



CERRITOS
COLLEGE

Shared Governance Booklet

SENATE COMMITTEE ON INSTRUCTIONAL PROGRAM REVIEW

A. Purposes

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

B. Subcommittees

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

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

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

D. Other Officers (if any)

None

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

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

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

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

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

F. Terms of Office

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

G. Quorum

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

H. Decision-making Process

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

I. Reporting Guidelines

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

J. Meetings (day and time)

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