The Sentinel

Voice of the ECC Faculty Association
Local 3791/IFT www.eccfaculty.org

ELGIN COMMUNITY COLLEGE

ECCFA

FACULTY ASSOCIATION

March 2012
Special Election Issue

CTL+CLICK
In this issue

President's Report:

Sarah Dye

This is my next to last *Sentinel* ECCFA President's message after having served in that position for the past four years. My message below is a repeated one.

ELECTION TIME

Each and every ECCFA member needs to hear *and* answer this call to duty! Our spring elections will take place soon and Election Chair Bill Demaree will be putting out the call for nominations this week. Many of our committees will have positions open. We have gathered for as many of our committees as possible descriptions, Constitutions/By-laws, and working rules. They are included in this issue of the *Sentinel* and will soon be available on the ECCFA website and on the eNet. Please read the document and familiarize yourself with the work of our committees. Then find the committee that best suits your talents and interests and ask a colleague to nominate you or nominate yourself. And know that although you may not get elected the first time you agree to run, there will always be another opportunity to run or to be appointed to serve on another committee. One of the most involved jobs of the ECCFA President and the Senate is finding members to serve and then approving them when they have been elected or appointed. The same thing will happen with this election cycle. Don't forget: the ECCFA NEEDS YOU! And the ECCFA is only as strong as its active and involved membership can make it.

1

Senate/Committee Openings (by Division)

Here is a list, by division, of the openings on the Faculty Senate and various faculty committees; these positions will be filled by faculty elections on April 17 and 18, 2012. The names after each opening indicate those whose terms are expiring this year (TE=Term Expires). If your name is not listed for a committee on which you currently serve, your term continues.

Please nominate yourself or others (with their permission) by sending names to William Demaree before Thursday, 5 April. If you see any errors in this list, please notify William Demaree ASAP.

ECCFA President: One Opening (Sarah Dye TE)

ADLR
Academic Computing: One Opening (Stacy Shah TE)
Academic Policy: One Opening (Armando Trejo TE)
Assessment: One Opening (Marge Schildknecht TE)
Curriculum: One Opening (Ellie Swanson TE)
Grievance: One Opening (Armando Trejo TE)
Sick Bank: One Opening (Ellie Swanson TE)

BUS/SSCT
Academic Computing: One Opening (Dan Kocher TE)
Assessment: One Opening (Kenneth Teets TE)
Curriculum: Four Openings (Jesse Bader, Linda Conniff, Leticia Starkoff TE)
Faculty Development: One Opening (Glenn Mayer TE)
Honors: Two Openings
Senate: One Opening (Linda Hefferin TE)
Sick Bank: One Opening

CABS
Academic Policy: Four Openings (Johanna Cummings, Jason Kane, Dawn Munson, Carol Szabo TE)
Assessment: One Opening (Ruby Sanny TE)
Curriculum: Two Openings (Tim Anderson, Parul Raval TE)
Faculty Development: Two Openings (Marc Healy, Marta Walz TE)
Honors: One Opening (Rachael Tecza TE)
Grievance: One Opening (Shawn Mikulay TE)
Senate: One Opening (Cindy Hutman TE)
Sick Bank: One Opening (Joyce Fountain TE)

HP
Curriculum: Two Openings (Karen Taylor TE, One New Position)
Faculty Development: One opening (Michele Brynelsen TE)
Grievance: One Opening (Janet Flynn TE)

Honors: One Opening
Senate: Two Openings (Michele Brynelsen, Mary Arndt TE)

LVPA
Academic Computing: One Opening
Curriculum: One Opening (Marc Beth TE)
Faculty Development: One Opening (Connie Orbeta TE)
Grievance: One Opening (Howard Russo TE)
Honors: One Opening (Bill Pelz TE)

MSE
Academic Policy: Two openings (Dana Kurpius, Fred Vogt TE)
Assessment: One Opening (Mary O'Sullivan TE)
Curriculum: Two Openings (Donna Garcia, Nicole Scherger TE)
Faculty Development: One Opening (Elizabeth Becker TE)
Senate: One Opening (Luiz Martinez TE)
Sick Bank: One Opening (Dan Kernler TE)

STUD SERV
Academic Policy: One Opening (Manny Salgado TE)
Assessment: One Opening (Arturo Vazquez TE)
Faculty Development: Two Openings (Marilynn Binda, Beth Santell TE)

UAF1
Senate: Four Openings (Julie Long, Dave Lawrence, Vicki Walker, Cassandra Watson TE)
Grievance: One Opening

UAF2
Senate: Six Openings (Josefana Aleman, Rick Bonnom, Dan Kocher, Marcia Luptak, Cathy Tomasik, Scott Vaszily TE)

Elections Calendar

Nominations Accepted: Monday, 19 March—Thursday, 5 April

Call for Judges: Monday, 2 April-Thursday, 12 April

Absentee Voting: Monday, 9 April-Thursday, 12 April

Elections: Tuesday and Wednesday, 17 and 18 April, in C-120

Run-Off Elections (if necessary): Tuesday and Wednesday, 24 and 25 April, in C-120

New Senators Seated: Wednesday, 2 May

ECCFA COMMITTEES

1. **THE CALL TO COMMITTEE CHAIRS, CO-CHAIRS, AND/OR VICE-CHAIRS FOR RESPONSES FROM ALL COMMITTEES ON WHICH ECCFA MEMBERS SERVE (Fa2011-Sp2012)**

In order to run this coming spring's ECCFA elections more efficiently, we ask all of our major committees to make sure that they have either written working rules or by-laws indicating all of the following:

1. The makeup of the committee membership (the number of representatives required from each division);
2. Number of non-faculty members (or officers) serving on the committee;
3. Current officers and their contact information as well as the length of their terms in office along with officers' term limits or if they can succeed themselves;
4. The length of members' terms (many are two year terms);
5. Any release time or stipend offered to a committee chair or co-chair;
6. Meeting dates and times;
7. The number which constitutes a quorum in order to conduct business;
8. Policies for absences (and if there are absence limits after which a member /representative can or must be replaced); also how committee members or officers are replaced if they resign midterm
9. Where the committee's minutes and working rules/by-laws can be found (some committees currently use the eNet for this kind of information).

If there is additional information that would be helpful for faculty members considering whether to run for a particular committee, be sure to include that information too. Every committee should submit some kind of information though some committees have more extensive working rules or by-laws. Check with the ECCFA Constitution and By-laws (available on ECCFA website) in case there is any information concerning your committee in that document.

Election Chair Bill Demaree and President Sarah Dye are both frequently asked for such information when someone has been nominated to run for membership on one of our committees or is interested in running for a committee.

2. **From the ECCFA Constitution and By-laws concerning Committees**

ARTICLE VIII Committees: There are three types of committees; Standing, Ad Hoc and Negotiations

- Standing committees are: Grievance, Academic Affairs, Amendments and Sick Bank.
- **a.** Standing committee members are elected annually by ECCFA members from each division. Each division is represented by one faculty member. For the purposes of committee representation, Counseling, Learning Resources and Pre-Collegiate are considered one

division, Unit Adjunct Faculty II shall be considered one division and Unit Adjunct Faculty I shall be considered one division.

- o **b.** Standing committees are elected in April and hold their first meeting no later than October 15. The standing committee chairperson is elected by committee membership.
- **Section 2.** Ad hoc committees are appointed by the Senate President upon approval of a majority of the Senators. Ad hoc committees will consist of, but not be limited to the following:
- o **a.** Scholarship—two members from transfer and two members from career/tech.
- o **b.** Elections -Elections Chair plus one full-time, one Unit Adjunct II and one Unit Adjunct I faculty.
- o **c.** Amendments— One full-time, one Unit Adjunct II and one Unit Adjunct I faculty.
- **Section 3.** Negotiation Committee: At the request of the First Vice-President, a negotiation committee will be elected. The negotiating committee will serve until a new committee is elected. Membership of the Negotiation Committee will consist of, but not be limited to the following: First VP as chair, Second VP, Third VP, the Communications Liaison, one member elected from each division, and any other person the Senate deems necessary.

ARTICLE IV Duties of ECCFA Committees

- **Section 1.** Standing Committees
- o **a.** The Grievance Committee initiates action, in accordance with the grievance procedure, of any claim by the entire ECCFA or an individual member, that there has been a violation, misrepresentation, or misapplication of the terms of the current contract.
- o **b.** The Academic Affairs Committee reviews then reports to the Senate issues and decisions related to academic policies and procedures.
- o **c.** The Sick Bank Committee works with Human Resources to review Sick Bank requests and grants sick days to qualified applicants in accordance with established Sick Bank guidelines.
- **Section 2.** Ad Hoc Committees
- o **a.** The Scholarship Committee is appointed by the Senate President with Senate approval each year in February. It supervises the disbursement of faculty sponsored scholarships.
- o **b.** The Elections Committee is appointed by the Senate each year to conduct ECCFA's elections. The Committee is responsible for receiving election nominations, preparing ballots, recruiting judges, collecting and tallying ballots and reporting the results to the Senate for confirmation.
- o **c.** The Amendments Committee ensures all proposed changes to the Constitution and Bylaws are properly submitted to the members of ECCFA and voted on as specified by Article IX of the Constitution.
- **Section 3.** The Negotiating Committee
- o prepares for, negotiates and provides oversight of the bargaining agreement for the membership and appoints a faculty team to serve as spokespersons for contract deliberations.

3. **Committee for Political Education Bylaws (approved by Senate Feb. 2012)**

Article I:Name and Affiliation

Section 1:Name: The name of this committee is the Committee for Political Education ("COPE" or "ECCFA COPE").

Section 2:Affiliation: COPE is a committee of the Elgin Community College Faculty Association ("ECCFA").

Article II: Purpose

Section 1:ECCFA COPE is the political action committee for the members of ECCFA. ECCFA COPE informs and mobilizes union members to encourage their participation in the political process.

Article III: Objectives

The Principles of ECCFA COPE are:

Section 1:   Excellence: To support and strengthen the commitment of members, citizens, and government to excellence in education and public service

Section 2:   Understanding: To encourage our members to comprehend the functions of government and political processes and understand political issues, especially as these affect our members.

Section 3:   Activism: To promote and strive for improvement of education and public service by encouraging and stimulating our members to take a more active part in elections (voting) and governmental affairs affecting education and public service

Section 4:   Organization: To assist our members in organizing themselves for more effective political action.

Section 5:   Labor: To assist members to understand and support the broad range of Labor issues.

Section 6:   Action: To engage in any suitable activities to achieve the principles stated above.

Article IV:Responsibilities

COPE is charged with the following responsibilities:

Section 1:   Conduct Candidate Interviews: Interview candidates or their surrogates for Local, State, and Federal office when deemed appropriate.

Section 2:   Recommend Candidates: Make recommendations to the ECCFA regarding candidates.

Section 3:   Recommend PAC Expenditures:Make recommendations for expenditures from the ECCFA COPE Political Action Committee ("PAC" or "ECCFA PAC").

Section 4:   Recommend Legislative Agenda: Recommend a Legislative Agenda to ECCFA.

Section 5:   Plan: Develop and recommend a budget and plan for the ECCFA COPE PAC.

Section 6:   Report to Members: Report to ECCFA members on an annual basis the activities of the ECCFA COPE Board.

Section 7:   Perform Other Duties: Any additional responsibilities delegated by the ECCFA Executive Board, and the ECCFA President.

Article V: Board Authority and Membership

Section 1: Authority: COPE s a standing committee of the ECCFA.

Section 2: Board: The COPE Board shall consist of all current ECCFA Senators and the Chair and Treasurer of COPE.

Article VI: Officers

Section 1:   Chair

(a)   The Chair shall be a member of the ECCFA in good standing.

(b)   The Chair is appointed by the ECCFA President for a term of two (2) years.

(c)   If the ECCFA President so chooses, she or he may appoint Co-chairs to the ECCFA COPE Board

(d)   Duties of the Chair or Co-chairs

1.   serve as presiding officer and chair for COPE Board meetings as a voting member;

2.   jointly approve the agenda prior to the meetings;

3.   send agenda and membership list to the COPE Board;

4.   authorize expenditures in between meetings;

5.   coordinate COPE activities with and delegate COPE activities;

6.   perform other duties designated by the ECCFA President; and

7.   initiate activities consistent with the principles, responsibilities, and duties in accordance with these Bylaws.

Section 2:   Treasurer

(a)   The Treasurer shall be a member of the ECCFA in good standing.

(b)   The Treasurer shall be elected by the COPE Board at the first COPE Board meeting after the ECCFA Executive Board election and shall serve for a term of two (2) years.

(c)   Duties of the Treasurer

1.   Serve as financial officer of the COPE Board

2.   On a monthly basis, provide to the COPE Board the financial status of monies and accounts delegated to the stewardship of the COPE Board pursuant to these Bylaws and/or at the direction of the ECCFA Executive Board

3.   Function as a signatory to ECCFA COPE PAC checks

4.   Coordinate with staff in the preparation and signing of reports and checks

5.   Forward onto the ECCFA Executive Board the relevant financial information regarding recommendations made by the COPE Board

6.   Ensure that disbursements recommended by the COPE Board pursuant to these Bylaws are made in a timely and efficient manner

7.   Employ all due diligence to ensure that disbursements made on behalf of COPE are done so in accordance with local, state, and federal election law

Section 3:   Vacancies of Officers

(a)   If an officer of the COPE Board resigns or otherwise becomes unable to perform the duties of his or her office, the ECCFA President shall appoint a COPE Board member to fill that vacancy.

(b)   The appointment is subject to the approval of the COPE Board.

Article VII: Meetings

Section 1: Meetings of the COPE Board shall be had as deemed necessary by the COPE Chair and/or the ECCFA President.

Article VIII: Candidate Interviews

Section 1: Authority: The COPE Board is charged with interviewing candidates or their designated surrogates for local and state office.

Section 2:Interviews open to members: Candidate Interviews are open to all ECCFA members in good standing.

Article IX:Recommendation for Candidate Endorsements

Section 1:Authority: The COPE Board recommends endorsements of local and state candidates to the ECCFA Executive Board.

Section 2:Endorsement Process: There are six (6) steps to an ECCFA endorsement of a candidate:

(a)   An appropriate party requests consideration for an interview
(b)   The COPE Board considers candidates' voting history (if one exists)
(c)   The COPE Board considers candidates' questionnaire responses
(d)   The COPE Board interviews the candidates or their surrogates
(e)   The COPE Board, by two-thirds (2/3) of votes cast, recommends a candidate.

Article X: Contributions to Candidates

Section 1:   Authority

(a)   The COPE Board recommends expenditures from the ECCFA COPE PAC.

(b)   All contributions to candidates must be approved by a two-thirds (2/3) vote of the ECCFA COPE.

Section 2:   Accounts: The PAC shall be kept in a separate, segregated, non-interest bearing account.

Section 3:   Compliance: The PAC shall only make expenditures that are in compliance with local, state, and federal election law.

Section 4:   Residence: The PAC checkbook and records will be maintained in the ECCFA office in accordance with state and federal law.

Section 5:   Limitations

(a)   Whenever possible, and in accordance with state and federal law, PAC contributions shall be limited to contributions to candidate committees, campaign committees, and independent expenditures appropriately registered with the Illinois State Elections Board.

(b)   Contributions to any appropriate party may not exceed the maximum contribution allowed by local, state, or federal election laws.

Section 6:   Income

(a)   Contributions to the PAC shall be made from voluntary contributions from ECCFA members.

(b)   Other legal sources pursuant to state election law are also acceptable.

Article XI:Compliance

Section 1:   Legal: The COPE Board shall comply with all local, state, and federal election laws.

Section 2:   ECCFA Constitution: The COPE Board shall comply with all requirements of the ECCFA Constitution.

Section 3:   ECCFA COPE Bylaws: The COPE Board shall comply with all requirements of these Bylaws.

Article XII: Parliamentary Procedure

   Section 1: Roberts Rules of Order: All meetings of the ECCFA COPE Board shall be governed by Roberts Rules of Order, Newly Revised, unless otherwise provided by these Bylaws.

Article XIII: Amendments

   Section 1: All amendments must be submitted to the ECCFA Senate Amendments Committee prior to the last regularly scheduled Senate meeting preceding a general membership meeting.

   Section 2: Amendments can be submitted by an individual ECCFA member or committees.

   Section 3: Amendments to the Bylaws are adopted by a two-thirds affirmative vote of ECCFA COPE Board present and voting at a general board meeting.

   Section 4: The COPE Chair, upon recommendation of the ECCFA OR ECCFA Senate Amendments Committee, may call a special general membership meeting for the consideration and vote on amendments to the bylaws.

4. Curriculum Committee

POLICIES OF THE CURRICULUM COMMITTEE
Approved by the Curriculum Committee: 5/18/72
Last Revised: 4/6/12

1.   Purpose

   a.   The Curriculum Committee shall concern itself with all matters relevant to the curriculum at Elgin Community College. The Curriculum Committee shall attempt to insure that the curriculum reflects the current educational goals of the College.

   b.   In pursuit of these goals, the Curriculum Committee shall review all proposed new courses, programs, and certificates. The Committee shall take under consideration such criteria as the educational philosophy of Elgin Community College; the educational needs and goals of the academic disciplines and programs; the educational needs of the students; the educational needs of the community; the graduation requirements of Elgin Community College; the transferability of courses; and the State guidelines and requirements. The Committee shall then recommend to the Vice President Teaching, Learning, and Student Development the approval of such new courses, programs, and certificates as proposed, or they shall return these proposals to the initiator and division with a written statement explaining the reasons that caused the Committee to not approve these courses or programs.

   c.   The Curriculum Committee shall review all proposed changes in new or existing courses, programs, and certificates. The Committee shall take under consideration such criteria as the educational philosophy of Elgin

Community College; the educational needs and goals of the academic discipline and programs; the educational needs of the students; the educational needs of the community; the graduation requirements of Elgin Community College; the transferability of courses; and the State guidelines and requirements. The Committee shall then recommend to the Vice President Teaching, Learning, and Student Development the approval of such changes in existing courses, programs, and certificates as proposed, or they shall return these proposals to the initiator and division with a written statement explaining the reasons that caused the Committee to not approve these courses or programs.

d. The Curriculum Committee shall review all proposed changes in new or existing courses, programs, or certificates that impact the best interests of the student, the accreditation of the course or program, or the transferability of the course. Such changes include alterations in credit hours, prerequisites, locations other than those within the college district at which the course, program or certificate is taught, and the number of hours of instruction involved in the course, program, or certificate. The Committee shall take under consideration such criteria as the educational philosophy of Elgin Community College; the educational needs and goals of the academic discipline and programs; the educational needs of the students; the educational needs of the community; the graduation requirements of Elgin Community College; the transferability of courses; and the State guidelines and requirements. The Committee shall then recommend to the Vice President Teaching, Learning, and Student Development the approval of all changes in existing courses, programs or certificates that impact the best interests of the student, the accreditation of the course or program, or the transferability of the course as proposed, or they shall return these proposals to the initiator and division with a written statement explaining the reasons that caused the Committee to not approve these courses or programs.

e. Program/course reviews occur every 5 years. These reviews are performed by the faculty of each of the instructional divisions as designated by their Dean. Program/course revisions/deletions that have resulted from the program review are then proposed to the Curriculum Committee. The Committee shall take under consideration such criteria as the educational philosophy of Elgin Community College, the educational needs and goals of the program; the educational needs of the students; the educational needs of the community; the graduation requirements of Elgin Community College; the transferability of courses; and the State guidelines and requirements. The Committee shall then recommend to the Vice President Teaching, Learning, and Student Development the approval of program/course/certificate revisions/deletions as proposed, or they shall return these proposals to the initiator and division with a written statement explaining the reasons that caused the Committee to not approve these courses, programs, or certificates.

f. The Curriculum Committee shall establish the degree requirements for graduation.

g. The Curriculum Committee shall establish the course outline form to be used for all classes.

2. Membership

a. The voting membership shall consist of faculty representatives chosen <u>by faculty vote</u> from the following divisions: Business; Sustainability, Safety, and Career Technologies; Communications and Behavioral Sciences; Liberal, Visual, and Performing Arts; Math, Science and Engineering; and Health Professions. Each of these divisions shall have one representative plus additional representatives in the proportion of one committee member for every ten fulltime faculty members. Apportionment calculations will be rounded to the nearest whole number. In addition, one voting representative shall be chosen from each of the following: the Counseling Department; Learning Resources; College Transitions and Developmental Education; and Adult Basic Education. Each division or department will seek one or two volunteers to serve as alternates for their committee representatives. Voting members will serve two year terms, but the terms will be staggered. Non-voting members include a representative from Enrollment Services, Counseling and Career Services, the Director of Outcome Assessment, and a representative from the Curriculum Office.

b. A written proxy will be allowed if the absent member was present for the first reading of the agenda item.

c. Repeated absences without proxy from meetings is to result in replacement of the absent committee member. The limit of absences for a faculty member will be five times during one school year. Replacement of these members will be the same as the procedure of initial appointment.

3. Officers

a. The Chair is elected from the faculty members on the Curriculum Committee. Election of the Chair will take place during the last meeting of the spring semester. The term of office is one year and will begin with the first meeting of the following fall semester. The Chair's duties are to schedule special meetings with the approval of a majority of members, to preside over meetings, to prepare the agenda of the meetings, to approve the minutes of meetings before distribution, and to vote in the case of a tie vote.

b. The Vice-Chair will be nominated and elected from the membership of the Committee at the first meeting of the fall semester. The duties of the Vice-

Chair are to preside over meetings in the event the Chair cannot attend, and to attend any special meetings in the event the Chair is unable to be present.

   c. In the event that the Chair is unable to fulfill his/her responsibilities for the school year, the Vice-Chair shall, as the first order of business, conduct an election to select a new Chair.

   d. In the event neither the Chair nor the Vice-Chair are able to fulfill their responsibilities for the school year the senior-most member of the Curriculum Committee shall, as a first order of business, conduct an election to select a new Chair and Vice-Chair.

   e. The Curriculum Assistant will serve as a nonvoting representative to record the minutes of each meeting, to distribute the agenda and minutes, and to announce the calling of special meetings.

4. The Schedule of Meetings

   a. The Curriculum Committee will meet regularly from12:00 p.m. to 1:00 p.m. the first and third Fridays of each month of the school year. Meetings will be scheduled with the approval of all members at the first meeting of the year. Additional meetings can be called by the Chair, or by a majority of the members at any time that it is necessary.

5. Quorum

   a. The Curriculum Committee may conduct business with a simple majority of approved voting members.

6. Curriculum Committee Procedures

   a. Proposals to be brought to the Curriculum Committee need to be in the appropriate format as outlined on Curricunet.

   b. All action items require first and second readings by the Curriculum Committee.

   c. The Initiator, or his/her designee, is required to attend the first and second readings to present the proposal and to address questions of the Curriculum Committee.

   d. The Curriculum Office will be responsible for informing the Curriculum Committee, and appropriate Dean(s) of the actions of the Illinois Community College Board on all proposals.

   e. Any person whose new course, program, or certificate has been rejected or modified by the Vice President of Teaching, Learning, and Student

Development or his/her designee, and is dissatisfied with the reasons s/he has received for this rejection or modification, may request in writing from the Chair of the Curriculum Committee a review of the matter by the Curriculum Committee.

f. The Curriculum Committee recommends that the Vice President of Teaching, Learning, and Student Development present to the Curriculum Committee a report on the status of any degree, course, certificate, or new program offering that has not been approved within two regularly scheduled meetings of the Curriculum Committee's vote to recommend an initiative for approval.

g. All proposals are to be reviewed on Curricunet by Committee members prior to the scheduled Curriculum Committee meeting. They may post comments about concerns or issues regarding proposals so that these might be resolved before the regularly scheduled Committee meeting.

7. Summer Procedures

a. The purpose of this procedure is to handle urgent curriculum business that comes up during the summer. It is not to be used to attempt to bypass the purview of the whole committee. Those having business before the Curriculum Committee should normally present that business during the months of August through May.

b. When an item has been received for Curriculum Committee consideration during the summer, the Managing Director of Institutional Compliance and Curriculum is authorized to contact the initiator and/or Dean to 1) determine whether an item that has been submitted for Curriculum Committee consideration is urgent or not and 2) if the item is urgent, to ask about the nature of the urgency so that explanation can be shared with Committee members.

c. When an urgent action item is received during the summer, the Curriculum Assistant will send copies of the materials to all Curriculum Committee members.

d. Committee members should contact the Curriculum Assistant, either electronically or verbally with their votes, whether they are for or against the proposed item, within a two week period after the material has been mailed. Committee members objecting to the item to be brought before the Curriculum Committee should spell out their objections. Any item that has received a specific objection will be held over for consideration by the whole Committee.

e. If the Curriculum Assistant has not heard from all members within the two-week time frame, calls should be made by the Curriculum Assistant to those members to obtain their votes. If there have been no objections to an item and a simple majority of the Committee has submitted an affirmative vote, then the item is considered approved by the Committee. If every reasonable attempt has been made to contact committee members who have not voted and less than a simple

majority of the Committee has submitted an affirmative vote, the Managing Director of Institutional Compliance and Curriculum will contact and inform the Curriculum Committee Chair of the situation so that the Chair can determine whether the item can proceed through the approval process.

f. If there are no objections for the item, it is considered approved by the Committee, and the Managing Director of Institutional Compliance and Curriculum is authorized to forward it on to the Vice of Teaching, Learning, and Student Development for approval.

g. If a course, program, or certificate proposal is received during the summer, copies will be sent to Committee members as a first reading item. Committee members will express their concerns about the proposal, and the Managing Director of Institutional Compliance and Curriculum will pass those concerns on to the initiator and/or Dean. Second reading of the program proposal will take place at the first meeting of the fall semester. Under no circumstances, will the Committee process a new course, degree or certificate for second reading during the summer.

8. Robert's Rules of Order

a. The Curriculum Committee meetings will be conducted according to modified Robert's Rules of Order.

9. Amendments

a. Amendments to the Policies of the Curriculum Committee may be introduced to the Committee by any member of the Curriculum Committee. An amendment may be approved by a simple majority vote of the members. An amendment must be presented to one meeting and voted upon at a subsequent regularly scheduled meeting.

10. Scheduled Reviews

a. The written policies of the Curriculum Committee will be reviewed and revised as needed by the Committee members at least every two years. Any revisions shall be considered by the Elgin Community College Faculty Senate where final approval is provided for the revisions.

5. Faculty Development
1. The makeup of the committee membership (the number of representatives required from each division);
   Members of the Faculty Development Committee representing full time faculty are elected from each division at the beginning of the academic year and submitted to the Faculty Senate for approval. Four members of the faculty development committee representing UAF I & II are elected by the UAF I & II faculty and submitted to the Senate for approval
2. Number of non-faculty members (or officers) serving on the committee; None

3. Current officers and their contact information as well as the length of their terms in office along with officers' term limits or if they can succeed themselves; Beth Santell Chair 847 214-7224   Glenn Mayer Vice Chair 847 214-7961 Serve 2 year term, yes they can succeed themselves.

4.   The length of members' terms (many are two year terms); The term is for two academic years.

5. Any release time or stipend offered to a committee chair or co-chair; The chair shall receive six hours of release time per year.

6. Meeting dates and times; The committee shall meet every other week during the academic year (except February when weekly meetings may be required based on the number of sabbatical applications received) unless no requests are pending. Additional meetings will be called as necessary to meet critical deadlines.

7. The number which constitutes a quorum in order to conduct business; A quorum of the committee shall be 2/3 of its members.

8. Policies for absences (and if there are absence limits after which a member /representative can or must be replaced); also how committee members or officers are replaced if they resign midterm

The Division that was represented by this member (chair) shall elect a replacement to the committee in August.

If a member of the committee misses four or more meetings within a year without finding a substitution the chair may request a substitute from that division to fulfill the term.

9. Where the committee's minutes and working rules/by-laws can be found (some committees currently use the eNet for this kind of information). On enet, under committees, faculty development can review handbook.

If there is additional information that would be helpful for faculty members considering whether to run for a particular committee, be sure to include that information too. Every committee should submit some kind of information though some committees have more extensive working rules or by-laws. Check with the ECCFA Constitution and By-laws (available on ECCFA website) in case there is any information concerning your committee in that document.

The Faculty Development Committee is charged with reviewing proposals received from full time and unit adjunct faculty, counselors and librarians for alternate lane credit; granting of expenditures for full time faculty development activities for individuals and groups; and reviewing and ranking sabbatical proposals

6. Faculty Senate

ARTICLE VII Membership and Duties of the Senate

- **Section 1.** Membership:
- **a.** Senators are elected, during annual Senate elections in April, by ECCFA members. Full-time faculty members elect Senators in their respective divisions. Each division is entitled to one Senator per ten (10) faculty (rounded to the nearest ten)*. Counseling, Learning Resources and Pre-Collegiate are considered one division. Unit adjunct faculty II members are entitled to one Senator per twenty (20) actively teaching unit adjunct members (rounded to the nearest twenty)*. Unit adjunct faculty I members are entitled to one Senator per forty (40) actively teaching unit adjunct I members (rounded to the nearest forty)*. The count of actively teaching unit adjunct II and unit adjunct I members is

determined by the second month of each academic semester.

*(5 shall be rounded up)

- o **b.** The term of office for a Senator is two years, beginning at the first Senate meeting following the April election.
- **Section 2.** The duties of the Senate are:
- o **a.** To serve as an agency through which any member of the faculty, administration, or any committee may introduce matters involving faculty governance and educational programs for consideration;
- o **b.** To serve as a body to appoint, approve and/or provide for the election of faculty on standing or ad hoc committees;
- o **c.** To receive and evaluate reports from its standing and ad hoc committees and to submit reports passed by a majority Senate vote or a membership vote to the Board of Trustees or appropriate administrative organization(s) and to propose action relative to those reports;
- o **d.** To organize and supervise the role of faculty in negotiation of contractual matters and policies affecting working conditions and educational programs of the college;
- o **e.** To make recommendations to the administration and/or Board of Trustees in the formulation of policies and procedures.
- **Section 3.** The duties of the Senators are:
- ▪ **a.** To advise faculty of actions taken by the Senate.
- ▪ **b.** To inform faculty of actions taken by the Board of Trustees, college President, or administration on recommendations made by the Senate in so far as the Senate can be aware of those actions.

ARTICLE III Duties of the Senators

- **Section 1.** Attendance at Senate meetings
- o **a.** A Senator may arrange to have a substitute from his/her division attend a Senate meeting that he/she is unable to attend.
- o **b.** If a Senator misses two consecutive duly called meetings, the Senate President may, with the approval of the senate, replace that Senator
- **Section 2.** Communication with constituents
- o maintains consistent contact with constituents face-to-face, in writing, and electronically disseminate information from the Senate
- o gather responses from constituents to issues, etc.
- o request agenda space at a forthcoming for items brought to him/her by any constituent

7. **GIST (**Global/International Studies Team Bylaws -Adopted 5/6/2011)
   Purpose
   1. Elgin Community College's Global/International Studies Team (GIST) is charged with providing leadership to increase the global competence of faculty, staff and students in support of strategic plan goals.
   2. GIST will explore and implement strategies to globalize the curriculum in multiple ways, including providing support for global-awareness initiatives via integrated

planning of extra and co-curricular events, development of global exchanges and study abroad opportunities, expansion of international/global studies programs and courses, infusion of global content into existing courses, and support for and recruitment of international students at the college.

3. Membership includes full-time faculty, administrators and staff across disciplines. The Steering Committee meets monthly each term to report the status of four subcommittees' activities, provide direction and oversight, and discuss issues related to the committee as a whole. The four sub-committees are Curriculum, Study Abroad and Faculty Exchange, International Student Enrollment and Support, and Extra and Co-curricular Events.

4. The GIST Steering Committee is allocated an annual budget under the management of the Steering Committee Chair.

Committees

1. Steering Committee

1. The Steering Committee shall coordinate the development of global/international studies program expansion and make recommendations for improving and fostering global/international studies via on-campus and off-campus environments. The Steering Committee shall provide oversight in implementation of approved GIST initiatives.

2. The Steering Committee is comprised of the co-chairs of each subcommittee. In addition, to ensure connectivity to other key areas of the college, representatives from the departments/programs indicated below shall serve on the steering committee.
Communications & Behavioral Sciences Division (Dean)
Liberal, Visual & Performing Arts Division (Dean)
Business Division (Dean)
Planning & Institutional Effectiveness
Curriculum Management & Assessment
Marketing (Director)
Grants Research & Development (Director)
Asst. Vice President of Teaching, Learning & Student Development
ICISP Voting Representative
ICISP Faculty Alternative Representative(s)
Academic Development & Learning Resources (Dean supervising Intensive English program)
MAGIC

3. The Steering Committee shall elect a chair from its membership for a three-year term. The chair shall serve as the GIST budget officer.

2. Curriculum Subcommittee (Co-chaired by a faculty member and an academic dean of a division that includes international coursework/programs)

1. The Curriculum Subcommittee shall 1) identify current trends in global/international studies programs, 2) assess current state of ECC programs and growth potential, 3) Explore building capacity of critical language programs, 4) make recommendations

to the Steering Committee related to program expansion and strategies to infuse global/international studies across the curriculum, and implement approved plans.

4. **Study Abroad & Faculty Exchange Subcommittee (Co-chaired by a faculty member and the manager of international student services)**
   1. The SAFE Subcommittee shall 1) explore and recommend expansion of study abroad and faculty exchange programs, 2) Research best practices/programs among similar institutions, 3) Identify opportunities, obstacles/issues, existing and potential resources, 4) Develop/submit plans/recommendations to the Steering Committee for expansion of current programs, and implement approved initiatives.
4. **International Student Enrollment & Support Subcommittee (co-chaired by a faculty member who serves as an ECC ICISP representative/alternate and the dean supervising the Intensive English program)**
   1. ISES shall 1) explore issues related to international student enrollment, 2) investigate and recommend strategies to increase enrollment in traditional on-campus courses and distance courses, 3) explore feasibility of offering courses via satellite locations abroad, 4) research best practices/programs among similar institutions, 5) identify opportunities, obstacles/issues, existing and potential resources to the Steering Committee, recommend and implement approved strategies.
5. **Extra & Co-curricular Event Committee (co-chaired by a faculty member and an administrator directly involved in or supervising event planning)**
   1. ECE Subcommittee shall explore, develop, recommend and implement approved strategies to support curricular global awareness initiatives via integrated planning of extra and co-curricular events.

Membership
   1. The voting membership on each subcommittee shall include administrators requested/approved each year by the Steering Committee, and faculty representatives requested by the Steering Committee and approved by the ECC Faculty Association. Faculty committee membership shall be appointed in accordance with the procedures established by the ECCFA/ECC contract. All Steering Committee representatives shall be voting members.
   2. All committee members shall serve three year terms. Renewing members must commit to another three-year term.
   3. Members on college approved leave should contact the appropriate committee chair/co-chair to facilitate the appointment of a substitute for the duration of their leave.
   4. Members shall notify the chair/co-chairs in advance if they cannot attend a meeting.
   5. Committee chairs/co-chairs will address non-attendance/engagement issues with individual members prior to notifying the Steering Committee. The Steering Committee chair shall notify ECCFA if and when faculty members need to be replaced.

Officers
   1. Each subcommittee shall have faculty and administrator co-chairs. The Steering Committee chair shall be elected by a majority of the Steering Committee.

2. The term of each subcommittee co-chair, shall be three years. Subcommittee co-chairs shall be selected by the steering committee from nominations submitted by each subcommittee.
3. To establish initial term rotations, term expirations of current members shall be determined by lot in FY12.

Meeting Schedules
1. Steering Committee meetings will be scheduled for 12:00 p.m. or 1:00 p.m. on the third or fourth Friday of each month during the academic year. Meetings shall be scheduled to avoid conflicting with the ECC Curriculum Committee meetings.

2. Subcommittee meetings shall be scheduled in consultation with membership to maximize attendance.

3. Voting shall be conducted with a quorum present. A quorum shall equal 50% of each committee's membership; written proxies may be counted to reach a quorum. The committees shall allow electronic voting.

Rules
1. Committee meeting procedures shall be guided by Robert's Rules.
2. Minutes of each meeting shall be distributed before or at the subsequent meeting. Meeting minutes shall also be posted after each meeting in the shared 'Q' drive to facilitate access by the membership.

Amendments
1. The written policies of the Global/International Studies Team shall be reviewed and revised as needed by the Steering Committee members and in odd-numbered fiscal years (e.g. FY13).

8. Insurance Committee

From the Agreement: Appendix C-3: Letter of Agreement Regarding Standing Insurance Committee

The standing insurance committee which is comprised of representatives from the various employee groups will continue to meet regularly for the purpose of reviewing all employee benefit programs for all ECCFA faculty groups and making recommendations to the Board at least once a year concerning possible modifications.

The committee will continue to schedule meetings at least monthly to:
 • Review the benefit level and cost effectiveness of all employee benefit programs, and to make recommendations to the Board for possible modification.
 • Investigate employee benefit programs for possible future implementation.
 • Educate participants and promote the utilization of current employee benefit programs.
 • Conduct employee satisfaction and other surveys.
 • Engage in professional development so as to better understand how the

College's employee benefit programs operate.
• Review reports and other information from the College's benefit providers as appropriate and consistent with HIPAA and other statutes involving the privacy and security of confidential information.

Each party may invite outside consultants to any meeting with prior notice to the Human Resources Department.
Members of this committee shall sign a confidentiality agreement to ensure and safeguard the privacy and security of confidential information.

Current ECCFA representatives: Sarah Dye (FT), Luis Martinez (FT), Lynn Ducar (UAF), Vacant (UAF); ECCFA members volunteer their time to serve on this committee which currently meets throughout the year on the 3rd or 4th Friday of the each month, 2:00 PM – 3:00 PM

9. Multicultural and Global Initiatives Committee

The mission of MAGIC is to prepare individuals to succeed in a diverse society by providing and supporting multicultural learning experiences in an inclusive environment.
MAGIC was reconstituted by the Vice President's office in 2004. The structure was intentionally designed to allow for campus-wide and community participation. There are no official membership requirements and participation is open to the entire campus and community. Students, Staff, Administrators, Faculty and Community Members are encouraged to participate in meetings, events, and activities. MAGIC maintains a distribution list and keeps all interested persons informed of meetings, events and activities. All are welcome to participate.
MAGIC meets twice monthly on the first and third Mondays of the month at 3PM during the fall and spring semesters. MAGIC strives for a balance of educational and informative topics at the first meeting of the month and discusses business and planning related topics at the second meeting of the month. In addition, MAGIC provides monthly campus-wide events through sponsorship and co-sponsorship of events and activities.
The current co-chairs are Kim Tarver and Clark Hallpike. Both receive stipends. Minutes and records are maintained by co-chairpersons and are available upon request. MAGIC's leadership evolves according to interest, passion and commitment to its mission with support from active participants. Leadership reports to the Vice President of Teaching, Learning and Student Development.

10. Elgin Community College Faculty Association Sick Leave Bank

Purpose of the Sick Leave Bank
In the spirit of being a community of people who wish to be able to take care of one another in emergencies, the ECCFA negotiated, in the 1998-2000 contract, to establish a Sick Leave Bank.
The intent of the Sick Leave Bank is to offer interim emergency assistance to ECC employees who have depleted their own personal sick days and remain unable to work.
After depletion of personal sick leave, any ECC employee may apply to the faculty Sick Leave Bank Committee for additional sick days from the bank.
Donations to the Sick Day Bank

All full-time faculty members may donate up to 2 earned sick leave days per year into the Sick Leave Bank. According to the contract, donations must be made each year by the end of September.

Annual donations will be made by submitting a Sick Leave Bank donation form to ECC Human Resources. A copy of each donation form will be kept by the Sick Leave Bank Committee.

Withdrawals from the Sick Leave Bank

All ECC employees who are entitled to personal sick leave may apply to draw from the Sick Leave Bank in the event of an extended illness requiring absence from work in excess of his/her accumulated sick leave.

The request for use of Sick Leave Bank days will be submitted to the Employees Benefits Office. The request, without the employee's name for purposes of confidentiality, will be sent to the ECC Faculty Sick Leave Bank Committee for review and decision. Requests that are denied may be appealed to the ECCFA Executive Committee or the ECCFA Senate.

The employee's own accumulated sick leave, personal days, vacation days and awards from any other sick leave banks for which he/she is eligible must be used before he/she can draw from the Sick Leave Bank. Employees receiving disability benefits or worker's compensation are not eligible to draw concurrently from the Sick Leave Bank.

Sick Leave Bank days may be used only for an extended illness which is defined as an illness that lasts more than 4 consecutive days. A physician's statement of need is required before days are withdrawn from the Sick Leave Bank.

Excluded from eligibility for Sick Leave Bank requests are absences for cosmetic surgery other than that incidental to some other illness or surgery, and absences for matters which may be deferred safely to a recess or vacation period.

Requests must be for at least 2 consecutive work days and for no more than 25 consecutive work days. Requests for one extension beyond the 25 day maximum must be reviewed by the Sick Leave Bank Committee and cannot exceed 25 additional days.

In special circumstances the Sick Leave Bank Committee may allow for withdrawals outside of the limitations herein. Such exceptions must be approved by a majority of the members of the Committee.

As per the contract, the Sick Leave Bank will be available only for the illness of the employee and not for the illness of a family member.

The number of days approved is dependent on factors including the availability of days in the bank. Each request will be evaluated on a case by case basis and will not set precedence for future requests. As per the contract, employees applying to the bank will absolve and hold harmless in all respects the Board of Trustees, the administration, ECCFA and the Sick Leave Bank Committee regarding the establishment and implementation of the Sick Leave Bank.

The ECCFA Sick Leave Bank Committee will make an annual report to the ECCFA Senate of the year's Sick Leave Bank activity. The committee will conduct an annual review of the Sick Leave Bank procedures and recommend modifications as necessary to the ECCFA Senate.

Committee Composition and Terms

The ECCFA Sick Leave Bank Committee is a standing committee. Standing committee members are elected annually by ECCFA members from each division. Each division is represented by one faculty member. For the purposes of committee representation, Counseling, Learning Resources and Pre-Collegiate are considered one division, Unit Adjunct

Faculty II shall be considered one division and Unit Adjunct Faculty I shall be considered one division. Members will serve two year terms. A committee chair will be elected each year from said membership.

Meetings will take place as needed. Votes may be taken in person or via email or other electronic medium as determined by the chair. A majority vote is required for action on any matter before the committee.

Procedures and other records of the ECCFA Sick Leave Bank Committee will be made available via enet and on the ECCFA web page.

11. Tenure and Evaluation Committees (from T&E Handbook which is currently under review by a joint faculty/administration team)

TENURE AND EVALUATION COMMITTEE
NONTENURED AND TEMPORARY FULL TIME TEACHING FACULTY
The Committee reviews Nontenured and Temporary Full Time Faculty evaluative materials and makes recommendations to Vice President for Teaching, Learning and Student Development.

Team Makeup - Faculty and Administration
• Supervising Administrator, Chair
• Instructional Coordinator or an additional approved Faculty Member
• Two (2) approved Faculty Members

1. In case of no Instructional Coordinator, the senior Faculty Member, from the seniority list in the department or a department of a closely related field will serve. Committee service is a contractual obligation of faculty selected. The Elgin Community College Faculty Association expects all faculty accepting the responsibility of serving on a tenure committee to attend a tenure process workshop. Faculty serving on more than one tenure committee are expected to attend no more than one tenure workshop meeting per academic year.

Should any member serving on a tenure committee or a nontenured Faculty Member miss a deadline related to the tenure process, the Senate President and the College President will be immediately notified, and ameeting will be scheduled with the parties to remedy the situation.

2. No Faculty Member will be required to serve on more than one Tenure and Evaluation Committee at a time.

3. A list of Faculty eligible to serve will be prepared as soon as possible after the Board approves hiring of a full time Faculty Member.

 The list will be mutually determined by Administration and the Association.

 The list will include a minimum of four faculty in addition to the Instructional Coordinator (or additional Faculty Member) automatically assigned.

 The eligibility list will include as many faculty as are qualified from among all faculty in the discipline, in closely related disciplines and/or in the degrees providing relevant experience.

4. The manner of selection from the eligibility list will be in the following order:

 One (1) chosen by Association from nontenured Faculty recommendation

 One (1) chosen by Administration

5. Faculty will be determined from an eligibility list no later than the end of the third week of classes for both fall hires and spring hires.

6. Committee members from the faculty will each serve once as a classroom visitor and once as content assessor on a rotating basis during the probationary period.

7. A summative recommendation will be made as follows:

    ☐ Recommendation of Committee to Dean.

    ☐ Committee and Dean's recommendation to Vice President.

    ☐ Vice President's recommendation to President.

    ☐ President's recommendation to Board in cases of non-renewal, renewal, extension of probation for one year, or tenure.

Senate Information
ECCFA OFFICERS

President: Sarah Dye
1st Vice-President: Luis Martinez
2nd Vice-President: Dan Kocher
3rd Vice-President: Cassandra Watson
Secretary: Lori Clark
Treasurer: Linda Hefferin

ECCFA APPOINTEES

Communication Liaison: Gary Christenson
Sentinel Editor: Bill Demaree
Membership Chair: Connie Orbeta
Parliamentarian: Dan Kocher
Chair, ECCFA Scholarship: Bev Augustine
Webmaster, Tammy Ray
Facebook Liaison: Jessica Carpenter

ECCFA SENATORS

Frank Aleman, UAF2
Mary Arndt, HP
Rick Bonnom, UAF2
Michelle Brynelsen, HP
Lori Clark, CABS
Carl DeCarlo, UAF1
Linda Hefferin, BUS
Cindy Hutman, CABS
Dan Kocher, UAF2
Dave Lawrence, UAF1
Marcia Luptak, UAF2
Luis Martinez, MSE
Loretta McCallister, UAF2
John Mravik, UAF2
Pat O'Brien, CABS
Chad Pearion, UAF2
Joel Peck, LVPA
Miroslav Rezac, MSE
Joyce Ross, UAF2
Howard Russo, LVPA
Cathy Tomasik, UAF2
Armando Trejo, LIB/COUN
Glenn Turner CABS
Scott Vazsily, UAF2
Vicki Walker, UAF1
Cassandra Watson, UAF1

Sentinel Schedule, Spring 2012

Due Date: Thurs., 12 April
Publication Date: Mon., 16 April

Due Date: Thurs., 10 May
Publication Date: Mon., 14 May

ECCFA/Senate Dates, Spring 2012

April 4, 2012 (W) 3:00-5:00 PM Senate Meeting C-120

April 18, 2012 (W) 3:00-5:00 PM Senate Meeting C-120

May 2, 2012 (W) 3:00-5:00 PM Senate Meeting C-120

May 16, 2012 (W) 3:00-5:00 PM Senate Meeting C-120

May 17, 2012 (R) Grading Day (NOTE: Classes end W 5/16)

May 18, 2012 (F) Graduation

May 21, 2012 (M) 8:00 AM Grades due