**ACADEMIC SENATE**
**Sponsored**
**Department Chair Leadership Training Workshop Series**

This Department Chair training workshop series is highly recommended, but not compulsory absent any COCFA contractual obligation.  Each workshop shall be eligible for FLEX credit.  The completion of all 8 workshops will result in the awarding of an Academic Senate Department Chair Leadership Training Certificate.  The workshop series is a collaborative effort of the Academic Senate, COC Administrative Offices, and COCFA.  Consequently, the awarded certificate should be recognized District wide as a form of professional leadership training.  This training workshop series has been approved and adopted by the Academic Senate.

It is often stated that "leadership" is painting a vision for others to follow while "authority" is when a person has the right to give you an order or direction.  Given the current role of department chairs on campus, as outlined in the COCFA collective bargaining agreement, department chairs categorically fall into the former and not the latter, thereby relying on COC Administration to support their work as needed.

The training workshop series shall be offered in its entirety, at least once per academic year. Training offerings may be suspended for any academic year where there is zero demand. All full-time faculty are invited to participate.  **Each workshop will be limited to 20 enrolled faculty.  If necessary, priority might be given to new department chairs with no previous experience.**

**1. ORIENTATION/OVERVIEW of DEPARTMENT CHAIR ROLE/ETHOS; *Leading from the Middle***
Claudia Acosta (yes), Co-Presenters Dr. Heather Maclean
**Location:** BONH 330 – No Zoom Option for this Workshop
**Date:** 02/28/2025
**Time:** 9:00am-10:30am (90 Minutes)

**"Orientation/Overview of Chair Roles/Ethos"**

**FLEX Code: #366S**

Description

This session provides an overview of effective leadership for department chairs, focusing on the challenges of balancing academic and administrative roles.
Participants will learn how chairs bridge faculty, staff, and administration, with key topics including fostering a positive culture, communication strategies, and decision-making frameworks. The session aims to equip chairs with essential skills for fostering collaboration, managing responsibilities, and driving the success of their departments.

Learning Outcomes

- Participants will gain a basic understanding of COC's SLO assessment and mapping workflows and timelines.

**2. SLOs/PROGRAM REVIEW/PURCHASING**
(Mary Powell, Jason Hinkle, Daylene Meuschke & April Marin)
**Location:** BONH-330 & Zoom Option

**Join Zoom Meeting**
https://canyonsonline.zoom.us/j/82217515522?pwd=HRpz1tfSJ8ivJH71EPtp01bSHRk7Ci.1
Meeting ID: 822 1751 5522; Passcode: 866694
One tap mobile: +1-669-444-9171 US; +1-719-359-4580 US

**Date:** 03/14/2025
**Time:** 9:00am-11:00am (2 Hours)

**FLEX Code: 413S**

Description

This workshop will cover the areas of SLO's Program Review and Purchasing. The first part of the workshop will review the area of Purchasing and provide an overview of everything you need to know on how to get what you need! Walking through the steps of Program Review, Budget, Requisitions, Purchase Orders, Invoices, and Inventory. This workshop will help you with the whole process from beginning to end.

The second part of the workshop will focus on Program Review. This portion of the presentation will focus on the College of the Canyons use of systematic program planning and review process that contains annual and three-year cycles. During this process, we reflect on research and external information, such as outcomes information, self-studies, research reports, program review data, enrollment patterns, and workforce trends. This training will help participants see how the Program Review Planning and Review process fits in with the larger institutional planning at College of the Canyons and will provide information on how to access department, course and program data to inform the department/program's planning process.

The last part of this session will focus on SLO assessment and SLO mapping.

Learning Outcomes

- Participants will gain a clear understanding of the responsibilities of overseeing SLO's program review and purchasing functions.
- Describe how the Program Review Planning and Review process fits in with the larger institutional planning at College of the Canyons.
- Navigate the Program Review data visualization tool and use the data to inform the department/program's planning process.

**3. SCHEDULE BUILDING and STAFFING**
(Jennifer Brezina & Co Presenter, TBD)
**Location:** BONH-330 & Zoom Option:

**Join Zoom Meeting**
https://canyonsonline.zoom.us/j/86946999380?pwd=41eYQu2wC1DGMtRyxl67M9UCwhSm1G.1
Meeting ID: 869 4699 9380; Passcode: 788878
One tap mobile +1-669-444-9171 US; +1-253-205-0468, US

**Date:** 03/21/2025 (*IAC Date)
**Time:** 10:00am-12:00PM (2 Hours)

**FLEX Code: 414S**

Description:

Provides faculty an overview of the schedule-building and staffing processes, including understanding section targets, interpreting common scheduling documents, creating effective, student-centered schedules, and navigating the staffing process.

Outcomes:
Participants will be able to:

- Outline the stages of the schedule-building and staffing process
- Explain the factors that influence section targets for each term
- Utilize the documents sent to Department Chairs as part of the scheduling process
- Create schedules that provide students with effective access to courses to foster program completion
- Apply current staffing procedures for full-time faculty and adjunct faculty

**4. HIRING COMMITTEES and HUMAN RESOURCES ISSUES**
(Miranda Zamudio & Co Presenter, TBD)
**Location:** BONH-330 & Zoom Option:

**Join Zoom Meeting**
https://canyonsonline.zoom.us/j/89053934362?pwd=IZorAQq2rprtiYxU0bx6Il5TjCvbWm.1
Meeting ID: 890 5393 4362; Passcode: 854667
One tap mobile +16694449171 US; +17193594580 US

**Date:** 04/4/2025 *(date re-scheduled for one week prior to Spring Break)*
**Time:** 9:00am 11:00am (2 Hours)

**FLEX Code: #408S**

Description

This session provides faculty with a comprehensive overview of how Human Resources supports the faculty hiring, assignment, and evaluation processes. Faculty will gain an understanding of how faculty meet MQs and how disciplines are assigned to courses. The session will also cover what

happens if a faculty member is assigned to a course for which they do not meet MQs, including implications for students and the college in terms of apportionment.

Additionally, this session will outline the hiring processes for both full-time and part-time faculty, including how HR conducts interviews and makes hiring decisions. Faculty will learn about the evaluation processes for full-time and part-time faculty, including key milestones and expectations. Additionally, adjunct faculty scheduling and assignments will be discussed in alignment with Article 6, ensuring clarity on prioritization, load considerations, and rights under the agreement. The session will also provide an overview of the tenure process, including timelines, requirements, and faculty responsibilities.

Further, faculty will gain insight into complaints and grievances, understanding HR's role in resolving concerns while maintaining fairness and compliance. Lastly, the session will address column advancement, detailing how faculty can progress through the salary schedule based on education and experience.

Learning Outcomes

- Understand how minimum qualifications are assigned to faculty and courses.
- Learn about the full-time and part-time faculty hiring processes, including interviews and selection.
- Gain knowledge of the faculty evaluation process for both full-time and part-time faculty.
- Understand Article 6 and how it impacts adjunct faculty scheduling and assignments.
- Learn about the tenure process and the steps involved in achieving tenure.
- Understand the procedures for handling complaints and grievances within HR.
- Gain insight into column advancement and how faculty can progress through the salary schedule.


**5. DISTRICT/DEPARTMENT POLICIES, ACADEMIC FREEDOM, and CHAIR TERMS/ELECTIONS**
(Chris Blakey, Gary Collis)
**Location:** BONH 330 & Zoom Option:

**Join Zoom Meeting**
https://canyonsonline.zoom.us/j/88350345409?pwd=zLnaTRjey37SXPjNwKV5pntBkEb54r.1
Meeting ID: 883 5034 5409; Passcode: 522440
One tap mobile +1-669-444-9171 US; +1-253-215-8782 US (Tacoma)

**Date:** 04/18/2025 (*IAC Date)
**Time:** 10:00am-12:00PM (2 Hours)

**FLEX Code: #400S**

Description

At the end of this session, participants will be able to explain the role of Board Policy and Administrative Procedure in the operation of the college. Participants will be able to understand the college's process for creating and revising BPs and APs. In addition, participants will be capable of locating BPs and APs on the District's website and understand the definition of "Academic Department" as outlined in BP/AP 4023.  Department Chairs will

understand the importance of Academic Freedom and how this relates to the duties of the Department Chair. Lastly, participants will learn about department organization and management, the Academic Senate Election procedures which include chair terms, nominations and elections.

Learning Outcomes

- Participants will gain a clear understanding of the responsibilities of Board Policies and Administrative Procedures.
- Participants will learn effectively how to understand the college's policies development process.

**6. COMPENSATION and CONTRACT MATTERS**
(Jason Burgdorfer, Garrett Hooper)
**Location:** BONH 330& Zoom Option:

**Join Zoom Meeting**
https://canyonsonline.zoom.us/j/82846271124?pwd=bEXNbHIil5HOlOJ6xHsLrCEnhqx2da.1
Meeting ID: 828 4627 1124; Passcode: 817627
One tap mobile +16694449171US; +12532158782, US (Tacoma)

**Date:** 04/25/2025
**Time:** 9:00am-10:30am (90 Minutes)

**FLEX Code: #402S**

Description

This workshop will cover the working conditions of full-time faculty as outlined in the College of the Canyons Faculty Association collective bargain agreement. Topics may include initial salary placement, salary advancement, evaluations, load banking, leaves, sabbaticals, teaching load, chair release time, service days, supplemental services and grievance process.

Learning Outcomes

- Participants will gain a clear understanding of working conditions as described in the COCFA Collective Bargaining Agreement
- Participants will learn the contractual requirements regarding initial salary placement, salary advancement, evaluations, load banking, leaves, sabbaticals, teaching load, chair release time, service days, supplemental services and grievance process.

**7. CURRICULUM REVIEW, PROGRAM VIABILITY, Instructional Advisory Council (IAC)**
(Tricia George, Garrett Rieck & Jennifer Brezina)
 **Location:** BONH 330 & Zoom Option:

 **Join Zoom Meeting**

https://canyonsonline.zoom.us/j/84186672055?pwd=alaLRPguvOateHop3E7GIwQdckB6XN.1
Meeting ID: 841 8667 2055; Passcode: 905657
One tap mobile +16694449171 US; +12532050468 US

**Date:** 05/09/2025
**Time:** 9:00am-11:00am (2 Hours)

**FLEX Code: #412S**

Description

An overview of the IAC, Program Viability (PV) and Curriculum Committees. This includes our respective philosophies, requirements, and processes as well as pertinent updates.

Learning Outcomes

- Explore the purpose and design of the Instructional Advisory Council (IAC).
- Examine the processes for proposing new programs and/or courses in credit and noncredit.
- Discuss updates impacting our programs and courses.

**8. DEPARTMENT MANAGEMENT STRATEGIES and PRIORITIES**
(Claudia Acosta, Co-Presenters Heather McClean and Andrew Jones Cathcart)
**Location:** BONH 330 - No Zoom Option for this Workshop
**Date:** 05/16/2025
**Time:** 10:00am-11:30am (90 Minutes)

**FLEX Code: #422S**

Description

This session provides an overview of department management strategies, developing communication strategies, managing budgets, setting goals and delegating tasks. Department chairs will learn strong leadership skills, team collaboration, resource management, and managing academic and administrative deadlines. In addition, department chairs will learn flexibility and prioritization of tasks.

Learning Outcomes

- Participants will gain a basic understanding of department chair management strategies, functions and leadership skills.