

## SBVC College Council MINUTES November 13, 2013

Gloria Fisher, SBVC Interim President, Chair Jeremiah Gilbert, Academic Senate President, Co-Chair Brandon Brown Joe Cabrales Marco Cota <b>A</b> Colleen Gamboa Rania Hamdy <b>A</b> Leticia Hector	Rick Hrdlicka Celia Huston Haragewen Kinde Sheri Lillard James Smith Scott Stark Cassandra Thomas
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TOPIC	DISCUSSION and ACTION
Approval of October 23, 2013 minutes	Rick motioned to approve the minutes, Casey second, all were in favor and the minutes were approved.
Student Success Media Academy Proposal – D. Dusick	<p>Diane Dusick requested funding in the amount of \$8,866 to assist with the funding of student internships for the RTVF program (see attached executive summary and cost breakdown). The funds requested would fund internships for the spring 2015 semester. Diane also informed the group that she has also submitted the request for needs assessment.</p> <p>Discussion among the group ensued and Dr. Fisher requested a motion to approve request for funding of \$8,866 as presented by Diane Dusick to fund interns for the media academy for spring 2015, there was no action. Jeremiah made a motion to return to this in the spring once the results of program review are known, James second the motion, all were in favor and the motion carried.</p>
Committee Evaluation form update – J. Smith	Tabled
Strategic Planning – J. Smith	<p>James reviewed the Strategic Plan Draft 3.3 with the group. He reviewed strategic goals, objectives and strategies for access, student success, communication/culture &amp; climate, leadership &amp; professional development, facilities, and effective evaluation &amp; accountability with the group (attached). He asked the group to share the draft with their constituent groups and send recommendations for measuring goals and sub-goals to him. Dena will send an email with the link to the full document to the group. Discussion among the group ensued with regard to needed edits to the document, basic skills percentages, and program identification. James will report back at the next meeting with recommendations included. The goal is to measure our progress toward achieving goals (identify objectives for goals, calculate benchmarks, and finally agree on a 5 year goal and annual target).</p>

<p>AP2225 – J. Gilbert, S. Lillard</p> <ul style="list-style-type: none"> <li>• Accreditation/SLO's – update on charge language</li> <li>• Basic Skills – committee charge/membership</li> <li>• Curriculum – committee charge</li> <li>• Program review – committee charge/membership</li> </ul>	<p>Shari informed the group of changes to the Program Review membership and charge outlined in AP2225 which will go to Academic Senate for final approval at their next meeting. When it is finalized by Academic Senate it will come to this group for approval.</p> <p>Jeremiah updated the group of changes discussed during previous meetings regarding the Accreditation/SLO membership and charge outlined in AP2225. After lengthy discussion within Academic Senate, this body, and the Accreditation committee; Jeremiah proposed (during an Academic Senate executive meeting) to leave the membership and charge as is and add the faculty co-chair of the committee to the agenda of Academic Senate. If Jeremiah is re-elected as Academic Senate President, he will see that the Academic Senate by-laws are updated and explore adding the Accreditation/SLO's chair to the executive committee of Academic Senate. This motion was made and passed by the Academic Senate executive committee. Jeremiah will share this with the Accreditation committee and once they make a decision on the proposal it will come back to this group.</p> <p>Jeremiah shared information on the Basic Skills committee membership and charge changes. Discussion between Academic Senate and the Basic Skills committee have taken place to propose adding the Basic Skills committee as part of the AP2225 and where it would be placed in the AP. Jeremiah will discuss further with Academic Senate and the executive committee; based on what is determined there, he bring back to this group for approval.</p> <p>Jeremiah presented and proposed changes to the membership and charge to the Curriculum committee as outlined in AP2225 (attached). Dr. Fisher requested a motion to approve the changes to the membership and charge as presented by Jeremiah. Shari motioned to approve the changes, Celia second, all were in favor, and the motion was carried.</p>
<p>Motion for wait list – G. Fisher</p>	<p>Dr. Fisher briefly discussed the current method of notification to wait list students which allots students 24 hours to respond to notification. She discussed the need to increase the allotment of time for response to 48 hours and the group consented.</p>
<p>Middle College portables name change – S. Stark</p>	<p>Dr. Fisher requested a motion to approve the name change of the current MCHS portables to Campus Technology Services Building to reflect the residency of the building. , Casey motioned to approve, Celia second the motion, all were in favor and the motion carried.</p>

<p>Capital Outlay for Middle College portables – S. Stark</p>	<p>Scott requested one time funds of \$60,000 to renovate the Middle College portables. The funds will be used for fencing a secure place to store AV carts, doors to create a functional fluent space for Campus Technology operations, and building walls and doors for classroom to office conversion.</p> <p>Discussion among the group ensued with regard to building square footage, AC, and residency. Dr. Fisher requested a motion to approve requested funds of \$60,000 to renovate the MCHS portables. Scott motioned to approve, Jeremiah second, brief discussion ensued on the availability of other funding sources, all were in favor and the motion carried.</p>
<p>Funding Campus Needs flow chart – S. Stark</p>	<p>Scott presented the first draft of the funding campus needs flow chart to the group. This flow chart will be one of the items listed in the Organizational Handbook. Discussion among the group ensued with regard to necessary edits. Scott will make edits to the chart and bring back to the group at the next meeting. Dr. Fisher suggested the document be taken to constituent groups for discussion and input. Scott will send the flow chart out electronically after modifications have been made.</p>
<p>Committee Reports</p>	<p>Celia informed the group that the Accreditation and SLO plan has been launched in all divisions. There will be small group workshops on accreditation during the spring in-service day.</p> <p>Haragewen discussed projects funded through basic skills.</p>
<p><b>OTHER:</b></p>	
<p>Fund Balance Report – S. Stark</p>	<p>Scott handed out and reviewed the SBVC Fund Balance report as of 11/12/13 (attached). This will become a standing item on the agenda for this group.</p>

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4 COLLEGIAL CONSULTATION

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6 **MISSION STATEMENT**

7 Collegial Consultation is a process involving faculty, administrators, classified staff and students  
8 in deliberations regarding day-to-day and long-range planning and policies for the college. These  
9 deliberations lead to recommendations that the Chancellor carries forward to the Board of  
10 Trustees for final approval. In issues related to academic and professional matters the Board will  
11 rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy  
12 will be mutually agreed upon between the Governing Board, the Academic Senate,  
13 administration, staff and students.

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15 **PHILOSOPHY OF COLLEGIAL CONSULTATION**

16 Collegial Consultation is the democratic process utilized on campus in decision-making  
17 procedures. Successful Consultation creates an environment of awareness throughout the  
18 District by having each constituency represented throughout the process. To be effective,  
19 collegial Consultation must exhibit the following characteristics:

- 20
- 21 • Capacity to establish directions and goals
  - 22 • React to internal and external stimuli
  - 23 • Move with diligence and timeliness
  - 24 • Provide the campus community with an annual cycle of planning and budgeting
- 25

26 The process is designed to establish the goals, priorities, and objectives of the college. The  
27 exercise of administrative prerogatives must reflect these aims in order to perpetuate an  
28 environment of mutuality and trust.

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30 **PRINCIPLES OF COLLEGIAL CONSULTATION**

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- 32 1. The Board of Trustees has final responsibility and authority for approval of college  
33 policies and review of Administrative Procedures; any individual may address the Board  
34 regarding these policies and procedures.
  - 35
  - 36 2. The Board of Trustees charges the Chancellor with the responsibility for Consultation of  
37 the institution; in turn, the Chancellor creates a structure and systematic process for  
38 decision-making.
  - 39
  - 40 3. The campus Consultation structure is charged with making recommendations on issues  
41 affecting the institution. The District Assembly or other constituent group may initiate  
42 discussion, review progress, or initiate a subcommittee to discuss needed policies or  
43 administrative regulations. The college and district units will review drafts and make final  
44 recommendations to the District Assembly through the constituent groups. Once a  
45 consensus is reached the Chancellor is charged with carrying the approved  
46 recommendations forward to the Board of Trustees.
  - 47
  - 48 4. The District recognizes the role of collective bargaining in certain aspects of policy  
49 development and implementation where salary, benefits, or working conditions are  
50 involved in the policy development.
  - 51
  - 52 5. The District recognizes the Academic Senates through its members has primary  
53 responsibility for making recommendations in areas of academic and professional  
54 matters.
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  - 56 6. The membership and interrelationships of committees give the Consultation structure an  
57 essential role in the decision making process.

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7. Broad participation from all segments of the District is encouraged; all four campus constituencies (faculty, management, classified, and students) are represented on Consultation committees except in areas of primacy related to academic and professional matters.
  8. Each constituency represented on a committee appoints its own representatives, taking into account not only the needs of the constituency but also the broader needs of the college.
  9. Any Collegial Consultation subcommittee, through minutes which are forwarded to its respective standing committee, makes recommendations to the constituent groups for review and then forwards its recommendation on items for District consultation through to the District Assembly. Subcommittees or ad hoc committees are not subject to the strict guidelines of the Brown Act since final action on recommendations take place through the Standing Committees and the District Assembly.
  10. The college community as a whole is made aware of the consultation process and has access to it through constituency representation. A consistent effort is made to keep the campus informed through meeting announcements 72 hours prior to the meeting and publication and distribution of the minutes of the meetings. All minutes of college standing committees and the District Assembly will be posted in the college libraries.
  11. Collegial Consultation is facilitated by communication, timely and appropriate notice of meetings, public deliberation, full campus participation and published records.
  12. Each Collegial Consultation Standing Committee, subcommittee, and ad hoc committee is expected to take action minutes. Each subcommittee is charged with forwarding those minutes to their respective standing committee or constituencies, and to the library. In turn, standing committees are charged with review and action on minutes received from their respective subcommittees.
  13. In matters of academic and professional standards, where the Board of Trustees finds compelling cause for not accepting the recommendation of the Academic Senate, the Chancellor shall deliver that rationale in writing delivered by registered mail to the Presidents of the Academic Senates following the action by the Board of Trustees. The Academic Senates shall be provided an opportunity to present their concerns to the Board of Trustees in an open Board meeting.
  14. Members to Collegial Consultation committees on campus are appointed by their respective organizations after consultation with the Presidents: faculty by the Academic Senate, students by the Associated Students, classified staff by the CSEA, and administrators by the Presidents. Subcommittees formed by standing committees or ad hoc committees will consist of those members deemed appropriate by the constituencies in consultation with the Presidents. Ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees. Managers are invited to sit on academic committees Program Review and Curriculum.
  15. Meeting times for each academic year will be set at the first meeting of the academic year and submitted to the Chancellor *or* Presidents for inclusion in the college master calendar. Any conflicts on meeting times will be settled by the Chancellor or Presidents in consultation with the leadership of the various constituencies.
  16. Clerical support including taking, editing and distributing minutes; preparing and distributing agendas, preparing, reproducing and distributing documents as directed by the committee shall be provided by a designated responsibility center.

114 **STRUCTURE AND PURPOSE OF STANDING COMMITTEES**

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116 **DISTRICT ASSEMBLY**

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118 **Charge**

119 The District Assembly provides a forum for effective communication among representatives of the  
120 Academic Senates, Faculty Association, California School Employees Association (CSEA), the  
121 Associated Students, and the Management. The District Assembly will discuss issues of policy to the  
122 college community and assign those issues to appropriate committees for development of  
123 recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council  
124 reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the  
125 Chancellor and the college constituencies.)

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127 It is a function of the District Assembly to review all recommendations and to reach consensus prior to  
128 moving recommendations forward to the Board of Trustees.

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130 **Membership and Chair**

131 The composition of the District Assembly and the determination of the officers shall be included in the  
132 Bylaws of the District Assembly and this document will become a part of this administrative regulation.

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134 **Reporting**

135 All members of the District Assembly are responsible for making regular reports to their respective  
136 organizations. The minutes and official records of the District Assembly shall be recorded in compliance  
137 with the bylaws.

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139 **ACADEMIC CALENDAR**

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141 **Charge**

142 The Academic Calendar Committee will oversee the development of the annual academic calendar and  
143 will review optional calendars or other formats for offering academic programs for the District.

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145 **Membership**

146 The Academic Calendar Committee will be co-chaired by the District Business Manager and the  
147 Chairperson of the District Assembly. Each of the constituent groups of the campuses shall appoint one  
148 representative from each constituency on each campus to serve on the committee. The President of  
149 each college will make the management appointment.

150  
151 **Reporting**

152 The deliberations from this committee will be reported to the District Assembly where a recommendation  
153 will be made to the Chancellor for Board Action on any calendar. The minutes of this committee will be  
154 posted on the District Web.

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156 **DISTRICT INSTITUTIONAL PLANNING**

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158 **Charge**

159 The Institutional Planning Committee oversees the development and revision of the District mission  
160 statement as well as the annual update of the District goals and objectives. The committee also has  
161 oversight of the development and update of the District Facilities Plan, the District Technology Plan and  
162 accountability reports. The District Educational Master Plan is developed through this committee.

163  
164 **Membership**

165 The Chancellor will chair the Institutional Planning Committee. Each of the constituent groups, (faculty,  
166 classified, students) of the campuses shall appoint one representative from each constituency on each  
167 campus to serve on the committee. The President of each college will make the management  
168 appointment.

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170 **Reporting**

171 All members are responsible for making regular reports to their respective organizations. The  
172 administrators responsible for Board Policy recommendations that come from the standing committees  
173 will forward recommendations to the District Assembly for review and the Chancellor will forward the final  
174 recommendations to the Board of Trustees. The minutes of this committee will be posted on the District  
175 Web.

## 176 **DISTRIBUTED EDUCATION COORDINATING COMMITTEE**

### 178 **Charge**

179 The Distributed Education Coordinating Committee has the charge to develop the District component of  
180 the Strategic Technology Plan. This committee shall have the added responsibility of coordinating District  
181 support for distributed education offered at Valley College, Crafton Hills College, via KVCR, and the  
182 Professional Development Center. All programs offered in the District through distributed learning shall  
183 be a part of one of the two colleges with the appropriate review, and evaluation by the academic senate  
184 and the discipline being offered.

### 186 **Membership**

187 The District Director of Distributed Education will chair the Distributed Education Coordinating Committee.  
188 Each of the constituent groups (faculty, classified, students) of the campuses shall appoint one  
189 representative from each campus to serve on the committee. The President of each college will make the  
190 management appointment. Members of this committee shall have involvement in distributed education.  
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### 192 **Reporting**

193 All members are responsible for making regular reports to their respective organizations. The  
194 administrators responsible for Board Policy recommendations that come from the standing committees  
195 will forward recommendations to the originating committee for review. When consensus is reached, the  
196 Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this  
197 committee will be posted on the District Web.  
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## 199 **ECONOMIC DEVELOPMENT COORDINATING COMMITTEE**

### 201 **Charge**

202 This committee shall have the responsibility of coordinating District support for economic development  
203 classes and activities offered through the Professional Development Center. All not-for-credit classes  
204 offered at or through the PDC shall be coordinated with either San Bernardino Valley College or Crafton  
205 Hills College. Credit and non-credit programs offered in the District through economic development  
206 efforts shall be a part of one of the two colleges with the appropriate reviews and evaluation by the  
207 Academic Senate.  
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### 209 **Membership**

210 The District Business Manager will chair the Economic Development Coordinating Committee. The  
211 Director of the Professional Development Center shall be on the committee. The President of each  
212 college will make the management appointment. Members of this committee shall have involvement in  
213 occupational education and/or economic development programs. Faculty appointments shall be made  
214 by the Presidents of the Academic Senates at each college.  
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### 216 **Reporting**

217 All members are responsible for making regular reports to their respective organizations. The  
218 administrators responsible for Board Policy recommendations that come from the standing committees  
219 will forward recommendations to the District Assembly and appropriate constituent groups for review and  
220 the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this  
221 committee will be posted on the District Web.  
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## 223 **ADMINISTRATIVE SERVICES ADVISORY COUNCIL**

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**Charges**

Administrative Services Advisory Council will review campus and District requests for expenditures of bond money. The responsibility of the Administrative Services Advisory Council will be to advise/recommend to the Board of Trustees the projects and priorities for expenditures of bond money.

**Membership**

The Executive Director of Facilities Planning will chair the Administrative Services Advisory Council. The Vice Chancellor of Fiscal Services and the Vice President of Administrative Services from each campus shall be on the committee. Each of the constituent groups (faculty, classified, students) shall appoint one representative from each campus to serve on the committee. KVCR shall appoint one representative to serve on the committee.

**Reporting**

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.

**DISTRICT BUDGET COMMITTEE**

**Charge**

248 The Committee's responsibilities include the review and recommendations regarding District-wide  
249 processes related to budget development which may have a major impact on site operations or  
250 allocations. Committee discussions or review may include the following during any budget year:

- 251 1. Review and evaluation of current, projected or proposed Federal, State and local funding
- 252 proposals affecting California Community Colleges and the related financial impact on the district.
- 253 2. Review of District budgetary policies, administrative procedures, allocation model formulas and
- 254 guidelines across the District. Protect the financial well being of the District. Determine that
- 255 procedures are responsive to strategic priorities as determined by the campuses and District
- 256 Office. Union issues which are conducted as a part of labor negotiations are not a part of this
- 257 Committee's responsibility.
- 258 3. The review process will include both general fund unrestricted and restricted funding sources.
- 259 The Committee will also review enrollment growth projections, and other workload measures.
- 260 4. Review and make recommendations regarding District-wide budget assumptions (revenues,
- 261 allocations, COLA and growth). Any District Budget Committee recommendations related to
- 262 District-wide processes shall be advisory to the Chancellor.
- 263 5. Promote budget awareness, communicate budget issues and may assist in budget and finance
- 264 training activities District-wide.
- 265

**Membership**

- 268 1 Vice Chancellor, Fiscal Services
- 269 1 Vice President Administrative Services from CHC
- 270 1 Vice President Administrative Services from SBVC
- 271 1 Management Appointment from CHC President
- 272 1 Management Appointment from SBVC President
- 273 2 Academic Senate Appointments from CHC
- 274 2 Academic Senate Appointments from SBVC
- 275 1 Classified Senate Member from CHC Appointed by CSEA
- 276 1 Classified Senate Member from SBVC Appointed by CSEA
- 277 1 ASB Member from CHC



- 278 1 ASB Member from SBVC
- 279 1 KVCR Representative
- 280 1 Executive Director of DETS
- 281 1 Executive Director of PDC
- 282 1 Business Manager
- 283 1 Director of Fiscal Services
- 284 1 CTA Appointment
- 285 1 CSEA Appointment
- 286 1 CSEA Appointment from the District Office

### Reporting

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290 All members are responsible for making regular reports to their respective constituencies. The Vice

291 Chancellor for Fiscal Services will forward all recommendations to the Chancellor and will bring feedback

292 from the Chancellor back to the Committee. Final budget authority rests with the Chancellor who will

293 make budget recommendations, when appropriate, to the Board of Trustees.

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295 The minutes of this Committee will be posted on the District website.

## SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE –

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### MISSION STATEMENT

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300 ***San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning***

301 ***opportunities accessible to a diverse student population. The college serves high school graduates***

302 ***and those over eighteen years of age. In addition, the college provides a gateway to higher***

303 ***education and vocational training for non-traditional populations, including: qualified high school***

304 ***students; re-entry adults; immigrants; the educationally or financially challenged; and those who***

305 ***cannot or choose not to attend the main campus.***

306

307 The mission of San Bernardino Valley College is: to prepare students to transfer to four-year

308 colleges and universities; to provide students with the knowledge and skills needed to succeed in

309 business, industry and the professions; to advance the state and region's economic growth and

310 global competitiveness through continuous workforce development; to work in partnership with

311 the local community to improve the quality of life in the Inland Empire; and to prepare students for

312 active participation in a multicultural society. The faculty and staff of San Bernardino Valley

313 College are committed to student success and to teaching and service excellence.

314

### Educational Philosophy

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#### **We believe**

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- 317 • That a well-educated populace is essential to the general welfare of the community.
- 318 • That a quality education empowers the student to think critically, to communicate clearly, and
- 319 to grow personally and professionally.
- 320 • That an enriched learning environment promotes creativity, self-expression, and the
- 321 development of critical thinking skills.
- 322 • That our strength as an institution is enhanced by the cultural diversity of our student
- 323 population and staff.
- 324 • That we must provide students with access to the resources, services, and technological
- 325 tools that will enable them to achieve their educational goals.
- 326 • That we can measure our success by the degree to which our students become self-sufficient
- 327 learners and contributing members of society.
- 328 • That plans and decisions must be data driven, and based on an informed consideration of
- 329 what will best serve students and the community.

- 330 • That we must model our commitment to lifelong learning by maintaining currency in our  
331 professions and subject disciplines.
- 332 • That, as part of the collegial consultation process, all levels of the college organization must  
333 openly engage in sharing ideas and suggestions to develop innovative ways to improve our  
334 programs and services.
- 335 • That interactions between all members of the college community must be marked by  
336 professionalism, intellectual openness, and mutual respect.
- 337 • That we must hold ourselves and our students to the highest ethical and intellectual  
338 standards.
- 339 • That we must maintain a current, meaningful and challenging curriculum.
- 340 • That students succeed best when following an educational plan and when enrolled in classes  
341 that meet their interests and goals, and match their level of academic preparedness.
- 342 • That all members of our campus community are entitled to learn and work in an environment  
343 that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- 344 • That students learn best on a campus that is student-centered and aesthetically pleasing.
- 345 • That we must be responsible stewards of campus resources.
- 346

### **Vision Statement**

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

352 *Final Revision 1-12-05*

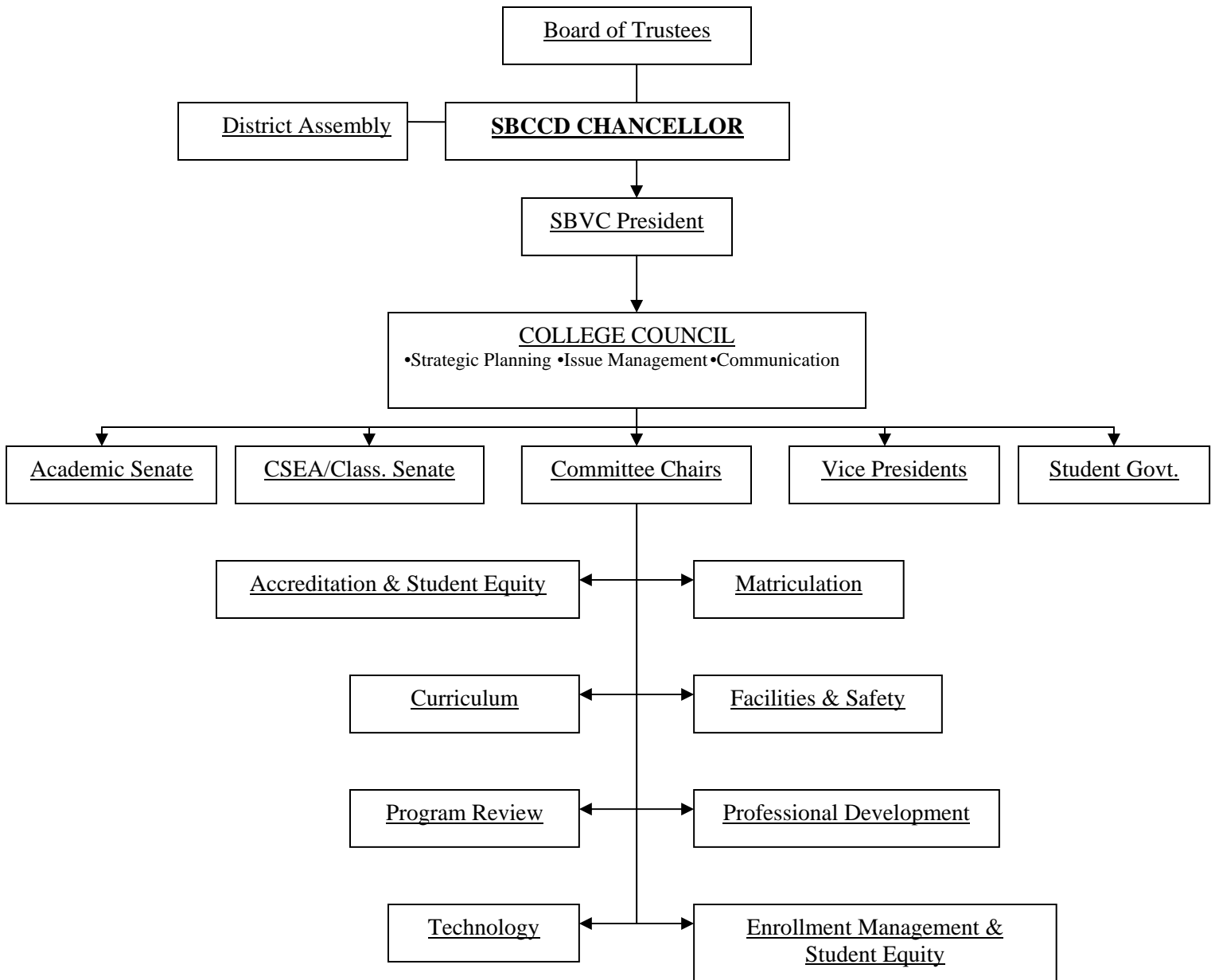
353 *Revised 1-25-06*

### **Governance Philosophy**

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

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

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**COLLEGE COUNCIL**

**Charge**

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

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college’s Educational Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

379 The issue management function takes place as campus issues are presented to the College Council and  
380 referred to the appropriate college committee for review, consideration, and recommendation to the  
381 President.

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383 The communication function is served by the College Council as the central communication venue for  
384 college governance issues including budget, in that all constituent groups are represented and are  
385 responsible for reporting and disseminating of information to their appointing body.

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387 **Membership**  
388 Membership is comprised of the President, College Vice Presidents, the President of the Academic  
389 Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA  
390 President or designee, the Director of Research, and the chairs of the following committees: Enrollment  
391 Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation,  
392 Professional Development, Program Review, and Technology. The President serves as chair of the  
393 College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve  
394 as co-chairs.

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

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402 Should representation not occur in any group, the President will confer with the appropriate  
403 representative/President/designee to determine the best alternative to secure appropriate representation  
404 and participation from the absent group.

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406 Meetings: Unless otherwise noted, standing committees are not held during the summer.

## 407 **COLLEGIAL CONSULTATION COMMITTEES**

### 408 **ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE**

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411 **Charge**  
412 The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the  
413 accreditation team site visit, follows up on implementation of accreditation recommendations, performs  
414 assessments as needed, and prepares any follow-up reports or documentation. The committee monitors  
415 the development and assessment process for student learning outcomes in courses, programs, and  
416 general education requirements. The committee generates and regularly reviews guidelines and best  
417 practices for all aspects of the student learning process.

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420 **Membership**  
421 Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each  
422 division and other interested faculty, administrators, staff and students.

### 423 **CURRICULUM COMMITTEE**

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426 **Charge**  
427 Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to  
428 academic and professional matters. Curriculum is considered an academic matter and, therefore, the  
429 Curriculum Committee is authorized by the Academic Senate to make recommendations about the  
430 curriculum of the college, including approval of new courses, deletion of existing courses, proposed  
431 changes in courses, periodic review of course outlines, approval of proposed programs, deletion of  
432 programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and  
433 assessment of curriculum as needed.

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**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.

**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.

**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.

**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.

**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.

- 490 The purpose of Program Review is to:
- 491 • Provide a full examination of how effectively programs and services are meeting departmental,
  - 492 divisional, and institutional goals
  - 493 • Aid in short-range planning and decision-making
  - 494 • Improve performance, services, and programs
  - 495 • Contribute to long-range planning
  - 496 • Contribute information and recommendations to other college processes, as appropriate
  - 497 • Serve as the campus' conduit for decision-making by forwarding information to appropriate
  - 498 committees

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#### **Membership**

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

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### **PROFESSIONAL DEVELOPMENT COMMITTEE**

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#### **Charge**

507 The Professional Development Committee serves as an advisory committee for the college professional  
508 development programs, and as a resource for training needs across campus. The committee prepares  
509 and implements the state required three-year Professional Development Plan, and reviews it annually to  
510 assure that campus goals and objectives are being met. The committee allocates staff development  
511 funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming  
512 and communication of campus professional development programs. The faculty members on the  
513 committee serve as the campus sabbatical leave committee and make recommendations to the college  
514 president for proposed leave recipients. The faculty members also serve as the campus flex committee.

516

#### **Membership**

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

520

### **TECHNOLOGY COMMITTEE**

521

#### **Charge**

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

532

#### **Membership**

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

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### **ADDITIONAL COMMITTEES**

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

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**OFFICE OF THE PRESIDENT**

**PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)**

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to study leadership theory and practice.

**PRESIDENT'S CABINET**

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

**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.

**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.

**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.

**INSTRUCTIONAL SERVICES**

**INSTRUCTIONAL CABINET**

**Charge**

The Instructional Cabinet reviews instruction related issues and concerns and advises the Vice President of Instruction.

**Membership**

Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.

601 **TENURE REVIEW COMMITTEE**

602 **Charge**

603 The Tenure Review Committee meets in January to review the four evaluations of each faculty member  
604 being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure  
605 Review Committee shall recommend that individual to the President for tenure. If the Tenure Review  
606 Committee has any doubts about a faculty member's overall performance, the committee shall, in  
607 consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted  
608 according to the evaluation procedure already in place in the District.

609  
610 If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only  
611 with the consent of the affected faculty member. The two faculty members on the Tenure Review  
612 Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators  
613 for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and  
614 decide on a recommendation to the President of tenure or dismissal for the faculty member in question.  
615 All recommendations regarding fourth-year faculty members shall be submitted to the President by  
616 February 15. If the President and the committee disagree, they shall meet with the District Chancellor to  
617 present their differing points of view. The Chancellor shall have final authority to make a recommendation  
618 to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT  
619 between the SBCCD and the SBCCD Chapter CTA/NEA).

620  
621 Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing  
622 remediation assistance to those faculty whose evaluations are less than satisfactory.

623  
624 **Membership**

625 The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs  
626 the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate  
627 and the college representative of the collective bargaining unit each appoint one tenured faculty member  
628 to serve on the Tenure Review Committee.

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630 **ONLINE COMMITTEE**

631 **Charge**

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

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638 **Membership**

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

640 **HONORS**

641 **Charge**

642 The Honors Committee serves as an advisory committee to the vice President of Instruction relative to the  
643 college's Honors Program including the admission of students into the program, assessment of program  
644 effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the  
645 evaluation of existing Honors courses.

646 **Membership**

647 Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator,  
648 Honors Counselor, and interested administrators and faculty.

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654 **WORKFORCE DEVELOPMENT COMMITTEE**

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**Charge**

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

660

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**Membership**

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

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**STUDENT SERVICES**

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667 **CAMPUS LIFE AND COMMENCEMENT**

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**Charge**

670 This Campus Life and Commencement Committee monitors and serves as the primary clearing house for  
671 student activities on the campus, including commencement. The committee develops a campus-wide  
672 master calendar in coordination with the Director of Marketing.

673

674

**Membership**

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

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

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**Charge**

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

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**Membership**

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

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**STUDENT POLICIES & SCHOLASTIC STANDARDS**

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**Charge**

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

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**Membership**

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

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**STUDENT SERVICES CABINET**

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**Charge**

703 The Student Services Cabinet reviews Student Services related issues and concerns in an advisory  
704 capacity to the Vice President of Student Services.

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**Membership**

707 Membership is comprised of the Vice President of Student Services and all Deans reporting to the Vice  
708 President of Student Services.

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710 **STUDENT SERVICES COUNCIL**

711 **Charge**

712 The Student Services Council meets on a periodic basis to discuss and review campus issues particularly  
713 applicable to student success.

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715 **Membership**

716 Membership is comprised of the Vice President of Student Services and the Student Services leadership  
717 team.

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719 **ADMINISTRATIVE SERVICES**

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721 **ADMINISTRATIVE SERVICES CABINET**

722 **Charge**

723 Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on  
724 a periodic basis to discuss and review campus related issues and advise the Vice President of  
725 Administrative Services.

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727 **Membership**

728 Membership is comprised of the Vice President of Administrative Services and the Administrative  
729 Services Supervisors.

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765 AMENDED: 5/13/10

## **SBVC Curriculum Committee Recommendations:**

### **AP 2225 COLLEIAL CONSULTATION COMMITTEES CURRICULUM COMMITTEE CHARGE:**

Under AB 1725 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 pre-requisites 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 **as recommended by the Academic Senate**, two students, and **an two** Instruction Office staff members (**Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist**) appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

## Executive Summary

The Mission of the Inland Empire Media Academy is to establish an active partnership among local school districts, community colleges, universities, and businesses in order to

- 1) provide extraordinary learning opportunities in the areas of radio, television, and film to high school, community college, and university students, as well as members of the SB community;
- 2) ensure that students of all ages receive the best theoretical and practical training in these media fields;
- 3) facilitate the smooth transition of students from high school to community college to 4-year universities and beyond; and
- 4) provide opportunities for job placement in the media industry and local businesses.

The SBVC RTVF program has seen steady increases in both success and retention correlated with the proximity of the KVCR studios. As the Inland Empire Media Academy grows and serves more students and the community, student interns will provide a valuable service (see Appendix A), helping to improve student success even further, by providing supplemental instruction to students enrolled in the news production classes (RTVF 133, Video Field Production; RTVF 231, Advanced Video Production, and RTVF 232, Advanced Video Editing). This program supports the campus initiative to support students in the classroom. Interns will provide technical skills training and script writing support to students enrolled in RTVF courses through a supplemental instruction model.

Student interns also serve the community by producing local television programming targeted to both Community College District stakeholders and the community it serves. These programs include educational lectures by SBCCD professors and community service programs like IE SCENE that regularly air on KVCR.

The RTVF program has grown significantly since 2008-09, with a slight decrease in 2012-13 due to strict adherence to class caps as required by the college (see Appendix B). The internship program will lead to increased graduation and transfer rates as students gain additional, high quality, authentic experiences with-in the program. Also by producing broadcast-quality programs for KVCR while in this program, students will graduate from SBVC and CSUSB or another four-year university with experiences far beyond what traditional students have received. This program will allow graduating seniors to bypass traditional entry-level positions into higher paying jobs (see Appendix C).

Per the Bureau of Labor Statistics (see Appendix C), jobs in the entertainment industry have average growth rates predicted through 2020, with producers and directors having a median pay of over \$68,000. Managers in the entertainment industry average well over \$100,000.

## Appendix A

### Update on Media Academy Events and Projects

1. Film Festival 3.0 – on track, already funded
  - a. Sponsors already ‘onboard’
    - i. Avid (two software packages)
    - ii. Entertainment Partners (two software packages)
  - b. In discussion with Agua Caliente Cultural Museum (Palm Springs) to sponsor a Native American student film award. Winner will receive automatic free entry into the Palm Springs Native American Film Festival in 2015
  - c. Art Department students currently designing this year’s poster
2. Journalism Symposium, October 2014 in conjunction with USC Annenberg School of Communication
3. Pursue MOU with Colton Unified School District (new video program) and San Bernardino Unified School District
4. Continue negotiations with CSUSB regarding news at KVCR (moving new set)

#### Update on Student News Program

1. The RTVF department and paid intern Donna Trehwella continue to produce one soft news program per week.
2. New classes in evening have
  - a. Four producers
  - b. Five editors
  - c. Ten videographers
3. Three half hour programs already shot, require editing for air:
  - a. Film Festival winners
  - b. Chris Eyre, Native American Film Producer/Director
  - c. Stunt Men
  - d. Bootcamp
  - e. 211 – service to underprivileged in Inland Empire
4. Monthly half hour shows being scheduled:
  - a. Fran Drescher (Cancer Schmancer) in Los Angeles
  - b. An evening with Val Kilmer (Chaffey College)
5. Creating new series for KVCR: SBVC’s Greatest Lectures  
*Featuring dynamic lectures on a variety of topics by SBVC Faculty*

#### Monetize Student News Program

I recommend creating a web page on the KVCR station website with the RTVF student projects approved for air. Add a DONATE link where viewers can donate directly to support the student news program. Donations would fund equipment and lab assistants specifically for the news.

## **IEMA Cinema Summer Camp**

In lieu of teaching traditional summer classes, the following proposal is designed to (a) address the mission of the IEMA to provide extraordinary learning opportunities and (b) generate a positive cash flow for the IEMA to support future events.

### **1. Professional Acting Workshop**

A one-week acting workshop for professional actors hoping to break into the film industry taught by Lindsay Wagner at the Lake Arrowhead resort. The week would end with a mock casting session by professional Joe D'Agosta.

### **2. Video Special Effects Workshop**

RTVF Student Marc Galang is an incredible special effects wizard. In addition to creating student films with professional-looking special effects, he's currently working on RTVF projects for air on KVCR with multiple effects. Robert Montalvo, a KVCR employee, also has incredible skills. Between these two professionals, participants in this workshop would have experience not offered in current RTVF classes.

### **3. CSUSB Digital Cinema Workshop**

CSUSB, in cooperation with movie producer Randal Kleiser (Grease, White Fang, The Blue Lagoon, Red Riding Hood), offered a summer workshop for two years. Due primarily to lack of promotion, the workshop has not been financially successful. If SBCCD partners with CSUSB, we can offer the facilities of KVCR, additional faculty, and most importantly, overseas promotion. If we can recruit attendees from international film schools, we can charge much higher tuition, keep this important workshop alive, and hopefully, make it profitable.

### **4. High School Journalism Workshop**

San Bernardino County is the largest county by area not only in California, but also the entire United States. It houses a very diverse population, many of whom are concentrated in urban areas like the City of San Bernardino, home of San Bernardino Valley College. This summer, high school juniors and seniors who have completed at least one year of Media Studies will attend the Inland Empire Summer Media Academy at San Bernardino Valley College for a 5-week workshop. The students will learn (a) how to find and develop a soft news story, (b) journalism-style field production camera and reporting techniques, and (c) news-style editing. These students will create short soft-news projects reflecting the cultural issues effecting their world. Students will learn from professionals at the college and KVCR-TV. By the end of the five weeks, students will work in teams to create a 1:30 soft news story. The journalism students will develop critical thinking and technical skills and complete the workshop with a portfolio project. Expressing themselves through these short film projects, the students will share their experiences as adolescents growing up in the Inland Empire. These projects will be aired on IE Scene, shown on local channel 24 KVCR, giving the audience a unique view of the world through the eyes of the media students.

### **Visiting Artist Lecture Series**

If funded by a grant, this series would allow the IEMA to invite professionals from both television and film to give a lecture series in the evening on campus.

Inland Empire Media Academy  
Paid Internship Program Proposal

**Purpose Statement**

The purpose of the Inland Empire Media Academy Paid Internship Program is to provide students, who are interested in studying beyond the traditional classroom, unique educational and work experience by participating in a rigorous broadcast news production environment under the auspices of the RTVF instructional program.

**Identifying Candidates**

Students matriculate into the RTVF program during their first year at SBVC. Exceptional students are identified in their first year and invited to participate in the news program courses (RTVF 131, 133, 231, 232). Students who demonstrate dedication, skill, and a desire to work in broadcast journalism will be invited to be paid or volunteer laboratory assistants in their second, third, or fourth semester. Students who accept the position as lab assistant must (a) maintain a 3.0 GPA, (b) have a positive attitude toward work, (c) provide high quality and consistent work, (d) be accurate and thorough, (e) accept responsibility, and (f) be dependable.

**Minimum Qualifications for Participants in Internship**

1. Student has successfully completed at least one semester as an RTVF laboratory assistant
2. Student has maintained an overall 3.0 GPA throughout the program both at SBVC and at the transferring four-year university
3. Student has completed Eng 015 or eligibility for Eng 101
4. Student has reliable transportation has a valid driver's license, be on the district approved drivers' list, and have proof of automobile insurance
5. Student has demonstrated professionalism throughout the courses and lab assistant position
6. Student accepts the time commitment to the internship, the need for flexibility because shoots are not conducted on a 5-day a week, Monday through Friday schedule. Student will have a flexible schedule, allowing him/her to work up to 35 hours per week, which may include weekends and holidays.

## **Internship Structure**

Once invited to participate in the program, if accepted, the student will work between 25 and 35 hours per week on one or more programs to be broadcast on KVCR-TV. Students must be enrolled in at least 6 units at SBVC and have completed at least 12 of the 21 units toward the major requirements for a degree in RTVF or television production to be eligible for the first year internship. Students must be enrolled at SBVC or the upper division of a local university with a major in communications, media, or a related field for the second and third year internship. Interns may remain in the program for a maximum of three years, with a pay structure of \$11.00 per hour for the first year, \$12.00 per hour the second year, and \$13.00 per hour the third year.

Four internships will be available at any given time. The first intern will be hired at the start of spring semester, 2014. The second intern will be hired at the start of fall semester, 2014. The third intern will be hired at the start of spring semester, 2015. The fourth intern will be hired at the start of spring semester, 2016. Beginning spring 2016, a total of four interns will be working every semester, with new interns hired as interns complete the program or leave the program.

Students are required to maintain registration during fall and spring semesters at SBVC or during fall, winter, and spring quarters (or fall and spring semester) at a local four-year institution with a minimum of 9 units per semester (or equivalent quarter units)



## **Job Responsibilities**

Collaborate with students and instructors in the RTVF department to create soft news and interview format broadcast-quality programming.

First year interns will

1. Work with students to research and write scripts for projects
2. Shoot video utilizing RTVF cameras and field production equipment
3. Edit student projects using the RTVF student workstations
4. Work with student crews to produce in-studio and on-location interviews on timely subjects
5. Produce at least 12 portfolio quality news-style packages (one per month)
6. Co-produce at least three portfolio quality interview-style half hour programs per year

Second year interns will

1. Develop soft news stories for news segments and half hour series
2. Work with the RTVF professor to coordinate news teams and studio production crews
3. Supervise editing of student projects using the RTVF student workstations
4. Produce at least 24 portfolio quality news-style package annually (two per month)
5. Produce at least four portfolio quality interview-style half hour programs

Third year interns will

1. Develop soft news stories for news segments and half hour series
2. Coordinate student interns, news teams, and studio production crews
3. Supervise editing of student projects using the RTVF student workstations
4. Produce at least 24 portfolio quality news-style package annually (two per month)
5. Produce at least six portfolio quality interview-style half hour programs

## **Student Learning Outcomes**

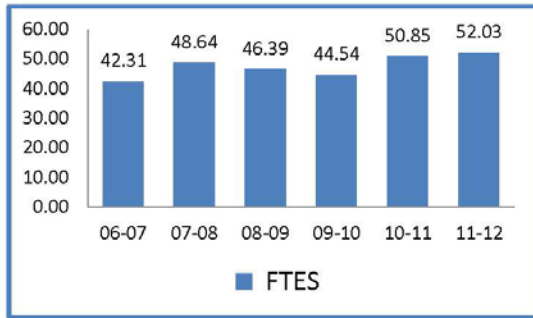
In the first year of the internship, student interns will develop writing, editing, and basic producing skills as they work with faculty and advanced interns on writing and producing news-style packages and half hour productions. Student interns will learn how to discern appropriate stories for public television and determine if productions are broadcast quality.

In the second year of the internship, student interns will develop organizational and leadership skills as they work with faculty and assume more responsibilities for producing news-style packages and half hour productions.

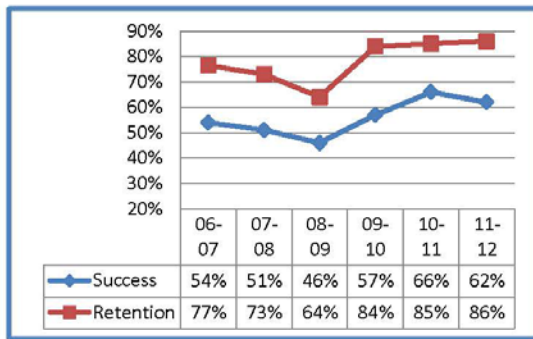
In the third year of the internship, student interns will demonstrate their ability to assume complete responsibility for a half hour live interview program with pre-produced roll-ins.

## Appendix B

### Radio, Television & Film - 2012



	06-07	07-08	08-09	09-10	10-11	11-12
Duplicated Enrollment	230	294	259	305	353	376
FTEF	4.10	4.36	3.75	3.82	4.20	3.92
WSCH per FTEF	311	335	371	350	363	398



	06-07	07-08	08-09	09-10	10-11	11-12
Sections	35	35	34	32	37	33
% of online enrollment	9%	53%	54%	44%	49%	61%
Degrees awarded	3	0	3	5	0	2
Certificates awarded	3	2	1	2	0	3

#### Description:

The Radio/Television/Film department offers a comprehensive instructional program in radio and television broadcasting, digital film production, and digital audio and video production, including a two-year curriculum for students majoring in the field resulting in the Associate of Arts Degree and/or transfer to a four-year institution and provides elective courses for students interested in related fields such as marketing, journalism, theater arts, and multimedia. Students may opt for 21-unit certificates in radio, television, film, or RTVF. The IE Media Academy works through the RTVF Dept. to provide 2+2+2 instruction.

#### Assessment

- Enrollment increased from a low of 230 in 06-07 to 376 in 11-12. The Media Academy (part of RTVF) wrote MOUs with local area HSs and CSUSB. The Media Academy/RTVF sponsored the first annual student film showcase in June 2012, with over 50 entries. Media Academy students began airing news packages on KVCR-TV in fall 2012. In fall 2012 and spring 2013, students were turned away from full classes. We have little room for growth; students drop because of lack of sufficient equipment and laboratory space.

#### Program Goals:

- In 10-11 we reached the program goal of 4.20, which reduced to 3.92 in 11-12. Because of stacked classes, we cannot increase FTEF. We have nearly achieved our program retention goal of 88%. Faculty have set a student success rate goal of 70%. Our current success is 62%.

#### Challenges and Opportunities:

- The RTVF Department/Media Academy faculty are currently in discussions with CSUSB to increase our partnership in television and film. CSUSB currently accepts 2-4 SBVC students per quarter to intern in upper division production classes. We plan to continue to grow the SBVC Student Film Showcase, open to high schools, community colleges, and universities and increase the student news productions for KVCR.

#### Action Plan:

- The IE Media Academy will continue to grow, writing additional MOUs with other local area high schools and universities. The student news program in conjunction with KVCR will continue to grow, offering students an opportunity to produce portfolio pieces during classwork of broadcast quality.

## Appendix C

From the Bureau of Labor Statistics, there are 75 categories of jobs from high-level executives to production to office workers that are created in the entertainment industry. The three largest categories of jobs (producer/director, editors/camera operators, and sound engineering) have about average growth predicted from 2010 through 2020.

<b>Quick Facts: Producers and Directors</b>	
<a href="#"><u>2010 Median Pay</u></a>	\$68,440 per year \$32.90 per hour
<a href="#"><u>Entry-Level Education</u></a>	Bachelor's degree
<a href="#"><u>Work Experience in a Related Occupation</u></a>	1 to 5 years
<a href="#"><u>On-the-job Training</u></a>	None
<a href="#"><u>Number of Jobs, 2010</u></a>	122,500
<a href="#"><u>Job Outlook, 2010-20</u></a>	11% (About as fast as average)
<a href="#"><u>Employment Change, 2010-20</u></a>	13,500

<b>Quick Facts: Film and Video Editors and Camera Operators</b>	
2010 Median Pay	\$45,490 per year \$21.87 per hour
Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	
On-the-job Training	
Number of Jobs, 2010	58,300
Job Outlook, 2010-20	4% (Slower than average)
Employment Change, 2010-20	2,200

<b>Quick Facts: Broadcast and Sound Engineering Technicians</b>	
2010 Median Pay	\$39,870 per year \$19.17 per hour
Entry-Level Education	
Work Experience in a Related Occupation	None
On-the-job Training	
Number of Jobs, 2010	116,900
Job Outlook, 2010-20	10% (About as fast as average)
Employment Change, 2010-20	11,600

Occupation code	Occupation title (click on the occupation title to view an occupational profile)	Group	Employment	Employment RSE	Percent of total employment	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
00-0000	All Occupations	total	214,420	1.9%	100.00%	\$20.33	\$27.21	\$56,600	1.6%
11-0000	<a href="#">Management Occupations</a>	major	16,710	5.1%	7.79%	\$52.96	\$62.14	\$129,260	2.5%
11-1000	Top Executives	minor	7,990	6.3%	3.72%	\$55.42	\$67.13	\$139,620	4.3%
11-1011	<a href="#">Chief Executives</a>	detail	1,360	29.7%	0.64%	(5)	\$104.17	\$216,680	8.6%
11-1021	<a href="#">General and Operations Managers</a>	detail	6,620	4.0%	3.09%	\$48.79	\$59.49	\$123,740	2.9%
11-2000	Advertising, Marketing, Promotions, Public Relations, and Sales Managers	minor	5,530	5.1%	2.58%	\$51.75	\$58.55	\$121,780	2.1%
11-2011	<a href="#">Advertising and Promotions Managers</a>	detail	1,460	15.0%	0.68%	\$35.52	\$44.96	\$93,510	3.4%
11-2020	Marketing and Sales Managers	broad	3,690	3.9%	1.72%	\$58.95	\$64.85	\$134,880	1.8%
11-2021	<a href="#">Marketing Managers</a>	detail	610	11.9%	0.29%	\$59.72	\$65.77	\$136,800	4.1%
11-2022	<a href="#">Sales Managers</a>	detail	3,070	3.9%	1.43%	\$58.76	\$64.66	\$134,500	1.9%
11-2031	<a href="#">Public Relations and Fundraising Managers</a>	detail	390	16.6%	0.18%	\$40.23	\$49.75	\$103,470	7.5%
11-3000	Operations Specialties Managers	minor	2,170	8.6%	1.01%	\$50.05	\$55.42	\$115,280	2.9%
11-9199	<a href="#">Managers, All Other</a>	detail	760	10.9%	0.35%	\$48.80	\$56.27	\$117,040	4.5%
13-1020	Buyers and Purchasing Agents	broad	70	45.1%	0.03%	\$28.81	\$30.17	\$62,760	5.1%
13-1023	<a href="#">Purchasing Agents, Except Wholesale, Retail, and Farm Products</a>	detail	70	45.1%	0.03%	\$28.81	\$30.17	\$62,760	5.1%
13-1121	<a href="#">Meeting, Convention, and Event Planners</a>	detail	200	25.2%	0.09%	\$19.95	\$22.20	\$46,170	5.6%

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13-1131	<a href="#">Fundraisers</a>	detail	340	27.2%	0.16%	\$26.79	\$27.44	\$57,070	5.5%
13-1161	<a href="#">Market Research Analysts and Marketing Specialists</a>	detail	1,880	13.1%	0.88%	\$26.71	\$29.42	\$61,190	2.3%
17-2000	Engineers	minor	(8)	(8)	(8)	\$38.14	\$42.14	\$87,640	3.8%
17-2070	Electrical and Electronics Engineers	broad	870	7.2%	0.41%	\$38.37	\$42.46	\$88,320	4.0%
17-2071	<a href="#">Electrical Engineers</a>	detail	320	13.3%	0.15%	\$40.42	\$42.13	\$87,640	3.1%
17-2072	<a href="#">Electronics Engineers, Except Computer</a>	detail	550	7.8%	0.26%	\$36.89	\$42.65	\$88,710	6.0%
17-2199	<a href="#">Engineers, All Other</a>	detail	40	31.8%	0.02%	\$38.44	\$38.35	\$79,760	6.1%
17-3000	Drafters, Engineering Technicians, and Mapping Technicians	minor	(8)	(8)	(8)	\$27.21	\$28.06	\$58,360	2.3%
17-3020	Engineering Technicians, Except Drafters	broad	(8)	(8)	(8)	\$27.21	\$28.06	\$58,360	2.3%
17-3023	<a href="#">Electrical and Electronics Engineering Technicians</a>	detail	530	7.5%	0.25%	\$27.30	\$28.16	\$58,560	2.3%
25-0000	<a href="#">Education, Training, and Library Occupations</a>	major	120	17.9%	0.06%	\$17.82	\$21.18	\$44,040	5.5%
27-0000	<a href="#">Arts, Design, Entertainment, Sports, and Media Occupations</a>	major	122,940	2.7%	57.33%	\$18.41	\$23.95	\$49,810	1.5%
27-1000	Art and Design Workers	minor	3,550	18.1%	1.65%	\$23.86	\$27.29	\$56,770	2.1%
27-1010	Artists and Related Workers	broad	990	7.0%	0.46%	\$28.99	\$33.35	\$69,370	3.5%
27-1011	<a href="#">Art Directors</a>	detail	490	10.7%	0.23%	\$34.18	\$39.29	\$81,730	3.8%

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27-1014	<a href="#">Multimedia Artists and Animators</a>	detail	(8)	(8)	(8)	\$22.65	\$27.46	\$57,120	5.1%
27-1020	Designers	broad	2,560	24.9%	1.19%	\$22.50	\$24.94	\$51,880	4.0%
27-1024	<a href="#">Graphic Designers</a>	detail	2,250	29.5%	1.05%	\$22.24	\$24.69	\$51,350	4.7%
27-1027	<a href="#">Set and Exhibit Designers</a>	detail	300	33.5%	0.14%	\$29.30	\$26.82	\$55,790	8.2%
27-2000	Entertainers and Performers, Sports and Related Workers	minor	20,490	4.4%	9.55%	\$25.91	\$32.13	\$66,840	2.2%
27-2010	Actors, Producers, and Directors	broad	20,210	4.4%	9.42%	\$26.05	\$32.25	\$67,090	2.2%
27-2011	<a href="#">Actors</a>	detail	170	28.4%	0.08%	\$13.28	\$31.25	(4)	15.0%
27-2012	<a href="#">Producers and Directors</a>	detail	20,040	4.4%	9.35%	\$26.12	\$32.26	\$67,110	2.2%
27-2040	Musicians, Singers, and Related Workers	broad	160	28.2%	0.07%	\$23.84	\$27.40	(4)	8.3%
27-2041	<a href="#">Music Directors and Composers</a>	detail	160	28.4%	0.07%	\$23.75	\$27.29	\$56,770	8.4%
27-2099	<a href="#">Entertainers and Performers, Sports and Related Workers, All Other</a>	detail	120	25.5%	0.06%	\$14.72	\$18.33	(4)	9.3%
27-3000	Media and Communication Workers	minor	55,220	2.3%	25.75%	\$16.63	\$23.03	\$47,900	1.6%
27-3010	Announcers	broad	29,790	2.4%	13.89%	\$13.02	\$19.16	\$39,850	1.8%
27-3011	<a href="#">Radio and Television Announcers</a>	detail	29,170	2.4%	13.60%	\$13.10	\$19.30	\$40,140	1.8%
27-3012	<a href="#">Public Address System and Other Announcers</a>	detail	620	36.6%	0.29%	\$10.02	\$12.44	\$25,880	4.8%
27-3020	News Analysts, Reporters and	broad	14,770	4.1%	6.89%	\$20.52	\$28.50	\$59,270	2.0%

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	Correspondents								
27-3021	<a href="#">Broadcast News Analysts</a>	detail	4,080	5.6%	1.90%	\$27.67	\$39.36	\$81,870	2.8%
27-3022	<a href="#">Reporters and Correspondents</a>	detail	10,690	4.9%	4.98%	\$18.65	\$24.35	\$50,640	2.6%
27-3031	<a href="#">Public Relations Specialists</a>	detail	3,260	6.7%	1.52%	\$22.25	\$25.12	\$52,250	3.1%
27-3040	Writers and Editors	broad	5,680	6.0%	2.65%	\$23.64	\$28.24	\$58,730	3.2%
27-3041	<a href="#">Editors</a>	detail	3,110	5.7%	1.45%	\$23.00	\$26.74	\$55,620	2.5%
27-3043	<a href="#">Writers and Authors</a>	detail	2,550	14.3%	1.19%	\$24.65	\$29.98	\$62,360	5.7%
27-3090	Miscellaneous Media and Communication Workers	broad	1,720	11.6%	0.80%	\$18.50	\$22.01	\$45,780	4.2%
27-3099	<a href="#">Media and Communication Workers, All Other</a>	detail	1,710	11.6%	0.80%	\$18.46	\$22.00	\$45,770	4.3%
27-4000	Media and Communication Equipment Workers	minor	43,680	4.6%	20.37%	\$17.39	\$21.00	\$43,670	2.3%
27-4010	Broadcast and Sound Engineering Technicians and Radio Operators	broad	29,620	3.5%	13.81%	\$16.98	\$20.76	\$43,180	2.8%
27-4011	<a href="#">Audio and Video Equipment Technicians</a>	detail	3,630	5.3%	1.69%	\$18.29	\$20.89	\$43,460	3.2%
27-4012	<a href="#">Broadcast Technicians</a>	detail	23,490	3.5%	10.95%	\$16.52	\$20.57	\$42,790	3.5%
27-4013	<a href="#">Radio Operators</a>	detail	310	28.8%	0.14%	\$10.81	\$15.01	\$31,220	16.4%
27-4014	<a href="#">Sound Engineering Technicians</a>	detail	2,200	19.9%	1.02%	\$20.16	\$23.36	\$48,580	5.3%
27-4021	<a href="#">Photographers</a>	detail	4,580	7.3%	2.14%	\$18.75	\$21.51	\$44,730	2.4%
27-4030	Television, Video, and Motion Picture Camera Operators	broad	8,980	10.3%	4.19%	\$17.65	\$21.36	\$44,430	4.5%

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	and Editors								
27-4031	<a href="#">Camera Operators, Television, Video, and Motion Picture</a>	detail	6,140	7.5%	2.86%	\$16.34	\$18.82	\$39,150	2.1%
27-4032	<a href="#">Film and Video Editors</a>	detail	2,850	17.5%	1.33%	\$21.96	\$26.84	\$55,820	8.9%
27-4099	<a href="#">Media and Communication Equipment Workers, All Other</a>	detail	500	15.3%	0.23%	\$17.71	\$23.87	\$49,660	7.9%
39-5091	<a href="#">Makeup Artists, Theatrical and Performance</a>	detail	100	23.7%	0.05%	(8)	(8)	(8)	(8)
41-0000	<a href="#">Sales and Related Occupations</a>	major	31,330	2.9%	14.61%	\$21.91	\$27.38	\$56,940	1.5%
41-1010	First-Line Supervisors of Sales Workers	broad	2,120	5.9%	0.99%	\$36.56	\$40.43	\$84,100	2.2%
41-1011	<a href="#">First-Line Supervisors of Retail Sales Workers</a>	detail	60	41.8%	0.03%	\$27.85	\$29.26	\$60,860	5.1%
41-1012	<a href="#">First-Line Supervisors of Non-Retail Sales Workers</a>	detail	2,060	6.0%	0.96%	\$36.93	\$40.73	\$84,720	2.2%
41-3000	Sales Representatives, Services	minor	27,640	3.1%	12.89%	\$21.39	\$26.73	\$55,600	1.7%
41-3011	<a href="#">Advertising Sales Agents</a>	detail	26,750	3.2%	12.48%	\$21.45	\$26.78	\$55,710	1.7%
41-3099	<a href="#">Sales Representatives, Services, All Other</a>	detail	890	13.8%	0.41%	\$18.96	\$25.14	\$52,300	8.6%
41-4010	Sales Representatives, Wholesale and Manufacturing	broad	740	13.4%	0.35%	\$25.22	\$30.14	\$62,690	8.0%
41-4012	<a href="#">Sales</a>	detail	740	13.4%	0.35%	\$25.22	\$30.14	\$62,690	8.0%



Occupation code	Occupation title (click on the occupation title to view an occupational profile)	Group	Employment	Employment RSE	Percent of total employment	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
	<a href="#">Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products</a>								
41-9000	Other Sales and Related Workers	minor	820	12.3%	0.38%	\$10.74	\$13.19	\$27,430	3.8%
41-9010	Models, Demonstrators, and Product Promoters	broad	80	42.4%	0.04%	\$10.75	\$11.20	\$23,300	7.3%
41-9011	<a href="#">Demonstrators and Product Promoters</a>	detail	80	42.4%	0.04%	\$10.75	\$11.20	\$23,300	7.3%
41-9090	Miscellaneous Sales and Related Workers	broad	530	14.8%	0.25%	\$11.02	\$14.28	\$29,710	4.9%
41-9099	<a href="#">Sales and Related Workers, All Other</a>	detail	530	14.8%	0.25%	\$11.02	\$14.28	\$29,710	4.9%
43-0000	<a href="#">Office and Administrative Support Occupations</a>	major	25,490	2.5%	11.89%	\$15.67	\$17.03	\$35,430	1.0%
43-1011	<a href="#">First-Line Supervisors of Office and Administrative Support Workers</a>	detail	1,760	6.2%	0.82%	\$26.28	\$27.70	\$57,620	2.0%
43-6011	<a href="#">Executive Secretaries and Executive Administrative Assistants</a>	detail	1,560	5.7%	0.73%	\$22.97	\$24.26	\$50,470	2.2%
43-6014	<a href="#">Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</a>	detail	4,970	7.2%	2.32%	\$16.10	\$16.68	\$34,690	2.1%
43-9000	Other Office and Administrative Support Workers	minor	6,660	3.9%	3.10%	\$13.22	\$14.21	\$29,550	1.8%

