

## **SBVC Committee Structure 2012-2014**

Each faculty member to serve on 1 committee for a 2-year cycle starting Fall 2012 and concluding Spring 2014.

Below are the committees, specific membership requirements, and tentative meeting times. Please use this as a guide as fall schedules are prepared in the next month. Senators are expected to call a faculty meeting of their division to determine the best allocation of the division's human resources to the committee work of the college.

Once all of the required faculty committee assignments are made (Accreditation, Matriculation, Basic Skills, Curriculum and Program Review), the division should assign no more than 20% of the remaining faculty to any one committee.

This recommendation of the division is delivered to the Executive Committee of the Academic Senate. The Executive Committee is responsible for preparing its recommendation to the President of the college regarding the assignment of faculty committee work.

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

The 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.

\*\*\*at least 1 faculty per division\*\*\* (2<sup>nd</sup> and 4<sup>th</sup> Thursdays, 1:00 -2:30)

### **ARTS , LECTURES, and DIVERSITY COMMITTEE**

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. (Wednesdays, 12:00 – 1:00)

### **BASIC SKILLS COMMITTEE**

The Committee prepares the college's basic skills report, planning documents, and oversees the implementation of the campus basic skills plan. \*\*\*at least 1 faculty per division\*\*\* (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays, 2:30 – 3:30)

### **CAMPUS LIFE AND COMMENCEMENT**

The committee monitors and serves as the primary clearing house for student activities on the campus, including Commencement. The committee develops a campus wide master calendar in coordination with the Director of Marketing. (Thursdays, 10:00 – 11:30)

### **CURRICULUM COMMITTEE**

The Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college to the Board of Trustees, 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. \*\*\*2 faculty per division\*\*\* (Mondays, 1:00 – 4:00)

### **ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE**

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. (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays, 2:00 – 3:30)

### **FACILITIES & SAFETY COMMITTEE**

The Facilities & Safety Committee serves as an advisory committee to college services and operations including, facilities, the appearance of the campus, emergency preparedness, and campus safety training. The committee reviews and submits the Facilities & Capital Outlay Plan to College Council. (Mondays, 2:00 – 3:30)

### **MATRICULATION COMMITTEE**

The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, propose 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.

\*\*\*at least 1 faculty per division\*\*\* (Thursdays, 3:00 – 4:30)

### **ONLINE COMMITTEE**

The OnLine Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline's 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. (Fridays, 1:00 – 2:00)

### **PROFESSIONAL DEVELOPEMENT COMMITTEE**

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 Human Resources 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. (1<sup>st</sup> and 3<sup>rd</sup> Thursdays, 1:00 – 2:30)

### **PROGRAM REVIEW COMMITTEE**

The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- 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

\*\*\*2 faculty per division\*\*\* (Fridays, 9:00 – noon)

### **SCHOLARSHIPS**

This committee reviews applications for scholarships and makes awards according to guidelines. (Thursdays 2:00-3:00)

### **STUDENT POLICIES & SCHOLASTIC STANDARDS**

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. (Fridays, 9:30 – 11:00)

### **TECHNOLOGY COMMITTEE**

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. The members of this committee serve as liaisons to the District Technology Committees. (1<sup>st</sup> and 3<sup>rd</sup> Wednesdays, 1:00 – 2:00)