

Faculty Leave & Substitute Pay

July 12, 2011, 9:00am-10:30am

Attendees: Chien Shih, Nancy Chao, Suzanne Pfeiffer, Gigi Gallagher, Debbie Haynes, Patty Jobs, Cynthia Smith and Kari Elliott (note taker).

Objectives:

1. Review current faculty leave form.
2. Need clear definition of all information needed on form.
 - Auto-fill from current term (Banner data).
 - Use FOAP attached to job.
 - ETS can write validation code.
 - Run an ARGOS exception report every night then notify faculty of errors or be able to send notification right away to faculty.
3. Define process.

Team Structure:

1. Include Jerrick Woo, Henry Ly and Susan Malmgren.
 - Susan will write training materials and supporting documentation.
2. Involve deans and division administrative assistants at later time.
 - Use one or two division administrative assistants from each college to test process.

Scope Definition:

1. Use a fill able form; alternative to EPAF – Susan will develop specs.
 - Current paper form missing information (for staff to fill out not faculty).
 - Need everyone to agree on all fields.
 - Will need Faculty Association's blessing before using electronically.
2. Take care of Faculty Leave and Substitute Pay at the same time.
3. Meet every other week for 1 hour.
4. Team members are in agreement with the scope.

Schedule/Timeframe:

0. Draft specifications – complete by mid-September.
1. Form ready (plus process) – complete by end of September.
2. Faculty Association's approval – end of October.
3. Deans Input – end of November.
4. Final approval of specs – mid-December.
5. ETS programming – complete by end of February 2012.
6. Testing – March 2012.
7. Roll out – end of April 2012(Spring Quarter).

Take Away Items:

1. Team members review current form; will discuss at next meeting.
2. Discuss process for faculty leave at next meeting.
 - Reject forms that do not put in a substitute when submitting; give faculty a way to look up substitutes.
 - Have a way faculty/deans can look up leave banks
3. Next meeting will be July 26, 2011, 9:30am-11:00am at Foothill, D260.