

Riverside City College Department Leadership Council (DLC) Bylaws

ARTICLE I. Purpose and Mission

Section 1. The DLC is a standing committee of the Riverside City College Academic Senate (RCCAS), a strategic and operational input to the Teaching and Learning Leadership Council (TLLC) and the Resource Development and Administrative Services Leadership Council (RDAS), to the Senate, to the College administration, to the Riverside Community College Faculty Association (Association).

Section 2. Purpose

Departmental Leadership Committee shall be tasked with

1. Facilitating communication among RCC's 24 academic departments and providing a forum for articulating issues and needs related to the effective functioning of departments and the disciplines within them and making any necessary recommendations to TLLC and RDAS, the Senate, and/ or to the Administration on the basis of that discussion.
2. Facilitating open dialogue between chairs and the Administration on planning, policies, procedures, and other issues that impact the work of chairs and their departments (for example, on issues around schedule development and enrollment management), reviewing and making recommendations from this body to the Senate, to the College administration, to college/ district committees or work groups charged with planning and development of such policies/ procedures on the basis of that discussion.
3. Improving consistency in interpretation and implementation of policies and procedures that impact the work of chairs, developing and updating best practices for chair responsibilities as outlined in the contract, including
 - Scheduling and enrollment management
 - Handling student complaints and other student issues
 - Communicating effectively
 - Hiring new faculty
 - Conducting improvement of instruction
 - Approving matriculation appeals
 - Approving FLEX activities
 - Administering departmental budgets
 - Coordinating curriculum, academic program review, and assessment
 - Addressing other departmental and disciplinary needs
4. Facilitating discussions regarding how our disciplines/ departments can best address matters of equity and inclusion, leading discussions regarding the development of best practices and specific training materials for all chairs for furthering the work of equity and inclusion in our capacity as chairs
5. Maintaining a repository for all of these best practices (including samples, documents, etc.) for all chairs and training materials for new chairs

6. Conducting an annual assessment that considers the effectiveness of the work of the DLC over the past year, a review that details specific challenges chairs have addressed and changes made to chairs' duties over the past year, and communicating any recommendations to the relevant College bodies (e.g. the Senate and the Faculty Association)
7. Identifying key areas of focus for the upcoming year's work

Section 3: Mission

To support the teaching and learning mission of the college, the mission of the DLC is

- to provide a forum for review and discussion of issues critical to effectively fulfilling department chair duties
- to support all department chairs in the fulfillment of those duties
- to make recommendations to the appropriate entities on these issues.

ARTICLE II: Membership, Voting Rights, Meetings, Officers

Section 1. Membership

Membership consists of all faculty serving as department chairs, co-chairs, or assistant chairs, the Vice-President of Academic Affairs, academic deans, and at least one IDS.

Section 2. Officers

The committee is co-chaired by a faculty chair elected by the committee and the Vice President of Academic Affairs (or other designees of the college president). The term of office for the faculty chair shall be two years with the chair chosen at the end of the spring semester in even-numbered years. Nominations will occur in one meeting with voting in the subsequent meeting.

Section 3. Voting Rights

While the Vice President of Academic Affairs (or designee of the college president) co-chairs the committee, all votes (such as on specific recommendations, requests, or other input that needs to be communicated to Senate, TLLC/RDAS, College administration, Association) shall be by the faculty members of the committee.

Section 4. Meetings

The Department Leadership Committee will meet on 2nd Thursdays in the fall during college hour and on the 4th Thursdays in spring during college hour. Small working groups of the committee may meet on the 4th Thursdays of the month in fall or 2nd Thursdays in spring as needed to complete the work of the committee. In addition, the DLC Co-chairs will schedule a Spring retreat before the Program Review deadline in March. A quorum shall require 50% plus one member; where possible, a decision shall be made by consensus. Roberts Rules shall be used to structure the conversation of the committee.