



CHEMEKETA COMMUNITY COLLEGE

Program Chair HANDBOOK

2020–21

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Program Chair Functions and Workload Guidelines

The functions of the Program Chair are to:

- Facilitate communication, effective decision-making, and planning and implementation of college programs
- Coordinate program activities and serve as a liaison between staff and dean
- Establish a working relationship that encourages program-wide participation

The duties of the individual Program Chair will be determined in a spirit of cooperation, good faith, and mutual trust. Detailed workload information can be found in the Faculty Collective Bargaining Agreement (Article 24.8).

Program Chair Job Description

A. Duties

The following duties are common to Program Chairs campus-wide:

Schedule of Classes

- Collaborate/consult with department supervisor or designee to develop annual schedule
- Propose a set of course offerings for the upcoming academic year
 - Ensure course offerings have adequate curricular variety
- Recommend/advise the department supervisor or designee on the best course assignments for faculty based on instructor expertise and training

Curriculum Review

- Review/edit catalog materials
- Revise curriculum
- Review course outlines; ensure they are up-to-date

Textbooks

- Review faculty requests to change Authorized Textbook List and recommend changes to department supervisor
- Share information with faculty about textbook process and deadlines

Program Meetings

- Conduct regular program meetings; meet at least quarterly
- Establish agenda, record minutes, identify action items

Represents Program/Program Spokesperson

- Participate in quarterly Instruction and Student Services gathering
- Attend regular meetings with department supervisor or designee
- Meet with other programs/disciplines as appropriate
- Appropriately refer requests for information, concerns, and/or complaints

Program Planning

- Recommend personnel, equipment and remodel requests
- Complete the program review and collaborate with the Curriculum, Instruction and Accreditation Department in review planning, writing and presentation (with focus on program outcomes and assessment measures)
- Collect and report data
- Complete annual program planning document
- Coordinate annual meetings and program planning days to analyze assessment data for the continuous improvement of teaching and learning

Part-Time Faculty Communication/Coordination

- Participate in part-time faculty hires
- Assist with part-time faculty onboarding
- Encourage part-time faculty participation in program meetings
- Communicate program updates

The following duties are common to program chairs for **Career and Technical Education (CTE) programs**:

Program Advisory Committee

- Assist in recruiting membership
- Conduct regular meetings; meet at least quarterly
- Set annual goals; produce annual plan of work report for Instruction and Student Services

Professional Associations/External Agency or Community Work

- Coordinate representation of program in state, regional, or national organizations
- Serve as point-of-contact with external agencies

External Accreditation Preparation

- Create program-specific materials for self-study
- Help coordinate site visit
- Fulfill requirements for accreditation organization including communication, documentation and follow-up on recommendations, findings or violations

B. Additional Duties

All instructors may be expected to perform certain duties or participate in some of the activities listed below. In determining a Program Chair's workload, assignment of value to each item should be for a level of activity which either exceeds normal participation or is only performed by the Program Chair.

Assist in directing work of classified staff or student help, but not as supervisor of record

Grant Writing

High School Coordination/College Credit Now (CCN)

- Liaison with high school teacher (see Other Resources for link to CCN Handbook)
- Review high school teacher applications to teach and syllabi
- Attend annual CCN Kickoff

Lab/Practicum Coordination and Scheduling

Program Marketing

- Represent program at special events (participate or coordinate)
- Coordinate program-specific marketing with Public Information, Marketing, and Student Recruitment office (e.g. brochures, flyers, website, social media, etc.)
- Respond to inquiries

Student Advising

- Coordinate information with Advising & First Year Programs
- Respond to individual student needs
- Evaluate transcripts
- Assess and recommend credit for prior learning
- Recommend course substitutions for certificates or degrees

Program Admission

- Coordinate admissions selection in some limited enrollment programs

Resources for Program Chairs

Academic Calendars

Many of the tasks performed by Program Chairs are tied to timelines set by a variety of departments throughout the college. The resources listed below can assist you in accessing calendars, determining project timelines, and identifying contact personnel.

RESOURCES

- Calendars: <https://dashboard.chemeketa.edu/resources/calendars/default.aspx>
- Curriculum Resource Center: <https://dashboard.chemeketa.edu/resources/crc/default.aspx>
- Chemeketa Public Website - Classes: <https://www.chemeketa.edu/programs-classes/>

Budget

Program Chairs work in conjunction with the department supervisor and other program faculty to recommend personnel, equipment, and remodel requests as part of the annual program planning and budgetary processes. Requests for specific program budget information can be discussed with the department supervisor or appropriate budget manager.

RESOURCES

- Business Services: <https://dashboard.chemeketa.edu/services/business/default.aspx>
- My Chemeketa (may require authorization):
<https://portal.chemeketa.edu/web/employee/finance?gpi=1270389>

Scheduling

Program Chairs collaborate/consult with the department supervisor or designee to develop an annual schedule that ensures course offerings have curricular variety. Program Chairs recommend/advise the department supervisor or designee on the best course assignments for faculty based on instructor expertise and training.

RESOURCES

- Schedule Input: <https://dashboard.chemeketa.edu/services/scheduling/scheduleinput/default.aspx>

Curriculum Review and Assessment

Program Chairs have responsibility for coordinating curriculum review, analysis and assessment, keeping catalog and program publication content current, and coordinating the updating of course outlines or syllabi.

RESOURCES

- Center for Academic Innovation: <https://facultyhub.chemeketa.edu/>
- Curriculum Committee, Curriculum Development Guidelines, forms, and meeting dates
<https://dashboard.chemeketa.edu/programs/committeesgroups/curriculum/default.asp>
- Curriculum Resource Center: <https://dashboard.chemeketa.edu/resources/crc/default.aspx>
- Institutional Research: <https://dashboard.chemeketa.edu/services/ie/default.aspx>

Curriculum, Instruction and Accreditation

The Curriculum, Instruction and Accreditation Department provides technical assistance in the development or revision of any aspect of the curriculum including program outcomes and assessment. The department personnel will assist in completing forms, brainstorming ideas, and identifying resources.

RESOURCES

- Curriculum, Instruction and Accreditation: <https://dashboard.chemeketa.edu/programs/ti/default.aspx>

Textbook Selection and Ordering

Program Chairs review faculty requests to change Authorized Textbook List and recommend changes to the dean. They also share information with faculty about the textbook process and deadlines. The most current processes can be found at the Chemeketa Bookstore Dashboard site.

RESOURCES

- Bookstore: <https://dashboard.chemeketa.edu/services/bookstore/default.aspx>

Other Resources

The following resources can assist you in gaining needed information in order to complete Program Chair work.

RESOURCES

- Accreditation: <https://dashboard.chemeketa.edu/institutional/accreditation/default.aspx>
- Advisory Committees: <https://dashboard.chemeketa.edu/programs/advisory/default.aspx>
- Board of Education: <https://dashboard.chemeketa.edu/programs/committeesgroups/board/default.aspx>
- College Credit Now Program Handbook:
https://www.chemeketa.edu/media/content-assets/documents/pdf/programs/high-school-programs/ccn/ccn_1920ProgramHandbook.pdf
- Employee Development and Training: <https://dashboard.chemeketa.edu/services/development/default.aspx>
- Enrollment Services: <https://dashboard.chemeketa.edu/services/enrollment/default.aspx>
- Student Accessibility Services: <https://dashboard.chemeketa.edu/services/accessibility/default.aspx>

Additional Information for Program Chairs

Roles and Key Functions of Deans/Directors

- Oversee departmental planning and align activities with mission fulfillment; lead departments in departmental and budget planning, review and analyze department and program institutional data/Program Learning Outcomes assessment data
- Recommend, manage and monitor budgets and resources for optimum benefit to students and the college
- Hire, supervise and evaluate, exempt, classified staff and faculty
- Participate on college-wide committees/workgroups and represent the college in partnership with community, statewide, and industry groups
- Ensure compliance with bargaining agreements and college policies
- Manage student and staff complaints
- Act as a communication link between the college and the department as well as key stakeholder groups
- Analyze Institutional Effectiveness and assessment data and provide leadership in program review for continuous improvement
- Ensure unit plan budget/resource requests support program improvement
- Determine final schedule of classes and faculty assignments
- Determine class terminations, cancellations, and prorates
- Write grants and monitor outcomes
- Manage faculty workloads
- Liaison with leadership from other divisions to improve college initiatives
- Encourage relevant professional development
- Approves PC-recommended changes to Authorized Textbook list
- Review articulation agreements
- Develop and monitor affiliation agreements with outside partnerships if relevant
- Collaboratively develop goals and yearly plans in alignment with the Master Academic Plan, college strategic plan to ensure mission fulfillment
- Monitor and comply with state/federal mandates that impact programs

Roles and Key Functions of Academic Coordinators

- Hire, evaluate, and supervise designated classified staff (full-time and part-time)
- Hire part-time faculty in collaboration with Program Chair
- Supervise and evaluate part-time faculty
- Review contracts and monitor workloads
- Develop annual schedule of classes
- Ensure class schedule provides adequate access based on day, time, and modality
- Assign instructors to classes
- Work with schedule input team member(s) to input and refine the schedule of classes
- Monitor enrollment and recommend class terminations, cancellations, and prorates
- Assign classrooms/labs when relevant
- Review and analyze Institutional Effectiveness data and assessment data and make recommendations
- Help to lead program review and unit planning
- Participate in program goal setting
- Monitor and review budget and make recommendations to the dean, etc.
- Assist faculty in data analysis leading to program improvement, goal setting and development of planning documents
- Participate on designated committees (internal and external)
- Maintain records
- Participate in grant writing and reporting
- Lead/attend relevant meetings
- Liaison with other departments to promote completion of strategic activities
- Develop and/or coordinate practicum sites when relevant
- Monitor budgets: materials, supplies, and part-time hourly staff
- Assign part-time hourly workloads, monitor hours
- Work with faculty on new program initiatives for continuous improvement
- Work with Bookstore to coordinate ordering, selection, and enforcement of textbook process and Authorized Textbook List
- Collaborate with Program Chair to share information about textbook process and deadlines