

# Department Specified Provisions (DSP)

Department/Chair Rima DasGupta Date Submitted 10/29/24  
 AFA signature Anne-Marie Donegan Date 12/6/24 Contract Compliant:  YES  NO  
 Senior VPAA approval Robert Holcomb Date 12/9/24 Addenda  Spec. Exp.  Summer

## Part I Special Expertise Requirements (Use Special Expertise Addendum, if needed.)

Course or Allied Service	Brief Rationale	Criteria The criteria will be relevant, objective, verifiable and reasonable.
Departmental Online Special Expertise (3/29/24)	<small>The Department of Behavioral Sciences is committed to providing the highest quality online education. Our goals are to ensure that all online courses are accessible to all students and effective, equitable, anti-racist and decolonial. We aim to create inclusive online classroom climates that support all students. We intend to create a community for faculty to learn from each other in a supportive and collaborative environment. This policy is meant to be flexible and inclusive of faculty who teach in different online modalities (asynchronous online, synchronous online, hybrid, and HyFlex) and different subject areas and to support and inform our in person teaching as well. The policy is also intended to be compliant with regulations that require online courses to meet the following requirements: virtual equivalent, accessibility, instructor contact, DE course approval (<a href="https://www.asccc.org/sites/default/files/California_Community_Colleges_Regulations_Summary.pdf">https://www.asccc.org/sites/default/files/California_Community_Colleges_Regulations_Summary.pdf</a>)</small>	see next page
Psych 10L (10/29/24)	To teach a Biological Psychology Laboratory an instructor must have extensive knowledge of the biological underpinnings of behavior of humans and non-humans.	At least 12 semester units of successful coursework within the area of Biological Psychology, including one course at the graduate level (topics may include, but are not limited to: Biological Psychology, Neuroscience/Neuropsychology, Physiological Psychology, Comparative Psychology, Behavioral Genetics, and/or Sensation and Perception); OR at least one year of college-level teaching experience in Biological Psychology or Biological Psychology/Neuroscience Lab as the instructor of record, within the last 3 years; OR equivalent current instructional teaching of related course curriculum, research experience, or professional development as evidenced by conference participation or publication, or equivalency approved by Behavioral Sciences Department Chair and/or regular Psychology Faculty.

## Part II Summer Session Assignments (Use Summer Session Addendum, if needed.)

The department has special summer session procedures:

YES, see below  
 NO, the criteria for fall and spring semesters are used for summers.

### Special Summer Procedures:

See Behavioral Sciences DSP approved 2021

see next page for expansion of Part I

## Part III Initial Allocation for Faculty with ESTABLISHED LOAD

For departments offering a significant number of courses that have greater than 20% load value, the District and AFA may approve initial allocations of established load of greater than 40%.

The department has initial load allocations *greater than* 40%:

YES, it is \_\_\_\_\_ %  
 NO, it is up to 40%

## Part IV Minimum Offer to Faculty with Offer Rights and NO ESTABLISHED LOAD

A department whose programs include a significant number of courses or services with load values of greater or less than 20% may specify that faculty members who have offer rights but no established load will receive an offer of greater or less than 20%.

The department's minimum offer is *greater than* or *less than* 20%:

YES, it is \_\_\_\_\_ %  
 NO, it is 20%

## Departmental Online Special Expertise (3/29/24)

### Brief Rationale

The Department of Behavioral Sciences is committed to providing the highest quality online education. Our goals are to ensure that all online courses are accessible to all students and effective, equitable, anti-racist and decolonial. We aim to create inclusive online classroom climates that support all students. We intend to create a community for faculty to learn from each other in a supportive and collaborative environment. This policy is meant to be flexible and inclusive of faculty who teach in different online modalities (asynchronous online, synchronous online, hybrid, and HyFlex) and different subject areas and to support and inform our in person teaching as well. The policy is also intended to be compliant with regulations that require online courses to meet the following requirements: virtual equivalent, accessibility, instructor contact, DE course approval

([https://www.asccc.org/sites/default/files/California\\_Community\\_Colleges\\_Regulations\\_Summary.pdf](https://www.asccc.org/sites/default/files/California_Community_Colleges_Regulations_Summary.pdf))

### Criteria

#### Initial Requirements:

All new faculty are required to complete the SRJC Online Special Expertise course prior to teaching online at SRJC. In addition to gaining familiarity with Canvas, this course introduces faculty to various SRJC distance education resources including distance education staff and available tech tools.

#### Continuing education requirements:

##### Every three years:

- Faculty must complete at least six hours of professional development focused on online teaching.

##### Every five years:

- Faculty must complete three hours in the current SRJC Learning Management System.

There are a variety of options that fulfill this requirement. Most of them also qualify for FLEX credit.

- SRJC PDA day sessions about online teaching topics
- SRJC Communities of Practice
- SRJC Distance Ed workshops, one-on-one consultations, and online courses (list available here: <https://de.santarosa.edu/faculty>)
- California Virtual Campus Online Network of Educators (CVC ONE) courses (list available here: <https://onlinenetworkofeducators.org/course-cards/>)
- Participate in SRJC's Peer Online Peer Review (POCR) process: peer-review training, act as a peer reviewer, or submit a course for peer review

- o Note that POQR uses the CVC-OEI course design rubric. Peer-reviewers use the rubric to align courses to evidence-based practices and approved courses earn a POQR badge on the CVC course exchange
- Training from the @One Project funded by the CCC Chancellor's Office (list available here: <https://onlinenetworkofeducators.org/course-cards/>)
- Other professional development opportunities may be approved on a case-by-case basis by the Department Chair (in consultation with Distance Education and Dean)

Note: Associate faculty who do not have FLEX requirements may not be compensated for their time. Associate faculty who exclusively teach online do not have FLEX requirements at this time. There may be other opportunities to receive compensation for participating in specific activities that can be used to meet the Online Special Expertise Addendum requirements. Associate faculty are encouraged to explore whether they may be compensated through other positions they hold (e.g., completing courses at other colleges/universities and submitting them for department chair approval).

Psych 10L

(10/29/24)

Brief Rationale

To teach a Biological Psychology Laboratory an instructor must have extensive knowledge of the biological underpinnings of behavior of humans and non-humans.

Criteria

At least 12 semester units of successful coursework within the area of Biological Psychology, including one course at the graduate level (topics may include, but are not limited to: Biological Psychology, Neuroscience/Neuropsychology, Physiological Psychology, Comparative Psychology, Behavioral Genetics, and/or Sensation and Perception); OR at least one year of college-level teaching experience in Biological Psychology or Biological Psychology/Neuroscience Lab as the instructor of record, within the last 3 years; OR equivalent current instructional teaching of related course curriculum, research experience, or professional development as evidenced by conference participation or publication, or equivalency approved by Behavioral Sciences Department Chair and/or regular Psychology Faculty.