

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior District
regarding

Special Assignment
Curriculum Committee Faculty Co-chair
Selection Process, Job Duties and Compensation
November 15, 2024

The District has created a Special Assignment for a faculty member to co-chair the Curriculum Review Committee.

A. Job Duties. The Curriculum Review Committee (CRC) Faculty Co-Chair will:

1. Consult with the CRC Administrative Co-Chair on creating the agenda for CRC meetings.
2. Review the minutes of CRC meetings and ensure the minutes are approved.
3. Co-facilitate the CRC agenda-setting meetings.
4. Provide information, training, and a forum for committee discussion and decision making through regular CRC business meetings.
5. Keep informed of curriculum standards including Title 5, the Chancellor's Office Public Course Approval Handbook, CSU and UC articulation guidelines and accreditation.
6. Maintain current knowledge of legislative changes and updates pertaining to curriculum.
7. Coordinate, support, and participate in the orientation of new CRC members and provide on-going training for all CRC members.
8. Assist faculty members in the curriculum development and revision process.
9. Serve as a liaison to the Academic Senate, provide reports as requested, and request Academic Senate discussion and decisions on issues beyond the scope of the CRC.
10. In conjunction with the CRC Administrative Co-Chair, supports CRC functions, including: articulation; Cluster Technical Review; prerequisite, corequisite, and recommended preparation review (through Content Review); Distance Education (DE) review; General Education (GE) review; sign-off by the Dean of Learning Resources and Educational Technology.

11. In conjunction with the Curriculum Office and the Articulation Officer, support the ongoing work of CRC subcommittees including Cluster Technical Review Committees, Distance Education, and General Education.
12. Act as a liaison to all Cluster Technical Review Committees and, when needed, serves as the CRC representative for any cluster without a dedicated CRC representative.
13. With support from the Curriculum Office, update and maintain the Curriculum Writer's Handbook.
14. Present Professional Development Activities relating to curriculum matters.

B. Selection Process. Any regular faculty member is eligible to serve as the CRC Faculty Co-chair. The selection of the chair is dependent on the Academic Senate's appointment of that faculty member for the coming academic year to the Curriculum Review Committee. The District may remove a faculty member from the CRC Faculty Co-chair position for failure to perform the duties set forth in this MOU.

1. The regular term of the assignment is three academic years, with some summer work, to begin on the first day of the Fall semester in the first year of the term.
2. The CRC Faculty Co-Chair is elected by the Curriculum Committee members at the beginning of the final spring semester of the current CRC Faculty Co-chair's term. The incumbent is eligible to run in the election.
3. In the event of a mid-term vacancy of the CRC Faculty Co-chair Special Assignment, a special election will be held to complete the term.

C. Compensation. The CRC Faculty Co-Chair will receive 20 percent in reassigned time each semester ongoing. Beginning Spring 2025 and through 2026-2027, an additional 20 percent in reassigned time will be granted each semester due to legislative changes and new Curriculum Inventory software conversion. The reassigned time may be taken as contract load or hourly load. For hourly pay, timesheets must be submitted and must reflect hours worked. Summer assignments, inclusive of attendance at the ASCCC-Sponsored Curriculum Institute, are contingent on funding and will be paid on an hourly basis as approved by the VPAA.

ANNE-MARIE DONEGAN

ANNE-MARIE DONEGAN (Nov 21, 2024 10:12 PST)

Anne-Marie Donegan
President
All Faculty Association



Dr. Angélica Garcia
Superintendent/President
Sonoma County Junior College District