

TEMPLATE FOR COMMITTEE DETAILS
DRAFT
[for SBVC Participatory Governance Handbook '26-'28]

NAME OF THE COMMITTEE

Governance Body {e.g., College Council} Approved <Date>
Last committee review cycle <Date>

Charge:

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Responsibilities:

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Tasks:

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The committee will maintain an informational website: <https://www.loremipsum.dolor.sit/amet/consectetur>

Committee Structure

Reporting Relationship	AS CS SS CC (select one or joint)
Chairperson (AS CS SS)	Elected by committee vote or process established by corresponding constituency
Chairperson (Administrator)	Appointed by College President
Chair as Voting Member?	Only in event of tie
Chair Serves on College Council?	Yes No
Voting Members	
Administrators	# (VPx or Designee)
Classified Professionals	# (Designees)
Faculty	# (Designees)
Students	# (Designees)
Voting Members Term:	# years
Quorum #	
Non-Voting Resource Members	
Administrator	[Name/Title]

Classified Prof., and/or Faculty and/or Student [Name/Title]
Non-Voting Administrator Assistant Administrator designee
Meeting Frequency [Specify frequency]

In Compliance with ACCJC Standards: List that applies, with a checkmark. [Example 1 below]

ACCJC Standard	Title	Focus Area	Within Committee Scope?
1	Institutional Mission and Effectiveness	Mission, goals, accountability, planning, and communication	
1.3	Accountability and Data Review	Regular review of disaggregated data to evaluate progress and inform improvement	<i>Primary</i>
1.4	Mission-Directed Planning	Mission drives resource allocation and continuous quality improvement	<i>Secondary</i>
1.5	Communication	Regular communication of progress to internal/external stakeholders	<i>Primary</i>
2	Student Success	Academic programs, learning support, and student services	
2.1	Academic Program Offerings	Programs align with mission and demonstrate appropriate breadth and depth	<i>Secondary</i>

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