



**CERRITOS**  
**COLLEGE**

# Shared Governance Booklet

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# **CERRITOS COMMUNITY COLLEGE DISTRICT**

## **SHARED GOVERNANCE PURPOSE, STRUCTURE, AND PROCESS**

### **I. INTRODUCTION**

Shared governance is a collaborative collegewide process dependent on trust and open communication among stakeholders in an environment of mutual respect, collegiality and accountability.

Shared governance at Cerritos College operates through a collaborative decision-making process in which the members of each of the major campus constituencies—the Board of Trustees, the Administration, the Management, the Faculty, the Classified/Confidential Staff, and the students—play an appropriate role. This shared governance process functions in accordance with the Education Code, Title 5 (including AB 1725), and approved policies of the Board of Trustees. As a result, the Board utilizes each constituency group’s knowledge, training, experience, and expertise in the formulation and development of college policies and procedures.

When a management representative is to serve on a college committee or other governance group, the ACCME group shall appoint the representative unless a manager is a member of a committee by virtue of the function of the position. When a faculty representative is to serve on a college committee or other governance group, the Faculty Senate shall appoint the representative unless a faculty member is a member of a committee by virtue of the function of the position. When a CCFE representative is to serve on a college committee or other governance group, the CCFE chapter shall appoint the representative. When a classified staff representative is to serve on a college committee or other governance group, the CSEA chapter shall appoint the representative unless a classified staff member is a member of a committee by virtue of the function of the position. When a confidential representative is to serve on a college committee or other governance group, the confidential employee group shall appoint the representative. When a student representative is to serve on a college committee or other governance group, the ASCC shall appoint the representative unless a student is a member of a committee by virtue of the function of the position. This process intends to ensure that campus decision making is the result of timely and pertinent advice from relevant constituencies.

This collegial decision-making process encourages the campus communities to work together to find the best responses to issues the college must address. This collegial governance process assigns primary responsibility for academic and professional matters to the Faculty Senate in accordance with both Title 5 and approved Board Policy. For classified, confidential, and administrative staff, shared governance at Cerritos College functions through the shared governance committee structure and collaborative decision making among the representative college constituencies. This governance process provides opportunities for effective participation in the development and formulation of

district policies and procedures and ensures that jointly developed recommendations for action are forwarded to the Governing Board.

For students, shared governance at Cerritos College promotes opportunities to participate in the development and formulation of district and college policies that will have a significant effect on students. This process ensures that positions or recommendations developed by students are given meaningful consideration, and further ensures the collegial development of all recommendations to the Governing Board.

The Cerritos College shared governance process ensures that decisions regarding policies and procedures to be recommended to the College President and Board of Trustees are the result of contributions from appropriate college constituencies that have been developed through the campus committee structure and forwarded to the College Coordinating Committee. Committee members will draw upon their expertise to make informed recommendations that support the mission, goals, and needs of Cerritos College. This collaborative shared governance structure in no way infringes on any of the roles, responsibilities, or legal powers of the College President or the Board of Trustees. The intent of this document is to promote a more efficient, cooperative, and productive environment at Cerritos College. (See [Appendix A](#), Cerritos College Board Policy 2510)

Within each committee, the decision-making processes occur and lead to institutional recommendations. Consensus shall be the preferred decision-making process. If consensus cannot be achieved, committees shall use majority vote of members present and voting as its voting method. In the interest of moving agenda items forward and recognizing the time demands on committee members' schedules, a substitute may be selected to represent any shared governance committee member in his or her absence by the appropriate constituent group. The substitute shall have full voting rights; however, constituent groups must inform the committee chairperson in advance of the meeting. All Institutional, District and Faculty Senate committee meetings are open to the public.

## **II. SHARED GOVERNANCE COMMITTEES**

The Shared Governance process at Cerritos College occurs through the campus committee structure. There are fourteen (14) Institutional standing committees, one (1) District standing committee and nine (9) Faculty Senate standing committees. This committee structure affords broad-based participation in the shared governance process by all campus constituencies unless noted below.

1. College Committee on Access to Completion and Equity (ACE)  
*(approved 3/22/21)*
2. College Committee on Accreditation
3. College Committee on Art in Public Spaces (CAPS)  
*(approved 5/11/15)*
4. College Coordinating Committee
5. College Committee on Employee Development  
*(formerly known as the Staff Development Committee)*
6. College Committee on Enrollment Management
7. College Diversity and Equal Employment Opportunity Advisory Committee (DEEOAC)  
*(formerly known as the Diversity Committee)*
8. College Committee on Facilities Planning
9. College Committee on Faculty Hiring Prioritization  
*(approved 9/14/09)*
10. College Committee on Information Technology Standards  
*(formerly known as the Information Services Committee)*
11. College Committee on Outstanding Classified Employee Selection  
*(approved 9/14/09)*
12. College Committee on Planning and Budget
13. College Committee on Student Life  
*(formerly known as the Student Services Committee)*
14. College Committee on Web Standards
15. District Committee on Safety  
*(approved 3/8/10 and formerly known as the College Committee on Safety)*
16. Senate Committee on Academic Excellence  
*(formerly known as the Academic Affairs Committee)*
17. Senate Committee on Curriculum
18. Senate Committee on Department Chairs  
*(approved 2/09/15, comprised of faculty representatives only)*
19. Senate Committee on Digital Learning  
*(approved 5/11/20 and formerly known as the Technology-Based Learning Committee)*
20. Senate Committee on Faculty Professional Development  
*(approved 4/10/17 and formerly known as the CTX Advisory Board)*
21. Senate Committee on Hiring Standards
22. Senate Committee on Instructional Program Review  
*(formerly known as the Program Review Committee)*
23. Senate Committee on Professional Relations
24. Senate Committee on Sabbatical Leave

## **COLLEGE COMMITTEE ON ACCESS TO COMPLETION AND EQUITY (ACE)**

*(approved 3/22/2021)*

### **A. Purposes**

- Recommends and monitors strategies and activities designed to reduce achievement gaps in student success
- Sets goals and recommends resource allocations based on the development, implementation, and assessment of the following institutional initiatives:
  - Student Equity and Achievement Program (Student Equity, Basic Skills, & 3SP Programs)
  - Guided Pathways
- Reviews the college's academic achievement data and makes appropriate recommendations
- Recommends and facilitates training to ensure equity-minded practices and programming to achieve institutional goals
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Subcommittee structure will be developed and reviewed on an annual basis. Initially, five subcommittees will focus on, but are not limited to, themes of onboarding, enrollment, retention, completion/transfer, and student learning.

### **C. Chairperson (how selected/elected)**

1. The Vice President, Academic Affairs/Assistant Superintendent and the Vice President, Student Services/Assistant Superintendent are the Co-Chairpersons.
2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward information to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (30 members)**

- Co-Chairpersons (voting):  
Vice President, Academic Affairs/Assistant Superintendent  
Vice President, Student Services/Assistant Superintendent
- Functional Resource Personnel (voting):  
Vice President, Human Resources/Assistant Superintendent or Director of Diversity, Compliance, and Title IX Coordinator as designee

Vice President, Business Services/Assistant Superintendent or designee  
Dean of Academic Affairs & Strategic Initiatives  
Dean of Counseling Services  
Dean of Enrollment Services  
Dean of Student Equity & Success  
Dean of Academic Success  
1 Guided Pathways Co-Chair  
1 faculty representative from Student Accessibility Services (SAS)  
appointed by the Faculty Senate  
1 faculty co-chair of the Department Chairs Committee

- **Constituent Group Membership (voting):**  
CCFF President or designee  
Faculty Senate President or designee  
1 faculty representative with Diversity, Equity, and Inclusion (DEI)  
expertise appointed by the Faculty Senate  
1 faculty representative with non-credit expertise appointed by the Faculty  
Senate  
1 faculty representative appointed at large by the Faculty Senate  
1 instructional dean appointed by ACCME  
CSEA President or designee  
2 classified representatives appointed by CSEA  
1 confidential representative appointed by the confidential employee  
group  
ASCC President or designee  
1 student representative appointed by ASCC
- **Ex-officio Membership (non-voting):**  
CTX Coordinator  
Director, Institutional Effectiveness, Research and Planning  
Director, Information Technology or designee  
Director, College Relations, Public Affairs & Governmental Relations or  
designee  
Student Learning Outcomes Committee Chair  
Developmental Education Coordinator (transitional)

The Co-Chairpersons will appoint administration members, the Faculty Senate will appoint faculty members, ACCME will appoint management members, CSEA will appoint classified members, the confidential employee group will appoint confidential members, and ASCC will appoint student members.

## **F. Terms of Office**

1. Two-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area

expertise may be requested from the representative groups.

2. The ASCC representative will serve a one-year term.

**G. Quorum**

The current quorum requirement is one-third plus one of the committee membership. The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its decision-making method.

**I. Reporting Guidelines**

All actions of the College Committee on Access to Completion and Equity (ACE) and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes, committee, and subcommittee reports. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

TBD



## **COLLEGE COMMITTEE ON ACCREDITATION**

*(revised on 8/31/09, 5/12/14, 4/9/18)*

### **A. Purposes**

- Monitors the college's Accreditation processes, including the preparation of the college's institutional self-evaluation and other reports required by the Accrediting Commission for Community and Junior Colleges (ACCJC)
- Monitors the college's progress in addressing Standards of Accreditation
- Prepares annual report on college's progress in meeting Accreditation Standards and sets an agenda for activities regarding Accreditation
- Recruits committee and subcommittee co-chairs
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. The Accreditation Liaison Officer and a Faculty member will serve as Co-Chairpersons.
2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward information to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (17 members – *revised 10/19/09, 2/22/10, 5/12/14*)**

Accreditation Liaison Officer  
Faculty Co-Chairperson appointed by Faculty Senate  
Dean of Institutional Effectiveness, Research and Planning  
ACCME President or designee  
Faculty Senate President or designee  
CCFF President or designee  
CSEA President or designee  
Confidential representative  
ASCC President or designee

Additional non-voting members of at least one management member and at least one faculty (where appropriate) or at least one classified/confidential member to serve as leads for each of the Accreditation Standards or Sub-Standards:

- Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
  - I.A. Mission

- I.B. Assuring Academic Quality and Institutional Effectiveness
- I.C. Institutional Integrity
- Standard II: Student Learning Programs and Support Services
  - II.A. Instructional Programs
  - II.B. Library and Learning Support Services
  - II.C. Student Support Services
- Standard III: Resources
  - III.A. Human Resources
  - III.B. Physical Resources
  - III.C. Technology Resources
  - III.D. Financial Resources
- Standard IV: Leadership and Governance
  - IV.A. Decision-Making Roles and Processes
  - IV.B. Chief Executive Officer
  - IV.C. Governing Board

The Accreditation Liaison Officer will appoint administration members, the Faculty Senate will appoint faculty members, ACCME will appoint management members, CSEA will appoint classified members, the confidential employee group will appoint confidential members, and ASCC will appoint student members.

**F. Terms of Office**

1. The committee members, except for the Standard committee co-chairs and student representative, will serve through one entire 6-year Accreditation cycle. The cycle will commence immediately after the preparation of the mid-term report. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

The College Committee on Accreditation will make regular reports to the College Coordinating Committee. All actions of the College Committee on Accreditation will be communicated to the College Coordinating Committee in the form of

minutes. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings** (day and time)

Meetings will be held as determined by the committee.

## **COLLEGE COMMITTEE ON ART IN PUBLIC SPACES (CAPS)**

*(approved 5/11/15)*

### **A. Purposes**

- Review all artwork proposed for installation in public spaces on campus
- Make recommendations regarding the selection of artists and or artworks
- Make recommendations regarding site placement of art in public spaces in accordance with the Facilities Master Plan
- Review requests for loans of art from the permanent collections holdings of the Cerritos College Art Gallery to requesting departments/units of the college
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

If artwork is to be placed within, or in close proximity to, an existing building or one being newly constructed, the CAPS chair will consult with Faculty Senate, CSEA and ACCME to appoint one or more voting representatives of the unit(s) occupying the building and/or inhabiting the unit(s) to a subcommittee. The subcommittee and its ad hoc members are only active until the artwork under review is selected and may only participate in committee activities directly connected to that selection.

Other subcommittees may be appointed as necessary.

### **C. Chairperson(s) (how selected/elected)**

1. The President/Superintendent or designee is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute agendas and minutes, conduct meetings, forward recommendations to the College Coordinating Committee and/or Executive Council and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (11 members – *revised 1/25/16*)**

President/Superintendent or designee  
Executive Director, Cerritos College Foundation  
Director, Physical Plant and Construction Services  
Dean of Fine Arts and Communications  
Director of the Cerritos College Art Gallery  
1 faculty representative from Studio Arts appointed by Faculty Senate  
1 faculty representative from Art History appointed by Faculty Senate  
1 classified representative appointed by CSEA

1 confidential representative appointed by confidential employee group  
ASCC Commissioner of Convocation and Fine Arts or designee  
1 community representative (See [Appendix E](#), Selection of Community  
Representatives to College Committees)

**F. Terms of Office**

1. Members are expected to serve for at least two years and may be reappointed without restriction.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its decision-making method.

**I. Reporting Guidelines**

All actions of the College Committee on Art in Public Spaces and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes, committee and subcommittee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

TBD

## **COLLEGE COORDINATING COMMITTEE**

### **A. Purposes**

- Provides effective communication among representatives of all college constituencies
- Discusses issues of concern to the college community and refers to appropriate committees for development and recommendations
- Ensures that information flows to and from institutional and ad hoc committees and constituencies
- Monitors the memberships structure of institutional and ad hoc committees for the purpose of ensuring diversity and representation
- Reviews the Board Agenda for the next Board of Trustees meeting
- Monitors that shared governance processes are adhered to
- Requests revisions from shared governance committees annually, and reviews the committee structure and the shared governance structure regularly
- Maintains a handbook of current committees and membership structures on all committees which is reviewed and updated annually
- Reviews the college's administrative procedures on a regular basis and gives input to the review and development of Board Policy
- Reviews all board policies and administrative procedures within a three-year cycle, to be completed no later than one year prior to the regularly scheduled accreditation site visit.
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. The President/Superintendent is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward College Coordinating Committee recommendations to the Board of Trustees and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (15 members – revised 11/03/08, 08/13/12, 03/11/13)**

President/Superintendent  
Vice President of Academic Affairs/Assistant Superintendent  
Vice President of Business Services/Assistant Superintendent  
Vice President of Student Services/Assistant Superintendent  
Vice President of Human Resources/Assistant Superintendent

ACCME President or designee

4 faculty representatives – Faculty Senate President or designee, CCFF President or designee, and 2 others appointed by Faculty Senate

3 classified representatives – CSEA President or designee and 2 others appointed by CSEA

1 confidential representative appointed by confidential employee group

ASCC President or designee

The Institutional, District and Faculty Senate Committee Chairpersons (or designees) will attend the meetings of the College Coordinating Committee as non-voting resources when agenda items are forwarded by their committee or when their attendance is requested.

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be approved by the Coordinating Committee. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the College Coordinating Committee will be communicated to its constituencies in the form of minutes and communication by members.
2. All actions of the College Coordinating Committee will be communicated to the Board of Trustees in the form of minutes.
3. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings** (day and time)

Mondays at 1:00 p.m. in the Cheryl A. Epple Board Room

**K. Agenda**

1. The College Coordinating Committee will normally generate its agenda with items submitted by the members of the College Coordinating Committee. Others who desire items placed on a meeting's agenda should contact their College Coordinating Committee Representative. The College Coordinating Committee will assign items to appropriate committees for further work as necessary.
2. The College Coordinating Committee agenda will have as standing items reports from all Institutional, District and Faculty Senate committees. Recommendations from Institutional, Faculty Senate and ad hoc committees shall be presented to the College Coordinating Committee for action. Action may be delayed to allow members time to gain further understanding of an issue. Decisions from Faculty Senate on academic and professional matters shall be presented to the College Coordinating Committee for information only. (See [Appendix B](#))
3. The College President is responsible for the preparation of the Board Agenda and Board Book. The College Coordinating Committee will have as a standing agenda item the review of the agenda for the Board of Trustees meetings. It is recognized that there are Board items such as closed session matters, unforeseen items and emergencies, requests by the public for matters falling within the subject matter jurisdiction of the Board, and items outside the scope of the Shared Governance Committees (i.e. labor negotiations) that will require items being placed on the Board Agenda without review by the College Coordinating Committee.
4. The College Coordinating Committee will have as a standing agenda item the status of shared governance to determine if decisions are being made as a result of the appropriate shared governance process.
5. The College Coordinating Committee receives information and recommendations from Institutional, District, Faculty Senate and ad hoc committees. If the College Coordinating Committee disagrees with a recommendation from an Institutional, Faculty Senate or ad hoc committee it will be sent back to the committee with written reasons for disagreeing with the recommendation and requesting a meeting to work toward consensus. The College Coordinating Committee will receive, for information purposes only, recommendations requiring Board of Trustees' consideration from Faculty Senate before they are forwarded to the College President for addition to the Board Agenda.



## **COLLEGE COMMITTEE ON EMPLOYEE DEVELOPMENT**

*(approved 1/28/13)*

### **A. Purposes**

- Serves in an advisory capacity for District training and development activities
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. The Vice President of Human Resources/Assistant Superintendent or designee is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (14 members – *revised 10/6/08, 8/24/09, 1/28/13*)**

Vice President of Human Resources/Assistant Superintendent or designee  
Flex Coordinator  
Staff Development Assistant (non-voting)  
2 management representatives appointed by ACCME (one instructional manager and one classified manager)  
3 faculty representatives, preferably from different divisions, appointed by Faculty Senate  
1 faculty representative appointed by CCFE  
3 classified representatives appointed by CSEA  
1 confidential representative appointed by confidential employee group  
1 student representative appointed by ASCC

### **F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

All actions of the College Committee on Employee Development will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

To Be Determined (A minimum of once each semester)

## **COLLEGE COMMITTEE ON ENROLLMENT MANAGEMENT**

### **A. Purposes**

- Analyzes external trends, including college-going, employment, cost of living, and service area K-12 enrollment
- Analyzes existing practices and efforts for effectiveness
- Identifies priorities for collegewide enrollment management
- Develops, maintains, and updates the college Enrollment Management Plan
- Recommends projects to members, subcommittees, and others based on the Enrollment Management Plan and identified priorities
- Monitors tasks, projects, and assignments designed to maximize the college's enrollment management efforts
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. The Vice President of Academic Affairs/Assistant Superintendent and Vice President of Student Services/Assistant Superintendent are the Co-Chairpersons.
2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (20 members – *revised 1/24/11, 1/26/15, 11/9/20*)**

Vice President of Academic Affairs/Assistant Superintendent  
Vice President of Student Services/Assistant Superintendent  
Dean of Academic Affairs and Strategic Initiatives  
Dean of Enrollment Services  
Dean of Counseling Services  
Director of Institutional Effectiveness, Research and Planning  
2 instructional deans appointed by ACCME  
Faculty Senate President or designee  
CCFF President or designee  
1 faculty co-chair of the Department Chairs Committee  
1 faculty representative from Counseling appointed by the Faculty Senate  
3 faculty representatives appointed by Faculty Senate  
2 classified representatives appointed by CSEA

- 1 confidential employee appointed by the confidential employee group
- ASCC President or designee
- 1 student representative appointed by ASCC

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 30% of the committee membership. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

All actions of the College Committee on Enrollment Management and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes, committee and subcommittee reports. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

Monthly, during fall and spring semesters, on the fourth Wednesday at 3:00 p.m.

**COLLEGE DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY  
ADVISORY COMMITTEE (DEEOAC)**

**A. Purposes**

- Assists the District in the development and implementation of the District's Equal Employment Opportunity Plan which include: the Nondiscrimination Complaint Procedures and the District's Equal Employment Opportunity Plan as governed by Title 5
- Develops and implements College Diversity Plan
- Reviews training procedures for participants and those serving as monitors on hiring selection committees and ensures that training is provided
- Assists in promoting and supporting equal employment and nondiscrimination policies and procedures
- Receives training by the Diversity Officer in all aspects of the EEO Plan
- Reviews the District's EEO and diversity recruiting efforts, programs, policies and progress at least quarterly
- Makes appropriate recommendations, as necessary, to the Board of Trustees, the College President, and the Vice President of Human Resources/Assistant Superintendent regarding diversity and equal employment opportunity programs, policies, and procedures
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

**B. Subcommittees**

Appointed as necessary

**C. Chairperson (how selected/elected)**

1. The Vice President of Human Resources/Assistant Superintendent or designee is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

**D. Other Officers (if any)**

None

**E. Membership (11 members – revised 3/10/08, 10/6/08)**

Each community college district shall establish an Equal Employment Opportunity Advisory Committee to assist the district in developing and implementing the plan required under section 53003. This advisory committee shall include a diverse membership whenever possible (Title 5, Section 53005).

The Vice President of Human Resources/Assistant Superintendent and the College President will work with constituency groups to ensure that the membership is diverse. (EEO Model Plan Language)

Vice President of Human Resources/Assistant Superintendent  
Director of Diversity, Compliance, and Title IX Coordinator (non-voting)  
2 faculty representatives appointed by Faculty Senate  
1 faculty representative appointed by CCFF  
2 management representatives appointed by ACCME  
2 classified representatives appointed by CSEA  
1 confidential representative appointed by the confidential employee group  
1 student representative appointed by ASCC

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

All actions of the College Diversity and Equal Opportunity Advisory Committee will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

To Be Determined

## **COLLEGE COMMITTEE ON FACILITIES PLANNING**

### **A. Purposes**

- Reviews and makes recommendations regarding the Campus Master Plan
- Reviews and makes recommendations about the college's Scheduled Maintenance Plan
- Reviews and makes recommendations about campus modification projects
- Reviews the Campus Standards Handbook
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

As needed.

### **C. Chairperson (how selected/elected)**

1. The Vice President of Business Services/Assistant Superintendent is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (12 members – *revised 04/23/12*)**

Vice President of Business Services/Assistant Superintendent  
Director of Physical Plant and Construction Services (non-voting)  
3 faculty representatives appointed by Faculty Senate  
3 management representatives appointed by ACCME  
2 classified representatives appointed by CSEA  
1 confidential representative appointed by confidential employee group  
1 student representative appointed by ASCC

### **F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

All actions of the College Committee on Facilities Planning will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

Third Tuesdays at 11:00 a.m. in the Cheryl A. Epple Board Room.



## **COLLEGE COMMITTEE ON FACULTY HIRING PRIORITIZATION**

*(approved 4/23/18)*

### **A. Purposes**

- Oversees the process for identifying and prioritizing the hiring of new faculty in a fair and equitable manner.
- Reviews requests for new positions and/or vacated positions.
- Recommends for action to the Executive Council allocation and priorities for new faculty hires.
- Annually evaluates procedures and criteria for setting new hire priorities such as but not limited to program growth, replacement of retirements, and unexpected vacancies.
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

As needed

### **C. Chairperson(s) (how selected/elected)**

1. A faculty member and dean are elected by the voting members for a two-year co-chair term. The term shall commence on July 1 and end on June 30. The co-chairs will be elected on staggered terms. At the inception of the committee, the dean co-chair will be elected for an initial three-year term, and the faculty co-chair will be elected for a two-year term, to create the staggered chair term. All future terms are two years.
2. The committee co-chairs are elected for the following term before the current committee disbands.
3. It is the responsibility of the co-chairs to schedule meetings, prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate, Planning and Budget Committee, and the Executive Council.

### **D. Other Officers (if any)**

None

### **E. Membership (25 members)**

To ensure a fair and equitable process, membership on the committee will rotate on a two-year basis. The committee membership will consist of 11 faculty and 11 managers.

1. Faculty Representatives: One faculty representative from each of the divisions as represented in the Faculty Senate. Division faculty representatives will serve two-year staggered terms (See Terms of Office).
  - a. Every two years, divisions will appoint a new representative from a

different department within the division, beginning in alphabetical order by department name.

- b. One faculty member may be appointed by each of the following instructional areas and confirmed by Faculty Senate:
  - Business Education
  - Counseling
  - Fine Arts & Communications
  - Health Occupations
  - Humanities/Social Sciences
  - Liberal Arts
  - Library & Learning Resource Center
  - Health, Physical Education, Dance & Athletics
  - Science, Engineering & Mathematics
  - Student Services
  - Technology

2. Management Representatives: One dean representative from each of the instructional divisions as represented in the Faculty Senate, plus one rotating member from the remaining deans.

- Business Education and Humanities/Social Sciences
- Counseling
- Fine Arts & Communications
- Health Occupations
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education, Dance & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology

Rotating +1: The managers will select one additional manager from the list below to serve a one-year term. Rotation determined by managers on academic yearly basis.

- Dean of Academic Affairs
- Associate Dean of Adult Education and Diversity Programs
- Dean of Student Support Services (Financial Aid, EOPS)

3. Non-voting members: Vice President of Academic Affairs, Vice President of Student Services, and Faculty Senate President. The Dean of IERP will serve in an advisory role as needed.

## **F. Terms of Office**

1. Two year terms for faculty representatives on the committee. Exceptions will be considered by the Faculty Senate.
2. Divisions will serve two-year staggered terms. At the inception of the committee, members will participate in a lottery to determine which divisions will serve the first two-year term.

3. Managers will serve terms as defined under section Membership E2.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 50% +1 of voting membership (12 voting members). All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the College Committee on Faculty Hiring Prioritization will be communicated to the Faculty Senate, Planning and Budget Committee, and the Executive Council.
2. The faculty co-chair of the FHP will report to the Faculty Senate at least one time each year. The dean co-chair will report to the Planning and Budget Committee at least one time each year.
3. The dean co-chair of the FHP will report to the College Coordinating Committee at least one time each year.
4. The co-chairs will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

To be determined

## **COLLEGE COMMITTEE ON INFORMATION TECHNOLOGY STANDARDS**

### **A. Purposes**

- Assists the college in developing and/or maintaining the Technology Master Plan
- Recommends policies and procedures governing the implementation and use of college technology
- Recommends standards for hardware and peripherals that are compatible with our software standards
- Reviews and updates software standards
- Makes recommendations to departments/divisions for computer equipment and peripherals
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. The Director of Information Technology is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (14 members, *revised 10/26/20*)**

Director of Information Technology  
Manager of Information Technology  
2 management representatives appointed by ACCME  
4 faculty representatives appointed by the Faculty Senate  
4 classified representatives appointed by CSEA  
1 confidential representative appointed by the confidential employee group  
1 student representative appointed by ASCC

### **F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

All actions of the College Committee on Information Technology Standards will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

Second Friday of every month

## **COLLEGE COMMITTEE ON OUTSTANDING CLASSIFIED EMPLOYEE SELECTION**

*(approved 9/14/09, revised 1/28/13)*

### **A. Purposes**

- Maintain and periodically revise a process for selection of the Outstanding Classified Employee of the Month and of the Year
- Identifies and rewards classified staff excellence via such programs as The Outstanding Classified Awards ceremony
- Record the process in writing
- Fairly and consistently implement the process free of conflict of interest
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. The Vice President of Human Resources/Assistant Superintendent or designee is the Chairperson. In the absence of the Vice President of Human Resources/Assistant Superintendent or designee, the Vice-Chairperson will serve as chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers**

The Vice-Chairperson will be elected by the voting members of the committee for a one-year term. A Secretary will be selected by the committee and will serve in the absence of the Staff Development Assistant. The Staff Development Assistant will record the official minutes of all meetings and distribute them to all committee members in a timely manner. Nominations will be sent to the Staff Development Assistant as well as to the Secretary. The Staff Development Assistant will bring nominations to the committee.

### **E. Membership (16 members)**

Vice President of Human Resources/Assistant Superintendent or designee  
1 management representative appointed by ACCME  
1 faculty representative appointed by the Faculty Senate  
10 classified representatives appointed by CSEA  
1 confidential representative appointed by confidential employee group  
1 student representative appointed by ASCC  
Staff Development Assistant (non-voting)

**F. Terms of Office**

1. Two-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The term of the Vice-Chairperson shall commence on July 1 and end on June 30.
3. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is a minimum of 8 voting members. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

The College Committee on Outstanding Classified Employee Selection will operate collegially and free of conflict of interest. Robert's Rules of Order will prevail in the event that consensus cannot be achieved. Chairs may not break ties if they supervise any of the nominated employees and voting members of the committee may not be nominated for an award.

**I. Reporting Guidelines**

All actions of the College Committee on Outstanding Classified Employee Selection will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

Meetings will be held monthly, to be determined by the committee.

## **COLLEGE COMMITTEE ON PLANNING AND BUDGET**

### **A. Purposes**

- Reviews data for institutional planning
- Develops and recommends for approval the college's strategic goals
- Collaborates in the development of collegewide plans such as the Educational Master Plan and the Technology Plan, and makes recommendations to the Board for approval
- Develops processes for unit and area planning
- Ensures that planning and resource allocation are linked
- Develops and recommends for approval the college's annual budget and ensures that it reflects college planning priorities
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairpersons (how selected/elected – *revised 04/08/13*)**

1. The Vice President of Academic Affairs/Assistant Superintendent and the Vice President of Business Services/Assistant Superintendent are the Chairpersons.
2. It is the responsibility of the Chairpersons to prepare and distribute the agenda, conduct meetings, forward information to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (21 members – *revised 10/20/08, 8/30/10, 8/13/12, 2/11/13*)**

Vice President of Academic Affairs/Assistant Superintendent  
Vice President of Business Services/Assistant Superintendent  
Vice President of Student Services/Assistant Superintendent  
Vice President of Human Resources/Assistant Superintendent  
Dean of Institutional Effectiveness, Research and Planning  
Faculty Senate President or designee  
4 management representatives appointed by ACCME (2 Educational Administrators and 2 Classified Management)  
5 faculty representatives preferably from different divisions appointed by Faculty Senate  
1 faculty representative appointed by CCFE  
CSEA President or designee and 2 classified representatives appointed by CSEA  
1 confidential representative appointed by confidential employee group  
1 student representative appointed by ASCC



**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

All actions of the College Committee on Planning and Budget will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

First and Third Thursdays at 2:00 p.m. in the Cheryl A. Epple Board Room

## **COLLEGE COMMITTEE ON STUDENT LIFE**

### **A. Purposes**

- Develops and implements procedures for student rights and responsibilities, student grievances, and student conduct and discipline
- Promotes awareness of student events and accomplishments
- Develops and implements procedures for the commencement ceremony
- Recommends a commencement speaker to the Coordinating Committee
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Commencement Speaker Selection Subcommittee. Additional subcommittees may be appointed as necessary.

### **C. Chairperson (how selected/elected)**

1. The Dean of Student Services is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (18 members – *revised 12/7/09, 10/26/20*)**

Dean of Student Services  
Vice President of Student Services/Assistant Superintendent or designee  
Coordinator of Student Conduct and Grievance  
Student Activities Coordinator  
2 management representatives appointed by ACCME  
2 faculty representatives appointed by the Faculty Senate (one instructional and one from a student services unit)  
2 classified representatives appointed by CSEA  
ASCC Commissioner of Student Services or designee  
1 confidential representative appointed by the confidential employee group  
1 student representative appointed by ASCC

Ex-officio members: Bookstore Manager, Associate Dean of Student Health and Wellness, Dean of Student Accessibility and Wellness Services or designee, Chief of Campus Police, and Facilities representative (all non-voting)

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 35 percent in the fall semester and 50 percent + 1 in the spring semester, both based on the total membership. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

All actions of the College Committee on Student Life and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes, committee and subcommittee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

First Thursday of each month at 1:00 p.m.

## **COLLEGE COMMITTEE ON WEB STANDARDS**

### **A. Purposes**

- Participates in the development of standards for the operation and maintenance of web sites hosted, branded and/or identified as a Cerritos College web site
- Recommends standards for the college web site for graphic design and branding, consistent with college branding initiatives, accuracy and currency
- Recommends college web site posting standards to comply with copyright and intellectual property rights
- Recommends standards and protocols for compliance with the Americans with Disabilities Act (ADA) and Sections 504 and 508 of the Rehabilitation Act for the college web presence
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. The Director of College Relations, Public Affairs and Governmental Relations is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (18 members – *revised 2/11/13, 10/20/14, 10/22/18*)**

Director of College Relations, Public Affairs and Governmental Relations  
Web Administrator (currently vacant and not included in quorum)  
Manager of Information Technology  
Senior Accessibility Compliance Specialist  
Web Support Technician  
Multimedia Production Specialist I  
4 faculty representatives appointed by Faculty Senate  
1 faculty representative appointed by CCFE  
2 management representatives appointed by ACCME  
2 classified representatives appointed by CSEA  
1 confidential representative appointed by confidential employee group  
2 student representatives appointed by ASCC

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representatives will serve one-year terms.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 40% of the committee membership. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

All actions of the College Committee on Web Standards will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time) *(Revised 9/28/20)*  
Last Thursday of the month at 10 a.m.**

## **DISTRICT COMMITTEE ON SAFETY**

*(revised on 3/8/10)*

### **A. Purposes**

- Provides advice to the Executive Council for purposes of maintaining safe conditions on campus
- Makes recommendations addressing compliance with safety laws and regulations
- Proposes efforts for the promotion of contemporary safety awareness and the use of campus and community safety resources
- Monitors trends and practices on issues within the committee's scope and communicates them to the Executive Council

### **B. Functions**

Serves as the primary college body for:

- Communication to the Executive Council regarding safety conditions and practices
- Participation in the collection, review, discussion, and dissemination of authoritative safety information
- Recommendation of development and production of procedures, programs, and services to enhance campus safety
- Facilitation of college efforts to promote safety awareness and individual adoption of current safety practices and attitudes
- Reporting of Committee activity to the College Coordinating Committee

### **C. Subcommittees**

Appointed as necessary

### **D. Chairpersons (how selected/elected)**

1. The Director of Physical Plant and Construction Services and the Chief of Campus Police serve as Co-Chairpersons.
2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

### **E. Other Officers (if any)**

None

**F. Membership** (14 members – *revised 10/6/08, 3/8/10, 11/23/20* )

Director of Physical Plant and Construction Services  
Chief of Campus Police  
Associate Dean of Health and Wellness Services  
Director of Human Resources and Risk Management  
3 faculty representatives appointed by CCFE, one of which may be the CCFE  
Executive Director  
5 classified representatives appointed by CSEA  
1 confidential representative appointed by confidential group  
1 management representative appointed by ACCME  
1 student representative appointed by ASCC

**G. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Appointees with subject-area expertise may be requested from the representative groups.
2. Appointee of ASCC serves a one-year term and is eligible for one reappointment.

**H. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 50 percent of the seats. Actions may be taken by consensus or by majority vote of those present and voting. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**I. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**J. Reporting Guidelines**

The District Committee on Safety will advise the Executive Council and make regular reports to the College Coordinating Committee. All actions of the District Committee on Safety will be communicated to the College Coordinating Committee in the form of minutes. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**K. Meetings** (day and time)

This committee will meet monthly and determine its meeting dates and times at its first meeting.

## **SENATE COMMITTEE ON ACADEMIC EXCELLENCE**

*(revised on 2/9/15)*

### **A. Purposes**

- Assist Faculty Senate on issues of academic affairs when Senate delegates to committee for research, dialogue, recommendations, or resolutions
- Identifies standards for student success
- Identifies and rewards academic excellence among students
- Coordinates the Academic Excellence Awards program
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (16 members, *revised 9/28/20*)**

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations  
Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resource Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services  
Technology



- 2 management representatives appointed by ACCME
- 1 classified representative appointed by CSEA
- 1 confidential representative appointed by confidential employee group
- 1 student representative appointed by ASCC

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Academic Excellence will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Academic Excellence will give a report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Academic Excellence will give a report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Academic Excellence will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

Third Tuesday of each month at 11:00 a.m.

## **SENATE COMMITTEE ON CURRICULUM**

### **A. Purposes**

- Recommends for approval by the Board of Trustees all new courses and programs of study
- Recommends for approval by the Board of Trustees all major course and program revisions
- Recommends for approval by the Board of Trustees all degree and certificate requirements
- Recommends for approval by the Board of Trustees all General Education requirements
- Establishes procedures for the submission of curricula by faculty to the committee
- Provides technical assistance to those submitting curricula to the committee
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Technical Review Subcommittee. Additional subcommittees may be appointed as necessary.

### **C. Chairperson (how selected/elected)**

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee for information only, then to the Board of Trustees or its designee, and maintain the Committee website. The college will provide all necessary clerical support for preparation of the agenda and minutes.

### **D. Other Officers (if any)**

None

### **E. Membership (19 members)**

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations

Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resources Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services  
Technology

Vice President of Academic Affairs/Assistant Superintendent or designee  
1 student representative appointed by ASCC

Non-voting members: 6

Dean of Admissions, Records and Services  
2 management representatives appointed by ACCME  
Faculty Senate Vice President  
Articulation Officer (faculty representative)  
Curriculum Assistant

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Curriculum and its subcommittees will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Curriculum will give a report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Curriculum will give a report to the College Coordinating Committee at least one time each semester.

4. The Chairperson of the Senate Committee on Curriculum will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings** (day and time)

Second and Fourth Thursdays at 1:30 p.m. in the Cheryl A. Epple Board Room

## **SENATE COMMITTEE ON DEPARTMENT CHAIRS**

*(approved on 2/09/15)*

### **A. Purposes**

- Provide an opportunity for Department Chairs to discuss and advise the Faculty Senate on issues within the purview of the 10+1 of the Faculty Senate
- Promote collaboration among departments and with the administration to best meet student needs
- Discuss and advise the Faculty Senate on the best use of department/division/college resources

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson(s) (how selected/elected)**

1. Two Co-Chairpersons shall be current Department Chairs elected by the Committee. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. The elected Department Co-Chairs will serve one-year terms. Elections for new Co-Chairs will be conducted at the last meeting of the Spring Semester.
3. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership**

All current Department Chairs

### **F. Terms of Office**

Chairs will serve as committee members for the length of their tenure as Chair of their respective departments.

### **G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 33 percent based on the total voting membership. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All recommendations of the Senate Committee on Department Chairs will be communicated to the Faculty Senate in the form of minutes.
2. The Co-Chairpersons of the Senate Committee on Department Chairs will report to the Faculty Senate at least one time each semester.
3. The Co-Chairpersons of the committee will inform the Vice President of Academic Affairs of recommendations made by the Senate Committee on Department Chairs.
4. The Co-Chairpersons of the Senate Committee on Department Chairs will report to the College Coordinating Committee at least one time each year.
5. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

The committee will meet twice a semester

## **SENATE COMMITTEE ON DIGITAL LEARNING**

*(revised on 2/11/13, 5/11/20 - formerly known as the Technology Based Learning)*

### **A. Purposes**

- Recommends policies, procedures, and standards for distance education and digital learning
- Develops and recommends the specifications for smart classrooms
- Develops and recommends professional development specifications for instructors to be able to teach digital learning courses
- Develops and recommends the specifications for course/learning management systems
- Develops and recommends standards for accessibility the digital learning environment and course materials
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected – *revised 3/6/17*)**

1. A faculty member elected by the voting members for a two-year term. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, compile minutes, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website and keep the Canvas site updated with agendas and minutes.

### **D. Other Officers (if any)**

Secretary

- a. A committee member shall volunteer to serve as Secretary for each meeting
- b. The Secretary takes notes to supplement those taken by the Chairperson and gives his/her notes to the Chairperson at the end of the meeting

### **E. Membership (17 members – *revised 2/11/13, 10/26/20*)**

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations

Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resource Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services  
Technology

Distance Education Coordinator

1 management representative appointed by ACCME

1 classified representative appointed by CSEA

1 confidential representative appointed by confidential employee group

1 student representative appointed by ASCC

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Digital Learning will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Digital Learning will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Digital Learning will report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Digital Learning will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)



**J. Meetings** (day and time)

First Thursday of each month at 11:00 a.m.

## **SENATE COMMITTEE ON FACULTY PROFESSIONAL DEVELOPMENT**

*(approved 4/10/17 – formerly known as the CTX Advisory Board)*

### **A. Purposes**

- Develops professional learning opportunities for faculty, including acting as the Flex Coordinating Committee
- Recommends information for faculty resources to the CTX
- Provides input, advice, and recommendations on topics and schedule of training for New Faculty Orientation Program, Mentor Program, TA Program, and other initiatives, as appropriate
- Monitors faculty professional development trends and practices

### **B. Subcommittees**

The committee will form subcommittees as necessary.

### **C. Chairperson(s) (how selected/elected)**

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, coordinate with the CTX Coordinator, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (16 members, *revised 11/9/20*)**

One faculty member may be appointed by each of the following instructional areas and confirmed by Faculty Senate:

Business Education  
Counseling  
Disabled Student Programs and Services/Adult Education  
Fine Arts & Communications  
Health Occupations  
Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resource Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics

Technology  
Dean of Academic Success or designee  
Center for Teaching Excellence Faculty Coordinator  
2 classified representatives appointed by CSEA  
1 confidential representative appointed by the confidential employee group  
1 Part-time Faculty

**F. Terms of Office**

All faculty, classified, confidential and management committee members shall serve two-year terms.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Faculty Professional Development will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Faculty Professional Development will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Faculty Professional Development will report to the College Coordinating Committee and College Committee on Planning and Budget at least one time each year.
4. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

Second Tuesdays at 1:00 p.m.

## **SENATE COMMITTEE ON HIRING STANDARDS**

*(revised on 3/2/09)*

### **A. Purposes**

- Develops criteria for faculty equivalency standards and makes recommendations about their adoption, where appropriate
- Reviews and recommends to the Board local standards that exceed state minimum qualifications
- Develops an equivalency process to determine if candidates for faculty positions meet minimum job qualifications in ways other than those specified in the state's minimum qualifications statements
- Regularly reviews/revises processes for faculty equivalency
- In consultation with the department in question, reviews candidates for equivalency and makes determinations about whether candidates meet equivalency standards
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson(s) (how selected/elected)**

1. A faculty member(s) elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson(s) to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (17 voting members – *revised 5/27/14, 4/5/21*)**

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations  
Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resource Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services

## Technology

3 management representatives appointed by ACCME

1 classified representative appointed by CSEA

1 confidential representative appointed by the confidential employee group

1 student representative appointed by ASCC

Ex-Officio members: Director of Human Resources and Risk Management or designee and previous Chairpersons (all non-voting)

### **F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

### **G. Quorum (Revised 4/5/21)**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

In addition to any other quorum requirement established by the committee, quorum shall not be in effect unless a majority of committee members present are faculty members. For example, if eleven committee members are present, at least six of those members must be faculty.

### **H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

### **I. Reporting Guidelines**

1. All actions of the Senate Committee on Hiring Standards will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson(s) of the Senate Committee on Hiring Standards will report to the Faculty Senate at least one time each semester.
3. The Chairperson(s) of the Senate Committee on Hiring Standards will report to the College Coordinating Committee at least one time each semester.
4. The Chairperson(s) will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

### **J. Meetings (day and time)**

Third Tuesday of each month from 11:00 a.m. – 12:30 p.m. Occasional emergency meetings when a decision is needed before the next regular meeting. Meetings are also web-based, and occur as needed, based on the receipt of applications.

## **SENATE COMMITTEE ON INSTRUCTIONAL PROGRAM REVIEW**

### **A. Purposes**

- Develops and maintains a faculty-driven, shared-governance, self-evaluation process for the regular and systematic review of instructional programs
- Solicits evidence-based documentation from instructional programs to support their assessment of effectiveness
- Facilitates the identification of strengths, weaknesses, opportunities and threats for each instructional program
- Assists in the development of mid-range and long-term goals in order to facilitate instructional improvement and the allocation of financial resources
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

The committee will form subcommittees of members to serve as liaisons to instructional programs under review. Additional subcommittees may be appointed as necessary.

### **C. Chairperson (how selected/elected) (*Revised 1/25/21*)**

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. Following the final term, the Chairperson will serve one year as the immediate past Chairperson in an ex-officio capacity. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (19 members, *revised 9/28/20*)**

One faculty member may be appointed by each of the following instructional areas and confirmed by Faculty Senate:

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations  
Humanities/Social Sciences  
Liberal Arts

Library & Learning Resource Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services  
Technology

4 management representatives appointed by ACCME  
1 classified representative appointed by CSEA  
1 confidential representative appointed by confidential employee group  
1 student representative appointed by ASCC  
Ex-officio members: immediate past Chairperson, Director of Institutional Effectiveness, Research and Planning (non-voting)

**F. Terms of Office**

1. All faculty, classified, confidential and management committee members shall serve two-year terms.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Instructional Program Review will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Instructional Program Review will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the committee will inform the Vice President of Academic Affairs, the Dean of Institutional Effectiveness, Research and Planning and the appropriate direct managers about which programs will undergo review each year.
4. The Chairperson of the Senate Committee on Instructional Program Review will report to the College Coordinating Committee and College Committee on Planning and Budget at least one time each year.
5. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**



First and Third Tuesdays at 3:00 p.m.

## **SENATE COMMITTEE ON PROFESSIONAL RELATIONS**

### **A. Purposes**

- Identifies, coordinates, and rewards faculty excellence via such programs as the Outstanding Faculty Awards ceremony
- Recommends criteria, policies, and procedures for academic rank
- Recommends policies and procedures governing academic freedom
- Develops and recommends policies and procedures governing the ethical behavior of faculty
- Implements the college's procedures for the review of Faculty Service Areas
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

### **D. Other Officers (if any)**

FSA Review Officer appointed by the Faculty Senate President

### **E. Membership (15 members)**

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate (FSA Review Officer shall represent his/her division):

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations  
Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resource Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services  
Technology

- 2 management representatives appointed by ACCME
- 1 classified representative appointed by CSEA
- 1 student representative appointed by ASCC

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Professional Relations will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Professional Relations will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Professional Relations will report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Professional Relations will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

Third Tuesday of every month at 11:00 a.m.

## **SENATE COMMITTEE ON SABBATICAL LEAVE**

### **A. Purposes**

- Follows procedures for soliciting and receiving sabbatical leave proposals from faculty
- Receives and reviews sabbatical leave proposals from faculty
- Recommends sabbatical leave proposals to the Faculty Senate and to the Board of Trustees
- Receives and reviews post-sabbatical reports from faculty
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (11 members)**

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations  
Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resource Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services  
Technology

**F. Terms of Office**

Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Sabbatical Review will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Sabbatical Review will report to the Faculty Senate at least one time each semester.
3. Upon submission of statements of intent to request sabbatical leave, the Chairperson of the committee will send a list of those requesting leaves to the Vice President of Academic Affairs. Upon completion of committee deliberations and selection of those to be recommended for sabbatical leaves to the Board of Trustees, the Chairperson of the committee will send a list of those being recommended to the Vice President of Academic Affairs via the Faculty Senate.
4. The committee will schedule an annual report to the Board of Trustees about sabbatical leaves.
5. The Chairperson of the Senate Committee on Sabbatical Review will report to the College Coordinating Committee at least one time each semester.
6. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

As needed – meetings called by Chairperson

## **SENATE COMMITTEE ON STUDENT LEARNING OUTCOMES**

*(revised 4/9/18)*

### **A. Purposes**

- Oversees the SLO strategy for Cerritos College
- Provides support to all individuals and programs on campus that need help with developing and assessing SLOs
- Suggests college-level resources to support SLOs
- Coordinates with other groups doing SLO work, including the Instructional Program Review Committee, Curriculum Committee, and the Office of Institutional Effectiveness, Research and Planning
- Oversees SLO assessments and monitors the completion for departments, areas and the institution
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. The Faculty Senate appointed SLO Coordinator will serve a two-year term as Chair of the SLO Committee. The term shall commence on July 1 and end on June 30. The Faculty SLO Coordinator will not serve as a representative from their own division, unless so voted by the faculty of that division.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee and maintain the Committee website.

### **D. Other Officers (if any)**

None

### **E. Membership (21 members, *revised 11/23/20*)**

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations  
Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resource Center  
Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services  
Technology

1 faculty representative appointed at large by the Faculty Senate

- 1 faculty representative appointed by CCFF
- Vice President of Academic Affairs/Assistant Superintendent or designee
- Vice President of Student Services/Assistant Superintendent or designee
- 2 management representatives appointed by ACCME (preferably one instructional dean)
- 1 classified representative appointed by CSEA
- 1 confidential representative appointed by the confidential employee group
- 1 student representative appointed by ASCC

Non-voting members:

- 1 representative from the Office of Institutional Effectiveness, Research and Planning

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The quorum requirement is 50 percent + 1, based on the total membership.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Student Learning Outcomes will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Student Learning Outcomes will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Student Learning Outcomes will give a report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Student Learning Outcomes will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

Second and Fourth Mondays at 3:00 p.m.

### **III. CONCLUSION**

The responsibility of shared governance at Cerritos College is undertaken in the spirit of collegiality, cooperation and collective effort. This shared governance process seeks the appropriate involvement of staff and students in the planning and operation of the college. The campus committee structure exists to formalize collegiality, facilitate communication, develop effective plans and processes, and to support the guidance of the college toward its goals. (For a Graphic Representation see Appendix C)

This governance structure benefits from the substantial efforts that individuals and campus constituent groups have devoted to its design. It is not a static plan; rather it is expected that fine-tuning over time will enhance collegial governance at Cerritos College. This plan attempts to: (1) provide appropriate representation for each constituent group; (2) delineate committee responsibilities and reporting relationships; (3) establish the appropriate number and size of committees; (4) ensure that operational matters are handled appropriately; and (5) establish a framework for short-term and long-range strategic planning with goals and objectives for the future and processes for achieving them. This document is to be reviewed periodically by the College Coordinating Committee.



## APPENDIX A

### Board of Trustees

#### 1 **BP 2510 PARTICIPATION IN LOCAL DECISION-MAKING**

##### 2 **References:**

- 3 Education Code, Section 70902(b)(7);
- 4 Title 5, Sections 53200 et seq. (Academic Senate), 51023.5 (staff), and 51023.7
- 5 (students);
- 6 ACCJC Accreditation Standards IV.A and IV.D.7

7 The Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and  
8 federal laws and regulations. In executing that responsibility, the Board of Trustees is committed  
9 to its obligation to ensure that appropriate members of the District participate in developing  
10 recommended policies for Board action and administrative procedures for  
11 President/Superintendent action under which the District is governed and administered.

12 The Cerritos College governance process allows decisions regarding policies and regulations of  
13 the college to include appropriate input from all relevant campus constituencies. This shared  
14 governance process shall be implemented in accordance with the Education Code, Title 5  
15 regulations, and shared governance policies adopted by the Board of Trustees. This governance  
16 process shall include collegial consultation between the Board of Trustees (or its representative)  
17 and the Faculty Senate on academic and professional matters, and shall support collaborative or  
18 shared decision-making with major college constituencies--faculty, classified staff, students, and  
19 managers. In the exercise of this process, the members of each major constituency on campus  
20 retain all rights granted by state law, the Education Code, Title 5 regulations, and Board Policy.

21 In accordance with Sections 53200 to 53204 of Title 5 of the California Code of Regulations, the  
22 Cerritos College District Board of Trustees adopts the following statement of policy, delegating  
23 authority and responsibility over certain academic and professional matters to the Cerritos College  
24 Faculty Senate.

- 25 1) Each Board Member, faculty member, classified staff member, manager and student of  
26 Cerritos College has a vested interest in ensuring that the college fulfills its mission of  
27 providing quality education to the people of the Cerritos Community College District. The  
28 fulfillment of that mission is best accomplished through cooperative effort, trust, mutual  
29 respect, and the sharing of responsibilities.
- 30 2) The Faculty Senate of Cerritos College, established by Board policy, and duly elected in  
31 accordance with the Faculty Senate Constitution and By-Laws, is recognized as the official  
32 representative body of the faculty of Cerritos College as intended in Sections 53200 [b],  
33 53201 and 53202 of Title 5 of the California Code of Regulations.
- 34 3) The primary function of the Faculty Senate of Cerritos College is to make  
35 recommendations to the administration and the Board of Trustees of Cerritos College with  
36 respect to the development and implementation of policy regarding academic and  
37 professional matters of the college.

- 38 4) The academic and professional matters referred to above include, but are not limited to, the  
39 following:
- 40 a) Curriculum, including establishing course content and prerequisites, and placing
  - 41 courses within disciplines.
  - 42 b) Degree and certificate requirements.
  - 43 c) Grading policies.
  - 44 d) Educational program development.
  - 45 e) Standards and policies concerning student preparation and success.
  - 46 f) College governance structure, as related to faculty roles.
  - 47 g) Faculty involvement in the accreditation process, including self-studies and annual
  - 48 reports.
  - 49 h) Policies for faculty professional development activities.
  - 50 i) Processes for program review.
  - 51 j) Processes for institutional planning and budget development.
  - 52 k) Selection, evaluation and retention of faculty.
  - 53 l) Other academic and professional matters as may be mutually agreed upon from
  - 54 time to time between the Board of Trustees and the Faculty Senate.
- 55 5) The Board of Trustees of Cerritos College and the duly appointed administrators of the  
56 college will consult collegially with the Faculty Senate when adopting policies and  
57 procedures relating to the matters described above. The Board of Trustees will give at least  
58 four (4) weeks written notice to the Faculty Senate prior to the adoption, modification or  
59 implementation of policies relating to any of the above, including a written statement of  
60 the proposed policy.
- 61 6) The Board of Trustees of Cerritos College and the duly appointed administrators of the  
62 college will rely primarily on the advice and judgment of the Faculty Senate in relation to  
63 the academic and professional matters described in items a, b, c, and d, of section 4 above.  
64 The recommendations of the Faculty Senate will normally be accepted in developing and  
65 implementing policy concerning these matters, and only in exceptional circumstances and  
66 for compelling reasons, will the recommendations not be accepted. If a recommendation  
67 is not accepted, the Board of Trustees will, upon request of the Faculty Senate, provide a  
68 written explanation as to why the recommendation was not followed.
- 69 7) The Board of Trustees of Cerritos College and the duly appointed administrators of the  
70 college will reach mutual agreement with the Faculty Senate, by written resolution,  
71 regulation or policy in relation to the academic and professional matters described in items  
72 e, f, g, h, i, j, and k, of section 4, above. In instances where agreement has not been reached,  
73 existing policy shall remain in effect unless continuing with such policy exposes the  
74 District to legal liability or causes substantial fiscal hardship. The governing board may  
75 act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or  
76 organizational reasons.

77 The Governing Board shall recognize the Associated Students of Cerritos College as the  
78 representative body of students to offer opinions and to make recommendations to the  
79 administration and governing board with regard to College policies and procedures that have or  
80 will have a significant effect on students. For the purposes of this policy, College policies and  
81 procedures that have or will have a “significant effect on students” include the following:

- 82 1. Grading policies;
- 83 2. Codes of student conduct;
- 84 3. Academic disciplinary policies;
- 85 4. Curriculum development;
- 86 5. Courses or programs which should be initiated or discontinued;

- 87 6. Processes for institutional planning and budget development;  
88 7. Standards and policies regarding student preparation and success;  
89 8. Student services planning and development;  
90 9. Student fees within the authority of the District to adopt; and,  
91 10. Any other College policy, procedure, or related matter that the District governing board  
92 determines will have a significant effect on students.

93 **Classified Staff** (Title 5, Section 51023.5)

94 Classified staff members shall be provided with opportunities to participate in the formulation and  
95 development of District policies and procedures that have a significant effect on staff. The  
96 opinions and recommendations of the California School Employees Association (CSEA) as the  
97 official designated representative of classified staff will be given every reasonable consideration.

98 Nothing in this policy will be construed to interfere with the formation or administration of  
99 employee organizations or with the exercise of rights guaranteed under the Educational  
100 Employment Relations Act, Government Code, Sections 3540 et seq.

101 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: January 21, 2015**

**Date Reviewed: October 17, 2018**

*(Replaces former Cerritos College Policies 2006, 2007, 4804, and 7209)*

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**APPENDIX B  
CERRITOS COLLEGE  
COORDINATING COMMITTEE AGENDA  
TEMPLATE**

- I. Call to Order
- II. Public Comments
- III. Introduction of New Employees & Announcement of Employment Opportunities
- IV. Approval of Minutes
- V. Board Agenda Review
- VI. Items from Institutional Committees
  - Access to Completion and Equity (ACE)
  - Accreditation
  - Art in Public Spaces (CAPS)
  - Employee Development
  - Enrollment Management
  - Diversity and Equal Employment Opportunity Advisory (DEEOAC)
  - Facilities Planning
  - Information Technology Standards
  - Outstanding Classified Employee Selection
  - Planning and Budget
  - Student Life
  - Web Standards
  - Safety (District)
- VII. Items from Faculty Senate Standing Committees
  - Academic Excellence
  - Curriculum
  - Department Chairs
  - Digital Learning
  - Faculty Professional Development
  - Hiring Standards
  - Instructional Program Review
  - Professional Relations
  - Sabbatical Leave
  - Student Learning Outcomes
- VIII. Status of Shared Governance
- IX. Reports from Coordinating Committee Members
- X. President's Report
- XI. Adjournment

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Any individual with a disability, who requires reasonable accommodation to participate in a Coordinating Committee meeting, may request assistance by contacting the:  
President's Office – 11110 Alondra Boulevard – Norwalk, California 90650  
(562) 860-2451, Extension 2204 – (562) 860-1104 – FAX  
Copies of the agenda materials are available in the President's Office

## APPENDIX C

### CERRITOS COLLEGE SHARED GOVERNANCE COMPONENTS

#### BOARD OF TRUSTEES

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#### COLLEGE PRESIDENT/SUPERINTENDENT

↑ ↓

#### COLLEGE COORDINATING COMMITTEE

College President/Superintendent

Vice President of Academic Affairs/Assistant Superintendent

Vice President of Business Services/Assistant Superintendent

Vice President of Human Resources/Assistant Superintendent

Vice President of Student Services/Assistant Superintendent

ACCME President or designee

4 Faculty Representatives (Faculty Senate President or designee + CCFF President or designee + 2 appointed by Faculty Senate)

3 Classified Representatives (CSEA President or designee + 2 appointed by CSEA)

1 Confidential Representative

ASCC President or designee

↑ ↓

#### Faculty Senate Standing Committees

- Academic Excellence
- Curriculum
- Department Chairs
- Digital Learning
- Faculty Professional Development
- Hiring Standards
- Instructional Program Review
- Professional Relations
- Sabbatical Leave
- Student Learning Outcomes

#### Subcommittees

- Technical Review

#### Institutional Standing Committees

- Access to Completion and Equity (ACE)
- Accreditation
- Art in Public Spaces (CAPS)
- Coordinating
- Employee Development
- Enrollment Management
- Diversity and Equal Employment Opportunity Advisory (DEEOAC)
- Facilities Planning
- Faculty Hiring Prioritization
- Information Technology Standards
- Outstanding Classified Employee Selection
- Planning and Budget
- Safety (District Committee)
- Student Life
- Web Standards

#### Subcommittees

- Landscape Architecture
- Commencement Speaker Selection

#### Groups that share information with the College Coordinating Committee as needed

Associated Students of Cerritos College (ASCC)

Confidential Staff

Association of Cerritos College Management Employees (ACCME)

Deans' Council

Faculty Senate

Executive Council

Cerritos College Faculty Federation (CCFF)

Student Services Council

Classified Staff (CSEA)

**Faculty Senate Standing Committees** – Collegewide committees that may or may not be composed of all constituent groups

**Institutional Standing Committees** – Collegewide committees composed of all constituent groups

**Subcommittees** – Subgroup of a Standing Committee charged with performing specific tasks within the charge and scope of a Standing Committee

**Groups** – Ongoing meetings for major segments of the college

## APPENDIX D

## **Guidelines for Committee Websites**

To ensure that open communication among stakeholders is maintained in an environment of accountability without restricting accessibility, the Chairperson(s) or designee of each committee is responsible for maintaining the committee website and updating all relevant information in a timely manner.

Relevant information is defined to include:

- Meeting dates, times and locations, either as a schedule for the academic year or as a specification of periodicity including any such times in the period that the committee will not meet.
- Membership lists, including each member's role on the committee (if applicable), constituency group represented and term of office. Faculty members shall be identified by their academic divisions.
- Agendas – committees shall only take action on agenda items.
- Minutes – minutes shall include the membership list, attendance roster, designated substitutes (if applicable) and contributing guests.
- Quorum requirement

Timely manner is defined as follows:

- Agendas shall be posted at least 72 hours before scheduled meetings.
- Minutes shall be posted no later than one week after approval.
- Changes to regular meeting dates, times or locations, and notice of cancelled meetings shall be posted.

Maintenance of Records:

- All Shared Governance committees shall maintain their websites, which are linked to the Shared Governance home page.
- All relevant information shall be posted for the prior and current academic years.

## **APPENDIX E**

### **SELECTION OF COMMUNITY REPRESENTATIVES TO COLLEGE COMMITTEES**

#### **DEFINITION**

A person may serve as a community representative who, 1) is an adult, 2) lives within the Cerritos Community College District, 3) is not a current District employee, official or student, 4) is not a member of the immediate household of a Cerritos College employee or official, and 5) possess knowledge relevant to the committee's mission. Community representatives shall not be included in the membership of committees whose missions concern professional, academic, or fiscal matters. The Coordinating Committee shall determine whether membership of such committees shall include a community representative.

The following cities are within the District: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, as well as portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate.

#### **TERM OF APPOINTMENT**

The term of appointment of a Community Representative is one year. Any Community Representative may be reappointed up to five times by the Coordinating Committee.

#### **APPLICATION PROCESS**

Persons interested in serving as a Community Representative must submit all of the following:

- an application form;
- a 1-page résumé; and
- two supporting reference forms completed by persons other than relatives

These documents must be submitted to the Office of the President/Superintendent between July 1 and August 31 of the academic year in which the applicant wishes to serve.

Application materials shall be presented to the members of the Coordinating Committee at its first regular meeting in September. In consultation with the relevant committee, the Coordinating Committee shall select a community representative from the applicants at its second regular meeting in September. If the Committee is unable to reach consensus on an appointment, it may decline to appoint a Community Representative. Applications received after the deadline stated above will be considered by the Coordinating Committee at its next regularly scheduled meeting.

Successful candidates will be required to undergo Live Scan fingerprint screening before committee appointment is finalized.

*Approved by Coordinating Committee 1/25/16*