



January 4, 2005

Colleagues

Historically, instructional departments have been established or modified by the administration after consultation with the faculty. That process was changed in the 2002-2005 AFT/LACCD Agreement. Article 17 (p. 51) states:

*"Subject to the limitations specified in this article, departments shall be established and may be modified by the President or his or her designee in consultation with the president of the Academic Senate and the AFT Chapter President. Each college shall establish a procedure under which such decisions are considered and made at the college..."*  
(italics added for emphasis)

Here at Trade Tech, the Administration, the Academic Senate, and AFT held several joint consultation meetings to establish a new procedure to establish or modify departments. We have attempted to address the issues and concerns of faculty and to ensure that the process included the perspective of the administration. The attached document is the agreement that resulted from those consultation meetings.

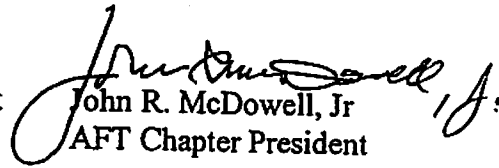
We believe that this procedure for establishing or modifying departments is flexible, equitable, and allows faculty to respond to dynamic labor market and local student needs.

Please feel free to contact administration, Academic Senate, or AFT if needed or if you have any questions.

Sincerely,

  
Dr. Daniel Castro, President

  
Chini Johnson, President  
Academic Senate

  
John R. McDowell, Jr.  
AFT Chapter President

**LOCAL MEMORANDUM OF UNDERSTANDING**  
**October 14, 2004**

**Procedures to Establish or Modify Instructional Departments**  
**At Los Angeles Trade Technical College**

**Introduction**

This document spells out the procedures and guidelines to Establish or Modify Instructional Departments at Los Angeles Trade Technical College established by the AFT, Academic Senate, and college administration as provided in Article 17 A.2. of the Agreement between the Los Angeles Community College District ("the District") and the Los Angeles College Faculty Guild, AFT Local 1521 ("the Guild"), July 1, 2002 through June 30, 2005, ("the AFT Contract").

This local agreement is not meant to supercede or take precedence over the AFT Contract. Any conflict between these procedures and guidelines and the AFT Contract is unintended, and shall be resolved consistent with the language and intent of the AFT Contract.

**Objectives for Organizing Departments**

The general principle underlying the formation of departments is that departments should be organized in such a manner as to best advance the interests of the students, faculty and the college. The following guidelines will assure that departments are organized/modified in such a manner that:

- \*faculty share common academic and professional interests, concerns and objectives;
- \*results in the ideal department size of 8 or more regular and contract faculty;
- \*promotes more efficient scheduling of classes, hiring and assigning faculty, rooms, etc.;
- \*groups faculty by category of GE requirements (examples include: Natural Sciences, History and Social/Behaviorial Sciences, Health and PE, etc);

**Guidelines to Form or Modify Departments**

Article 17 A. 2. of the AFT Contract provides that "...departments shall be established and may be modified by the President or his/her designee in consultation with the President of the Academic Senate and the AFT Chapter President." (page 51). The process spelled out in this document shall be the process by which determinations are made regarding the formation or modification of departments at L.A. Trade Technical College.

The contract further states that "...faculty can petition for the establishment of a new department or modification of existing departments. Any modification to the existing departmental structure of a college that results in one or more disciplines moving from one department to another shall be implemented at the beginning of an academic year and, whenever practicable, at a time that coincides with the expiration of the terms of the Department Chairs' involved."

Thus, faculty who wish to form or modify a department may petition for a Review of New Department. That petition must be signed by a majority of the faculty members who would be in the proposed new department and must include the reasons for the proposed change.

The petition shall be submitted to the Department Organization Committee (DOC), a committee composed of the Presidents of the Academic Senate, the AFT Chapter, and College (or his/her designee). The DOC shall review the petition, and, if the petition is, in fact, signed by a majority of regular and contract faculty members in the proposed new department, shall schedule a meeting of all regular and contract faculty members who would be in the proposed new department, and the Department Chair(s) affected by the proposed change. The meeting shall be scheduled at least one week in advance and a time and location to maximize the opportunity for all affected faculty members to attend.

### Issues Concerning Department Organization

Department should be organized or modified in such a way as to:

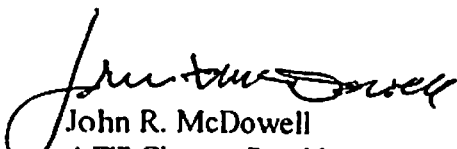
- \* Allow disciplines to grow to meet student demand, industry needs, or local demographics
- \* Maximize resources to mirror the needs of the discipline(s)
- \* Impact positively on curriculum development, program review, updated course outlines, and professional development
- \* Best represent the concerns of the discipline(s) and instructional activities within the college, on college committees, on task forces, and in shared governance.
- \* result in a more effective and efficient performance of the duties and responsibilities of a department chair as listed in Article 17 D. 1 of the AFT Contract.

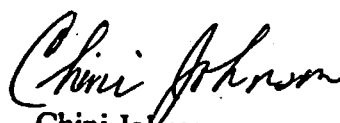
### Procedure

In order to initiate the process of department formation or modification, a petition, signed by a majority of the regular and contract faculty in the proposed new department, shall be filed with AFT Chapter President who shall immediately forward copies to the Presidents of the Academic Senate and the College.

The DOC will meet as soon as possible to review the petition, consider the issues, and schedule a meeting if petitioners represent a majority of regular and contract faculty members in the proposed new department(s).

Within 5 working days after meeting with the department faculty members, the DOC shall issue a written decision regarding the proposed department organization/modification. Except under extenuating circumstances, only one petition each year may be filed by faculty members in a department or discipline.

  
John R. McDowell  
AFT Chapter President

  
Chini Johnson  
President, Academic Senate

  
Dr. Daniel Castro  
President, LATTC