

College of Sequoias
Faculty Enrichment Committee
A subcommittee of the
Academic Senate

BYLAWS

- I. Purpose
 - a. Plan, develop, and host/coordinate faculty development workshops.
 - b. Promote and approve sabbatical proposals and institutional improvement projects.
 - c. Coordinate with other groups and committees to provide staff training.
 - d. Facilitate new faculty orientation(s) prior to the first day of the fall semester.
 - e. Supervise the approval and recording of FLEX hours.
- II. Membership per Governance at COS
 - a. Faculty Co-Chair, elected from faculty membership.
 - b. Administrative Co-Chair, VP of Academic Services or designee.
 - c. Faculty (one per division) including a librarian, appointed by Academic Senate upon recommendation from the divisions.
 - d. Instructional Designer/Professional Development Coordinator.
 - e. One part-time faculty member.
 - f. One classified employee appointed by classified employees.
- III. Meetings
 - i. Frequency: monthly.
 - ii. Attendance: inactive members will be replaced by the division.
 - 1. Will report to divisions if a committee member has missed half or more meetings at the end of the semester.
 - iii. Voting members cast one vote for items indicated for action. The co-chairs do not have a vote.
 - iv. A quorum is 50% plus 1 members.
 - v. Developing and publishing the agenda.
 - 1. Any member may add an item to the agenda by sharing it by email with one or both of the co-chairs.
 - 2. The deadline for adding action items to the agenda is one week prior to the meeting so the agenda can be circulated by email at least 72 hours before the next meeting.
 - vi. One or the other of the co-chairs or their designee will preside over meetings.
 - vii. A draft of the meeting summary will be sent with next month's meeting agenda for approval at next meeting and then publically posted upon approval.
 - viii. Any recommendations FEC approves will be moved to the Academic Senate for approval.
 - ix. Meetings will be conducted according to the latest edition of *Roberts Rules of Order, Newly Revised*.

IV. FLEX Processes

a. FLEX approvals

- i. FLEX approval procedures are governed by the COSTA agreement.
- ii. Determination of FLEX activities shall be based on the *Guidelines for the Implementation of the Flexible Calendar Program*¹ and adapted to suit COS's mission and faculty philosophy.
- iii. For activities not deemed to be "on the FEC calendar," faculty must obtain prior approval, preferably at least two weeks in advance, using the approved digital FLEX proposal form available on "The Lookout" in MyGiant.
 1. If faculty do not receive prior approval before completion of an activity, they can still submit a FLEX proposal for the activity after completion. However, they run the risk of the activity not being able to be counted as FLEX as dictated by Title V and the *Guidelines for the Implementation of the Flexible Calendar Program*.
- iv. The FEC Faculty Co-Chair approves the proposal and passes it to the FEC Administrative Co-Chair for FLEX approval.
 1. Appeals Process - If a faculty member feels that the FLEX proposal should not have been denied, the faculty member can submit an Appeal Form, found on the FEC website, to fec@cos.edu where it will be brought to the Faculty Enrichment Committee at their next meeting to be reevaluated.

The faculty member may present the appeal at the beginning of the FEC meeting during the "announcements and comments on or off the agenda" section. The FEC committee will discuss, then vote on whether to approve the proposal or not. A majority is needed to overturn the initial decision. Once approved or denied, the appellant's Appeal Form will be returned to the appellant with the final decision along with the signatures of the FEC Chairs.

Appeals can readily be made from July 1st through April 30th. If an appeal is made between May 1st and June 30th, the appeal will fall into the next academic calendar and the activity will not be able to count for that particular academic year, even if the committee overturns the original ruling.
- v. The faculty member is notified by email as soon as the proposal has been approved.
- vi. FLEX sign-in sheets and self-documentation forms are submitted to fec@cos.edu.
- vii. Forms are approved by both the District President/Superintendent and the Academic Senate.

¹ *Guidelines for the Implementation of the Flexible Calendar Program* (Academic Senate for California Community Colleges Faculty Development Committee, 1993, rev. 2007), accessible at http://extranet.cccco.edu/Portals/1/AA/FlexCalendar/Flex_Calendar_Guidelines_04-07.docx.pdf

- viii. FEC will occasionally authorize blanket preapprovals for appropriate FLEX activities in order to lessen the paperwork burden on faculty and the FEC Co-Chairs. FEC will reauthorize blanket preapprovals annually.
 - b. FEC Calendar
 - i. FEC will conduct needs assessment survey at least annually to determine faculty development needs.²
 - ii. The needs assessment survey will be updated annually to reflect “the most critical staff, student, and instructional improvement needs in the district.”³
 - iii. When it has relevant institutional data, the Outcomes and Assessment Committee may share such data with FEC along with recommendations in order to help FEC determine faculty development needs. Such information will be used in FEC’s decision-making at the discretion of FEC.
 - iv. The FEC calendar is built by the FEC Coordinator to reflect the expressed needs of the faculty along with FEC interests and District needs.
 - v. Publication
 - 1. The FEC calendar is available on the [FEC website](#) and is updated regularly during the academic year.
 - 2. Once FEC has established a faculty enrichment plan based on the needs assessment survey, FEC will issue a call for workshops from faculty aimed at the goals of the faculty enrichment plan. This call will be issued as close as possible to the beginning of the semester during which the faculty enrichment plan is complete/updated.
 - c. The FEC Coordinator will report on FLEX Certification requirements from the Chancellor’s Office in May of each year.
- V. Sabbaticals and Institutional Improvement Projects (IIPs)
- a. The FEC committee is responsible for soliciting sabbaticals (and in turn IIPs) from the district.
 - b. FEC Faculty Co-chair will hold a Sabbatical and IIP information workshop during spring convocation week.
 - c. If the district agrees to fund a sabbatical (and/or IIP), the FEC committee will hold a special meeting, usually toward the end of March, to rank and decide which applications to forward to the district for their approval in time for the Board’s April meeting.
- VI. Budget
- a. The District may or may not designate additional funds for FEC beyond what is negotiated by COSAFA in their contract.
 - b. The District will manage the FEC budget.
 - c. FEC may recommend use of FEC funds.
 - d. A budget report will be made available at each FEC meeting and on the FEC website.

² Ibid., p. 28.

³ Ibid., p. 24.

- e. FEC shall issue three separate notifications to COSAFA when the allocated FEC funds reach respective thresholds of \$20,000, \$10,000, and \$5,000. These notifications are intended to provide COSAFA with sufficient time to initiate an appeal to the district for additional funds (should they choose to do so), as well as give FEC and COSAFA a chance to notify part-time faculty of the low funds.
- VII. Reporting to Academic Senate – FEC shall report to the Academic Senate at least three times each year per Academic Senate bylaws.
- VIII. Modification of Bylaws
 - a. Amendments to the Bylaws must be listed as an action item on the agenda.
 - b. Amendments to the Bylaws must be approved by a simple majority of a quorum.