

**Chair of Department Chairs Council**  
**Proposal for Compensation**  
**Approved by the SCC Academic Senate 4/27/2021**

**Purpose:** This proposal provides the rationale and request for compensation for the Chair of the Department Chairs Council at Sacramento City College.

**Organizational Structure:**

**Department Chairs Council (DCC):** DCC is a faculty-led participatory governance body whose membership includes approximately 45 department chairs from across the college. As a recognized constituent group, DCC serves as a central hub to exchange vital information about institutional practices and procedures that affect departments, to engage with stakeholders on ongoing or emerging issues that face our institution, and to explore best instructional practices, organizational improvements, or college processes that can be improved to offer enhanced and equity-focused service to our students.

*“As a collective body, the DCC is an essential faculty voice and presence in the college’s commitment to shared governance and shared leadership.” ([DCC web page](#))*

**Chair of the Department Chairs Council (Chair of DCC)** serves as a liaison between the DCC body, our college administration, and the Academic Senate; and it is uncompensated. Given the central role of instruction in our college’s mission, operation, and service to our students, this position provides a critical representative voice for department chairs and the faculty they represent in communicating with administration. This position facilitates the flow of information, the exploration of operational issues, the implementation of processes; and requests, recommendations, and the engagement of faculty stakeholders. This central position interacts heavily with the Office of Instruction as well as other areas of college administration, participatory governance groups, and the Academic Senate. This role is vital to the ongoing coordination of messages to and from the department chairs and serves as a representative faculty voice to help shape and inform decisions across our college.

**Membership:**

1. **Chair of Department Chairs Council:** plans, coordinates, and facilitates the twice-monthly meeting for department chairs, including agenda-setting, speaker coordination, outreach, information-gathering, and follow-up communication and actions. Facilitates communication, coordination, and cooperation among department chairs. Works with the department chairs to understand and articulate issues of concern, and, when necessary, gains consensus among department chairs and represents their departments to the college community. The Chair coordinates with department chairs to strategize and operationalize actions recommended by the Academic Senate, and, when appropriate, the Office of Instruction.

2. **Academic Senate, nonvoting member:** attends and represents DCC at weekly Academic Senate meetings, providing valuable information and the chairs' perspective, critical to the overall effectiveness and decision-making processes of the senate. Communicates DCC issues and concerns to the Academic Senate. Provides reports to the Academic Senate as needed and upon request.
3. **College Council, member:** serves as a participatory governance body representative at regular College Council meetings. Represents concerns and interests of DCC. Provides representation on issues that affect the college broadly.

**Additional Workload:** Serves as a representative, liaison, and advocate for the DCC to the Academic Senate and College Administration.

1. **College Administration:** facilitates regularly scheduled and impromptu communication, coordination, and cooperation between the DCC and college administration regularly, including the College President, Vice Presidents and other administrators to address ongoing and emergent issues of concern.
2. **Office of Instruction:** consults and coordinates with the Vice President of Instruction (VPI) on a broad range of faculty, department, and instructional concerns. Communicates DCC issues and concerns to the VPI. Meets twice per month; communicates regularly.
3. **Academic Senate:** consults and coordinates with the Academic Senate and Academic Senate President on department and instructional issues and other areas, both ongoing and emergent, that touch senate purview. Communicates regularly.
4. **Department Chairs:** routinely meets with individual department chairs, formally and informally, to address areas of concern. Facilitates communication with others to explore and recommend potential options to address issues.
5. **Web Page:** Recommends changes to structure and information contained in the DCC web page on the SCC web site.

## **Compensation Requested**

Current and past Chairs of DCC (three in total) were consulted in the development of this proposal to identify workload demands and compensation recommendations. Additionally, the entire body of SCC Department Chairs were contacted to express their views on whether this position should be compensated. To date, 35 department chairs responded, affirming they believed the position should be compensated. No "no" responses were received. Additionally, the SCC AS president reached out to LRCCD sister colleges to assess the structure and workload of any corresponding groups across our District. Information gleaned indicates that other chair councils across the District do not have the robust structure and central representative voice as of our Department Chairs Council, and consequently their Chair of Chairs is not tasked to the same extent as our Chair of Chairs. As a result, it does not appear that direct comparisons can be made for compensation purposes.

In terms of release time that would compensate for this position, estimates ranged from .2 - .4, with the recognition that emergent issues have the capacity to exponentially increase the workload of the chair at any given time. There was broad agreement that the position should be supported by at least a .2 of release time under even the most routine of circumstances. The role of the chair of DCC is too central to our college's operation, particularly on the instruction side, to not provide its chair with dedicated (compensated) time for completion of these essential functions. The facilitation and coordination of communication by the Chair of the DCC ensures that 45 department chairs are prepared to provide timely input to college processes as well as to succeed in their respective roles across our college. In turn, these department chairs via their own departmental leadership impact the quality of instruction to all students. Not compensating the position necessarily overburdens any faculty member willing to fill this role, and it naturally limits the robustness of the relationship between the DCC and the rest of the institution. Compensating the DCC Chair will increase the effectiveness of the DCC Chair and in turn the DCC, which has a direct positive impact on faculty-student interactions.

Thank you in advance for your consideration.