



YFA Representative Council Handbook

Thank you for your service to the Yosemite Faculty Association.

The Representative Council is the policy-making body of the YFA. The Council is comprised of members of the YFA and derives its powers from and shall be responsible to the membership.

For complete information on the rules and principles that define YFA, refer to the [*Bylaws of The Yosemite Faculty Association \(YFA\)*](#).

Duties of Faculty Representatives

As a YFA faculty representative, you are expected to:

- Maintain regular, ongoing communication with division/area.
- Be the official channel for quick communication between division/area and the Representative Council.
- Solicit the views of your division/area by e-mail, collective meetings, or electronic polls and communicate them to the Representative Council.
- Support faculty interests.
- Perform additional duties prescribed by the Executive Board.

Committee Appointments

As a member of the Representative Council, you may be called on to join additional YFA, college-wide, or District committees. These positions require your conscientious effort to represent our union on issues that affect our membership. Your attention to detail is also expected as you report back to the Representative Council.

Councils and Committees with YFA Representation

YFA Committees:

Faculty Service Area (FSA) Committee	2 representatives
Sabbatical Committee	Est. at each college
Elections Committee	Appointed by YFA President

MJC Governance Councils:

College Council	YFA President + 1 representative
Facilities Council	1 representative
Instruction Council	1 representative
Resource Allocation Council	2 representatives

MJC Governance Committees:

Online Education Committee	1 representative
Professional Development Coordinating Committee	2 representatives

MJC/CC Committees:

Banking Review Committee	2 representatives each
College Calendar Committee	2 representatives each
Workload Appeals Committee	2 representatives each, as needed

District Committees:

Employer/Employee Relations Committee	YFA President and both college YFA VPs
District Council	YFA President, CC Rep., Budget Analyst
District/YFA Calendar Committee	YFA President and both college YFA VPs
Policies & Procedures Committee	YFA President or appointee
YFA/District Workload Appeals Committee	YFA President and both college YFA VPs
District Fiscal Advisory Council (DFAC)	YFA President

How Do I Best Represent the YFA?

Important items to keep in mind

The YFA represents faculty interests regarding compensation, benefits, and working conditions. As you represent the YFA on councils and committees, you should use these three areas of faculty interest as your lens while you actively listen, collegially participate, and report back to YFA.

1. Unless otherwise noted in the council or committee charter, faculty who represent YFA on councils and/or committees will serve a two-year term with the option of renewing.
2. Attendance at all meetings is crucial. You are the conduit for information between the YFA and your committee, so if you are absent, the YFA's voice will not be represented. Of course, if circumstances preclude your attendance, you should make your best effort to find another YFA Representative to replace you. Our presence matters!
3. While you may, at times, have the opportunity to voice your personal or department-/division-specific opinion, remember that you are representing YFA. Comments can easily be taken as YFA position, so it is important to speak judiciously and remember that you are representing all faculty from the YFA perspective.
4. Know how and when it is appropriate to delay a vote. Generally, items of significance will be brought forward for the committee's or council's initial consideration and voted on after constituents have had time to give input. It is crucial that you get the YFA position on issues before the final vote.
5. It is always appropriate to insist on following procedure.

Reporting to the YFA

Most times, a summary of the meeting that takes special note of items requiring action is enough for the report to the YFA. What is most important is to pay attention to the dynamics of the meeting and implications of actions. If there are times when it would be advantageous to have a more detailed report, then the following tips will be helpful.

Writing an effective meeting summary:

1. Read the agenda thoroughly before attending the meeting, making sure to understand who is responsible for what item of discussion and what action (if any) is to be taken.
2. Record thoroughly and accurately the way things are said as well as what is said. It is important to catch the nuances of discussion.
3. Allow others attending the meeting to fact-check your notes if you are unsure about a particular item; however, you should not change your report simply to avoid controversy. For example, collaborate with your Academic Senate counterpart on report-writing. Accurate reports on your council or committee meeting content are essential for the YFA to perform its role.
4. Include "Take-Aways" agreed to at the end of the meeting in addition to other issues pertinent to YFA.
5. Make sure that items needing YFA attention are highlighted with a date for action so that they can be placed on the agenda.

Timing of reports

Report are due by 5:00 p.m. on the Monday prior to [Representative Council meetings](#). All reports should be emailed to the YFA President and Executive Secretary.

Sample Meeting Report

Report to YFA: Online Education Committee

Submitted by:

YFA Representatives:

Meeting Date:

HIGHLIGHTS

Scheduling Final Exam Periods for Online Classes:

Currently, there is no guidance for when finals in online classes are scheduled during finals week. We developed a small group to work on creating a recommendation to address this issue.

School of Online Learning:

Many of you heard about the College President's plans at Institute Day and some of you again at College Council. The President has a goal of establishing a School of Online Learning, by fall 2020, that would provide an intentional structure to the many disparate areas of online education that already exist at MJC. This new structure would make it easier for students to find all the online academics and services that MJC offers and would help streamline the administration of those same academics and services.

OER/ZTC (Open Educational Resources/Zero Textbook Cost Courses):

In an effort to help faculty learn how to find and develop open educational resources with the goal of building zero textbook cost courses, Shirley Miranda, OER Coordinator, has developed a three-week online training course. This course covers theory, how to find OERs, what open textbooks exist, how licensing works, and more. The first class has already begun, and others will begin October 10 and November 10. The goal of this movement is to help eliminate cost barriers to education that our students face.

Also, if you already offer a ZTC course, the process for having your course reflect that with the icon in Class Search is to tell your division secretary.

The Online Education Committee is developing a subcommittee to create an OER/ZTC plan similar to the OE Plan that will drive our development of this exciting movement. We seek the help of the Academic Senate to identify members of this subcommittee.

Proctorio:

Proctorio is a very powerful tool for the authentication of and proctoring for online test takers. Because MJC is part of the OEI Cohort, it is free to us. Proctorio is such a powerful cheating deterrent that it would enable even math classes to allow online test taking. However, because it has the capability to infringe on the privacy of test takers, the OE Committee needs to investigate it before we can recommend using it as a tool.

CurricuNet:

We heard that CurricuNet is shutting down.