

# Collegial Consultation Committees

## ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

### Charge

The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the accreditation team 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 generates and regularly reviews guidelines and best practices for all aspects of the student learning process.

### 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.

### Anticipated Classified Members for 2012-2013 Term (TBD)

Corrina Baber, CSEA

Angela Grotke, Classified Senate

### Anticipated Meeting Schedule 2012-2013 Term (TBD)

Mondays 9:30-11am

## CURRICULUM COMMITTEE

### Charge

Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is considered an academic matter and, therefore, 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, approval of prerequisites and co-requisites, and assessment of curriculum as needed.

### 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 two faculty members from each division, two students, and an Instruction Office staff member appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

### Anticipated Classified Members for 2012-2013 Term (TBD)

None

### Anticipated Meeting Schedule 2012-2013 Term (TBD)

2<sup>nd</sup> and 4<sup>th</sup> Monday of the month 2pm-4pm

## ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

### Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. 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 for review.

#### **Membership**

Membership is comprised of the Vice Presidents of Instruction and Student Services or their designees, two Deans from Student Services, two Deans from Instruction, Director of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

#### **Anticipated Classified Members for 2012-2013 Term (TBD)**

None

#### **Anticipated Meeting Schedule 2012-2013 Term (TBD)**

2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month 2pm-3:30pm

#### **FACILITIES & SAFETY COMMITTEE**

#### **Charge**

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

#### **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.

#### **Anticipated Classified Members for 2012-2013 Term (TBD)**

Sarah Miller, CSEA

Gloria Kracher, CSEA

Karen Deck, Classified Senate

#### **Anticipated Meeting Schedule 2012-2013 Term (TBD)**

1<sup>st</sup> and 3<sup>rd</sup> Monday of the month 3pm-4:30pm

#### **MATRICULATION COMMITTEE**

#### **Charge**

The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, proposed the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

#### **Membership**

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

### **Anticipated Classified Members for 2012-2013 Term (TBD)**

Catalina Trasponte, CSEA

Carol Brown, CSEA

Arlene Delgado, Classified Senate

### **Anticipated Meeting Schedule 2012-2013 Term (TBD)**

3<sup>rd</sup> Thursday of the month 2:30pm-3:30pm

### **PROGRAM REVIEW COMMITTEE**

#### **Charge**

The 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 instructional programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

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

#### **Membership**

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; six managers, 17 faculty members, eight classified staff members, and two students.

### **Anticipated Classified Members for 2012-2013 Term (TBD)**

Caleab Losee, CSEA

Rose King, CSEA

Aaron Beavor, Classified Senate

Dena Murillo-Peters, Classified Senate

### **Anticipated Meeting Schedule 2012-2013 Term (TBD)**

Every other Friday 1pm-4pm

### **PROFESSIONAL DEVELOPMENT COMMITTEE**

#### **Charge**

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Professional Development Plan, and reviews 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 of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.

### **Membership**

Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

#### **Anticipated Classified Members for 2012-2013 Term (TBD)**

Doris Bolds, CSEA

Dena Murillo-Peters, CSEA

Ana Bojorquez, Classified Senate

#### **Anticipated Meeting Schedule 2012-2013 Term (TBD)**

1<sup>st</sup> and 3<sup>rd</sup> Monday 2pm-3pm

### **TECHNOLOGY COMMITTEE**

#### **Charge**

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. In addition, members serve as campus representatives on District Technology Committees.

#### **Membership**

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialists and all other interested faculty and staff in the campus community.

#### **Anticipated Classified Members for 2012-2013 Term (TBD)**

Steve Race, CSEA

#### **Anticipated Meeting Schedule 2012-2013 Term (TBD)**

1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month 1pm-2pm

### **ADDITIONAL COMMITTEES**

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

## **OFFICE OF THE PRESIDENT**

### **SCHOLARSHIPS**

#### **Charge**

The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.

#### **Membership**

Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

**Anticipated Classified Members for 2012-2013 Term (TBD)**

Patrice Hollis, CSEA

Anita Moore, CSEA

Baybie Scudder, Classified Senate

Tamala Clark, Classified Senate

**Anticipated Meeting Schedule 2012-2013 Term (TBD)**

Varies (light in fall and heavy in spring)

**ANNUAL AWARDS COMMITTEE**

**Charge**

The Annual Awards Committee plans and implements the Annual "Spotlighting Our Success Faculty & Staff Awards Celebration" event each spring. This event recognizes outstanding employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.

**Membership**

Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.

**Anticipated Classified Members for 2012-2013 Term (TBD)**

Laura Cross, CSEA

Rose Garcia, CSEA

Laura Gowen, CSEA

Cecile Smith, Classified Senate

Lisa Hepburn-Stroud, Classified Senate

**Anticipated Meeting Schedule 2012-2013 Term (TBD)**

Varies (light in fall and heavy in spring)

**ARTS, LECTURES, AND DIVERSITY COMMITTEE**

**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.

**Membership**

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

**Anticipated Classified Members for 2012-2013 Term (TBD)**

Stacy Garcia, CSEA

**Anticipated Meeting Schedule 2012-2013 Term (TBD)**

Varies

## **INSTRUCTIONAL SERVICES**

### **ONLINE COMMITTEE**

#### **Charge**

The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing technological vision for issues related to online learning.

#### **Membership**

Membership is comprised of interested faculty, administrators, staff, and students.

#### **Anticipated Classified Members for 2012-2013 Term (TBD)**

None

#### **Anticipated Meeting Schedule 2012-2013 Term (TBD)**

To Be Determined

### **WORKFORCE DEVELOPMENT COMMITTEE**

#### **Charge**

This Workforce Development Committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.

#### **Membership**

Membership is comprised of the Perkins Grant Administrator and includes representation from vocational certificate and degree areas as well as other interested administrators, faculty, classified staff, and students.

#### **Anticipated Classified Members for 2012-2013 Term (TBD)**

None

#### **Anticipated Meeting Schedule 2012-2013 Term (TBD)**

To Be Determined

## **STUDENT SERVICES**

### **CAMPUS LIFE AND COMMENCEMENT**

#### **Charge**

This Campus Life and Commencement 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.

#### **Membership**

Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Dean, Director of Marketing, and interested administrators, faculty, classified staff, and students.

#### **Anticipated Classified Members for 2012-2013 Term (TBD)**

Brian Sylva, CSEA

Anita Moore, CSEA  
Rose Garcia, Classified Senate  
Julie Ulloa, Classified Senate

**Anticipated Meeting Schedule 2012-2013 Term (TBD)**

One Wednesday a month in fall 1pm-2pm, Wednesday weekly spring 1pm-2pm for graduation

**DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE**

**Charge**

This Disabled Student Programs and Services (DSPC) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

**Membership**

Membership is comprised of the Dean of Student Services, Director of Disabled Student Services, Director of Health Services, and interested faculty, staff, and students.

**Anticipated Classified Members for 2012-2013 Term (TBD)**

Aurora Casas, CSEA

**Anticipated Meeting Schedule 2012-2013 Term (TBD)**

One Friday a month 3pm-4pm

**STUDENT POLICIES & SCHOLASTIC STANDARDS**

**Charge**

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

**Membership**

The membership is comprised of the Vice President of Student Services or designee, Associate Dean of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records Office, and one student.

**Anticipated Classified Members for 2012-2013 Term (TBD)**

Julie Ulloa, CSEA

**Anticipated Meeting Schedule 2012-2013 Term (TBD)**

Every Friday 9am-10am