

COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS (CDCPD)

BY-LAWS

FUNCTION

The Council of Department Chairs & Program Directors (CDCPD) is an advisory body to both the Merritt Academic Senate and the Vice President of Instruction in all matters relating to instruction.

CHARGE OF THE COUNCIL

1. To review and make recommendations on all instructional matters, (including but not limited to faculty positions and priorities, schedules, departmental and budget allocations) and to support faculty in the creation of student learning and program outcomes assessment.
2. To periodically review placement criteria and assessment criteria in order to make recommendations (in consultation with the Assessment Coordinator).
3. To review and recommend changes in general education and graduation requirements.
4. To make recommendations to appropriate committees.
5. To recommend procedures and policies affecting instruction.
6. To oversee and support training of Department Chairs

MEMBERSHIP

1. All Instructional Department Chairs
2. Counseling Dept. Chair (elected by the Counselors)
3. Library Chair (elected by the Librarians)
4. A.D. Nursing Program Director
5. Medical Assistant Program Director
6. Radiologic Science Program Director
7. Nutrition & Dietetics Program Director
8. Learning Center Director is a non-voting member
9. Instructional Deans, Vice President of Instruction, Academic Senate President, and Assessment Coordinator (unless the senate president or assessment coordinator are department chairs or program directors) are non-voting, ex-officio members.

APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSON

1. In accordance with the PFT Contract, Department Chairs are selected annually. The term of office shall be from July 1 through June 30. Program Directors have terms of service related to their position.
2. If a voting member has to be absent for a particular meeting, he/she shall appoint a duly authorized faculty alternate from his/her department to attend that meeting. The faculty alternate shall have voting privileges for that meeting only. The authorization must be in writing, and must be presented to the CDCPD Chairperson at the beginning of the meeting. No Department may appoint an alternate for more than two (2) meetings per academic year.
3. Each year the CDCPD will elect a Chair and Vice Chair from among its faculty members. No person may serve more than three consecutive terms as Chairperson unless authorized by the Merritt Academic Senate.

CHAIRPERSON DUTIES

(Taken directly from California Community College Academic Senate publication, "The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice," adopted Fall 1996.)

The role of the faculty chair includes the following:

1. Prepare agendas.
2. Conduct the Council meetings.
3. Edit minutes.
4. Set the calendar of Council meetings (in consultation with the VP of Instruction).
5. Keep informed of instructional standards and procedures.
6. Conduct the orientation of new CDCPD members at the beginning of the academic year and with on-going training of continuing CDCPD members.
7. Ensure that Council functions take place smoothly and appoint (as needed) ad hoc committees to further the work of the Council.
8. At the first meeting of the Merritt Academic Senate following each CDCPD meeting, the CDCPD Chairperson (or his/her designee) will present to the Senate, in person and in writing, a report of all official actions taken by the CDCPD.
9. The CDCPD Chairperson will forward to the Vice President of Instruction recommendations that require approval of the Office of Instruction unless the Academic Senate President notifies the chair of the CDCPD that the senate wants to consult on a recommendation.
 - If after the CDCPD and academic senate consult on a non-forwarded recommendation, they cannot come to an agreement, the recommendation will go forward regardless. If the two parties agree, the agreed upon recommendation will go forward.
 - Recommendations not approved by the Vice President of Instruction will be returned prior to the next CDCPD meeting to the CDCPD Chairperson and the Academic Senate President with a written rationale in an effort to reach a mutual agreement.
 - Recommendations adopted by the CDCPD and approved by the Vice President of Instruction will be forwarded to the College President.

CALENDAR OF CDCPD ANNUAL TASKS AND RESPONSIBILITIES

1. At the beginning of each year the CDCPD chairperson shall orient new department chairs and directors in the functioning of the CDCPD.
2. September: The council shall set the annual goals.
3. September: Delivery of institutional data to departments from the district to inform Program Review or Annual Program Updates or if the data is not distributed from district, council members will be responsible to get the data from the BI Tool.
4. September: The Business Office reports to the CDCPD how much money they have available in their supplies budgets.
5. October: Program Review (every 3 years) or Annual Program Update is due (by the end of the month).

6. October: Prepare faculty hire prioritization for faculty hires. Meet with your dean to get support for your position if you want one.
7. November: At the meeting the faculty hire prioritization list will be presented, reviewed and set to be sent to the Academic Senate.
8. November/December: Communication from the Office of Instruction to the department chairs on preparing the summer and fall class schedule.
10. February: Budget instructions to departments from the Business Office.
11. April: The CDCPD will receive a progress report from the Vice President of Instruction on the strengths and weaknesses of the Merritt instructional program. The report shall include the disposition of all matters recently approved by the CDCPD.
12. May: Assess the annual goals that were set for the council and provide a report to the Academic Senate and the College Council.
13. June to September: Communication from the Office of Instruction to the department chairs on preparing the Spring schedule.

PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CDCPD Chairperson or the VP of Instruction may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CDCPD to conduct business.
3. The CDCPD Chairperson, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least four (4) working days prior to the meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
 - CDCPD Members
 - College President
 - Vice President of Student Services
 - Merritt Library
 - Merritt Website
 - Other campus communication systems
5. Individuals with business before the CDCPD are expected to first present issues to their departments for their consideration and recommendations as agenda items to the CDCPD.
6. Individuals having business before the CDCPD also are encouraged to be present or to send a knowledgeable representative when that business is on the agenda.
7. When considering a recommendation, the CDCPD may vote to approve, to table, or to refer the recommendation back to the originator with instructions to revise.
8. A secretary will be provided by the Office of Instruction to record and distribute minutes and other pertinent materials.
9. Minutes will be posted one week after the scheduled meeting on the Merritt College website.

AMENDMENTS

Amendments to these by-laws may be made upon mutual agreement between the College President and the Merritt Academic Senate.

- *Reviewed by CDCPD 2/4/2004
- *Reviewed and accepted as progress report by the Academic Senate 2/12/2004
- *Reviewed and accepted as progress report by the College Council 2/18/2004
- *Reviewed and accepted by CDCPD 2/2004
- *Reviewed and approved by Academic Senate 2/2004
- *Approved by College Council 5/19/2004
- *Reviewed by Academic Senate 9/2/2004
- *Reviewed by Shared Governance Committee 9/8/2004
- *Amended and approved by College Council 9/15/2004
- *Amended by CDCPD and Merritt Academic Senate 5/2005
- * Approved by the College Council 11/17/2010
- *Approved by the CDCPD 12/3/2014