

# Needs – June 10, 2024

## District and College Committees – Needs

**AS Scholarship/Award Committee** members. We have three volunteers, but it would be great to have more committee members to assist with the process, including the reading of scholarship applications. **Who can serve?** Any Faculty member.

**COOL Committee: (Committee of Online Learning)** Need faculty representatives from Creative Arts, Counseling, IIS, PSME, Equity and Engagement divisions and APASA and BFSA.

1. Meetings will be on Mondays from 11am to 12pm in MLC 255 and run as hyflex.
2. Meet every two weeks of the quarter starting in week two. This comes out to five times a quarter in Fall, Winter, and Spring and fifteen times for the academic year.
  - a. The committee will meet as OAT at least once a quarter.
3. Same policy as academic senate regarding Brown Act, voting members and other practices.
  - a. The instructional design rep will be a non-voting member and will be assigned by Gaby
4. Representation will be approved by Academic Senate
5. Hoping for the first meeting on May 6 with May 13 as a backup.

**Curriculum Committee Co-Chair:** The Curriculum Committee meets on Tuesdays from 2:30 to 4pm in MLC 243.

**Due Process Pool for Tenure Process:** We need two tenured faculty members to serve for **2024-2025**. As needed, there are no set meeting times.

**Equity Action Council –** 1 Faculty Representative. The Equity Action Council meets on the first and third Wednesday of each month, from 2:30-4p.m. Meetings are currently being held via Zoom.

<https://www.deanza.edu/gov/eac/>

**As many as possible - EO Representatives** -- [Human Resources](#) \* **Must be trained by HR.**

**Tenure Review Committee At Large Representatives** – FT Tenured Faculty members may serve. Please be sure to **complete the J1 Training**.

**De Anza College President Hiring Committee** – **Four (4) Faculty representatives needed.** See letter below from the chancellor.

Dear Colleagues:

I am writing to invite the De Anza College Academic Senate, De Anza College Classified Senate and De Anza Student Government to appoint representatives to serve on the De Anza College President Search Committee.

The committee will be made up of:

- Five administrators appointed by the Executive Leadership Team (including Foothill President Kristina Whalen, who is serving as committee chair)
- **Four faculty members appointed by the De Anza College Academic Senate**
- Four classified staff members appointed by the De Anza College Classified Senate
- Two students appointed by the De Anza Student Government
- One community member appointed by the chancellor
- An EO representative (ex-officio)

**The deadline for submitting your nominations is Friday, June 14.** Please send the names of your nominees to [chancellor@fhda.edu](mailto:chancellor@fhda.edu).

**Service on the committee requires availability to participate in meetings on the dates and times highlighted in the timeline that is attached and included at the end of this email message.**

### Committee member requirements

Committee members who miss any required committee activity will be removed from the committee, and a new representative will not be appointed. By October 8, all committee members must have up-to-date EO/equity training recorded through the Office of Human Resources. Failure to have up-to-date training will result in removal from the committee, and a new representative will not be appointed. The next [EO training](#) is scheduled for June 14 from 9-11 a.m.

### Guidelines for committee appointments

Governance groups are asked to please consider appointments to the committee that reflect diversity in areas such as race, ethnicity, gender/orientation, length of service at the college, instructional discipline, part- and full-time status, and non-instructional status, including student support and administrative services. Another suggestion is to put forward representatives who have a demonstrated commitment to equity and a record of educational innovation.

### Logistics for the search

Dr. Jim Riggs and Dr. Pam Walker of PPL, Inc. will serve as search consultants, and Foothill College President Kristina Whalen will chair the search committee. We are in the process of scheduling an in-person open forum for the campus community to learn about the process and provide input into the candidate search profile. An opportunity to provide input online will also be provided.

Thank you in advance for helping us put together an outstanding committee to search for the next De Anza College president! I look forward to receiving your nominations.

Sincerely,

Lee D. Lambert, J.D.

Chancellor

### Committee Timeline

DATE	REQUIRED	TIME	ACTIVITY
June 21	X	9-11 a.m.	<b>Search Committee, chancellor, and search consultant</b> meet to review charge and recruitment plan, receive committee training, and provide feedback on profile
June 30-Oct. 4			Recruitment
Oct. 4			Application deadline
Oct. 8	X	1-3 p.m.	<b>Search Committee</b> meets to draft questions for semi-finalist interviews
Oct. 9			Applications forwarded to committee

Oct. 9-16			Search committee members screen applications
Oct. 16	X	12-2 p.m.	<b>Search Committee</b> meets to select candidates to interview
Oct. 31 Nov. 1	X	8 a.m.-5 p.m.	<b>Search Committee</b> interviews and recommends finalists to the chancellor
Nov. 8			Chancellor announces finalists and their campus visit schedules
Nov. 11-15		TBD	Finalists visit campus/district in person (two-day visits)

**Vice Chancellor of Human Resources hiring committee** – Two (2) Faculty representatives needed. See the tentative timeline below. *We realize that this work will take place in the summer when faculty are not on contract. Compensation is available for the faculty who serve at \$50/hour. (This is based on a discussion previously between Kathy and Anu and what was communicated back to us).*

Process	Date	Location
Job Posted	Monday, June 10	District
Job Closing Date	Monday, July 15	District
Convene Committee	July 15, 1-5 p.m.	Zoom
HR gives access to applications	By July 18	District
Committee Reviews Applications	July 18 – July 24	Online
Committee Meets to Select Candidates for Interview	Wednesday, July 24, or Thursday, July 25	Zoom
Committee Interviews Candidates	Monday, August 5, 9 a.m.-5 p.m. Tuesday, August 6, 9 a.m.-5 p.m.	Zoom
Second Interview with Chancellor and possibly others	Wednesday, August 14, 9 a.m.-5 p.m.	TBD