

Resolution to Establish and to Define the Function and Scope of Responsibility of Academic and Vocational Divisions, and to Establish and to Define the Function and Scope of Responsibility of Division Chairs,
Amended November 25, 2003

No. 03-04-3

WHEREAS, the faculty of Palo Verde College, at the Faculty Retreat on August 16 and 17, 2002, approved the formation of academic and vocational divisions to foster communication and teamwork among faculty from related academic and vocational disciplines and to facilitate the development and delivery of academic and vocational courses and programs; and

WHEREAS, the Palo Verde College Board of Trustees in its meeting of September 24, 2002, heard a report from the Vice President of Instruction describing the formation by the faculty of Palo Verde College of academic and vocational divisions; and

WHEREAS, the faculty, beginning in Fall Semester 2002 and continuing to the present, organized itself into academic and vocational divisions and, in this capacity, conducted various activities, including but not limited to, program review and development, class scheduling and teaching assignments, course initiation and revision, and policy development; and

WHEREAS, the faculty has decided to formalize the academic and vocational division organizational structure, better define its function and scope of responsibility, identify its composition, and establish the function of division chairs,

IT IS THEREFORE RESOLVED that the faculty shall formally adopt an academic and vocational division structure to be organized as follows:

Division Name	Academic and Vocational Disciplines and Programs
Professional Technologies	Cooperative Work Experience Tech Prep Welding Construction Automotive Culinary Arts General Education Studies
History, Social and Behavioral Sciences	History Political Science Philosophy Sociology Anthropology Psychology Child Development
Language Arts and Communication Studies	English Literature and Composition Reading, English as a Second Language Foreign Language Speech Theater Journalism Art Music

Math and Science	Biology Chemistry Physics Mathematics Geosciences Astronomy
Allied Health	Nursing Public Safety Criminal Justice Health Occupations Physical Education
Business	Computer Information Science Business and Management Accounting Office Administration Economics
Student Support Services	Library Learning Skills Center Counseling

IT IS FURTHER RESOLVED THAT the function and scope of responsibility of each academic and vocational division shall be limited to the following areas:

- A. To maintain oversight of curricular matters, including course outlines (i.e., new, revised, and updated) and academic and vocational programs (e.g., certificate programs), of the academic and vocational disciplines within the division.
- B. To develop for each academic term a proposed schedule of course offerings and teaching assignments appropriate to the academic and vocational disciplines comprised within the division, and responsive to projected student needs, in cooperation and consultation with 1) other academic and vocational divisions; 2) the Associate Dean of Distance Education; and 3) the Vice President of Instruction.
- C. To implement innovative curricula, innovative teaching methodologies, and new assessment practices, appropriate to the academic and vocational disciplines comprised within the divisions, and to protect the principles of academic freedom encompassed within the divisions.
- D. To assist in the development and revision of policies designed to facilitate student success (e.g., grade petitions, course challenges, counseling, enrollment management, college catalog, academic calendar, and professional development) and to propose said policies to the Academic Senate.
- E. To assist with Program Review, Curriculum Committee, and Accreditation Self-Study activities and efforts.

IT IS FURTHER RESOLVED THAT each division shall elect a division chair, whose term shall run for not more than one academic year prior to re-election or replacement, and whose function and responsibility shall be:


- A. To convene division meetings, or designate a representative from within the division to perform this function.
- B. To serve as spokesperson, or to designate a representative from within the division, to express the views, findings, opinions, proposals and actions of the division before the Academic Senate and its committees, including the curriculum committee.

- E. To coordinate the support of the Division's activities and efforts in areas including but not limited to: 1) Program Review; 2) Curriculum Committee; and 3) Accreditation Self-Study. Alternatively, to designate a representative from within the division to carry out said coordination.

In the event of conflict between the between the provisions of this Resolution and the provisions of the Association contract, the Association contract shall prevail.

Motion to Approve Resolution by: Robert Robertson
Motion seconded by: David Silva
Approved by vote: Unanimous
Recording secretary: Vicki Attaway

Date: October 14, 2003



Brian Thieboux, President
Palo Verde College Academic Senate