

PART-TIME FACULTY ADVISORY COUNCIL

I. PURPOSE

The Part-Time Faculty Advisory Council is a subcommittee of the Academic Senate. The primary role of the Council is to serve as a resource and advisory group to the Academic Senate on policies, initiatives, professional development, and curriculum development pertaining to part-time faculty.

II. COUNCIL DUTIES AND FUNCTIONS

- A. To support COC's part-time faculty using a transparent, collaborative process to promote the development, expansion, and improvement of part-time faculty engagement and contribution to the district.
- B. Provide advice on actions to be considered through our existing participatory governance processes including Project Advancement Teams (PATs), Shared Governance Council, Senate and Senate subcommittees, and collegial consultation committees.
- C. Review college policies and procedures related to the role of part-time faculty.
- D. Advise and recommend the development of new programs (credit and non-credit), the direction of existing programs, and emerging needs or resource demands in support of Program Viability processes.
- E. Enhance communication among all committees on which part-time faculty serve.

III. MEMBERSHIP

A. COUNCIL CHAIRS

The Council will be co-chaired by an Educational Administrator appointed by the Office of Instruction and the Part-time Faculty Liaison appointed to the Shared Governance Council by the Academic Senate. Duties and responsibilities of the Council Co-Chairs:

- 1. Develop the meeting agenda.
- 2. Review and finalize meeting summaries.

3. Provide updates for the committee's webpage and Canvas shell.
4. Report out to the Academic Senate annually.
5. Work with the Academic Senate President to recruit and manage Committee membership.
6. Oversee and allocate the work and participation of committee members.
7. Vote to break ties on positions the Council wishes to advance.

B. COUNCIL MEMBERS

1. Part-Time Faculty Lead, Academic Senate
2. A Part-Time representative from each school would be ideal and will be the goal the Council strives to achieve and maintain.
3. Members may be full-time faculty; however, it is preferred they have recent experience as part-time faculty at College of the Canyons.

C. ADVISORY AND RESOURCE MEMBERS

1. Dean of the school containing English
2. Dean of the school containing Mathematics and Biological Sciences
3. Deans of the schools with the largest part-time faculty population
4. Dean of Counseling
5. Associate Vice President, Instruction or designee
6. Vice President, Instruction or designee

D. TERMS

1. All members will serve two-year terms
2. Terms will be staggered to provide continuity in membership.
3. Members may serve multiple terms.

IV. MEMBERSHIP RESPONSIBILITIES

- A. Attend and participate in all regularly scheduled meetings.
- B. Undertake due diligence in reviewing materials and documents in preparation for meetings.
- C. Conduct independent research as necessary.

- D. Report on other committee work to which the representative serves.
- E. Members will inform, update, and gather information from other faculty, schools, and committees, as necessary.

V. MEETINGS

Meetings will be arranged at the convenience of the Office of Instruction and will be held monthly during the Fall and Spring terms.