



Mesa Community College

College Plan

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1. College Plan

1.1. Defined

The College Plan describes the selection, responsibilities, and evaluation of Department Chairpersons, Occupational Program Directors (OPDs), and Evening Supervisors.

1.2. Intent

The College Plan is intended to set forth the processes, which are intended to keep the lines of communication open between Faculty and Administration as well as to safeguard the individual rights of all concerned. The College Plan is consistent with the Residential Faculty Policies (RFP).

2. Department/Division Chairperson

2.1. Department Chairperson Job Description

2.1.1. Introduction

Department/Division Chairs are Residential Faculty, as defined by the RFP, who are accountable for the supervision or management of an academic department/division within the College, including all duties and responsibilities articulated herein.

2.1.2. Title

Department Chairperson

2.1.3. Qualifications

Residential appointive or probationary Faculty of the Department as defined in the RFP.

2.1.4. Reporting Structure

The VPAA or designated Dean of Instruction.

2.1.5. Job Goals

2.1.5.1. Exhibits leadership in establishing academic priorities and managing the Department in conjunction with Evening Supervisor(s) and Occupational Program Director(s).

2.1.5.2. Advocates for, and represents the Department Faculty, staff, and students.

2.1.5.3. Promotes on-going improvement.

2.1.5.4. Motivates Faculty and encourages professional development and innovation.

2.1.5.5. Works collaboratively with the Administration to further the College Mission, Vision, and Values.

2.1.5.6. Promotes student success.

2.1.6. Performance Responsibilities

2.1.6.1. Conducts Department Business

- 2.1.6.1.1. Leads the Department in the development of a strategic plan and Department budget in alignment with the College mission, vision, goals, and strategic initiatives.
 - 2.1.6.1.2. Coordinates the development of the Department budget, grants, and special program budgets, and submits them to the appropriate administrator.
 - 2.1.6.1.3. Develops and coordinates requests for capital and operational items for the Department and submits those requests to the appropriate administrator as required.
 - 2.1.6.1.4. Establishes and maintains a Departmental inventory of fixed and movable equipment.
 - 2.1.6.1.5. Engages in problem-solving at the Department level.
 - 2.1.6.1.6. Works to resolve Faculty and student conflicts.
 - 2.1.6.1.7. Schedules and conducts Department meetings and maintains and distributes a meeting summary.
 - 2.1.6.1.8. Prepares class schedules in cooperation with the appropriate OPD, and Evening Supervisor.
 - 2.1.6.1.9. Develops and administers Department student advisement.
 - 2.1.6.1.10. Submits and/or processes reports as required.
 - 2.1.6.1.11. Prepares and edits Department catalog materials.
 - 2.1.6.1.12. Appoints the evening, summer, and/or, as appropriate, Occupational Program Directors.
 - 2.1.6.1.13. Oversees the department student work-study and temporary employees.
 - 2.1.6.1.14. Assists and offers support to advisory committees.
- 2.1.6.2. Administers Department Personnel Staffing**
- 2.1.6.2.1. Submits requests for Residential Faculty positions to the Faculty staffing committee.
 - 2.1.6.2.2. Requests and recommends the hiring of staff.
 - 2.1.6.2.3. Coordinates employment processes and procedures
 - 2.1.6.2.4. Evaluates Department Probationary Faculty and staff, as appropriate
 - 2.1.6.2.5. Recommends retention or dismissal of Department Faculty and staff, as referenced in the RFP.
 - 2.1.6.2.6. Informs Adjunct Faculty of teaching qualifications and/or certification requirements and responsibilities.
 - 2.1.6.2.7. Develops and administers a procedure for use of substitutes in the Department.
 - 2.1.6.2.8. With the faculty member, in consultation with the appropriate Administrator, determines assignments with

the final approval of the College President, as referenced verbatim in the RFP.

2.1.6.2.9. Verifies Faculty and staff accountability, as referenced in the RFP.

2.1.6.3. Coordinates and Facilitates the Improvement of Instruction

2.1.6.3.1. Supervises and evaluates Department Programs.

2.1.6.3.2. Works with Faculty to develop a selection process for textbooks and related materials.

2.1.6.3.3. Recommends the revision, deletion, and addition of courses for the Department.

2.1.6.3.4. Works with advisory committees in the development of new curricula.

2.1.6.3.5. Fosters a mentoring process for Faculty, as appropriate.

2.1.6.3.6. Encourages professional growth.

2.1.6.3.7. Maintains a file of current syllabi, as described in the Faculty Handbook, for each course currently taught by each Residential and Adjunct Faculty member.

2.1.6.4. Facilitates Department – Administrative – Community Relations

2.1.6.4.1. Attends meetings and conferences as deemed appropriate and/or required.

2.1.6.4.2. Serves on College and District committees.

2.1.6.4.3. Serves as a liaison coordinating Department and community activities and projects as related to the teaching disciplines.

2.2. Selection of Department Chairperson

2.2.1. Conditions for Elections

2.2.1.1. Under any of the following conditions, the Vice President of Academic Affairs (VPAA) or his or her designee shall declare to the appropriate Instructional Dean and to the Residential Faculty of the department that the position of Department Chairperson is vacant. If a designee is appointed, the Faculty of the Department will be notified.

2.2.1.1.1. When a Department Chairperson will have served for three full consecutive conventional academic years by July 1.

2.2.1.1.2. When receipt of a recall petition is signed by 3/4 (75%) of the members of a department. (Rounding will be a round down.)

2.2.1.1.3. When a Chairperson is unable to complete the term.

2.2.1.1.4. When a Chairperson retires from residential status.

2.2.1.1.5. When an interim Chairperson completes the term.

2.2.2. Notification and Timeline for the Election Process for Department Chairperson

- 2.2.2.1.** The VPAA or designee will notify the members of the Department that the position of Department Chairperson will become vacant according to the College Plan.
- 2.2.2.2.** The VPAA or designee will notify the members of the Department of the need for a Department Chairperson election according to the College Plan.
- 2.2.2.3.** Notification will be made within five (5) working days of the vacancy.
- 2.2.2.4.** The Department may meet with the VPAA or designee to establish earlier dates. . If the election is delayed, the Residential Faculty members of the Department will be so notified and the reason given. All notifications will be copied to the Faculty Senate President.
- 2.2.2.5.** Each department is encouraged to conduct a forum whereby all candidates will have the opportunity to address the eligible voters of the Department. The Department will agree upon a format. This forum will be held within ten (10) working days of the announced candidacies.

2.2.3. Self-Nomination

- 2.2.3.1.** A Residential Faculty department member may become a candidate for the position of Department Chairperson by submitting a self-nominating email to the VPAA's office during the Spring Semester of a regular election cycle.
- 2.2.3.2.** If the VPAA feels that he or she cannot accept the candidate if he or she were elected, the VPAA must so state to the candidate in accordance with the following timetable:
 - 2.2.3.2.1.** Within four (4) working days of receipt of the self-nomination form, the VPAA must inform the candidate that the VPAA cannot accept the candidate if he or she were elected.
 - 2.2.3.2.2.** Within three (3) working days of being informed of non-acceptance of his or her self-nomination, the Faculty member may request that the VPAA advise him or her of the reason(s) for non-acceptance.
 - 2.2.3.2.3.** If the non-acceptable candidate(s) wish(es), an appeal to a standing committee for review shall be made so that a recommendation to the President of the College can be made.
 - 2.2.3.2.3.1.** The review committee will be composed of the VPAA, the President of the Faculty Senate or designee, and the Chairperson of the Department Chair Association or designee.

2.2.3.2.3.1.1. Within seven (7) working days, the review must convene.

2.2.3.2.3.1.2. If a consensus has not been reached within three (3) working days from the initial convening of the review committee, the non-acceptable candidate can further appeal in accordance with the provisions of the RFP.

- ❖ The process referenced herein will be completed prior to the Chairperson election in the respective department.

2.2.4. Eligible Voters

2.2.4.1. All Residential Faculty members in the Department who answer directly to that Department's Chairperson except OYOs and OSOs. The teaching load of the Faculty member determines the department where the Faculty member votes, unless the load is 50/50 for the year. If the teaching load is 50/50, the person votes in the department of hire.

2.2.4.2. Any Residential Faculty in a department who accepts an acting administrative or managerial position or any position outside his or her department in an "acting" capacity shall retain voting rights in his or her department for one year from acceptance of said position.

2.2.4.3. Any Residential Faculty member currently in an approved absence status (e.g., sabbatical, medical, etc.) may participate in the election process.

2.2.5. Non-Eligible Voters

2.2.5.1. Any Residential Faculty member who continues beyond the one year in an "acting" capacity in the original position will be ineligible to vote for the remainder of his or her "acting" tenure.

2.2.5.2. Any person who does not answer to the Department Chairperson directly will no longer be eligible to vote in that department.

2.2.6. Ballots

2.2.6.1. Ballots will be distributed to eligible voters by the Office of the VPAA, within ten working days of the close of the self-nomination process.

2.2.6.2. Voting will take place in a secure and confidential manner within the prescribed timelines.

2.2.6.3. The VPAA, in conjunction with the appropriate Dean of Instruction and the President of the Faculty Senate (or designee), will verify the election results.

2.2.6.4. Until a simple majority of votes is obtained from Faculty who cast ballots, a series of ballots will be cast each time, removing the name with the smallest number of votes on the previous ballot.

2.2.6.5. In case of a tie, the VPAA will cast a deciding ballot.

2.2.7. Results

2.2.7.1. The result of the balloting constitutes a recommendation to the VPAA.

2.2.7.2. This recommendation is then submitted by the VPAA to the College President. The College President may then accept or reject the recommendation.

2.2.7.3. The VPAA will notify all candidates of the election results prior to the results being made public. Notification of election results will also be sent to the College President, Deans of Instruction, Faculty Senate President, and the Chair of the Department Chair Association. The numerical results of the election will be available to any candidate at his or her request.

2.2.8. Chairperson Absence

2.2.8.1. When a sitting Chairperson is absent from the Chairperson position for 12 months or less, the Department Faculty members may decide by consensus to elect an interim Chairperson to serve during the Chairperson's absence.

2.2.8.2. If the Department Faculty members decide by consensus not to elect an interim, the Department Chairperson shall appoint an acting Chairperson. If the Department decides to elect an interim Chairperson, the Department will follow the Selection process as outlined in the College Plan.

2.2.8.3. When a sitting Chairperson is absent for more than 12 months, the Department Faculty have two options:

2.2.8.3.1. They may choose to elect a new Chairperson to complete the remainder of the absent Chairperson's term; or

2.2.8.3.2. Elect an interim Chairperson to serve during the Chairperson's absence.

2.3. Evaluation of the Department Chairperson

2.3.1. Introduction

As referenced in the RFP, each department Chairperson shall be evaluated in the spring of each year in a manner prescribed by the VPAA. Additionally, each department Chairperson shall be evaluated annually by the Faculty members in the Department.

The goal of the evaluation of the department Chairperson is to provide constructive, professional feedback to the Chairperson to help him or her become an even more effective leader of the department.

2.3.2. Guidelines for Process to Evaluate the Department Chairperson

2.3.2.1. By February 15 of each year, the VPAA (or designee) will contact the member of each department to notify them of the Chairperson Evaluation. Confidential forms to be used in the evaluation of the department Chairperson will be distributed to all Residential Faculty members in the department by February 15. A copy of the form to be

used is contained in Appendix A of this document. The form may be distributed in electronic form (i.e. as a survey) provided that confidentiality of the evaluator is maintained.

- 2.3.2.2.** The Faculty in the Department shall have at least five (5) working days to return information on the form to the VPAA, or designee. Any details as to the identity of the evaluator will be kept strictly confidential by the VPAA, or designee, and will not be shared with the department Chairperson.
- 2.3.2.3.** By March 31, the VPAA (or designee) will meet with the department Chairperson to review and go over the information collected during the evaluation. The department Chairperson will be provided with a copy of the summary of information collected in the evaluation. This summary will be free of any identifying information of those providing specific feedback.
- 2.3.2.4.** The completed evaluation shall be kept on file in the appropriate Dean of Instruction's office.

3. Occupational Program Director

3.1. Introduction

Occupational Program Directors, as defined by the RFP, are those Faculty members who are responsible for coordinating approved occupational programs and who may receive remuneration or reassigned time as determined by the College President.

3.2. Program Definition

An occupational program is one that offers a career and technical education degree or certificate. (See Appendix B for the Carl Perkins Definition of a Career and Technical Education Program.)

3.3. Qualifications

An Occupational Program Director must be an appointive or probationary Residential Faculty member who is certified to teach in the occupational program and is officially assigned to the department or campus where the program is offered.

3.4. Reporting Structure

Department Chair or appropriate administrative official

3.4.1. Job Goals

- 3.4.1.1.** Exhibits leadership in establishing academic priorities and managing the approved occupational program(s) within his or her control.
- 3.4.1.2.** Advocates for and represents the Faculty and students within the approved occupational program.
- 3.4.1.3.** Promotes on-going improvement.
- 3.4.1.4.** Motivates Faculty and encourages professional development and innovation.
- 3.4.1.5.** Works collaboratively with the Administration to further the College Mission, Vision, and Values.
- 3.4.1.6.** Promotes student success.

3.5. Performance Responsibilities

The Occupational Program Director has the authority in and is responsible for planning and review, budgeting, personnel, curriculum, and administrative functions of the Occupational Program in collaboration of the Department Chairperson.

3.5.1. Administrative

- 3.5.1.1.** Conducts meetings related to the Occupational Program.
- 3.5.1.2.** Engages in problem-solving at the Occupational Program level.
- 3.5.1.3.** Represents the Occupational Program, the Occupational Program's Faculty, and students.
- 3.5.1.4.** Coordinates the selection of instructional materials and supplies for the Occupational Program.
- 3.5.1.5.** Oversees the operation of the Occupational Program's classrooms, laboratories, and studios, including maintenance of furnishings and equipment.
- 3.5.1.6.** Coordinates with College Support Services as required.
- 3.5.1.7.** Coordinates internships, independent study experiences, service learning, and cooperative learning experiences as applicable within the Occupational Program.
- 3.5.1.8.** Participates in meetings and conferences that will benefit the Occupational Program.
- 3.5.1.9.** Coordinates maintenance of Occupational Program records.
- 3.5.1.10.** Creates and maintains community partnerships.
- 3.5.1.11.** Maintains line of communication with Department Chairperson or direct supervisor.
- 3.5.1.12.** Coordinates schedule of classes for the Occupational Program with the Department Chairperson.

- 3.5.1.13. Develops, recommends, and processes curriculum modifications for the Occupational Program.
- 3.5.1.14. Coordinates other offerings that pertain to the Occupational Program.
- 3.5.1.15. Coordinates with college advisers in the advisement of students within the Occupational Program.
- 3.5.1.16. Promotes articulation with other institutions.
- 3.5.1.17. Develops and updates marketing materials for the Occupational Program.

3.5.2. Planning and Review

- 3.5.2.1. Leads the strategic planning process.
- 3.5.2.2. Organizes and participates in Advisory Committee meetings.
- 3.5.2.3. Coordinates completion of any regulatory agency reports as applicable.
- 3.5.2.4. Leads the Program Review efforts and prepares program review reports on a regular basis.
- 3.5.2.5. Coordinates accreditation and/or certification self-studies, and site visits as applicable.

3.5.3. Budgeting

- 3.5.3.1. Recommends and, upon approval, verifies course fees.
- 3.5.3.2. Manages Program financial accounts as appropriate.
- 3.5.3.3. Makes capital and building and grounds recommendations.
- 3.5.3.4. Initiates requests for funds required for certifications and accreditation.

3.5.4. Personnel

- 3.5.4.1. Manages and supervises Occupational Program personnel.
- 3.5.4.2. Coordinates the use of substitutes in the program.
- 3.5.4.3. Recruits, interviews, hiring, schedules teaching assignments, mentors, supervises, communicates with, and evaluates Adjunct Faculty.
- 3.5.4.4. Recommends and coordinates hiring of Residential Faculty.
- 3.5.4.5. Encourages professional growth.
- 3.5.4.6. Verifies Faculty load for Residential and Adjunct Faculty who are under the supervision of the Occupational Program Director.

3.6. Selection of Occupational Program Director

- 3.6.1. Occupational Program Directors serve a three-year term. The candidate(s) may self-nominate by sending written notification to the Department Chairperson(s). Self-nominations must be received by the Department Chairperson(s) by the first Friday in April.

3.6.2. Eligible Voters

- 3.6.2.1. All Residential Faculty members in an Occupational Program who teach in that Occupational Program except OYOs and OSOs.
 - 3.6.2.2. Any Residential Faculty members in an Occupational Program that accept an “acting” administration or management position or any position outside his or her Occupational Program in an “acting” capacity shall retain voting rights in the program for one year from acceptance of said position.
 - 3.6.2.3. Any Residential Faculty member currently in an approved absence status (e.g., sabbatical, medical, etc.) may vote and self-nominate by submitting a self-nomination email to the Chairperson. Voting will take place in a secure and confidential manner within the prescribed timelines, as outlined in the College Plan.
 - 3.6.2.4. The teaching load of the Faculty member determines the Occupational Program where the Faculty votes, unless the load is 50/50 for the year. If the teaching load is 50/50, the person votes in the Occupational Program of hire. The Department Chairperson will notify and permit the inclusion of the vote of Faculty members on leave.
- 3.6.3. Non-Eligible Voters**
- 3.6.3.1. Any Residential Faculty member who continues beyond the one year in an “acting” capacity in the original position or any position that does not answer to the Department Chairperson directly, will not be eligible to vote in that program for the remainder of his or her “acting” tenure.
- 3.6.4. Ballots**
- 3.6.4.1. Ballots will be distributed to eligible voters by the Office of the VPAA, within two weeks of the close of the self-nomination process.
 - 3.6.4.2. Voting will take place in a secure and confidential manner within the prescribed timelines, as outlined herein.
 - 3.6.4.3. The VPAA, in conjunction with the appropriate Department Chair and the President of the Faculty Senate (or designee), will verify the election results.
 - 3.6.4.4. Until a simple majority of votes is obtained from Faculty who cast ballots, a series of ballots will be cast each time, removing the name with the smallest number of votes on the previous ballot.
 - 3.6.4.5. In case of a tie, the Chair will cast a deciding ballot unless he or she is an eligible voter in which case the appropriate Dean of Instruction will cast the deciding vote.
- 3.6.5. Results**
- 3.6.5.1. The result of the balloting constitutes a recommendation to the Dean.
 - 3.6.5.2. This recommendation is then submitted by the Department Chairperson to the Dean and VPAA.
 - 3.6.5.3. The Chairperson will notify all candidates of the election results prior to the results being made public. The numerical results of the election will be available to any candidate at his or her request.

3.6.6. Occupational Program Director Absence

3.6.6.1. When a sitting Occupational Program Director is absent from the Director position for 12 months or less, the Department Chairperson may appoint an interim Occupational Program Director to serve during the absence.

3.6.6.2. When a sitting Occupational Program Director is absent for more than 12 months, the Chairperson will implement the election process.

3.7. Evaluation of the Occupational Program Director

According to the RFP, each Occupational Program Director shall be evaluated in the spring of each year in a manner prescribed by the VPAA. A copy of the form to be used is contained in Appendix C of this document. The form may be distributed in electronic form (i.e. as a survey) provided that confidentiality of the evaluator is maintained.

The objective of the evaluation is to provide constructive, professional feedback to help him or her become an even more effective leader of the occupational program.

4. Evening Supervisor

4.1. Role of the Evening Supervisor

The Evening Supervisor plays a vital role in establishing consistency between the day and evening programs.

4.2. Title

Evening Supervisor

4.3. Qualifications

The Evening Supervisor must be a Residential Faculty member with knowledge in the discipline of the evening program. It is preferred that this Residential Faculty member be housed at the campus at which the evening program is offered.

4.4. Reporting Structure

Appropriate Department Chairperson

4.5. Selection Process

Evening Supervisors will be appointed by the appropriate Department Chair.

4.6. Performance Responsibilities

The Evening Supervisor has the authority in all matters related to adjunct faculty teaching within the particular evening program being supervised in collaboration of the Department Chairperson or OPD, as appropriate.

4.6.1. Recommends Adjunct Faculty employment for the evening program.

4.6.2. Assigns adjunct faculty to teach evening sections.

4.6.3. Facilitates employment procedures/paperwork for Adjunct Faculty teaching in the evening program.

- 4.6.4.** Routinely communicates with Adjunct Faculty teaching in the evening program. It is expected that some of this communication will occur face to face on the campus at which the adjunct faculty member(s) teach. It is further expected that Evening Supervisors will be present and available at the campus where the evening program being supervised is housed during the evenings of the first week of each semester.
- 4.6.5.** Evaluates Adjunct Faculty teaching in the evening program.
- 4.6.6.** Informs Adjunct Faculty teaching within the evening program of certification requirements and responsibilities.
- 4.6.7.** Develops and administers a procedure for use of substitutes in the evening program.
- 4.6.8.** Verifies accountability of Adjunct Faculty teaching within the evening program. (Examples include, but are not limited to: verifying that evening program class syllabi are turned in, verifying that 45th day class rosters are submitted by evening program adjunct faculty to the appropriate Department Chairperson, etc.)
- 4.6.9.** Assists students and faculty with issues that arise during their Supervision.

APPENDIX A
DEPARTMENT CHAIRPERSON EVALUATION FORM

Appendix A

**MESA COMMUNITY COLLEGE
DEPARTMENT CHAIRPERSON EVALUATION FORM**

EVALUATION WILL BE CONFIDENTIAL. (Please complete by _____.) Seal in an envelope and deliver to the appropriate administrator.

Chairperson's Name _____ Department _____ Date _____

Rating Key:

- | | | | | | |
|-------------|------|--------------|------|----------------|----------------|
| 1. | 2. | 3. | 4. | 5. | 6 |
| Outstanding | Good | Satisfactory | Fair | Unsatisfactory | Not Applicable |

Please place an "X" in the appropriate box and briefly give your comments. If desired, on the performance of this Chairperson in the following areas:

A.	Departmental Business	1	2	3	4	5	6	Comments
1.	Development of a departmental strategic plan							
2.	Managing the departmental budget							
3.	Problem-solving within the department							
4.	Resolving faculty and student conflicts							
5.	Scheduling and conducting department meetings							
6.	Scheduling classes							
7.	Managing department and student advising							
8.	Supervising departmental equipment							
9.	Serving as an advocate for the department							
10.	Representing all departmental disciplines equally							

**MESA COMMUNITY COLLEGE
DEPARTMENT CHAIRPERSON EVALUATION FORM**

B.	Departmental Personnel Staffing	1	2	3	4	5	6	Comments
1.	Recommending faculty and staff employment							
2.	Supervising workers							
3.	Coordinating District hiring							
4.	Evaluating departmental faculty and staff							
5.	Administering the use of substitutes							
6.	Verifying faculty and staff attendance							
7.	Orienting new departmental faculty							
8.	Rewarding faculty and staff contributions							
9.	Keeping departmental faculty and staff informed							
10.	Maintaining departmental morale							
11.	Promoting diversity in hiring							

C.	Improvement of Instruction	1	2	3	4	5	6	Comments
1.	Supervising departmental programs							
2.	Managing textbook selection							
3.	Managing curriculum changes							
4.	Working with advisory committees							
5.	Mentoring new faculty							
6.	Encouraging professional growth							
7.	Encouraging good teaching in the department							

**MESA COMMUNITY COLLEGE
DEPARTMENT CHAIRPERSON EVALUATION FORM**

1. What do you see as the role for the department Chairperson? How do you think the Chairperson is doing in this capacity?

2. In what areas do you think the Chairperson is doing exceptionally well?

3. In what areas would you like to see a change and/or improvement?

4. What suggestions do you have for the Chairperson to be more effective?

APPENDIX B
CARL PERKINS DEFINITION OF A CAREER AND TECHNICAL EDUCATION PROGRAM

APPENDIX B

CARL PERKINS DEFINITION OF A CAREER AND TECHNICAL EDUCATION PROGRAM

Organized educational activities that offer a sequence of courses that provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions; provides technical skills proficiency, an industry-recognized credential, a certificate, or an associate degree; and may include prerequisite courses that meet the requirements of this subparagraph; and include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual. (“Carl D. Perkins,” 2006, p. 1).

APPENDIX C
OCCUPATIONAL PROGRAM DIRECTOR EVALUATION FORM

APPENDIX C

MESA COMMUNITY COLLEGE OCCUPATIONAL PROGRAM DIRECTOR EVALUATION FORM

EVALUATION WILL BE CONFIDENTIAL. (Please complete by _____.) Seal in an envelope and deliver to the appropriate Department Chairperson.

Program Director's Name _____ Program _____ Date _____

Rating Key:

1. Outstanding 2. Good 3. Satisfactory 4. Fair 5. Unsatisfactory 6. Not Applicable

Please place an "X" in the appropriate box and briefly give your comments, if desired, on the performance of this Occupational Program Director in the following areas:

A.	Administrative	1	2	3	4	5	6	Comments
1.	Representing the program and the program's students and faculty							
2.	Communicating adequately with Chairperson or direct supervisor							
3.	Problem-solving within the program; resolving faculty and student conflicts							
4.	Coordinating with College Support Services as needed							
5.	Scheduling and conducting program meetings							
6.	Coordinating schedule of classes							
7.	Coordinating other offerings that pertain to the program							
8.	Coordinating student advising							
9.	Supervising program facilities and equipment							
10.	Coordinating selection of instructional materials & supplies							
11.	Participating in meetings and/or conferences that benefit program							
12.	Maintaining program records							
13.	Coordinating internships, independent studies, service learning, and cooperative learning experiences, as applicable							
14.	Developing and maintaining program marketing materials							

15.	Developing, recommending, and processing curriculum modifications							
16.	Promoting articulation with other institutions							
17.	Creating and maintaining community partnerships							

B.	Planning and Review	1	2	3	4	5	6	Comments
1.	Leading the strategic planning process							
2.	Organizing and participating in program Advisory Committee meetings							
3.	Leading Program Review efforts and preparing Program Review reports on a regular basis							
4.	Coordinating completion of any regulatory agency reports as applicable							
5.	Coordinating accreditation and/or certification self-studies and site visits as applicable							

C.	Budgeting	1	2	3	4	5	6	Comments
1.	Recommending and verifying course fees							
2.	Managing program financial accounts as appropriate							
3.	Making capital and building & grounds recommendations							
4.	Initiating requests for funds required for certifications and accreditation							

D.	Personnel	1	2	3	4	5	6	Comments
1.	Managing and supervising program personnel							
2.	Recruiting, interviewing, hiring, scheduling, mentoring, supervising, communicating with, and evaluating Adjunct Faculty							
3.	Recommending and coordinating hiring of Residential Faculty							
4.	Encouraging professional growth							
5.	Verifying faculty load for Residential and Adjunct Faculty who are under the supervision of the OPD							

As per Appendix D of the Maricopa Community Colleges' **2011-2012 Residential Faculty Policies**, sub-sections D.1.1., D.1.7., and D.1.8., the **College Plan** provides for the selection process, describes the duties and responsibilities of, and specifies the evaluation process for Department/Division Chairs and Occupational Program Directors. This revision of Mesa Community College's **College Plan** was ratified by the Faculty Senate on October 20, 2011 and was then submitted to the President of Mesa Community College for his approval, signature, and date as indicated below:



Keith Heffner, Faculty Senate President
Mesa Community College 2011-2012

Date 10/21/11



Dr. Shouan Pan, College President
Mesa Community College

Date 10/21/11