) FCDC regularly promote awareness of contractual responsibilities by delegating work groups to regularly provide information at its FCDC meetings for distribution to faculty members;
- 3) FCDC forward the following requests to the SDCC (Staff Development Coordinating Council) & *Instructional Deans*:
  - a. Create a flex information handout for faculty that:
    - i. explains why flex reporting is necessary (e.g. faculty are paid for 24 hours of flex activities and must report those hours)
    - ii. provides examples of activities for the 9 areas in which flex activities are categorized
    - iii. clarifies the kinds of activities that can be reported
  - b. Update annually the flex information handout for faculty
  - c. Provide each fall to FCDC the updated flex information handout;
- 4) Item 4 was tabled. Anna Agenjo, Sue Granger-Dickson and Phil Whitney will hold work as a taskforce and will bring this item to the next FCDC meeting for discussion.
- 5) That FCDC forward the following requests to Educational Administrators:
  - a. 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
  - b. 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);
- 6) That the following items be forwarded to CCA:
  - a. 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 ~~class cancellation~~ *absence from duty*.)
  - b. Request that union contract negotiators adopt language in the contract that stipulates that faculty members must, upon return to duty, submit an absence form;

- 7) 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 (*an “Attendance Blast” that includes all registered students, and carbon copies appropriate supervisors*)
- 8) That beginning ~~fall~~ *spring* semester ~~2013~~ *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 meetings.;
- 9) That [chairs keep records of attendance for their *scheduled* department meetings and that] full-time faculty members who miss a *scheduled* department meeting are to report the hours missed by submitting an absence report.
  - a. If approved by this body, we also recommend a formal announcement of this practice prior to its institution [preferably to begin at the start of a semester].
  - b. *Get clarification from CCA if attendance mandatory at all meetings or limited to the department chair responsibility of holding a minimum of required 2 department meetings per semester*

TABLED ITEMS from this document—

Item 4: That FCDC recommend to Academic Senate 1 and ½ days (12 hours) of attendance during 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;