

3. SCHEDULES AND COMMUNICATIONS

DIVISION MEETINGS

Each division meets monthly as a group. Meetings are regularly scheduled by the Division Chairperson. Full-Time faculty are expected to attend and adjunct faculty members, both day and evening, are invited to attend. Meetings are held from 12:00 to 1:00 p.m. on the first Tuesday unless otherwise announced.

ACADEMIC SENATE

Each faculty member of Glendale College is a member of the Academic Senate Electorate. Academic and professional matters mean the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for faculty professional development activities
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

The Academic Senate also sponsors social and cultural activities throughout the academic year. A fee is requested of all academic members.

E-MAIL

Every District employee is entitled to E-Mail. Please call the Help Desk at Ext. 4357 to activate your account.

FACULTY MEETINGS

Faculty meetings are held once each month, usually on the second Tuesday thereof. Full-Time faculty and Part-time faculty are expected to attend. Meetings are held during the "college hour," 12:00 – 1:00 p.m.

INSTRUCTORS ADDRESS/TELEPHONE NUMBER

It is the instructor's privilege to give out his/her address or telephone number if she/he wishes to do so, and it should be so indicated on the Instructor's Schedule form. The College does not give out this information unless the instructor has given authorization.

MAILBOXES

Mailboxes for both full-time and part-time faculty members are provided by the District. These mailboxes are for district business. The bargaining unit has the right to place information in these boxes regarding bargaining unit business provided such information

has the organization and the name of an officer distributing the information. The District does not have a specific policy regarding the use of the mailboxes. However, in the spirit of fair play, faculty members who wish to communicate college issues are urged to include their name. The anonymous expression of opinion both eludes the responsibility and reduces the respect accorded and owed to the free expression of individual opinion. Each instructor on the main college campus is expected to check his/her mailbox at least once a day. Regular mail, bulletins, and special notices from the various offices are distributed through this service. United States mail is received and dispatched Monday through Friday by the College Mail Room.

MEETINGS AND EVENTS, REQUIRED ATTENDANCE AT

Attendance is expected at meetings called by the Superintendent/President, Vice Presidents, Deans, and Division Chairpersons.