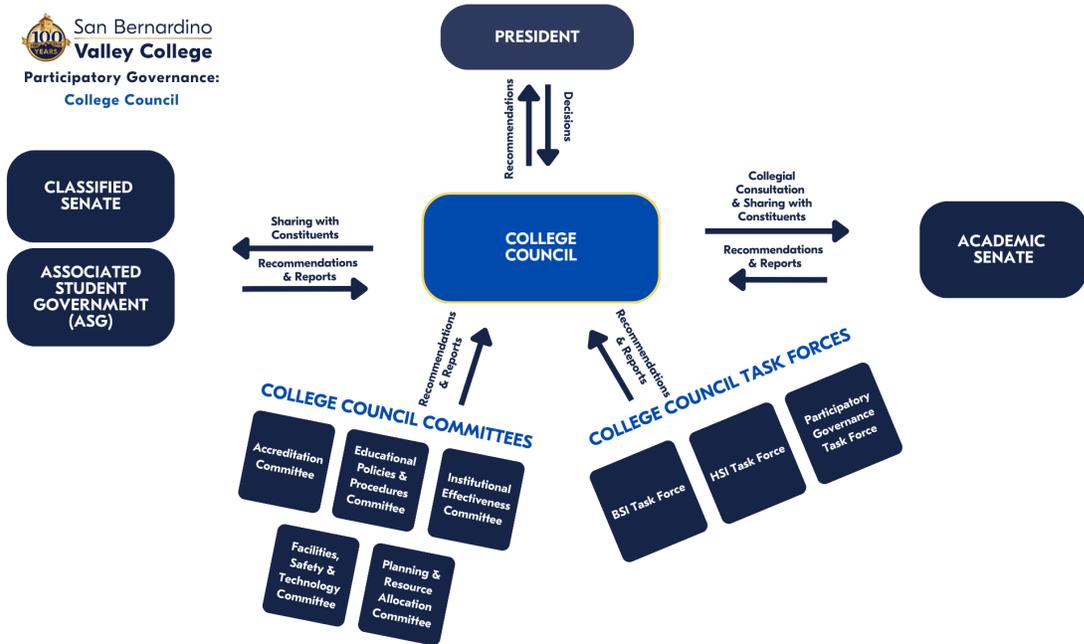


Source: PGTF-Draft 1.0 PG Handbook

9.0? CHART and INTRO – Reporting to College Council

The following diagram illustrates how governance recommendations move across Valley College. At the center of this structure is College Council — the primary shared governance body where faculty, classified professionals, students, and administrators converge to deliberate and act on college-wide matters. College Council is supported by its standing committees, each responsible for advancing specific areas of institutional work.



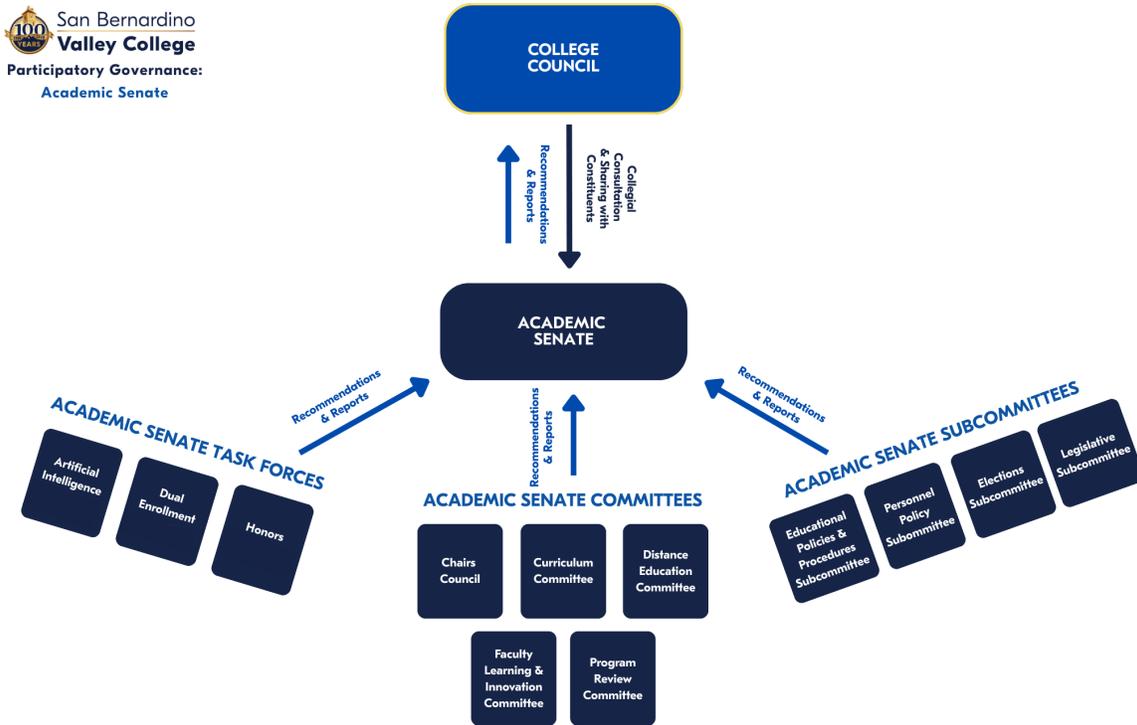
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Source: PGTF-Draft 1.0 PG Handbook

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10.0 Governance Pathway: Academic Senate

The following diagram illustrates how governance recommendations move within the Academic Senate and through College Council.



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DRAFT

1 **COMMITTEES REPORTING TO ACADEMIC SENATE**

2 **PG HANDBOOK**

3 **TEMPLATE COMMITTEE**

4
5 Governance Body: Academic Senate; Approved TBD Date

6 Last committee review cycle < TBD Date >

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8 **Charge:**

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13 **Responsibilities (Strategic & Ongoing):**

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20 **Tasks (Time-Bound/Deliverable-Specific Actions):**

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27 **Committee Structure/Composition**

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33 **Committee Monthly Planner**

34 This timeline ensures committees operate in coordinated fashion, align their work with institutional planning
35 cycles, and fulfill their participatory governance responsibilities with clarity and purpose.

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38 **COMMITTEE RESPONSIBILITY MAPPING FOR ACCJC STANDARDS (JUNE 2025)**

39 The following table summarizes the ACCJC Accreditation Standards (June 2025 edition) to assist shared governance committees in
40 identifying their roles and responsibilities in supporting institutional compliance. Each committee should review the standards and sub-
41 standards to determine which areas fall within their scope of responsibility. Committee members are encouraged to mark their level of
42 involvement using the key below to clarify roles, avoid duplication of effort, and ensure comprehensive institutional coverage of all
43 accreditation requirements.

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Key Guide:

- **Primary:** Committee has direct responsibility for ensuring compliance/implementation
- **Secondary:** Committee contributes to compliance but shares responsibility with other committees
- **Support:** Committee provides input, data, or assistance but is not directly responsible

Designate the appropriate responsibility level (Primary, Secondary, or Support) for your committee using the key guide above:

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55 **COMMITTEES REPORTING TO ACADEMIC SENATE**

56 **1.1 CURRICULUM COMMITTEE**

57 *[Pending: Subject to change for the 2026–2028 committee structure cycle]*

58
59 Governance Body: Academic Senate; Approved TBD Date

60 Last committee review cycle < TBD Date >

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62 **Charge:**

63 The Curriculum Committee is a standing subcommittee of the Academic Senate. Under
64 AB 1725 and Title 5 regulations, curriculum is an academic and professional matter
65 under the purview of the Academic Senate. The Committee is authorized to make
66 recommendations to the Board of Trustees regarding all matters related to the
67 curriculum of the college.

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77 **Responsibilities (Strategic & Ongoing):**

78 *Regulatory & Compliance*

- 79 • Ensure compliance with Title 5, Education Code, PCAH, C-ID, and accreditation
- 80 • standards
- 81 • Conduct required six-year review of requisites (two-year for CTE)
- 82 • Maintain integrity and consistency of Course Outlines of Record
- 83 • Ensure timely approval to meet catalog and schedule production deadlines
- 84 • Submit curriculum for Board approval

85
86 *Strategic*

- 87 • Align curriculum with institutional priorities and mission
- 88 • Support development of Associate Degrees, Associate Degrees for Transfer
- 89 • (ADTs), Certificates of Achievements, and noncredit curriculum
- 90 • Ensure curriculum supports equitable student success outcomes
- 91 • Provide annual curriculum training to faculty
- 92 • Maintain the Curriculum Committee Handbook

**COMMITTEES REPORTING TO ACADEMIC SENATE
CURRICULUM COMMITTEE**

COMMITTEE STRUCTURE/COMPOSITION

Reporting Relationship	Academic Senate
Chairperson (Academic Senate)	Faculty elected according to the process established in the Academic Senate bylaws
Chairperson (Administrator)	Vice President of Instruction (<i>non-voting</i>)
Chair as Voting Member?	In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Curriculum Faculty Chair shall cast the deciding vote
Chair Serves on College Council?	No
Voting Members	
Administrators	1, VPI Designee
Classified Professionals	2, (Classified Senate Designees)
Faculty	10% of faculty from each division represented on campus
	# (Designees) Academic Services, Business & Computer Technology
	# (Designees) Arts & Humanities
	# (Designees) Applied Technical Education
	1 Articulation Officer, Counseling
	# (Designees) Counseling
	# (Designees) Academic Services, Business & Computer Technology
	# (Designees) Health Sciences
	# (Designees) Instructional Support Services
	# (Designees) Kinesiology, Health & Athletics
	# (Designees) Science & Mathematics
	# (Designees) Social Sciences & Human Development
Students	2 ASG/Student Senate
Voting Members Term:	2 years
Quorum #	50%+1
Non-Voting Resource Members	
Administrator	None
Classified Professionals	1, Curriculum Analyst 1, Instructional Scheduling Analyst
Non-Voting Administrator Assistant (Note-taker)	(1) Administrator designee
Meeting Frequency	Full Committee; Bi-monthly 1 st & 3 rd Mondays
	Technical Subcommittee; Bi-monthly 2 nd & 4 th Mondays

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101 **COMMITTEES REPORTING TO ACADEMIC SENATE**

102 **10.3 DISTANCE EDUCATION COMMITTEE**

103 *[Pending: Subject to change for the 2026–2028 committee structure cycle]*

104 Governance Body: Academic Senate; Approved TBD Date

105 Last committee review cycle < TBD Date >

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109 **Charge:**

110 Updated 9/20/2024 || Advises the Vice President of Instruction regarding all modalities of Distance Education
111 offered at the College and identifies methods of access, resources, and support systems that create an inclusive
112 and equitable learning environment and eliminate barriers for all students. The committee functions as a visionary
113 body, as a conduit for information between faculty, administration, and students, and as a technology advisory on
114 matters related to distance education.
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125 ***Responsibilities (Strategic & Ongoing):***
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COMMITTEES REPORTING TO ACADEMIC SENATE

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10.3 DISTANCE EDUCATION COMMITTEE

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COMMITTEE STRUCTURE/COMPOSITION

Reporting Relationship	Academic Senate
Chairperson (Academic Senate)	Faculty elected according to the process established in the Academic Senate bylaws
Chairperson (Administrator)	1, Designee of College President
Chair as Voting Member?	In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Program Review Faculty Chair shall cast the deciding vote
Chair Serves on College Council?	No
Voting Members	
Faculty	
	# (Designees) Academic Services, Business & Computer Technology
	# (Designees) Arts & Humanities
	# (Designees) Applied Technical Education
	# (Designees) Counseling
	# (Designees) Health Sciences
	# (Designees) Instructional Support Services
	# (Designees) Kinesiology, Health & Athletics
	# (Designees) Science & Mathematics
	# (Designees) Social Sciences & Human Development
Voting Members Term:	2 years
Quorum #	50%+1
Non-Voting Resource Members	
Administrator	# (Designees) VPI designee
	# (Designees) VPSS designee
Classified Professionals	1 District Instructional Technology Specialist
	1 Campus Technology Services
Students	1 ASG/Student Senate
Non-Voting Administrator Assistant (Note-taker)	TBD
Meeting Frequency	Bi-monthly TBD Weekday

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COMMITTEES REPORTING TO ACADEMIC SENATE

10.4 FACULTY LEARNING & INNOVATION COMMITTEE

[Pending: Subject to change for the 2026–2028 committee structure cycle]

Governance Body: Academic Senate; Approved TBD Date

Last committee review cycle < TBD Date >

Charge:

The Faculty Learning and Innovation Committee (FLIC) is a committee of the Academic Senate responsible for advancing the professional learning and development of Valley College faculty. Operating under the Academic Senate's primary authority over policies for faculty professional development activities (Title 5 §53200, 10+1 item 8), FLIC develops, plans, and evaluates professional development programs, policies, and priorities that strengthen faculty capacity to serve Valley College's diverse student population. FLIC serves all faculty, recognizing that professional growth across all faculty roles is essential to institutional effectiveness and student success. Recommendations are forwarded to the Academic Senate for final action.

Responsibilities (Strategic & Ongoing):

- *Priority-Setting:* develops and recommends to the Academic Senate the college's faculty professional development priorities, ensuring they are aligned with faculty needs, institutional plans including the Educational Master Plan, program review, equity goals. The committee reviews and recommends policies governing the allocation of professional development resources and Flex obligations.
- *Program Development and Coordination:* designs, coordinates, and evaluates professional learning opportunities responsive to the full range of faculty roles and disciplines. This includes instructional and non-instructional faculty, recognizing that counselors, librarians, and other non-instructional faculty have professional development needs distinct from classroom instruction.
- *Equity Integration:* ensures that equity and anti-racism are foundational to the faculty development program. The committee examines whether existing programming addresses disparities in student outcomes and actively designs learning opportunities that deepen faculty capacity for equity-minded teaching, advising, and student engagement.
- *Emerging Issues Response:* maintains an ongoing responsibility to identify and respond to emerging professional needs across the disciplines, including technology, artificial intelligence, distance education pedagogy, and other evolving areas of the profession before those needs become gaps in institutional capacity.
- *Cross-Committee Collaboration:* actively collaborates with other Academic Senate and College Council committees to support professional development needs arising from their work. When committees identify emerging issues (e.g., curricular, technological, equity-related, or otherwise) FLIC serves as the development partner that builds faculty capacity to respond. This includes coordination with the AI Task Force, Educational Policies Committee, Curriculum Committee, and other bodies as needs arise.

- *Responsiveness to the Academic Senate:* responds to professional development needs, directions, and priorities identified by the Academic Senate, treating Senate requests as a standing and authoritative input into planning and programming decisions.
- *Assessment and Reporting:* assesses professional development effectiveness through faculty feedback and outcome data, and reports findings and plans to the Academic Senate at least annually.

COMMITTEE STRUCTURE/COMPOSITION

Reporting Relationship	Academic Senate
Chairperson (Academic Senate)	Faculty elected according to the process established in the Academic Senate bylaws
Chairperson (Administrator)	1, Designee of College President
Chair as Voting Member?	In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Curriculum Faculty Chair shall cast the deciding vote
Chair Serves on College Council?	No
Voting Members	
Faculty	
	# (Designees) Academic Services, Business & Computer Technology
	# (Designees) Arts & Humanities
	# (Designees) Applied Technical Education
	# (Designees) Counseling
	# (Designees) Health Sciences
	# (Designees) Instructional Support Services
	# (Designees) Kinesiology, Health & Athletics
	# (Designees) Science & Mathematics
	# (Designees) Social Sciences & Human Development
Voting Members Term:	2 years
Quorum #	50%+1
Non-Voting Resource Members	
Administrator	TBD
Classified Professional	TBD
Student	1 ASG/Student Senate
Non-Voting Administrator Assistant (Note-taker)	(1) Administrator designee
Meeting Frequency	Bi-monthly TBD Weekday

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191 **COMMITTEES REPORTING TO ACADEMIC SENATE**

192 **10.5 PROGRAM REVIEW COMMITTEE**

193 *[Pending: Subject to change for the 2026–2028 committee structure cycle]*

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195 Governance Body: Academic Senate; Approved TBD Date

196 Last committee review cycle < TBD Date >

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199 **Charge:**

200 The Program Review Committee guides and serves as a resource for the process of self-evaluation of all
201 instructional and service areas for regular assessment of San Bernardino Valley College programs . Program
202 Review is conducted by authorization of the Academic Senate

203 **Responsibilities (Strategic & Ongoing):**

- 204 • Guide the college through an ongoing self-examination of how effectively programs and services are
205 aligned with its mission, vision, and values through a structured process.
- 206 • Foster a culture of continuous improvement.
- 207 • Contribute information and recommendations, including needs assessment and resource requests to
208 other college processes and committees.

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213 **Responsibilities (Strategic & Ongoing):**

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215 ○ The institution conducts **systematic** review and assessment to ensure the **quality** of its
216 **academic**, learning support, and student services programs and implement improvements and
217 innovations in support of achievement for all students. (ACCJC Standard: ER 11, ER 14)
- 218 ○ Annual ASPIRE reports:
 - 219 ○ Training and support in writing
 - 220 ○ Reading/synthesizing – identifying themes and trends
 - 221 ○ ~~Collecting resource requests~~
 - 222 ○ Disseminating information back to campus (departments, divisions, senate)

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Committee Structure

Reporting Relationship	Academic Senate
Chairperson (Academic Senate)	Faculty elected according to the process established in the Academic Senate bylaws
Chairperson (Administrator)	1, Designee of College President
Chair as Voting Member?	In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie still persists, the Program Review Faculty Chair shall cast the deciding vote
Chair Serves on College Council?	No
Voting Members	
Administrators	2? VPI Designee?/VPSS Designee
Classified Professionals	3, (Classified Senate Designees)
Faculty	10% of faculty from each division represented on campus
	# (Designees) Academic Services, Business & Computer Technology
	# (Designees) Arts & Humanities
	# (Designees) Applied Technical Education
	# (Designees) Counseling
	# (Designees) Health Sciences
	# (Designees) Instructional Support Services
	# (Designees) Kinesiology, Health & Athletics
	# (Designees) Science & Mathematics
	# (Designees) Social Sciences & Human Development
	# (Designees) Academic Services, Business & Computer Technology
Students	2 ASG/Student Senate
Voting Members Term:	2 years
Quorum #	50%+1
Non-Voting Resource Members	
Administrator	# (Designees) VPI designee
	# (Designees) VPSS designee
Classified Professionals	# (Designees) Classified Senate
Students	(# (Designees) ASG/Student Senate
Non-Voting Administrator Assistant (Note-taker)	TBD
Meeting Frequency	Bi-monthly TBD Weekday

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