

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 sixteen (16) 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 Accreditation
2. College Committee on Art in Public Spaces (CAPS)
(approved 5/11/15)
3. College Coordinating Committee
4. College Committee on Developmental Education
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 Equity
(approved 2/09/15)
14. College Committee on Student Life
(formerly known as the Student Services Committee)
15. College Committee on Student Success and Support Programs (SSSP)
(approved 11/4/13 to replace the Student Success and Matriculation Committees)
16. College Committee on Web Standards
17. District Committee on Safety
(approved 3/8/10 and formerly known as the College Committee on Safety)
18. Senate Committee on Academic Excellence
(formerly known as the Academic Affairs Committee)
19. Senate Committee on Curriculum
20. Senate Committee on Department Chairs
(approved 2/09/15, comprised of faculty representatives only)
21. Senate Committee on Faculty Professional Development
(approved 4/10/17 – formerly known as the CTX Advisory Board)
22. Senate Committee on Hiring Standards
23. Senate Committee on Instructional Program Review
(formerly known as the Program Review Committee)
24. Senate Committee on Professional Relations
25. Senate Committee on Sabbatical Leave
26. Senate Committee on Student Learning Outcomes
(approved 3/9/09)
27. Senate Committee on Technology-Based Learning
(formerly known as the Instructional Technology Committee)

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, CCFE 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 DEVELOPMENTAL EDUCATION

A. Purposes

- Develops recommendations regarding developmental education
- Develops recommendations regarding skills, services, and activities that support developmental learning
- Develops recommendations regarding student learning support centers
- 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 Chairperson is the Developmental Education Coordinator.
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 (17 members – *revised 9/08/08, 9/28/09, 1/24/11, 10/7/13*)

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

English
Reading
Math
Career Technical Education
ESL (credit)

Developmental Education Coordinator (non-voting)

Dean of Academic Success

1 faculty representative from Counseling appointed by the Faculty Senate

1 faculty representative from Adult Education

1 faculty representative appointed at large by the Faculty Senate

1 representative from DSPS

2 management representatives appointed by ACCME

Dean of Institutional Effectiveness, Research and Planning or designee

2 classified representatives appointed by CSEA (preferably from student support centers)

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 Committee and its subcommittees, if any, 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 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 (19 members – revised 1/24/11, 1/26/15)

Vice President of Academic Affairs/Assistant Superintendent
Vice President of Student Services/Assistant Superintendent
Dean of Academic Affairs
Dean of Admissions, Records and Services
Dean of Counseling Services
Dean 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

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 (13 members)

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 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 EQUITY

(approved 2/09/15)

A. Purposes

- Supports the development, implementation, and assessment of the triple integrated BSI/3SP/Student Equity Plan goals, activities, and expected outcomes
- Administers categorical Student Equity funding request and granting processes, including allocation recommendations to the Executive Council
- 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. The Vice President of Academic Affairs/Assistant Superintendent and the Vice President of Student Services/Assistant Superintendent are the Co-Chairpersons.
2. It is the responsibility of the Co-Chairpersons 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 (30 members – *revised 10/22/18*)

- Constituent Group Membership
 - 4 student representatives appointed by ASCC
 - 4 faculty representatives (3 appointed by Faculty Senate, 1 appointed by CCFF)
 - 3 classified representatives appointed by CSEA
 - 3 management representatives appointed by ACCME
- Faculty Resources Leadership – Academic Affairs
 - 1 faculty representative from English Department
 - 1 faculty representative from Math Department
 - 1 faculty representative from iFALCON or Developmental Education Coordinator or designee
- Faculty Resources Leadership – Student Services
 - 1 faculty representative from General Counseling
 - 1 faculty representative from Instructional Counseling
 - 1 faculty specialist/counseling representative from DSPS

- Functional Resource Personnel (ex-officio)
 - EOPS Assistant Director
 - Associate Dean of Adult Education/Diversity Programs
 - Dean of Counseling Services
 - Dean of Institutional Effectiveness, Research and Planning
 - Vice President of Business Services/Assistant Superintendent or designee
 - Vice President of Human Resources/Assistant Superintendent or designee
 - Director of Diversity, Compliance, and Title IX Coordinator
 - Program Facilitator of Student Equity, Cross Culture, and Title IX Resources
- Co-chairs
 - Vice President of Academic Affairs/Assistant Superintendent
 - Vice President of Student Services/Assistant Superintendent

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. 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 one-third plus one 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 decision-making method.

I. Reporting Guidelines

All actions of the College Committee on Student Equity 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 the fall and spring semesters, on the second Wednesday at 3:00 p.m.

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 (17 members – *revised 12/7/09*)

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 student representative appointed by ASCC

Ex-officio members: Bookstore Manager, Associate Dean of Student Health, Wellness and Veterans Services, Dean of Disabled Student Programs & 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 STUDENT SUCCESS AND SUPPORT PROGRAMS

(established on 11/4/13 to replace the College Committee on Matriculation and College Committee on Student Success)

A. Purposes

- Guides development of and recommends for Board approval the college's Student Success and Support Programs (SSSP) Plan
- Monitors the components of SSSP (credit and non-credit) to ensure that they maximize student access and success
- Reviews student success efforts and recommends strategies to avoid duplication of work
- Reviews the college's academic achievement data and makes recommendations, where appropriate
- 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 Dean of Counseling Services and Dean of Academic Success will serve as 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 (23 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

Dean of Counseling Services
Dean of Academic Success
Associate Dean of Adult Education/Diversity Programs
2 management representatives appointed by ACCME
4 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
1 student representative appointed by ASCC
Ex-officio member: Vice President of Student Services/Assistant Superintendent
or designee (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 45 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

All actions of the College Committee on Student Success and Support Programs will be communicated to the College Coordinating Committee in the form of minutes and committee 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)

The Committee will meet once a month, dates to be determined at the first meeting.

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)

To Be Determined

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*)

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 CCFF, one of which may be the CCFF
Executive Director
5 classified representatives appointed by CSEA
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 (15 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 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 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 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 (15 members)

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 Part-time Faculty

F. Terms of Office

All faculty, classified 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 (16 voting members – *revised 5/27/14*)

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 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

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 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)

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 two years 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 (18 members)

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 student representative appointed by ASCC
Ex-officio members: immediate past Chairperson, Dean of Institutional Effectiveness, Research and Planning (non-voting)

F. Terms of Office

1. All faculty, classified 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 (20 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 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 CCFE
- 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 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.

SENATE COMMITTEE ON TECHNOLOGY-BASED LEARNING

(revised on 2/11/13)

A. Purposes

- Recommends policies, procedures, and standards for distance education
- Develops and recommends the specifications for smart classrooms
- Develops and recommends professional development specifications for instructors to be able to teach technology-based courses (or DE)
- Develops and recommends the specifications for course/learning management systems
- Develops and recommends standards for accessibility for technology-based learning environments
- 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 (15 members – *revised 2/11/13*)

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 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 Technology-Based Learning will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Technology-Based Learning will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Technology-Based Learning will report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Technology-Based 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.

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.