

SBVC College Council Minutes August 26, 2009

Deb Daniels, SBVC President, Co-Chair
 John Stanskas, Academic Senate President, Co-Chair
 Robert Alexander **A**
 Damon Bell
 Marco Cota
 Jay Danley
 Jim Hansen
 Rick Hrdlicka
 Courtney Hunter
 Celia Huston

John Napolitano **A**
 Barbara Nichols
 Kay Ragan
 Zelma Russ
 Troy Sheffield
 James Smith

| TOPIC | DISCUSSION and ACTION |
|----------------------------------|---------------------------|
| Approval of May 13, 2009 Minutes | The minutes were approved |

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| Assessment Test Pilot Summary – James Smith | <p>James provided a presentation on the Assessment Test Comparison Study. The study compared three types of assessment test for Reading, English and Math. The study concluded the following findings for placement and prerequisite survey results:</p> <ol style="list-style-type: none"> 1. Students indicated a minimum level of satisfaction with placement for all tests 2. LDT English showed a slightly higher level of agreement with placement. <p>And the following findings for student performance measures:</p> <ol style="list-style-type: none"> 1. All tests met minimum criteria for pass-rates and retention rates. 2. On average, the Accuplacer assessment test showed stronger pass rates and retention rates. |
| Committee Structure – Deb Daniels/John Stanskas | <p>Deb handed out the proposed committee structure indicating that it is still a work in progress. She asked that the proposed committee structure be shared with other groups to seek input. Any changes or additional information should be sent to Deb for inclusion in a summary report which she will present at next month's meeting.</p> |
| Educational Master Plan – Troy Sheffield | <p>Troy handed out a summary of the commission letter which outlined the recommendation for an Educational Master Plan, preliminary specifications for the Strategic Educational Master Plan, and timelines to develop the plan. The Ed plan is due to ACCJC on October 15, 2010. Troy hopes to have a report ready for the group by January 2010.</p> |
| Phase III Reorganization – Damon Bell | <p>Damon handed out the Student Services Phase III Draft. The handout reflect the projected changes to the Student Services departments. The draft has been shared with the Student Services staff and will be finalized by August 31, 2009. Once the draft is finalized it will be presented at the next Classified Senate meeting.</p> |
| OTHER BUSINESS | |

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| Swine Flu Vaccination - Zelma | Zelma reported that an organization had contacted Elaine Akers about the possibility of offering the swine flu vaccination to the community on our campus. A discussion ensued concerning the pros and cons of liability, costs, parking, and accessibility. Zelma will get more details and bring back to the group for further discussion. |
| Committees - Troy | Troy indicated that the latest, edited version of the committee list had been sent to the campus. |
| Priorities of Professional & Organizational Development – Courtney | Courtney handed out a flow chart categorizing the priorities of the Professional & Organizational Developments for the 2009-2010 year. |
| Budget – Deb | <p>Deb stated that the State Budget included an assumption that we will get backfilled but we won't get what was anticipated. The result will be more cuts and those cuts will likely occur in the categorical areas (specifically in salary). This year looks to be okay but next year is unforeseeable.</p> <p>Deb reminded the members to work with their managers to adhere to the 10% saving restrictions in general fund operational costs. The 10% savings will cover any short fall in January.</p> |

Assessment Test Comparison Study

Compare test from three sources

- Locally developed tests (LDT)
 - Math and English
- Compass
 - Math, English, and Reading
- Accuplacer
 - Math, English, and Reading

Cut-scores

- Compass
 - Math and English cut scores were established with the assistance of the Compass consultant
- Accuplacer
 - Adopted from Craiton Hills College cut-scores
- Locally Developed
 - Established and adjusted as part of periodic reliability and validity reporting required by the State Chancellors Office (unchanged for this study)

Number of Tests Administered

Dates: Sept. 10, 2008 to January 6, 2009
N=2,393

| Test | Accuplacer | Locally Developed Tests (LDT) | Compass | Total |
|-------------|------------|-------------------------------|---------|-------|
| English | 433 | 761 | 943 | 2,393 |
| Reading | 433 | 547 | 943 | 2,120 |
| Math | 361 | 1263 | 754 | 2,393 |
| Total tests | 2,227 | 3,267 | 2,654 | 7,493 |

Note: For Reading the LDTs and Compass are the same—1,487 (647+840) students were administered this test.
Source: DataTel

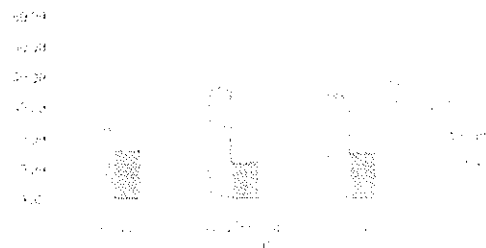
Number of Students who Enrolled in class within one semester of Assessment

| Test | Accuplacer | Locally Developed Tests (LDT) | Compass | Total |
|-------------|------------|-------------------------------|---------|-------|
| English | 149 | 484 | 232 | 765 |
| Reading | 104 | 104 | 97 | 305 |
| Math | 436 | 567 | 377 | 1480 |
| Total tests | 689 | 1175 | 706 | 2560 |

Percentage of Students who Enrolled within one term of being Assessed

| Test | Accuplacer | Locally Developed Tests (LDT) | Compass | Average over all tests |
|-------------|------------|-------------------------------|---------|------------------------|
| English | 23.54% | 37.00% | 34.73% | 32.80% |
| Reading | 16.49% | 12.28% | 15.10% | 14.39% |
| Math | 45.37% | 52.00% | 49.37% | 49.58% |
| Total tests | 30.94% | 36.64% | 34.21% | 34.28% |

Percentage of Test-Takers who Enrolled in a Placement Course





Mixed Method Analysis

Qualitative and Quantitative

- Placement and Prerequisite Survey
 - Student respondents
 - Faculty respondent
- Analysis of student performance measures
 - Retention
 - Grades (pass-rates)

Placement and Prerequisite Surveys provided data for the qualitative analysis

Students were asked to respond as following

- 1) Identify themselves by social security number or student ID#
- 2) Identify their class by class code
- 3) Indicate their level of preparation for the course.

Instructors were asked to...

- 1) Distribute the survey and read the instructions to students.
- 2) Collect completed surveys.
- 3) Enter an assessment of each student's academic preparation for the class (skill level).



The Scale for Rating Preparation for the class was measured using a self-reported five point scale

- A) Yes, overqualified.
- B) Yes, very much so.
- C) Yes, but not completely.
- D) Yes, but just barely.
- E) No, not at all.



Student Ratings

| Test | N | Percentage of students who indicated they were sufficiently qualified to take the course | Percentage of students who indicated they were overqualified |
|---|-----|--|--|
| Concept Engin (CONFEH01) | 60 | 92% | 10% |
| Concept Reading (CONPREAD) | 56 | 92% | 10% |
| Concept Reading (CONPREAD) | 48 | 89% | 10% |
| Concept Math 1 (CONPMATH1) | 60 | 90% | 10% |
| Concept Math 2 (CONPMATH2) | 17 | 94% | 10% |
| Locally maintained Pre Algebra (FOALPRE) | 83 | 90% | 6.4% |
| Locally maintained Elementary Algebra (FOALEM) | 54 | 92% | 11% |
| Locally maintained Intermediate Algebra (FOALINT) | 58 | 91% | 10% |
| Locally maintained College Algebra (FOALCOL) | 29 | 86% | 12% |
| Locally maintained Engin (FOALENG) | 207 | 91% | 13% |
| Accelerator Algebra (VACALALG1) | 43 | 92% | 12% |
| Accelerator Algebra (VACALALG2) | 42 | 91% | 12% |
| Accelerator Math (VACOCOLM) | 17 | 99% | 14% |
| Accelerator Reading (VACOCUREAD) | 43 | 91% | 11% |
| Accelerator Engin (VACOCUSENT) | 52 | 99% | 11% |

Faculty

| Test | Student ID | Percentage of faculty who indicated students were sufficiently qualified to take the course | Percentage of faculty who indicated that students were over qualified |
|---|------------|---|---|
| Concept Engin (CONFEH01) | 60 | 80% | 3.3% |
| Concept Reading (CONPREAD) | 56 | 89% | 6.4% |
| Concept Reading (CONPREAD) | 48 | 80% | 1.7% |
| Concept Math 1 (CONPMATH1) | 60 | 70% | 1.7% |
| Concept Math 2 (CONPMATH2) | 17 | 90% | 0 |
| Locally maintained Pre Algebra (FOALPRE) | 83 | 77% | 3.2% |
| Locally maintained Elementary Algebra (FOALEM) | 54 | 73% | 7.1% |
| Locally maintained Intermediate Algebra (FOALINT) | 58 | 62% | 9.5% |
| Locally maintained College Algebra (FOALCOL) | 29 | 61% | 7.2% |
| Locally maintained Engin (FOALENG) | 207 | 77% | 6.2% |
| Accelerator Algebra (VACALALG1) | 43 | 72% | 2.3% |
| Accelerator Algebra (VACALALG2) | 42 | 71% | 0% |
| Accelerator Math (VACOCOLM) | 17 | 71% | 0% |
| Accelerator Reading (VACOCUREAD) | 43 | 73% | 1.6% |
| Accelerator Engin (VACOCUSENT) | 52 | 60% | 6.1% |

Student/Faculty Agreement

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|-------------------|------------|
| A | 9.1% | 15.5 | 20.9% |
| B | 54.5 | 26.2 | 20.9 |
| C | 27.3 | 17.9 | 16.3 |
| D | 0.0 | 9.5 | 7.0 |
| F | 9.1 | 11.9 | 14.0 |
| I | 0.0 | 0.0 | 0.0 |
| W | 0.0 | 19.0 | 20.9 |
| Total | 100.0 | 100.0 | 100.0 |
| Pass-rate | 90.1% | 59.5% | 58.1% |
| Retention | 100% | 81% | 79.1% |
| Missing (unofficial drops) | 52.2% | 56.5% | 47.6% |
| N | 123 | 193 | 82 |
| | 23/149=15% | 193/404=47% | 32/232=35% |

(*) The N for this group is too small to analyze

Table 6. Comparison of Assessment Tests Over All English Courses

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|-------------------|---------|
| A | 16.7% | 17.5% | 14.4% |
| B | 25.3% | 20.4% | 20.3% |
| C | 22.7% | 26.4% | 6.0% |
| D | 6.7% | 10.3% | 13.8% |
| F | 17.3% | 12.3% | 13.6% |
| I | 1.3% | | 8% |
| W | 10.0% | 19.0% | 20.3% |
| Total | 100.0% | 100.0% | 100.0% |
| Pass-rate | 58.7 | 50.3 | 51.7 |
| Retention | 88.0% | 81%.0 | 79.7% |
| Missing (unofficial drops) | 49.7% | 37.8% | 49.1% |
| N | 149 | 304 | 232 |

source: DataTel

Table 7. Comparison of assessment tests for English 914 placement

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|-------------------|------------|
| A | 9.1% | 15.5 | 20.9% |
| B | 54.5 | 26.2 | 20.9 |
| C | 27.3 | 17.9 | 16.3 |
| D | 0.0 | 9.5 | 7.0 |
| F | 9.1 | 11.9 | 14.0 |
| I | 0.0 | 0.0 | 0.0 |
| W | 0.0 | 19.0 | 20.9 |
| Total | 100.0 | 100.0 | 100.0 |
| Pass-rate | 90.1% | 59.5% | 58.1% |
| Retention | 100% | 81% | 79.1% |
| Missing (unofficial drops) | 52.2% | 56.5% | 47.6% |
| N | 123 | 193 | 82 |
| | 23/149=15% | 193/404=47% | 32/232=35% |

(*) The N for this group is too small to analyze

Table 8. Comparison of assessment tests for English 015 placement

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|-------------------|------------|
| A | 7.7% | 19.1% | 12.1% |
| B | 20.5% | 15.5% | 15.2% |
| C | 25.6% | 22.7% | 21.2% |
| D | 10.3% | 10.0% | 27.3% |
| F | 15.4% | 12.7% | 12.1% |
| I | 2.6% | 0.0% | 0.0% |
| W | 17.9% | 20.0% | 12.1% |
| Total | 100.0% | 100.0% | 100.0% |
| Pass-rate | 53.8% | 57.3% | 48.5% |
| Retention | 82.1% | 80.0% | 87.9% |
| Missing (unofficial drops) | 48.7 | 40 | 51.5 |
| N | 76/146=52% | 184/404=46% | 68/232=29% |

Table 9. Comparison of assessment tests for English 101 placement

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|-------------------|------------|
| A | 20.0% | 27.3% | 12.9 |
| B | 20.0% | 27.3% | 29.0 |
| C | 15.0% | 18.2% | 9.7 |
| D | 0 | 9.1% | 3.2 |
| F | 30.0% | 9.1% | 16.1 |
| I | 0 | 0% | 3.2 |
| W | 15.0% | 9.1% | 25.8% |
| Total | 100.0% | 100.0% | 100.0 |
| Pass-rate | 55% | 72.7% | 51.6% |
| Retention | 85.0% | 90.9% | 74.2% |
| Missing (unofficial drops) | 52.6 | 35.3 | 54.4 |
| N | 38/146=26% | 17/404=4% | 57/232=25% |

(*) The N for this group is too small to analyze

All Reading Courses—910, 920, 950, 015, 100

Table 10. Comparison of Assessment Tests Over All Reading Courses

| Grade | Accuplacer | Compass (LDT) |
|----------------------------|------------|---------------|
| A | 37.0% | 33.5% |
| B | 17.4% | 10.8% |
| C | 17.4% | 15.3% |
| D | 6.5% | 11.8% |
| F | 10.3% | 11.3% |
| I | 0.0% | 0% |
| W | 10.3% | 27.1% |
| Total | 100.0% | 100.0% |
| Pass-rate (A-C) | 71.7% | 49.9% |
| Retention | 89.1% | 72.9% |
| Missing (unofficial drops) | 54.9% | 55.6% |
| N | 104 | 168 |

Reading 950

Table 11. Placement-test Comparison of Assessment Tests—
READ-950

| Grade | Accuplacer | Compass (LDT) |
|----------------------------|------------|---------------|
| A | 37.5% | 9.5% |
| B | 18.3% | 11.2% |
| C | 15.5% | 25.5% |
| D | 6.3% | 14.3% |
| F | 8.2% | 14.3% |
| I | 0.0% | 0.0% |
| W | 12.5% | 19.0% |
| Total | 100.0% | 100.0% |
| Pass-rate (A-C) | 75% | 61.5% |
| Retention | 87.5% | 81.0% |
| Missing (unofficial drops) | 54.9% | 39% |
| N | 33/104=33% | 21/108=19.5% |

* The N for this group is too small to analyze

All Math Courses

Table 12. Comparison of Assessment Tests Over All Math
Courses

| Grade | Accuplacer | Locally developed | Compass |
|----------------------------|------------|----------------------|---------|
| A | 50.1% | 19.6% | 27.3% |
| B | 19.9% | 22.9% | 19.2% |
| C | 15.4% | 13.1% | 16.1% |
| D | 2.9% | 7.9% | 7.7% |
| F | 19.5% | 15.7% | 15.2% |
| I | 0.0% | 0.0% | 0.0% |
| W | 9.3% | 19.5% | 19.7% |
| Total | 100.0% | 100.0% | 100.0% |
| Pass-rate | 65.4% | 57.3% | 52.7% |
| Retention | 91.2% | 89.5% | 81.1% |
| Missing (unofficial drops) | 51.4% | 45.9% | 43.3% |
| N | 430 | 567 | 277 |

For math courses as a whole, Accuplacer has a higher pass-rate and retention rate than the LDT and Compass tests.

Table 13. Assessment test Comparison – Math-942

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|-------------|----------------------|-------------|
| A | 21.8% | 16.9% | 22.0% |
| B | 26.7% | 23.7% | 19.3% |
| C | 15.8% | 10.2% | 12.8% |
| D | 7.9% | 18.6% | 10.1% |
| F | 19.8% | 16.9% | 18.3% |
| I | 0.0% | 0.0% | 0.0% |
| W | 7.9% | 13.6% | 17.4% |
| Total | 100.0% | 100.0% | 100.0% |
| Pass-rate (A-C) | 64.4% | 50.8% | 54.1% |
| Retention | 92.1 | 86.4% | 82.6 |
| Missing (unofficial drops) | 48.2% | 51.6% | 40.1% |
| N | 195/436=45% | 122/667=18% | 182/377=48% |

Table 14. Assessment test Comparison – Math-952

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|----------------------|------------|
| A | 26.0% | 15.7% | 55.0% |
| B | 10.0% | 28.4% | 17.5% |
| C | 25.0% | 22.4% | 7.5% |
| D | 10.0% | 3.0% | 7.5% |
| F | 15.0% | 13.4% | 0.0% |
| I | 0.0 | 0.0% | 0.0 |
| W | 15.0% | 17.2% | 12.5% |
| Total | 100.0% | 100.0% | 100.0% |
| Pass-rate (A-C) | 64.4% | 66.4% | 88% |
| Retention | 85.0% | 82.8% | 87.5% |
| Missing (unofficial drops) | 68.8% | 43.7% | 57.9% |
| N | 64/436=15% | 238/667=36% | 95/377=25% |

Table 15. Assessment test Comparison – Math-095

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|----------------------|---------|
| A | 58.7% | 10.3% | *N/A |
| B | 13.0% | 25.6% | *N/A |
| C | 10.9% | 23.1% | *N/A |
| D | 2.2% | 5.1% | *N/A |
| F | 4.3% | 2.6% | *N/A |
| I | 0.0% | 0.0% | *N/A |
| W | 10.9% | 33.3% | *N/A |
| Total | 100.0% | 100.0% | *N/A |
| Pass-rate (A-C) | 82.6% | 59.0% | *N/A |
| Retention | 96.1% | 66.7% | *N/A |
| Missing (unofficial drops) | 36 | 50 | *N/A |
| N | 82/436=19% | 89/667=13% | 377=1% |

Table 16. Assessment test Comparison – Math-095

| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|----------------------|---------|
| A | 58.7% | 10.3% | *N/A |
| B | 13.0% | 25.6% | *N/A |
| C | 10.9% | 23.1% | *N/A |
| D | 2.2% | 5.1% | *N/A |
| F | 4.3% | 2.6% | *N/A |
| I | 0.0% | 0.0% | *N/A |
| W | 10.9% | 33.3% | *N/A |
| Total | 100.0% | 100.0% | *N/A |
| Pass-rate (A-C) | 82.6% | 59.0% | *N/A |
| Retention | 96.1% | 66.7% | *N/A |
| Missing (unofficial drops) | 36 | 50 | *N/A |
| N | 82/436=19% | 89/667=13% | 377=1% |

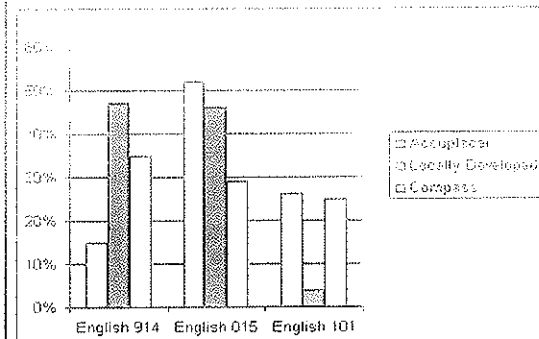
* The N for this group is too small to analyze

Table 17. Assessment test Comparison – Math-102

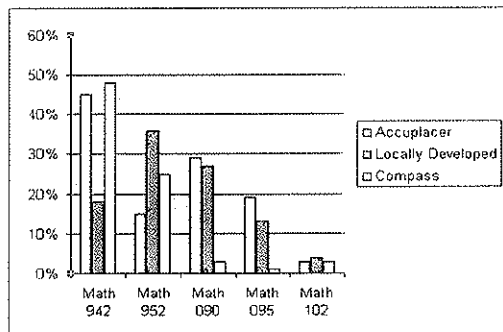
| Grade | Accuplacer | Locally Developed | Compass |
|----------------------------|------------|-------------------|-----------|
| A | 23.3 | 30.0 | 0.0 |
| B | 23.3 | 10.0 | 20.0 |
| C | 0.0 | 10.0 | 0.0 |
| D | 0.0 | 0.0 | 0.0 |
| F | 0.0 | 30.0 | 0.0 |
| Total | 33.3 | 20.0 | 60.0 |
| Pass-rate (A-C) | 66.7 | 60.0 | 60.0 |
| Retention | 66.7 | 60.0 | 60.0 |
| Missing (unofficial drops) | 3 | 17 | 48 |
| n | 12/136=8% | 27/597=4% | 13/377=3% |

(*) The n for this group is too small to analyze

Placement Percentages by Course



Placement Percentages by test



Conclusion

- Placement and Prerequisite Survey Results
 - Students indicated a minimum level of satisfaction with placement for all tests
 - LDT English showed a slightly higher level of agreement with placement
- Student performance measures
 - All tests met minimum criteria for pass-rates and retention-rates
 - On average, Accuplacer showed the stronger pass-rates and retention-rates

| ORIGINAL | ACADEMIC SENATE | ADMINISTRATION |
|---|---|---|
| <p><u>COLLEGE COUNCIL</u> Charge The College Council has three primary functions: planning, issue management, and communication.</p> <p>The college <u>planning</u> 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.</p> <p>The <u>issue management</u> function takes place as new campus issues are presented to the College Council and referred to the appropriate college committee for review and consideration.</p> <p>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.</p> <p>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.</p> | <p><u>COLLEGE COUNCIL</u> Charge The College Council has three primary functions: planning, issue management, and communication.</p> <p>The college <u>planning</u> 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.</p> <p>The <u>issue management</u> function takes place as new campus issues are presented to the College Council and referred to the appropriate college committee for review and consideration.</p> <p>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.</p> <p>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 Senate President, or designee, 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 and Academic Senate President serve as co-chairs of the College Council.</p> | <p><u>COLLEGE COUNCIL</u> Charge The College Council has three primary functions: planning, issue management, and communication.</p> <p>The college <u>planning</u> function includes 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. College Council reviews each of the plans.</p> <p>The <u>issue management</u> function takes place as new campus issues are presented to the College Council and referred to the appropriate college committee for review and consideration.</p> <p>The <u>communication</u> 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.</p> <p>Membership Membership is comprised of the President, College Vice Presidents, the President of Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the Dean of Research, Planning and Development, and the chairs of the following committees: Enrollment Management & Student Equity, Accreditation, Budget, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, 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.</p> |

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| <p>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.</p> <p>Meetings: Unless otherwise noted, Standing Committees do not meet during summer.</p> <p><u>ACCREDITATION STEERING COMMITTEE</u></p> <p>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.</p> <p>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.</p> | <p>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 (shoes assists with clerical support, copying, and dissemination of materials as needed). It is intended that the College Council consist of broad 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.</p> <p>Meetings: Unless otherwise noted, Standing Committees do not meet during summer.</p> <p><u>ACCREDITATIONS STEERING COMMITTEE</u></p> <p>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. In addition, the committee conducts assessments that support the planning processes of the institution and in the development of a research agenda that advises on the prioritization of research tasks.</p> <p>Membership Dean of Research, Planning, & Development, the faculty union president or designee, and the classified union president or designee, and interested administrators, faculty, staff, and students.</p> | <p>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 (that assists with clerical support, copying, and dissemination of materials as needed).</p> <p>It is intended that the College Council standing committees 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.</p> <p>Meeting: Unless otherwise noted, Standing Committees do not meet during summer.</p> <p>COLLEGIAL CONSULTATION COMMITTEES:</p> <p><u>ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE</u> Charge The 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. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee will generate and regularly review guidelines and best practices for all aspects of the student learning process.</p> <p>Membership Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division, and other interested faculty, administrators, staff and students.</p> |
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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.

CURRICULUM COMMITTEE

Charge

The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, assessment of curriculum as needed, and approval of prerequisites and co-requisites. .

Membership

Membership is comprised of the Vice President of Instruction (or the Vice President’s designee) and the Dean of Occupational Education, a Curriculum Chair appointed by the Academic Senate, the Articulation Officer, the Matriculation Coordinator, at least two faculty members from each division, two students, and three classified staff: the Instructional User

BUDGET COMMITTEE DELETED

CURRICULUM COMMITTEE

Charge

The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, assessment of curriculum as needed, and approval of prerequisites and co-requisites.

Membership

Vice President of Instruction, or designee, and one other manager, a Curriculum Chair appointed by the Academic Senate, the faculty Articulation Officer, the faculty Matriculation Coordinator, at least two faculty members from each division, two students, and three classified staff: the Instructional User Liaison, the Curriculum Secretary, and the Catalog Data Specialist.

BUDGET COMMITTEE

Charge

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. The Committee conducts the needs assessment for Program Review and reports its findings and prioritization to College Council.

Membership

Membership is comprised of the college Vice Presidents, the chairs of the Program Review Committee, the administrative liaison of the Perkins Grant, equal representations from instructional, student and the administrative services area and two students.
(Will add faculty into membership once fate of committee is determined)

CURRICULUM COMMITTEE

Charge

The Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, assessment of curriculum as needed, and approval of prerequisites and co-requisites.

Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, at least one faculty members from each division, two students, and an Instruction Office staff member appointed by the Vice President of Instruction to serve as a resource to the committee.

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| <p>Liaison, the Curriculum Secretary, and the Catalog Data Specialist.</p> <p><u>ENROLLMENT MANAGEMENT COMMITTEE</u> 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. Sub-committees may be formed as needed.</p> <p>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.</p> <p><u>FACILITIES & SAFETY COMMITTEE</u> 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.</p> | <p><u>ENROLLMENT MANAGEMENT COMMITTEE</u> 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. The committee also serves as an advisory to the Public Information Officer and the President for all aspects of the College’s marketing efforts, including assessment of marketing effectiveness.</p> <p>Membership Vice President of Student Services, the Vice President of Instruction, the Dean of Student Development, Dean of Student Support, Associate Dean of Admissions & Records, Director of Financial Aid; the Public Information Officer, and interested faculty, administrators, staff and students.</p> <p><u>FACILITIES & SAFETY COMMITTEE</u> 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 cruses, emergency preparedness, and campus safety, particularly regarding hazardous materials, and space utilization. This committee reviews and submits the Facilities & Capital Outlay Plan, the Integrated Waste Management Plan, the Emergency Preparedness Plan, and the Hazardous Materials Plan.</p> | <p><u>ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE</u> Charge The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President regarding enrollment planning. The Committee is responsible for reviewing internal and external assessment trend data 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. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council.</p> <p>Membership Membership is comprised of the Vice President of Instruction and Student Services, two Deans from Student Services, two Deans from Instruction, Directors of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.</p> <p><u>FACILITIES & SAFETY COMMITTEE</u> Charge The Facilities & Safety Committee serves as an advisory committee for aspects of the college’s services and operations including, facilities assessments, the appearance of the campus, emergency preparedness, and campus safety training. Reviews and submits the Facilities & Capital Outlay Plan to College Council. Subcommittees reporting to this committee are the Emergency Preparedness Committee and the Hazardous Materials Committee.</p> |
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| <p>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.</p> <p><u>SPACE UTILIZATION SUB-COMMITTEE</u> 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.]</p> <p>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.</p> <p><u>MATRICULATION COMMITTEE</u> 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.</p> <p>Membership Membership is the Vice President of Student Services, the Director of</p> | <p>Membership Vice President of Administrative Services, the Director on Maintenance and Operations, a representative from the District police services, Dean of Student Support, DSPS Coordinator, and interested administrators, faculty, staff, and students.</p> <p><u>SPACE UTILIZATION SUB-COMMITTEE DELETED</u></p> <p><u>MATRICULATION COMMITTEE</u> Charge The Matriculation Committee is authorized by the Academic Senate to develop the college Matriculation Plan, propose the budget for categorical matriculation funds, advise on policies, procedures, and implementation of matriculation components: admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.</p> <p>Membership Vice President of Student Services or designee, the Associate Dean of</p> | <p>Membership Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.</p> <p>(Need to re-evaluate after the District makes a recommendation about this committee)</p> <p><u>SPACE UTILIZATION SUB-COMMITTEE DELETED</u></p> <p><u>MATRICULATION COMMITTEE</u> Charge The Matriculation Committee is authorized by the Academic Senate. The committee annually reviews and updates the college Matriculation Plan, propose the budget for categorical matriculation funds, provides advice on policies, procedures, and implementation of matriculation components: admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.</p> <p>Membership</p> |
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| <p>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.</p> <p><u>PROGRAM REVIEW COMMITTEE (modified 1-25-2006)</u></p> <p>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:</p> <ul style="list-style-type: none">❑ 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 <p>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.</p> | <p>Admissions & Records and Records, the Matriculation Coordinator, Dean of Student Support, Dean of Student Development, Institutional Researcher, at least one faculty member from each division, and interested faculty, staff, and students.</p> <p><u>PROGRAM REVIEW COMMITTEE</u></p> <p>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, staff, budget augmentation, and instructional equipment for instructional and student services programs, and interface with other college committees to ensure institutional priorities are met. The purpose of Program Review is to:</p> <ul style="list-style-type: none">○ Provide a full examination of the efficacy of programs and services as related to departmental, divisional, and institutional goals○ Evaluate performance, services, and programs○ Conduct the campus-wide needs assessment of programs and services, contribute to short- and 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 <p>Membership Vice Presidents of Instruction, Students, and Administrative Services or designees, the Dean of Research, Planning, & Development, two faculty representatives from each division, three members of classified staff, two additional managers, and two students.</p> | <p>Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, the Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Researcher or designee, one representative from English, Reading, and Math and other interested administrators, faculty, staff and students.</p> <p><u>INSTRUCTIONAL SERVICES PROGRAM EFFICACY COMMITTEE</u></p> <p>Charge The Instructional Services Program Efficacy Committee is responsible for reviewing Program Review documents and formulating recommendations regarding instructional programs. This committee also prioritizes faculty positions received from instructional divisions. All recommendations are forwarded to College Council for review.</p> <p>Membership VPI, one faculty from each division, two classified staff, three deans, and two students.</p> <p><u>ADMINISTRATIVE SERVICES PROGRAM EFFICACY COMMITTEE</u> The Administrative Services Program Efficacy Committee is responsible for reviewing Program Efficacy documents and formulating recommendations regarding all Administrative Services departments. This Committee also prioritizes classified positions in Administrative Services departments. All recommendations are forwarded to College Council for review.</p> <p>Membership VPAS, four managers, four classified staff, and two students.</p> <p><u>STUDENT SERVICES PROGRAM EFFICACY COMMITTEE</u> The Student Services Program Efficacy Committee is responsible for reviewing program review documents and formulating recommendations regarding all departments in Student Services. This Committee also prioritizes classified and faculty positions. All recommendations are forwarded to College Council.</p> <p>Membership VPSS, three deans, three faculty, three classified staff, and two students.</p> |
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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, 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.

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 communicating 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

Dean of Research, Planning and Development, the Professional Development Coordinator, and interested administrators, faculty, staff and students.

RESEARCH COMMITTEE DELETED

PROFESSIONAL DEVELOPEMENT 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 three-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, Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

RESEARCH AND PLANNING COMMITTEE DELETED

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.

DIVERSITY & EQUITY COMMITTEE

Charge

The Diversity and Equity Committee is responsible for the development and monitoring of the College Student Equity Plan, assessing and promoting an understanding of diversity among faculty, staff, students, managers, and the community. The committee oversees the implementation of programs including but not limited to educational, cultural, recreational, and social events and activities.

Membership

Vice Presidents of Instruction, Student Services, and administrative Services or designees, the Dean of student Support Services, and interested administrators, faculty, staff, and students.

STUDENT EQUITY SUB-COMMITTEE DELETED

STAFF & STUDENT DIVERSITY MOVED TO OFFICE OF THE PRESIDENT

STUDENT EQUITY SUB-COMMITTEE COMBINED WITH ENROLLMENT MANAGEMENT

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| <p><u>TECHNOLOGY COMMITTEE</u></p> <p>Charge</p> <p>The Technology Committee writes the Technology Plan for the College, to be submitted to College Council. The plan includes:</p> <ol style="list-style-type: none">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 technology3. 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 technology6. standards for technology infrastructure7. standards for technology related building construction8. guidelines for purchase and installation of technology in new construction9. guidelines to maximize the effective use of District network resources for the SBVC Campus Community10. accessibility to technology will be considered when developing goals, methods, recommendations, guidelines and standards <p>The Technology Committee members serve on one of two subcommittees: Academic and Administrative Technology.</p> <p>Membership</p> <p>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.</p> <p><u>OPERATIONAL / FUNCTIONAL COMMITTEE LIST</u></p> <p>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:</p> | <p><u>TECHNOLOGY COMMITTEE</u></p> <p>Charge</p> <p>The Technology Committee writes the Technology plan for the College, to be submitted to College Council. The plan includes:</p> <ul style="list-style-type: none">o Methods to assess, explore and encourage innovative uses of technology both in administrative and academic computingo Goals for training faculty, staff, and administrators in the use of technologyo Guidelines for the dissemination of recycled computers and other hardware and the purchase and installation of technology to maximize the effective use of resourceso Accessibility to technology will be considered when developing goals, methods recommendations, guidelines and standards <p>The Technology Committee members serve on one of two subcommittees: Academic and Administrative Technology.</p> <p>Membership</p> <p>Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees, a representative from District Computing Services, a member of the Distributed Education staff, at least one representative from the college Network Specialists, and interested administrators, faculty, staff, and students.</p> <p><u>OPERATIONAL/FUNCTIONAL COMMITTEE LIST</u></p> <p>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:</p> | <p><u>TECHNOLOGY COMMITTEE</u></p> <p>Charge</p> <p>The Technology Committee develops the Technology Plan for the College, to be submitted to College Council. The committee reviews technology needs forwarded from the budget committee. The committee recommends training requirements to Professional Development; provides information on the status of computer rotation for faculty and staff; participate in grant request for updates to technology; provides the campus with guidelines for the purchase and installation of technology in new and old buildings; and keeps the campus informed of new and/or innovative advances in the uses of technology.</p> <p>Membership</p> <p>Membership is comprised of the College Vice Presidents or their designees, College Director of Technology, at least one representative from the college Network Specialists, and interested administrators, faculty, classified staff and students.</p> <p><u>OPERATIONAL/FUNCTIONAL COMMITTEE LIST DELETED</u></p> |
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| <p><u>OFFICE OF THE PRESIDENT</u></p> <p><u>ANNUAL AWARDS COMMITTEE</u> Charge The committee plans and implements the Annual "Spotlighting Our Success" 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</p> | <p><u>OFFICE OF THE PRESIDENT</u></p> <p><u>ANNUAL AWARDS COMMITTEE DELETED</u></p> | <p>ADDITIONAL COMMITTEES:</p> <p>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:</p> <p><u>OFFICE OF THE PRESIDENT</u></p> <p><u>SCHOLARSHIPS</u> Charge This committee reviews applications for scholarships and makes awards according to guidelines.</p> <p>Membership Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.</p> <p><u>AWARDS ADVISORY COMMITTEE</u> Charge This committee serves as an advisory committee to the Director of Marketing and the President relative to the college’s marketing efforts, including assessment of marketing effectiveness, newspaper advertisements, brochures, flyers, etc. The committee also plans and implements the Annual “Spotlighting Our Success” awards celebration.</p> |
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| <p>nominees with the San Bernardino Area Chamber of Commerce. Also, printing of the Certificate of Nomination forms, menu selection, design of the invitations and RSVPs, promoting the event and writing the scripts for the event and all the scripts for each award presenter. Coordinates and interacts with the SBVC Student Government representatives for Students' Choice Awards.</p> <p>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.</p> <p><u>PUBLIC INFORMATION COMMITTEE</u> 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.</p> <p>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.</p> <p><u>OFFICE OF ADMINISTRATIVE SERVICES</u></p> <p><u>ENVIRONMENTAL / RECYCLING COMMITTEE</u> Reporting to the Vice President of Administrative Services, this committee will oversee the mandatory Integrated Waste Management plan and compliance issues.</p> <p><u>OFFICE OF INSTRUCTION</u></p> <p><u>ARTS AND LECTURES COMMITTEE</u> 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.</p> | <p><u>PUBLIC INFORMATION COMMITTEE DELETED</u></p> <p><u>OFFICE OF ADMINISTRATIVE SERVICES</u></p> <p><u>OFFICE OF INSTRUCTION</u></p> <p><u>ARTS AND LECTURES COMMITTEE</u> Charge The Arts and Lectures Committee plans and promotes a series of lectures and cultural events designed to enrich the environment of the college including the annual awards celebration for faculty, staff, and administrators.</p> | <p>Membership Membership is comprised of the Director of Marketing, interested administrators, faculty, classified staff and students.</p> <p><u>PUBLIC INFORMATION COMMITTEE DELETED</u></p> <p><u>OFFICE OF ADMINISTRATIVE SERVICES DELETED</u></p> <p><u>INSTRUCTIONAL SERVICES</u></p> <p><u>ARTS , LECTURES, and DIVERSITY COMMITTEE</u> Charge The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.</p> |
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| <p>Membership Membership is the Dean of Learning Resources, and interested faculty, classified staff and students.</p> | <p>Membership Interested faculty, administrators, staff and students.</p> <p><u>STUDENT LEARNING OUTCOMES</u> The Student Learning Outcomes Committee is authorized by the Academic Senate to develop and monitor the student learning outcomes process for courses, programs, and the institution. The committee will generate and regularly review guidelines and best practices for all aspects of the student learning outcome process.</p> <p>Membership The Vice President of Instruction or designee, at least one faculty member from each division, and interested faculty, administrators, staff, and students.</p> <p><u>ONLINE DEGREE PROGRAMS</u> The OnLine Degree Programs Committee advises the Vice President of Instruction regarding all issues related to online learning at the College. In addition, this committee assists the disciplines in the preparation of distance education request to the Curriculum Committee. The committee functions as a visionary body, as a conduit for information between faculty, administrators, and students, and as a technology advisory body for issues related to on-line learning.</p> <p>Membership Interested faculty, administrators, staff, and students.</p> | <p>Membership Membership includes the Vice Presidents of Instruction and Student Services, Dean of Humanities, and interested faculty, classified staff and students.</p> <p><u>SLO’s COMBINED WITH ACCREDITATION</u></p> <p><u>ONLINE DEGREE PROGRAMS</u> The OnLine Degree Programs Committee advises the Vice President of Instruction regarding all issues related to online learning at the College. In addition, this committee assists the disciplines in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information between faculty, administration, and students by providing technological vision for issues related to on-line learning.</p> <p>Membership Interested faculty, administrators, staff, and students.</p> |
| <p><u>HONORS</u> 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.</p> <p>Membership Membership includes the Vice President of Instruction, the Honors Coordinator, the counselor assigned to Honors, all faculty who teach</p> | <p><u>HONORS</u> 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.</p> <p>Membership Vice President of Instruction, the Honors Coordinator, the counselor assigned to Honors, all faculty who teach Honors classes, and two students enrolled in the</p> | <p><u>HONORS</u> Charge The committee serves as an advisory committee to the Vice President of Instruction 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.</p> <p>Membership Membership includes the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators,</p> |

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| <p>Honors classes, and two students enrolled in the Honors program.</p> <p><u>VOCATIONAL PROGRAM ADVISORY COMMITTEES</u></p> <p>Charge These committees serve as advisory committees to each of the college’s vocational degree and certificate programs.</p> <p>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.</p> <p><u>OFFICE OF STUDENT SERVICES</u></p> <p><u>ALCOHOL & DRUG ABUSE</u> Charge This committee serves as an advisory committee for all aspects of the college’s alcohol and drug abuse prevention program.</p> <p>Membership Membership is Dean of Student Support, the Department Head of Human</p> | <p>Honors program.</p> <p><u>VOCATIONAL PROGRAM ADVISORY COMMITTEES DELETED</u></p> <p><u>OFFICE OF STUDENT SERVICES</u></p> <p><u>ALCOHOL & DRUG ABUSE DELETED</u></p> | <p>faculty, classified staff and students.</p> <p><u>VOCATIONAL PROGRAM ADVISORY COMMITTEE DELETED</u></p> <p><u>WORKFORCE DEVELOPEMNT COMMITTEE</u> Charge This committee reviews recommendations from various workforce advisory committees in the college’s vocational degree and certificate programs. The committee participates in the Perkins Grant allocation process and forwards information to the Budget Committee.</p> <p>Membership Membership is comprised of Perkins Grant Administrator and includes representation from vocational certificate and degree areas as well as other interested administrators, faculty, classified staff and students.</p> <p><u>STUDENT SERVICES</u></p> <p><u>CAMPUS LIFE AND COMMENCEMENT</u> Charge The committee monitors and serves as the primary clearing house for student activities on the campus, including Commencement. The committee develops a campus wide master calendar in coordination with the Director of Marketing.</p> <p>Membership Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Dean of Student Development, Director of Marketing, and interested administrators, faculty, classified staff and students.</p> <p><u>ALCOHOL & DRUG ABUSE DELETED</u></p> |
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| <p>Services, Director of Health Services, and interested faculty and classified staff.</p> <p><u>COMMENCEMENT</u></p> <p>Charge This committee plans and implements all graduation activities.</p> <p>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.</p> <p><u>DISABLED SERVICES</u></p> <p>Charge This committee serves as an advisory committee for all aspects of the college’s Disabled Services Program.</p> <p>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.</p> <p><u>SCHOLARSHIPS</u></p> <p>Charge This committee reviews applications for scholarships and makes awards according to guidelines.</p> <p>Membership Membership is the Foundation Director, one dean, twelve faculty and five classified staff.</p> | <p><u>COMMENCEMENT DELETED</u></p> <p><u>DISABLED SERVICES DELETED</u></p> <p><u>SCHOLARSHIPS</u></p> <p>Charge This committee reviews applications for scholarships and makes awards according to guidelines.</p> <p>Membership Foundation Director, and interested administrators, faculty and staff.</p> <p><u>STUDENT LIFE</u> The student life committee will monitor and serve as the primary clearinghouse for all student activities on campus, including Commencement. The committee will approve a semester-by-semester events calendar and generate the College’s alcohol and drug abuse prevention program.</p> <p>Membership Director of Student Life, the Dean of Student Support, and interested administrators, faculty, staff, and students.</p> | <p><u>COMMENCEMENT COMBINED WITH CAMPUS LIFE</u></p> <p><u>DISABLED SERVICES DELETED</u> <u>DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)</u> <u>ADVISORY COMMITTEE</u></p> <p>Charge This committee serves as an advisory committee to the Director for all aspects of the college’s DSPS Department,</p> <p>Membership Membership is comprised of Dean of Student Development, Director of Disabled Student Services, Director of Health Services, and interested faculty, classified staff, students and community members.</p> |
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| <p><u>STUDENT POLICIES & SCHOLASTIC STANDARDS</u></p> <p>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.</p> <p>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.</p> <p><u>TRANSFER CENTER COMMITTEE</u></p> <p>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.</p> <p>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.</p> <p><u>ACADEMIC SENATE</u> (Other committees than those included in College Council that report to the Academic Senate)</p> | <p><u>STUDENT POLICIES & SCHOLASTIC STANDARDS</u></p> <p>Charge The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation aof all policies related to students. The Disciplinary Hearing Sub-Committee conducts formal hearings on student suspension or expulsion. The Scholastic Standards Sub-Committee reviews and recommends petitions related to probation, entrance, disqualification, and graduation requirements.</p> <p>Membership Dean of Student Development, Associate Dean of Admissions & records, and interested faculty, administrators, staff and students.</p> <p><u>TRANSFER CENTER COMMITTEE DELETED</u></p> <p><u>ACADEMIC SENATE</u> (Other committees than those include in College Council that report to the Academic Senate)</p> | <p><u>STUDENT POLICIES & SCHOLASTIC STANDARDS</u></p> <p>Charge The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of all academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.</p> <p>Membership The membership is comprised of the Vice President of Student Services or designee, Dean of Student Development, Associate Dean of Admissions & Records, interested faculty members, a classified staff member from the Admissions and Records Office, and one student.</p> <p><u>TRANSFER CENTER COMMITTEE DELETED</u></p> <p><u>ACADEMIC SENATE</u></p> |
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| <p><u>1. ADVANCEMENT IN RANK</u></p> <p>Charge The Advancement in Rank Committee meets every spring to evaluate nominations for advancement in rank by faculty, according to Board Policy 3080.</p> <p>Membership Membership includes the Academic Senate President or designee and six faculty members who have achieved the rank of full professor.</p> <p><u>2. LIBRARY/LEARNING RESOURCES</u></p> <p>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.</p> <p>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.</p> <p><u>3. OCCUPATIONAL EDUCATION</u></p> <p>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.</p> <p>Membership Membership is all Instructional Deans, all department heads of an occupational program, and one classified staff member.</p> | <p><u>ADVANCEMENT IN RANK DELETED</u></p> <p><u>LIBRARY/LEARNING RESOURCES DELETED</u></p> <p><u>OCCUPATIONAL EDUCATION DELETED</u></p> | <p><u>ADVANCEMENT IN RANK COMMITTEE DELETED</u></p> <p><u>LIBRARY/LEARNING RESOURCES DELETED</u></p> <p><u>OCCUPATIONAL EDUCATION DELETED</u></p> |
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| <p><u>4. TENURE REVIEW COMMITTEE</u></p> <p>Charge</p> <p>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. This charge and membership quoted directly from the 2001-2004 AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.</p> <p>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.</p> <p>Membership</p> <p>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.</p> | <p><u>TENURE REVIEW COMMITTEE</u></p> <p>Charge</p> <p>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. This charge and membership quoted directly from the 2008-2011 AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.</p> <p>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.</p> <p>Membership</p> <p>The President of the College appoints a tenured faculty member as the Tenure Review Coordinator to chair the committee and on 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.</p> | <p><u>TENURE REVIEW COMMITTEE</u></p> <p>Charge</p> <p>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 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 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. This charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA.</p> <p>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.</p> <p>Membership</p> <p>The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the appropriate Vice Presidents or designees. 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.</p> |
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| <p><u>MANAGEMENT STAFF</u></p> <p>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.</p> <p><u>INSTRUCTIONAL CABINET</u> Charge The Instructional Cabinet meets on a weekly basis to discuss and review campus issues with the Vice President, Instruction.</p> <p>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.</p> <p><u>MANAGEMENT ROUNDTABLE</u> 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.</p> | <p><u>MANAGEMENT STAFF</u></p> <p>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.</p> <p><u>INSTRUCTIONAL CABINET</u> Charge The Instructional Cabinet meets on a weekly basis to discuss and review campus issues with the Vice President, Instruction.</p> <p>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.</p> <p><u>MANAGEMENT ROUNDTABLE</u> 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.</p> | <p><u>MANAGEMENT STAFF (SEE MANAGEMENT ROUNDTABLE)</u></p> <p><u>ADMINISTRATIVE SERVICES CABINET</u> Charge Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meet on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.</p> <p>Membership Membership is comprised of Vice President of Administrative Services and the Administrative Services Supervisors.</p> <p><u>INSTRUCTIONAL SERVICES CABINET</u> Charge The Instructional Cabinet reviews instruction related issues and concerns and advises the Vice President of Instruction.</p> <p>Membership Membership is comprised of Vice President of Instruction and the deans reporting to the VPI.</p> <p><u>STUDENT SERVICES CABINET</u> Charge The Student Services Cabinet reviews Student Services related issues and concerns in an advisory capacity to the VPSS.</p> <p>Membership Membership is comprised of Vice President of Student Services and all deans reporting to the VPSS.</p> <p><u>MANAGEMENT ROUNDTABLE</u> The Management Roundtable meets as needed. Membership Membership is comprised of the College President, Vice Presidents, Deans, and Directors.</p> |
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| <p><u>PRESIDENT'S EXECUTIVE STAFF</u></p> <p>The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.</p> <p><u>STUDENT ACTIVITIES ADVISORY COMMITTEE</u></p> <p>Charge</p> <p>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.</p> <p>Membership</p> <p>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.</p> <p><u>STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS, NON-INSTRUCTIONAL FACULTY & SUPPORT STAFF (College Council Member)</u></p> <p>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.</p> | <p><u>PRESIDENT EXECUTIVE STAFF</u></p> <p>The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.</p> <p><u>STUDENT ACTIVITIES ADVISORY COMMITTEE DELETED</u></p> <p><u>STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS, NON-INSTRUCTIONAL FACULTY & SUPPORT STAFF (College Council Member)</u></p> <p>Reporting to the Vice President of Student Services, the Student Support Services Managers.</p> | <p><u>PRESIDENT’S CABINET</u></p> <p>The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.</p> <p><u>STUDENT ACTIVITIES ADVISORY COMMITTEE DELETED</u></p> <p><u>STUDENT SUPPORT SERVICES MANAGERS, COORDINATORS, NON-INSTRUCTIONAL FACULTY & SUPPORT STAFF DELETED</u></p> <p><u>STUDENT SERVICES COUNCIL</u></p> <p>Charge</p> <p>The Student Services Council meets on a periodic basis to discuss and review campus issues particularly applicable to student success.</p> <p>Membership</p> <p>Membership is comprised of the Vice President of Student Services and all Student Services deans, directors, and coordinators.</p> |
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Not

FORMAL CHARGE FOR AN EDUCATIONAL MASTER PLAN

COMMISSION LETTER OF FEBRUARY 3, 2009

Recommendation 6: In order to meet the standards, the team recommends that the board of trustees and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing some significant issues raised by each college and verified in interviews with staff in the following area: namely,

b. The development of a formal and regularly evaluated district strategic plan that both acknowledges input and aligns with the college's educational plan and serves as a guide for planning at the college level. (Standard I.B.3; Standard IV.B.3.g)

EVALUATION REPORT FROM THE CHAIR OF CHAIRS, FRANK GORNICK

RECOMMENDATIONS

1. In order to exceed the standards, the team recommends that the college create an educational master plan that encompasses program review and the elements of instructional, student services, technology, and facilities planning. (Standards I.B.1-7; Standard II.A.2; Standard II.B.4; Standard III.C.2; Standard III.D. 1, 2, 3)

TIMELINE TO COMPLETE

SBVC EDUCATIONAL MASTER PLAN 2009-2010

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| 7/09 | Meeting with D. Daniels, T. Sheffield and M. Lee (Review Master Plans from other colleges) |
| 8/09 | Meeting with D. Daniels, T. Sheffield and M. Lee (Review basic content for EMP) |
| 8/26/09 | Make presentation to College Council, provide preliminary specs of EMP |
| 9/09 | Initial meeting (discuss and make changes to—timelines, responsibility centers, project etc.) |
| 9/09 | Discuss schematic diagram of EMP to other planning |
| 10/09 | All data to be complete incl. environmental scans |
| 10/09 | Review data |
| 11/09 | Implications of program review |
| 11/09 | Template information of report (purpose, mission, vision) etc. |
| 12/09 | Status of SLOs/Incorporation of program review documents |
| 1/10 | Program review documents/instructional/non-instructional info |
| 2/10 | Key findings, interpretations, and implications |
| 2/10 | Key findings continued |
| 3/10 | Action plans/resources |
| 3/10 | Action plans and resources |
| 4/10 | Draft of EMP presented to consultative groups and committed |
| 4/10 | Edits and changes to EMP |
| 5/10 | Final EMP distributed to campus |
| 8/10 | Final EMP presented to Board of Trustees; presented to campus |
| 10/10 | EMP, cover letter, and pertinent information sent to ACCJC |

**Educational Master Planning at San Bernardino Valley College
Preliminary Specifications for Strategic Educational Master Plan Content
Based on Meeting of August 5, 2009**

- I. Front Matter
 - A. President's Message (D. Daniels)
 - B. Acknowledgements (T. Sheffield)
 - C. Educational Master Plan (EMP) Purpose or Intent (T. Sheffield)
 - 1. Include EMP's role as driving technology and facilities planning.
 - 2. Include mention of implications for long-term resource allocation.
 - D. Schematic diagram of EMP's place in relation to other planning (T. Sheffield)
- II. Foundation
 - A. Strategic issues and statements with potential impact on the EMP
 - 1. Brief treatment of major trends and patterns in community colleges/higher education that are very likely to affect SBVC (K. Fleming)
 - 2. District Imperatives, Strategic Directions, and/or Goals (District?, M. Lee)
 - B. SBVC Mission, Vision
 - 1. Note: Strategic Initiatives and Goals will appear in EMP Action Plans below.
- III. Context: Highlights and brief analysis of: (J. Smith)
 - A. SBVC student demographics, overall and/or by category
 - B. SBVC Employee characteristics
 - C. Environmental scan information (K. Fleming/J. Smith)
 - 1. Feeder school patterns
 - 2. Population and demographic trends and forecasts
 - 3. Employment demand and projections for the region
 - D. Reference to website for detailed data related to all these areas
- IV. Effectiveness Measures (J. Smith)
 - A. Institutional trends and patterns for the last 3-5 years, with concise analysis and interpretation

Note: Measures apply to the institution as a whole. Further division of the data by discipline or program, as applicable, is at the committee's discretion.

 - 1. FTES
 - 2. Headcount
 - 3. WSCH per FTEF
 - 4. Success rate
 - 5. Retention
 - 6. Persistence, Fall to Fall
 - 7. Degrees and certificates
 - 8. Transfers by segment
 - 9. Institutional SLOs
 - 10. Campus climate survey results
 - B. Programs and services (J. Smith)
 - 1. Instructional: By Department
 - a. Data presented in multiple modes (e.g., tables and graphs)
 - 1) Number (or list) of courses/sections, by level
 - 2) FTES, FTEF, WSCH per FTEF
 - 3) Success rate

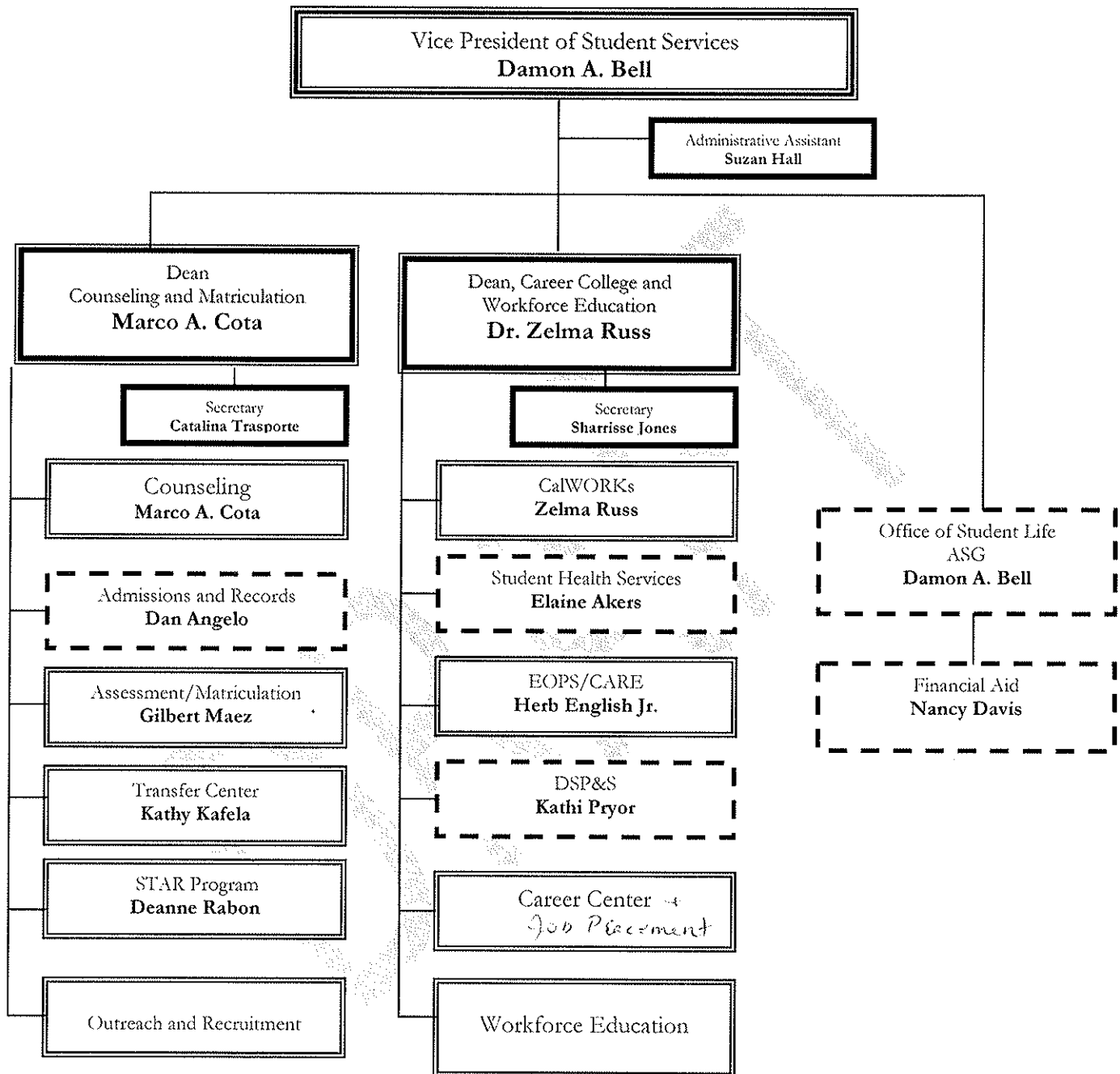
- 4) Retention
 - 5) Certificates
 - b. Narrative drawn from latest program review documents
 - 1) Brief department description
 - 2) Status of SLOs assessment and improvements based thereon
 - a) Reference to website for the SLOs themselves
 - 3) Brief assessment/analysis of trends, patterns, outcomes, implications
 - a) May include technology and facilities usage and needs if they appear in latest program efficacy and/or needs assessment documents
 - 4) Brief SWOT/SWOC analysis (advisory)
 - 5) Goals
 2. Instructional: Programs Defined by Student Needs (e.g., Basic Skills)
 - a. Decision on whether and what to include is at committee's discretion
 3. Noninstructional

Selection of services and descriptive content to include is at the committee's discretion. Possible choices include, but are not limited to, the following:

 - a. Data presented in multiple modes (e.g., tables and graphs)
 - 1) Number of clients served, by service type
 - 2) Number of staff by function
 - 3) Student demographics
 - 4) Success rate among service recipients versus nonrecipients
 - 5) Retention among service recipients versus nonrecipients
 - b. Narrative drawn from latest program review documents (C. Huston/T. Sheffield)
 - 1) Brief department description
 - 2) Status of outcomes assessment and improvements based thereon
 - a) Reference to website for the outcomes themselves
 - 3) Brief assessment/analysis of trends, patterns, outcomes, implications (Advisory group)
 - a) May include technology and facilities usage and needs if they appear in latest program efficacy and/or needs assessment documents
 - 4) Brief SWOT/SWOC analysis (Advisory/College Council)
 - 5) Goals (Advisory/College Council)
- V. Key Findings, Interpretations, and Implications for SBVC (Advisory/College Council)
- A. These are the big-picture conclusions drawn from examination of the information in Sections II through IV above.
 - B. For each major finding, include in a sidebar explicit linkages, as applicable, to Strategic Initiatives, Goals, and Action Plans below; other major College plans; and District planning documents.
- VI. Action Plans (VPs, T. Sheffield, J. Smith, Advisory)
- A. Strategic Initiatives
 - B. Goals
 - C. Measurable Objectives (AKA "benchmarks" in the current SBVC Strategic Plan)

- D. Activities/Actions/Tasks
- E. Timelines
- F. Responsible Persons
- G. Resources Required
 - 1. Includes rationale for the particular resources chosen
 - 2. Should look forward three years or more (e.g., planning for establishment of a new instructional program)
- VII. Review and Revision Process and Specifications (Advisory)
 - A. If this EMP is to remain a living, relevant document, it must include provisions for regular review and revision. The downside of including considerable detail in an EMP is the labor involved in reviewing and revising it. This section should set forth procedures to make that process as smooth as possible (e.g., automated updates of data tables and graphs).
 - B. There are two types of revision:
 - 1. Updates of contents within the existing EMP structure are relatively frequent.
 - a. Straightforward revisions of Sections III and IV based on updates of student performance and other regularly reported data, program review updates, and the like should probably occur annually. These revisions might or might not necessitate revisions in Section V.
 - b. Updates based on institutional progress on objectives in Section VI should also probably occur annually.
 - c. Significant changes to the items in Section II will necessitate EMP revisions at the appropriate time.
 - d. Action Plan (Section VI) revisions will likely vary in frequency, depending in part on the item involved. Properly constructed goals are quite stable, for example, while activities, timelines, and resources change more frequently.
 - 2. Revision of the EMP structure, based on an assessment of the EMP's usefulness and relevance, should be relatively infrequent. Such an assessment with possible revision should probably occur after the first year or two of the EMP's operation, and then less frequently thereafter.
 - C. This section should also identify the group charged with review and revision.
- VIII. Glossary of Terms (T. Sheffield, J. Smith, advisory)

SAN BERNARDINO VALLEY COLLEGE
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