

Presented to Academic Senate on December 4, 2018

Submitted to the Coastline College Academic Senate:

Thank you for accepting my comments/recommendations related to the proposed Department Chair LHE allocation for the 2019-2021 academic years.

Coastline's Emergency Management/Homeland Security (EM/HS) Program (which includes a concentration in Criminal Justice) is the first associate degree-certificate granting program of its kind in the California Community College system. Since our initial course offerings in 2008 and the granting of a state-approved degree in 2009, we have developed into a premiere location for disaster/security related higher education in the Western United States. Our two certificates of achievement leading to associate degrees, one in the traditional emergency management arena, the other in EM/HS with a specialization in criminal justice studies, attract students to develop competency so that they may enter the employment field, transfer to a university, or assist communities seeking emergency assistance. The EM/HS program currently offers twelve (12) EM/HS courses and seven (7) criminal justice courses. Course, program and institutional Student Learning Outcomes (SLO's) have been mapped and approved by the curriculum committee. We have a strong link with the Military Program.

I've had the pleasure of serving as the Department Chair for the Emergency Management - Homeland Security (EM/HS) Program since 2009. Our program has seen tremendous change during this time and is currently the model program for the California Community College system.

My correspondence here is to make a formal request to our college's Academic Senate to increase the EM/HS Department Chair LHE allocation from one and a half (1.5) units back to the original two (2) units – a half unit increase. The reasons for this request are as follows:

1. The Coastline College Academic Senate made the following request to increase the EM/HS Department Chair LHE in its last correspondence with me, stating,

“Emergency Management – current department chair has requested an increase in LHEs from 1.0 to 3.0 – the Senate is recommending an increase to 2.0 LHEs – the supporting information provided by the department chair will be forwarded with the Senate's final proposal.” (Note: This request was never implemented!)

2. Consistent with both the 2012 and 2017 Program Reviews, and recommendations made by the CTE Advisory Board, increase the EM/HS Department Chair LHE with the goal of supporting program growth. The most recent Program Review states the following:

The EM/HS Department has two primary needs that are apparent: First, there needs to be additional LHE allocation to EM/HS faculty who serve as the department chair. Currently, the college allocates 1.5 LHE for the position (down from 2 LHE approved by the Coastline Academic Senate two years ago). This is not sufficient for the time to coordinate an emerging program that serves as the center for EM/HS education in the California community college system.

- 1. Gain approval for an increase in Department Chair LHE from 1.5 back to the 2 units approved by the college's Academic Senate.*

3. The 2017-18 Program Review Validation Report supported our program and identified the need for additional resources, stating that our review:

*... provided a comprehensive data-informed assessment of the program that clearly shows opportunity to make an impact in a highly sought after industry. The program is highly recognized and respected statewide. The program chair emphasized a need to continue to strengthen course quality and building online teaching skills of the part-time instructors. The report suggested the SLO process include collaboration across the college to ensure input from all teachers with instructor training would result in better instructor buy-in while building strong SLOs for all disciplines. Additionally, **there was significant concern over whether this program is receiving sufficient resources to expand.***

The growth in the EM/HS program has added many additional assignments and responsibilities. To make Coastline's criminal justice program more accessible to students, the EM/HS department integrated the criminal justice courses into its program, which added all of its curricular and program management needs.

Building from the initial department structure, the Chair position took on additional duties. These included the request to act as the homeland security expert for the California Community Colleges Chancellor's Office Public Safety Education Advisory Council, and to co-chair the Associate's Degree sub-committee for the CSU Council on Emergency Management/Homeland Security, which has developed a state-wide strategic initiative to provide public EM/HS education from K-12 to the doctoral degree. The CSU chancellor and the community college state chancellor's office are both involved in these projects.

New programs are emerging that require further time and effort. I'm currently working on a state-wide grant funded by the CCC Chancellor's Office developing a public safety education pathway for the Online Exchange Initiative (OEI) and another grant to develop a comprehensive labor study for CTE positions in homeland security and emergency management. These are just some of the projects that are making the time spent for one (1) LHE allocation untenable. Below I've provided a list of some of the EM/HS Department duties I currently perform:

EM/HS DEPARTMENT CHAIR – REGULAR ACTIVITIES

1. Regular meeting/discussion/phone conferences
2. Scheduling and presentation of department meetings (including annual advisory meeting)
3. Class Schedule (development collaboration of fall/spring/summer class sessions)
4. Faculty evaluations (review, conduct, write, present / follow-up meetings)
5. Curriculum development (Curricunet, revisions, new courses, meetings, form completion)
6. Canvas Online Course Review: RSI development and implementation for all instructors
7. Recruitment of new instructors, meetings, hiring coordination, assignments
8. Professional Development (orientation, instructor mentoring, staff development)
9. Institutional Planning Reports (review and form completion)
10. SLO Coordination (course, program, institutional planning, training, analysis, tracking)
11. Textbook/Course Materials (research/review, coordination with several publishers)
12. Instructional Design (mentor/train instructors for on-line courses)
13. Marketing (development/implement program website, brochures, college-video, letters)
14. Fundraising/Grants (Perkins, CCCCO Grant for OEI and labor study)
15. Institutional Required Reports (data compilation, analysis, and completion)

16. College/Community Liaison (School Violence Prevention Training, POST training)
17. Region/State Committee Work (CEMHS Co-Chair Associate's Group, CCCCCO PSEAC)
18. Student Orientations
19. Outreach (External Reviews – National University, CSU Fresno)
20. Criminal Justice (Coordination of degree/certificate program for military program)

Several years ago, Marilyn Fry sent a memorandum to all Coastline faculty stating, “the process and regulations covering compensation and obligations of Department Chairs are spelled out in the AFT/CFE Contract and apply to all CFE/AFT and CCA/CTANEA faculty.” Currently, this contract language is found in CFE/AFT Article XI:

Article XI. Hours of Service / Section 17. Department Chairs

“For every LHE of reassigned time or stipend compensation granted, the department chair shall be assigned no more than thirty-six (36) hours of work per semester.”

The reality is that my role as the EM/HS Department Chair in the last several years has been a daily responsibility year-round. Summers require dedicated time involvement with daily correspondence, telephone calls, and meetings. Evenings and weekends are non-stop with these and additional activities. Currently my allocation of 36 hours in a 16-week semester equates to 2.25 hours a week (or 30 minutes a day). This is not enough time to simply read and respond to Department-level emails, much less any of the other items found on the list provided. A review of the latest “Department Chair Positions” LHE allocation list shows that the Emergency Management Department Chair is allocated the lowest LHE of all compensated programs. While there has been much discussion in the past to change this, I have seen no movement to resolve the issue.

It is important to note that if the Academic Senate is going to rely on the most recent institutional data to decide whether to increase/decrease the Department Chair LHE for 2019-2021, the program review report notes important factors to consider when making an informed decision:

Any overall decrease in program productivity can be directly attributed to three main factors: 1) The decision to remove the EM/HS A.A. degree from the college catalog between the years 2012-2017, 2), a 29% decrease in course offerings since the peak in 2011, and 3) the lack of a clear plan to support and develop the EM/HS program by the use of additional institutional resources.

I am hoping that both college administrators and our Academic Senate will agree that this financial benefit could be adequately distributed back into the EM/HS Department Chair LHE allocation in a reasonable fashion. The college and the District have gained the advantage of a valuable new career and technical education program in the state of California, as well as deriving financial benefits.

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