

**SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE –  
Regulations to Board Policy 2225  
(Formerly Board Policy 1660) – Revised Dec., 2006**

San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.

### **Vision**

San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society.

### **Compliance**

In accordance with the State of California Educational Master Plan and Education Code provisions, (§66010.1-66010.8) community colleges will:

- prepare students to transfer to four-year colleges and universities;
- provide students with the knowledge and skills needed to succeed in business, industry and the professions;
- advance the state and region’s economic growth and global competitiveness through continuous workforce development;
- work in partnership with the local community to improve the quality of life in the Inland Empire;
- prepare students for active participation in a multicultural society.

The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.

### **Mission Statement**

San Bernardino Valley College provides quality education and services that support a diverse community of learners.

### **Values**

#### **We believe**

- That a well-educated populace is essential to the general welfare of the community.
- That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- That our strength as an institution is enhanced by the cultural diversity of our student population and staff.
- That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.
- That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.
- That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- That, as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- That interactions between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.
- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.

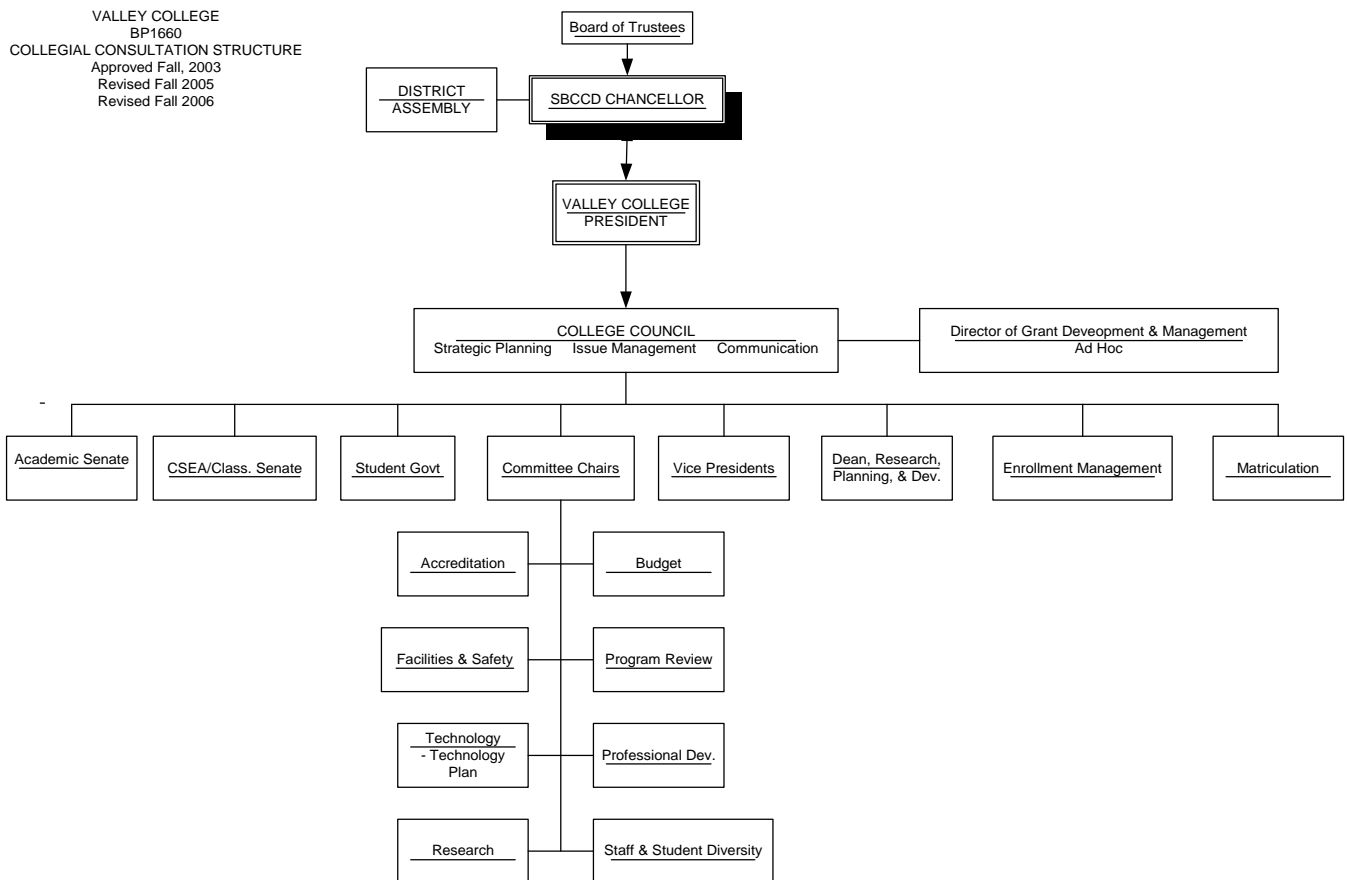
- That students succeed best when following an educational plan and when enrolled in classes that meet their interests and goals, and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- That students learn best on a campus that is student-centered and aesthetically pleasing.
- That we must be responsible stewards of campus resources.

### **Governance Philosophy**

San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.

We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.

### **STRUCTURE & PURPOSE OF SAN BERNARDINO VALLEY COLLEGE COLLEGIAL CONSULTATION PROCESS**



### **COLLEGE COUNCIL**

#### **Charge**

The College Council has three primary functions: planning, issue management, and communication.

The college planning function uses as its foundation the District's Educational Master Plan, thereby developing the college's Educational Strategic Plan, a document which includes the Program Review

prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, and Professional Development Plan.

The issue management function takes place as new campus issues are presented to the College Council and referred to the appropriate college committee for review and consideration.

The communication function is served by the College Council as the central communication venue for college governance issues, in that all constituent groups are represented, report on their activities, and each representative is responsible for disseminating information to their appointing body.

### **Membership**

Membership is comprised of the President, of the Vice Presidents of Administrative Services, Instruction, and Student Services, the President of the Academic Senate, the Classified Union President, or designee (who also represents the Classified Senate), the President of the Associated Students or designee, the Dean of Research, Planning, & Development Research, Planning, & Development, the Matriculation Officer, the Enrollment Management Officer, and the chairs of the following committees: Accreditation, Budget, Curriculum, Facilities and Safety, Professional Development, Program Review, Staff & Student Diversity, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs.

Meetings: Unless otherwise noted, Standing Committees do not meet during summer.

## **COLLEGE COUNCIL STANDING COMMITTEES**

The Standing Committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-manager (faculty or staff) and one manager (whose assists with clerical support, copying, and dissemination of materials as needed).

It is intended that the College Council consist of broad representation from management, faculty, classified staff, and students. Should representation not occur in any of these groups, the President will confer with the appropriate representative / President / designee to determine the best alternative to secure appropriate representation and participation from the absent group.

### **ACCREDITATION STEERING COMMITTEE**

#### **Charge**

The Accreditation Steering Committee prepares the self-study, prepares for the site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation.

#### **Membership**

Membership is comprised of the Dean of Research, Planning, & Development, eight faculty, four administrators, four classified staff, two students, the faculty union president or designee, and the classified union president or designee.

### **BUDGET COMMITTEE**

#### **Charge**

The Budget Committee reports to the Vice President of Administrative Services and serves in an advisory capacity to the President regarding all aspects of the college's budget. The charge of the budget committee is to articulate and clarify the budget process for the campus community taking into account the campus planning process, interpret and distribute budget-related information, develop annual assumptions that apply to the development of the budget, develop strategies for reviewing and funding plans, create processes and make recommendations for the distribution of unspent funds, identify budgeting issues that need to be resolved, and periodically review the status of the institution's budgets.

## **Membership**

Membership is comprised of the Vice Presidents of Administrative Services, Instruction, and Student Services, the Dean of Research, Planning, & Development, the chair of the and Program Review Committee, the Dean of Occupational Education (VATEA) the chair of the Senate Financial Policy Committee, 1 faculty member from each instructional and student service division, the ASB Treasurer, and two classified staff.

## **ENROLLMENT MANAGEMENT COMMITTEE**

### **Charge**

The Enrollment Management Committee services in an advisory capacity to the President regarding enrollment planning. The Committee is responsible for reviewing internal and external trend data (assessment) as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth / decline, projecting academic and student support service needs based on enrollment trends, making recommendations regarding recruitment and retention strategies, for producing an annual Enrollment Management Plan, inclusive of these components. Subcommittees may be formed as needed.

### **Membership**

Membership is comprised of the Vice President of Student Services, the Vice President of Instruction, the Dean of Student Development, Dean of Student Support, Director of Admissions & Records, Director of Financial Aid; Learning Resource Center faculty member, Matriculation coordinator, Public Relations Director, Director of Institutional Research, two instructional deans appointed by the VP Instruction, three classified appointed by CSEA, four faculty appointed by Academic Senate, at least two student service faculty, a representative from Professional Development, two student representatives, and any other interested parties.

## **FACILITIES & SAFETY COMMITTEE**

### **Charge**

The Facilities & Safety Committee serves as an advisory committee for all aspects of the college's business services and operations including, but not limited to, safety training, facilities assessments, the appearance of the campus, prevention of campus crises, emergency preparedness, and campus safety, particularly regarding hazardous materials. Reviews and submits the Facilities & Capital Outlay Plan. Subcommittees reporting to this committee are the Emergency Preparedness Committee and the Hazardous Materials Committee.

### **Membership**

Membership is comprised of the Vice President of Administrative Services, the Director of Maintenance and Operations, the College Police Supervisor, Dean of Student Support, DSPS Coordinator, a representative from Professional Development, two students, eight faculty, and two classified staff.

## **SPACE UTILIZATION SUB-COMMITTEE**

### **Charge**

The Space Utilization Sub-Committee, under the direction of the Facilities and Safety Committee, reports to the Vice President of Administrative Services. The purpose of the Space Utilization Sub-Committee is: to evaluate proposals that cross department or division boundaries regarding the conversion, reconfiguration, or reassignment of existing campus facilities (classrooms, offices, storage spaces, etc.) to make efficient use of space and resources; to assign space within new campus facilities for programs that were not yet identified when the new buildings were designed; and to address temporary and emerging space needs associated with campus construction. [NOTE: During major construction projects where moves and adjustments are being made as part of the construction process, the Space Utilization process for reviewing needs will be temporarily suspended as they apply to construction issues.]

### **Membership**

Membership is the President, all Vice Presidents, Director of Maintenance & Operations, four classroom faculty, one non-instructional faculty, three classified (one each from student services, administrative services and instruction) and one student.

## **MATRICULATION COMMITTEE**

### **Charge**

The Matriculation Committee is authorized by the Academic Senate to develop the college Matriculation Plan, propose the budget for categorical matriculation funds, advice on policies, procedures, and implementation of matriculation components: admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

### **Membership**

Membership is the Vice President of Student Services, the Director of Admissions & Records and Records, the Matriculation Coordinator, Dean of Student Support, Dean of Student Development, Institutional Researcher, a representative from Professional Development, Dept. Chairs from English, Reading, and Math, two students, and any interested faculty members.

## **PROGRAM REVIEW COMMITTEE (modified 1-25-2006)**

### **Charge**

The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- ❑ Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- ❑ Aid in short-range planning and decision-making
- ❑ Improve performance, services, and programs
- ❑ Contribute to long-range planning
- ❑ Contribute information and recommendations to other college processes, as appropriate
- ❑ Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

### **Membership**

Membership is comprised of the Vice Presidents of Instruction, Students, and Administrative Services, the Dean of Research, Planning, & Development, two faculty representatives from each division, three members of the classified staff, two additional managers, and two students.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

### **Charge**

The Professional Development Committee serves as an advisory committee for all aspects of the college professional development program, and as a resource for training needs across campus. The committee prepares and implements the state required 3 year Human Resources Development Plan, and re-visits it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication as regards the campus wide professional development program. The faculty members of the committee serve as the campus sabbatical leave committee, making recommendations to the college president. The faculty members also serve as the campus flex committee.

### **Membership**

Membership is comprised of the Dean of Research, Planning and Development, the Professional Development Coordinator, the Instructional Designer, an Instructional Dean, a representative of the technology committee, at least one additional manager, at least three classified employees, and other interested members of the management, faculty, and classified staff.

## **RESEARCH COMMITTEE**

### **Charge**

The Research Committee supports the accreditation, assessment, and planning processes of the institution. The committee prioritizes and filters requests for research consistent with campus goals, establishes a research/data collection calendar, and publishes and disseminates an annual report of research and data information. In addition, the committee assists in the development of a research agenda and advises on the prioritization of research tasks.

## **Membership**

Membership is comprised of the Institutional Researcher, all vice presidents, Dean of Research, Planning, & Development, representatives from Curriculum, Matriculation, Program Review, and Basic Skills; at least four faculty, and any interested administrators, faculty, staff, or students. The Institutional Researcher and a faculty member will serve as co-chairs.

## **STAFF & STUDENT DIVERSITY COMMITTEE**

### **Charge**

The Staff & Student Diversity Committee is responsible for assessing and promoting an understanding of diversity (gender, race, ethnicity, age, disability) among faculty, staff, students, managers, and the community. The committee supports the inclusion of a diversity element in curriculum and program development and oversees the implementation of programs including but not limited to educational, cultural, recreational, and social events and activities.

### **Membership**

Membership is comprised of three Vice Presidents, the Dean of Student Support Services, the Dean of Learning Resources, three faculty, staff, and students each from instruction, student services, and administrative services. The Student Equity Committee serves as a subcommittee of the Staff & Student Diversity Committee.

## **STUDENT EQUITY SUB-COMMITTEE**

### **Charge**

The Student Equity Sub-Committee is responsible for the development and monitoring of the College Student Equity Plan.

### **Membership**

Membership of the Student Equity Committee is comprised of the Vice President of Student Services, Dean of Student Support, Instructional Dean, Director of CalWORKs, Director of Admissions & Records and Records, Director of DSP&S, Matriculation Coordinator, Coordinator of the Transfer Center, a faculty member from each instructional division and counseling department, two classified staff members, the AS President and two additional students.

## **TECHNOLOGY COMMITTEE**

### **Charge**

The Technology Committee writes the Technology Plan for the College, to be submitted to College Council. The plan includes:

1. methods to assess, explore and encourage innovative uses of technology both in administrative and academic computing,
2. goals for training faculty, staff, and administrators in the use of technology
3. guidelines for the dissemination of funds for hardware and software,
4. guidelines for the dissemination of recycled computers and other hardware,
5. recommendations for the minimum specifications for the purchase of technology
6. standards for technology infrastructure
7. standards for technology related building construction
8. guidelines for purchase and installation of technology in new construction
9. guidelines to maximize the effective use of District network resources for the SBVC Campus Community
10. accessibility to technology will be considered when developing goals, methods, recommendations, guidelines and standards

The Technology Committee members serve on one of two subcommittees: Academic and Administrative Technology.

### **Membership**

Membership is comprised of the Vice President of Instruction, Administrative Services, and Student Services, or their designees, an Instructional Dean with an interest in technology, a representative from District

Computing Services, a member of the Distributed Education staff, at least one representative from the college Network Specialists, at least two faculty teaching online courses, at least two faculty utilizing instructional technology in the classroom environment, and any interested students.

## **OPERATIONAL / FUNCTIONAL COMMITTEE LIST**

A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council. These include:

### **OFFICE OF THE PRESIDENT**

#### **ANNUAL EMPLOYEE AWARDS COMMITTEE**

##### **Charge**

The committee plans and implements the Annual awards celebration. Duties includes budget development, fund-raising, accounting, choosing a facility, preparation of the nomination pamphlets and coordinating the campus voting process for the five college awards, purchasing the trophies, coordinating with the prior Classified Employees of the Year and coordinating with the Outstanding Professor and other college employee awards as identified.

##### **Membership**

Membership is comprised of at least one member (faculty, classified, or manager) from each division and District employees co-located on the SBVC campus (KVCR, Printing & Graphics, District Computing Center) plus representation of the SBVC Academic Senate.

#### **PUBLIC INFORMATION COMMITTEE**

##### **Charge**

This committee serves as an advisory committee to the Public Information Officer and the President for all aspects of the college's marketing efforts, including assessment of marketing effectiveness, newspaper advertisements, brochures, flyers, etc.

##### **Membership**

Membership is the Director of Public Information, the Vice President of Instruction, the Vice President of Student Services, and interested faculty and classified staff.

### **OFFICE OF ADMINISTRATIVE SERVICES**

#### **ENVIRONMENTAL / RECYCLING COMMITTEE**

Reporting to the Vice President of Administrative Services, this committee will oversee the mandatory Integrated Waste Management plan and compliance issues.

### **OFFICE OF INSTRUCTION**

#### **ARTS AND LECTURES COMMITTEE**

##### **Charge**

The Arts and Lectures Committee plans and promotes a series of lectures and cultural events designed to enrich the instructional environment of the college.

##### **Membership**

Membership is the Dean of Learning Resources, and interested faculty, classified staff and students.

#### **HONORS**

##### **Charge**

The committee serves as an advisory committee for all aspects of the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.

**Membership**

Membership includes the Vice President of Instruction, the Honors Coordinator, the counselor assigned to Honors, all faculty who teach Honors classes, and two students enrolled in the Honors program.

**VOCATIONAL PROGRAM ADVISORY COMMITTEES****Charge**

These committees serve as advisory committees to each of the college's vocational degree and certificate programs.

**Membership**

Membership is the Department Head, all full-time and part-time faculty in the vocational area, representative students in the program, as well as professionals from the industry.

**OFFICE OF STUDENT SERVICES****ALCOHOL & DRUG ABUSE****Charge**

This committee serves as an advisory committee for all aspects of the college's alcohol and drug abuse prevention program.

**Membership**

Membership is Dean of Student Support, the Department Head of Human Services, Director of Health Services, and interested faculty and classified staff.

**COMMENCEMENT****Charge**

This committee plans and implements all graduation activities.

**Membership**

Membership is comprised of the Vice President of Student Services, Dean of Student Development, the Director of Student Life, and interested faculty and classified staff.

**DISABLED SERVICES****Charge**

This committee serves as an advisory committee for all aspects of the college's Disabled Services Program.

**Membership**

Membership is the Dean of Student Support, the Coordinator of Disabled Student Services, the Director of Health Services, eight faculty, one classified, no less than one student and one community representative.

**SCHOLARSHIPS****Charge**

This committee reviews applications for scholarships and makes awards according to guidelines.

**Membership**

Membership is the Foundation Director, one dean, twelve faculty and five classified staff.

**STUDENT POLICIES & SCHOLASTIC STANDARDS****Charge**

The Student Policies Committee serves as an advisory committee for the development and implementation of all policies related to students. The Disciplinary Hearing Committee (which conducts formal hearings on student suspension or expulsion) and the Scholastic Standards Committee (which reviews and recommends petitions related to probation, entrance, disqualification, and graduation requirements) serve as sub-committees to the Student Policies Committee.

**Membership**

The Scholastic Standard Sub-committee membership is the Dean of Student Development, Director of Admissions & Records & Records, one faculty member from the Counseling, Math, English, Biology and Nursing departments, and a classified staff member from the Records Office.

**TRANSFER CENTER COMMITTEE****Charge**

The Transfer Committee is responsible for the development and monitoring of the Transfer Center plan for the College. The committee further supports transfer functions through active involvement in attendance at events and advertising of transfer opportunities.

**Membership**

Membership of the Transfer Committee is comprised of the Dean of Student Support, Transfer Center Coordinator, five faculty representing different instructional divisions, one classified staff member, and two students.

**ACADEMIC SENATE**

(Other committees than those included in College Council that report to the Academic Senate)

**ADVANCEMENT IN RANK****Charge**

The Advancement in Rank Committee meets every spring to evaluate nominations for advancement in rank by faculty, according to Board Policy 3080.

**Membership**

Membership includes the Academic Senate President or designee and six faculty members who have achieved the rank of full professor.

**LIBRARY/LEARNING RESOURCES****Charge**

This committee serves as an advisory committee for all aspects of the college's learning resources program, including the Library, the Learning Center, Tutoring, and Audiovisual services.

**Membership**

Membership is the Dean of Learning Resources, Transfer Center Coordinator, one faculty member from each instructional division, and one or more classified staff members.

**OCCUPATIONAL EDUCATION****Charge**

The Occupational Education Committee assists in the preparation of the VTEA plan and budget and works with the Dean of Occupational Education to advance the plans for occupational programs as identified in program review and other college planning efforts.

**Membership**

Membership is all Instructional Deans, all department heads of an occupational program, and one classified staff member.

**TENURE REVIEW COMMITTEE****Charge**

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the Committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District. If the Committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty

members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President disagrees with the recommendation of the Tenure Review Committee, the President and the Committee shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees.<sup>1</sup>

Per the provisions of the CTA Contract, the Tenure Review Committee is also involved in providing remediation assistance to those faculty whose evaluation is less than satisfactory.

### **Membership**

The President of the College appoints a tenured faculty member as the Tenure Review Coordinator to chair the committee and one administrator. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.

## **MANAGEMENT STAFF**

### **ADMINISTRATIVE SERVICES SUPERVISORS**

Reporting to the Vice President of Administrative Services, the Administrative Services Supervisors meet on a periodic basis to discuss and review campus issues with the Vice President, Administrative Services.

### **INSTRUCTIONAL CABINET**

#### **Charge**

The Instructional Cabinet meets on a weekly basis to discuss and review campus issues with the Vice President, Instruction.

#### **Membership**

Membership is comprised of the Deans who report to the Vice President, Instruction plus the Academic Senate President, and the Director of Distributive Education.

### **MANAGEMENT ROUNDTABLE**

Reporting to the President, Valley College managers (supervisors, directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to deal with specific management issues.

### **PRESIDENT'S EXECUTIVE STAFF**

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

### **STUDENT ACTIVITIES ADVISORY COMMITTEE**

#### **Charge:**

The student activities advisory committee will monitor and serve as the primary clearinghouse for all student activities on the campus. The committee will approve a semester by semester activities calendar.

#### **Membership:**

Membership shall include but not be limited to, VPSS, VPI or designee, VPA or designee, Director of Student Life, AS president, AS vice president, 4 students appointed by the AS president, ICC commissioner, all club faculty advisors, 1 CSEA member who works in maintenance or facilities.

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<sup>1</sup> This charge and membership quoted directly from the 2001-2004 AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.

**STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS, NON-INSTRUCTIONAL FACULTY & SUPPORT STAFF (College Council Member)**

Reporting to the Vice President of Student Services, the Student Support Services Managers, Coordinators, Non-instructional faculty, and support staff meet on a periodic basis to discuss and review campus issues particularly applicable to student success.

Revised by College Council 11-8-06