AP 2430 Governance Committee Structure

Reference:
Education Code Section 70902

A. Standing Committees

Administrative Reclassification and Entitlement Review Committee

Committee Composed of: Assistant Superintendent/Vice President for Instructional Services, Vice President of Information Technology, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources and Employee Relations, one faculty member appointed by the Academic Senate, one faculty member appointed by the San Joaquin Delta College Teachers Association, one classified member appointed by the Classified Senate, one classified member appointed by the California School Employees Association, one classified member appointed by the San Joaquin Delta College Peace Officers Association, and one student. Executive Secretary: Vice President of Human Resources and Employee Relations

Committee Responsibilities: Review and make recommendations concerning requests for new administrative position entitlements. Review and make recommendations concerning requests for reclassification of existing administrative position entitlements. (Recommendations are forwarded to Planning and Budget Committee for funding.)

Advisory Relationships: Advisory to the President’s Council

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Title Changes – October 28, 2010
AP 2430 Governance Committee Structure

Campus Health and Safety Committee

Committee Composed of: Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Director of Police Services & Public Safety, Director of Facilities Management, Health Sciences Division Dean, Director of Student Support Services, Director of Employee Services and Loss Control, two faculty members, Health Unit Clerk, two other classified members (one appointed by the Classified Senate and one appointed by the California School Employees Association), two students. Executive Secretary: Vice President of Student Services

Committee Responsibilities: Develop and recommend health, wellness, and safety related educational programs for staff and students. The Campus Health and Safety Committee shall develop and monitor college policies and procedures related to the maintenance of a safe campus environment and review matters related to the health and wellness of students and staff of the college. The committee shall regularly gather input from students and staff on the status of the college with respect to health and safety issues, and propose changes in policy/procedure consistent with the maintenance of a safe and healthy campus environment. The committee will also develop annual plans for in-service training and other staff and student development activities, which support a safe campus.

Advisory Relationships: Advisory to the President's Council for policy recommendations.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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Title Changes – October 28, 2010
AP 2430 Governance Committee Structure

Campus Information Services Committee

Committee Composed of: Vice President of Business Services, Assistant Superintendent/Vice President for Instructional Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Vice President of Information and Technology, Library, Learning Resources, & Language Arts Division Dean, one division dean, three faculty members, three classified members (one appointed by the Classified Senate and two appointed by the California School Employees Association, three students. Non-Voting Members: Director of Technical Services. Executive Secretary: Vice President of Information Technology or his/her designee

Committee Responsibilities: Review and make recommendations concerning the effective use of computer and telecommunications resources to accomplish college administrative and instructional objectives. Assist in development of long range plans for computers and telecommunications equipment and infrastructure. Make recommendations concerning major purchases of computer or telecommunications hardware and/or software. Review and make recommendations on matters affecting academic computing and the college. Evaluate proposals for faculty computer workstations. Review and respond to technical feasibility studies completed by Information Services for capital outlay purchases of computer equipment in the academic area. Provide input on related academic computing issues as requested by the Vice President for Instructional Services.

Advisory Relationships: Advisory to the President’s Council
AP 2430 Governance Committee Structure

Classified Classification and Reclassification Review Committee

Committee Composed of: Assistant Superintendent/Vice President for Instructional Services, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources and Employee Relations, two classified members appointed by the Classified Senate, two classified members appointed by the California School Employees Association, Chapter #359. Executive Secretary: Vice President of Human Resources and Employee Relations

Committee Responsibilities: The Classification & Reclassification Committee (CRC) considers the following: (1) proposed reclassifications within existing classifications, (2) any changes in the job description of a classification, (3) establishment of a new job classification, including the corresponding job description and salary range, (4) a change in job title, and (5) abolition of an existing classification.

Advisory Relationships: Advisory to the President’s Council
AP 2430 Governance Committee Structure

College Diversity Committee

Committee Composed of: Vice President of Human Resources and Employee Relations, Director of Outreach and Community Relations, one division dean/director, Director of Student Support Services (as an expert on services for the disabled), Director of Student Activities, three faculty members, two classified members (one appointed by the California School Employees Association and one by the Classified Senate), two students, two community representatives. The committee membership shall include at least one each from the following categories: Asian/Pacific Islander, African-American, Hispanic, women, disabled, senior citizens, and veterans. Committee members may represent more than one category. Employees of the District may not serve as community representatives. Executive Secretary: Vice President of Human Resources and Employee Relations

Committee Responsibilities: Monitor and review matters related to the development and implementation of the District’s staff diversity/affirmative action program for staff and students, including equity issues, and evaluate progress toward affirmative action goals. Make recommendations for the promotion of equal employment and educational opportunity within the college. Monitor achievement of goals of the Student Equity Plan. Submit recommendations on student equity to the Matriculation and Student Access Committee as appropriate.

Advisory Relationships: Advisory to the Vice President of Human Resources and Employee Relations
Cultural Awareness Programs (CAP) Committee

Committee Composed of: Minimum of five faculty members (three appointed by the Academic Senate and two by California Teachers Association), Director of Student Activities; two classified members (one appointed by the California School Employees Association and one appointed by the Classified Senate), and two student representatives (appointed by the Associated Student Body Government). It is expected that appointments to this committee will attempt to reflect the diversity of the District community. Executive Secretary: Dean of General Education and Transfer

Committee Responsibilities: Help to create an environment in which cultural awareness leads to the understanding and valuing of diversity at San Joaquin Delta College. Produce programs in alignment with the goals of the SJDC Student Equity Plan, especially in relation to the campus climate. Collaborate with campus, local, and regional groups to plan, fund, and produce educational events and programs to meet identified needs. Seek funding for CAP programs and produce annual report of program outcomes.

Advisory Relationships: Advisory to the President’s Council
AP 2430 Governance Committee Structure

Curriculum Committee

Committee Composed of: The First Vice President of the Academic Senate as its chairperson, the Student Learning Outcomes Coordinator, the chairperson of the Distance Education Committee, the Articulation Officer, and six faculty members appointed by the Academic Senate President (two from Career Technical Education, two from General Education, one Librarian, and one Counselor, with no more than one member from any division), the Assistant Superintendent/Vice President for Instructional Services, the Dean of General Education and Transfer, the Dean of Workforce and Economic Development, and one student, appointed by the Associated Student Body Government, who shall be a non-voting member. Executive Secretary: Academic Senate First Vice President

Committee Responsibilities:

1) Advise on the planning and coordinating of curriculum development to include course classification, certificate and degree programs, general education transfer programs, credit, non-credit, and not-for-credit courses, and recommend approval of all certificate, degree, and/or course revisions and new certificates, programs, and/or courses.

2) Evaluate requests and authorize examinations for students who wish to receive credit by examination.

3) Advise on the support services required for instructional needs including, but not limited to, Library Services and Academic Computing.

4) Coordinate short-term and long-range curricular and instructional planning.

5) Ensure consistency of operation with district and/or state-wide policies and regulations.

6) Recommend instructional policies and procedures.

7) Advise on articulation matters.

8) Review and verify student learning outcomes and assessments for courses and programs and ensure alignment with institutional student learning outcomes.

Advisory Relationships: Advisory to the Academic Senate
Delta Innovation and Sustainability Committee

Committee Composed of: Superintendent/President, Dean of Planning, Research, and Institutional Effectiveness, Maintenance/Energy Manager, three managers appointed by the Management Senate, four students appointed by ASBG, four classified members (two appointed by the Classified School Employees Association and two appointed by the Classified Senate), and four faculty members appointed by the Academic Senate. Executive Secretary: a manager designated by the Superintendent/President. Ex Officio members are a community representative named by the Superintendent/President.

Committee Responsibilities: Review and make recommendations concerning the conservation of energy and other resources and the implementation of sustainability practices that impact both the College and the wider community. Promote and nurture new patterns of thinking about college operations, college practices, college learning programs and support services, and the relation of the College to the local community. Develop a comprehensive plan to achieve climate neutrality. Create institutional structures and identify resources to guide and support the implementation of the comprehensive plan. Complete an inventory of all greenhouse gas emissions and update that inventory at least once every two years. Foster the development of curriculum that raises awareness about climate neutrality and sustainability and that offers a career path to employment in “green” technologies. Review the status of and develop objectives related to improving and maintaining the “green infrastructure” of the College. Provide periodic progress reports on the accomplishments of the committee.

Advisory Relationship: Advisory to the President’s Council
AP 2430 Governance Committee Structure

Enrollment Management Committee

Committee Composed of: Assistant Superintendent/Vice President for Instructional Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Director of Admissions and Records, Director of Financial Aid and Veteran Services, one Division Dean/Director, President of the Academic Senate, Dean of Counseling and Special Services, Student Success Coordinator, Supervisor of Computer Applications, Enrollment Management Specialist, three faculty members, three counselors (DSPS, EOPS, one general counselors), one classified member, one student. Executive Secretary: Assistant Superintendent/Vice President for Instructional Services

Committee Responsibilities: Review issues related to enrollment management, the marketing of the District’s programs, and the recruitment of students.

Advisory Relationships: District personnel with responsibility for enrollment management and to the President's Council
AP 2430 Governance Committee Structure

Facilities Planning Committee

Committee Composed of: Assistant Superintendent/Vice President for Instructional Services, Vice President of Business Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, one Division Dean/Director, Director of Student Support Services (as an expert on access standards for the disabled), Director of Facilities Management, Maintenance/Energy Manager, two faculty members, two classified members (one appointed by the California School Employees Association and one by the Classified Senate), two students. Executive Secretary: Vice President of Business Services

Committee Responsibilities: Review and make recommendations regarding long-range facilities plans for the district. Review campus facility usage and make recommendations with regard to all facilities construction, remodeling and/or renovation proposals. Review and make recommendations concerning matters related to the aesthetic beauty of the Delta College campus. Review matters concerning vehicle parking and traffic access on the Delta College campus. Make recommendations for changes to campus parking regulations as necessary. Make recommendations concerning special staff parking permits.

Advisory Relationships: Advisory to the President's Council

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Title Changes – October 28, 2010
AP 2430 Governance Committee Structure

Financial Aid Committee

Committee Composed of: Two faculty members, two managers, two classified members (one appointed by the California School Employees Association and one appointed by the Classified Senate), and two students. Executive Secretary: Director of Financial Aid and Veteran Services

Committee Responsibilities: Reviews and makes recommendations concerning financial aid matters and the award of college-administered scholarships.

Advisory Relationships: Advisory to the President’s Council
AP 2430 Governance Committee Structure

Matriculation and Student Access Committee

Committee Composed of: Assistant Superintendent/Vice President of Instructional Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Dean of Workforce and Economic Development, Dean of General Education and Transfer, Dean of Counseling and Special Services, Agriculture, Science & Mathematics Division Dean, Library, Learning Resources & Language Arts Division Dean, Director of Student Support Services, Assessment Instructor, at least seven other faculty [including at least one each from English, Reading/English-as-a-Second-Language (ESL), Mathematics, and Counseling disciplines], Director of Admissions and Records, Chair of the Curriculum Committee, Matriculation Support Specialist, at least two other classified members (one appointed by the Classified Senate and one by the California School Employees Association), and two students. Executive Secretary: Dean of Counseling and Special Services

Committee Responsibilities: Review and make recommendations concerning matters of student assessment/placement, matriculation, and student access. Suggest changes in the assessment/placement process and make recommendations regarding the student counseling and follow-up process as it pertains to matriculation. Review and update the college matriculation/student equity plan to assure institutional compliance with matriculation component standards and institutional goals related to student equity.

Advisory Relationships: Advisory to President's Council
AP 2430 Governance Committee Structure

**Parking**

Committee Composed of: Director of Police Services & Public Safety, two managers, two faculty members, two classified members, one POA member, one Campus Police Sergeant, two students designated by the Associated Student Body Government, the Director of Student Support Services, and the ADA Compliance Officer. Executive Secretary: Director of Police Services & Public Safety

Committee Responsibilities: Review and formulate general and master plans for on and off-campus parking. Create and review guidelines for non-ADA-related requests for special parking arrangements or consideration.

Advisory Relationships: Facilities Planning Committee

Executive Secretary: Director of Police Services & Public Safety

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Title Changes – October 28, 2010
Planning and Budget Committee

Committee Composed of: Assistant Superintendent/Vice President for Instructional Services, Vice President of Business Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Director of Finance, one Division Dean, two faculty members, two classified members (one appointed by the California School Employees Association and one appointed by the Classified Senate), and two students. Non-voting members: representative from the San Joaquin Delta College Teachers Association, representative from the California School Employees Association, representative from the San Joaquin Delta College Police Officers Association. Co-Executive Secretaries: Dean of Planning, Research, and Institutional Effectiveness and Director of Finance.

Committee Responsibilities: Review matters relating to planning for the college. Develop, review, and recommend strategic and operational planning documents for the college. Coordinate and review program recommendations related to funding based on the regular schedule of program reviews. Oversee development of a recommended annual college budget. Review and make recommendations concerning matters related to the budget. Assure coordination between planning and budgeting.

Advisory Relationships: Advisory to the President’s Council.
AP 2430 Governance Committee Structure

Policy and Procedures Review Committee

Committee Composed of: Assistant Superintendent/Vice President for Instructional Services, Vice President of Student Services, a manager designated by the President, Chairperson of the Management Senate, President and Second Vice President of the Academic Senate, President and First Vice President of the San Joaquin Delta College Teachers Association (SJDCTA), President of the Classified Senate, President and First Vice President of the California School Employees Association, Chapter #359, President of the San Joaquin Delta College Police Officers Association, two students. Executive Secretary: A manager designated by the President

Committee Responsibilities: Review suggestions for additions and changes to the San Joaquin Delta College Board of Trustees Policies and Procedures Manual. Solicit and review comments from other college committees, offices, and groups, regarding policy proposals. Recommend changes to the Policies and Procedures Manual as appropriate.

Advisory Relationships: Advisory to the President's Council

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Title Changes – October 28, 2010
AP 2430 Governance Committee Structure

President’s Council

Committee Composed of: Superintendent President, Assistant Superintendent/Vice President of Instructional Services, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources and Employee Relations, Vice President of Information Technology, Dean of Planning, Research, and Institutional Effectiveness, President of the Academic Senate, President of the Management Senate, President of the Classified Senate, President of the California Teachers Association, President of the California School Employees Association, President of the Police Officers Association, President of the Associated Student Body Government, two students

Committee Responsibilities: Provide a community forum for all members of the college community regarding academic, student services, business services, human resources and employee relations, information services, planning and institutional research. Review bimonthly Board of Trustees agenda including all hiring, reclassifications, and separations. Review an annual and long-range enrollment management plan for the college and an annual enrollment management report. Review an annual institutional research agenda for the College and an annual institutional research report. Assist in the development of measures of institutional effectiveness and strategic goals and monitor progress toward their attainment at least annually. Review and affirm the work of the following committees on a regular basis: Planning and Budget, Facilities Planning, and Policies and Procedures Review. Review plans for meeting accreditation responsibilities and final draft of accreditation reports. Review reports from all governance committees on an annual basis.

Advisory Relationships: Advisory to the Superintendent/President
Program Review Committee

Committee is composed of “floating membership” based on the program under consideration as follows:

**Instructional Program Reviews:** Assistant Superintendent/Vice President of Instruction, Dean of General Education and Transfer or Dean of Workforce Development (depending on program under consideration), Dean of Planning, Research, and Institutional Effectiveness, one Division Dean appointed by the Vice President of Instruction, Second Vice President of the Academic Senate, Four faculty members appointed by the Academic Senate President, and one student appointed by the ASB President. Executive Secretary: Dean of Planning, Research and Institutional Effectiveness.

**Student Services Program Reviews:** Vice President of Student Services, Dean of Counseling and Special Services, Management Senate President or designee, Dean of Planning, Research and Institutional Effectiveness, Classified Senate President or designee, CSEA President or designee, four faculty from the student services and/or library and learning resources programs appointed by the Academic Senate president, and one student appointed by the ASB President. Executive Secretary: Dean of Planning, Research and Institutional Effectiveness.

**Administrative Services Program Reviews:** Vice President of Business Services, Vice President of Human Resources and Employee Relations, Vice President of Information Services, Dean of Planning, Research and Institutional Effectiveness, Management Senate President or designee, CSEA President or designee, Classified Senate President or designee, one faculty member appointed by the Academic Senate President, one student appointed by the ASB President. Executive Secretary: Dean of Planning, Research and Institutional Effectiveness.

Committee Responsibilities: Assist in the development of a regular cycle of program review and student learning outcomes assessment. Receive draft program review documents and provide direction to working groups completing program reviews. Consolidate program review recommendations for consideration at the Planning and Budget Committee. Provide recommendations on how best to integrate program review recommendations with annual budget development, technology, supplies, materials, and staffing requests.

Advisory Relationships: Advisory to the Planning and Budget Committee.
AP 2430 Governance Committee Structure

Staff Development Committee

Committee Composed of: First Vice President of the Academic senate (Faculty Professional Growth chair), two faculty members appointed by the Academic Senate, three classified members (one appointed by the Classified Senate, two appointed by CSEA including the Classified Professional Growth Committee chair), three managers appointed by the Management Senate, Professional Development Instructor

Ex-Officio Members: Professional Development Coordinator and the Online Instructional Support Coordinator - staff to the committee, Vice President for Human Resources and Employee Relations and the Assistant Superintendent/Vice President of Instructional Services, Ex-Officio Members and Co-Executive Secretaries

Committee Responsibilities: Serve as overall coordinating committee for the college's staff development programs. Review needs and develop recommendations regarding college-wide staff development programs. Develop and maintain the college's Staff Development Plan.

Advisory Relationships: Advisory to the President’s Council
Staff Social Committee

Committee Composed of: Three faculty members, three classified members (one appointed by the Classified Senate and two appointed by the California School Employees Association), and three administrators. Executive Secretary: Director of Public Information and Marketing

Committee Responsibilities: Plan, develop, and assist with organizing social events and activities to bring together faculty and staff in informal social gatherings.

Advisory Relationships: Advisory to the President’s Council
B. Ad Hoc and Advisory Committees (Referenced in the College Committee Book)

In addition to the standing committees described above, the Superintendent/President may create ad hoc and academic program advisory committees as needed.

C. Adjudication Panels (Referenced in the College Committee Book)

Adjudication panels, while sharing many of the characteristics of shared governance committees, are special purpose bodies formed to hear complaints, evidence, and recommend judgment regarding issues that may be in dispute.

1. Matriculation Appeals Panel

   a. Panel composed of: Arts & Communication Division Dean, Library, Learning Resources, & Language Arts Division Dean, Agriculture, Science & Mathematics Division Dean, Dean of Counseling and Special Services, Director of Admissions and Records, Curriculum Committee Chairperson, three faculty members, and one student. The panel shall, at its discretion, consult with faculty, division chairpersons/directors, or other individuals with appropriate expertise. Executive Secretary: Dean of Guidance & Counseling

   b. Panel responsibilities: Review appeals of matriculation requirements for prerequisites, corequisites, limitations on enrollment, admissions, orientation, assessment, counseling, advisement, and student follow-up. Provide summary reports on matriculation appeals as appropriate. The Matriculation Appeals Panel shall conduct its proceedings in accordance with the following:

      1) The panel shall judge the relevancy of evidence and make its findings according to the evidence.

      2) The panel shall make recommendations for the disposition of the petition and maintain records of all petitions and appeals.
3) The decision of the panel shall be final. The panel chairperson shall notify the student and the Matriculation Coordinator, the Assistant Superintendent/Vice President for Instructional Services, the Vice President of Student Services, or the Curriculum Committee chairperson, as appropriate, of the decision of the panel.

2. Student Personnel and Conduct Panel

   a. Panel composed of: two faculty members, two classified members (one appointed by the California School Employees Association and one appointed by the Classified Senate) two managers, and two students. Executive Secretary: Vice President of Student Services

   b. Panel responsibilities: Serve as formal hearing panel for student grievances and student disciplinary matters in accord with Policies 5460 and 5470. Serve as hearing panel for appeals of final decisions of the Financial Aid Officer regarding financial aid. Review student petitions for variations or exception to existing administrative procedures.

D. Senate Committees

   The following committees will be the responsibility of the respective Senate:

   Classified Professional Growth Committee (Classified Senate)
   Faculty Professional Growth Committee (Academic Senate)
   Management Professional Growth Committee (Management Senate)
E. Committee Operational Procedures

1. While all committees are ultimately advisory to the college Superintendent/President, it is understood that recommendations will be directed to the President’s Council or the appropriate constituency group as designated in Section A of this policy. Dissenting members of a committee shall have the right to present a minority opinion at the same time that the majority opinion is presented. The President’s Council or the appropriate Senate will provide timely response to the appropriate committee regarding the disposition of any recommendations made by that committee.

2. Selection of committee members:

   a. Unless designated otherwise in Section A of this policy, committee member appointments will be made in the following manner: Faculty members will be appointed by the Academic Senate. Classified members will be appointed equally by the Classified Senate and the California School Employees Association (CSEA) where equal numbers of representatives exist. Where one classified employee representative is noted, the appointment shall be made by CSEA. Where an odd number of classified representatives are designated for a committee beyond the number of one, CSEA shall make one more appointment than the Classified Senate. Student members will be appointed by the Associated Student Body Government. Manager members (except those designated by the title to be members) will be appointed by the Management Senate. Other committee members will be appointed by the Superintendent/President.

   b. Members of standing committees will serve two years, with approximately one-half of the members being replaced each year, unless the appointing body determines otherwise by appropriate bylaws. Members of ad hoc committees will serve for the duration of the committee, unless the appointing body determines otherwise by appropriate bylaws.

   c. If a member is unable to maintain service on a committee for any reason, the member may be replaced through the regular appointment procedure. Persons who are members of committees by virtue of a position or title they hold in an organization may be replaced by that organization. Persons, who are members of committees by
3. Each standing committee, with the exception of the Curriculum Committee and the Faculty Professional Growth Committee, will elect its own chairperson. The Superintendent/President may appoint the chairperson of an ad hoc committee, or may provide for the committee to elect its own chairperson. The Superintendent/President may appoint the chairperson of an ad hoc committee, or may provide for the committee to elects its own chairperson.

4. All records of the committee, including minutes and agendas, will be maintained by the executive secretary designated in Section A of this policy or, in the case of an ad hoc committee, appointed by the Superintendent/President. The executive secretary may be a member of the committee or may be identified as an addition to the committee. If identified as an addition to the committee, the executive secretary shall not be a voting member of the committee.

5. Committee business will normally be conducted in a spirit of open communication, and not rely on formal parliamentary procedures except when required to keep order. When required, the latest edition of Roberts’ Rules of Order will govern proceedings. Copies of other procedural rules, if adopted by the committee, shall be provided to committee members and to all groups responsible for appointing members of that committee.

6. For the purpose of conducting business, a quorum shall be one more than half of the active committee membership. As a major function of the shared governance committee system is communication, appointing bodies of members unable to attend one or more committee meetings are encouraged to send substitutes. Each committee may adopt its own procedures regarding whether substitutes may be considered to be members for purposes of establishing a quorum and voting. Such procedures, if adopted, shall be made known to all members of the committee and all membership appointing bodies.

7. The committee chairperson may request replacement through regular procedures of committee members missing three consecutive meetings. Member for whom replacement has been requested shall not be considered active members for voting or for purposes of establishing a quorum.
8. It is expected that most committee determinations can be achieved through consensus, and not require reliance on formal voting procedures. Where formal votes become necessary, each committee member shall have one vote. Voting by proxy may be allowed where the committee has adopted procedures for proxy voting and made those procedures known to all members of the committee and all membership appointing bodies. Vote may be made by voice, roll call, or by show of hands. Secret ballots may be used for election of the chairperson, and for such other matters as the committee deems appropriate.

9. Members shall be allowed to place germane issues on the committee meeting agenda by notifying the chairperson at least four working days prior to the meeting. The agenda and supporting materials for any action item shall be distributed to committee members at least three working days prior to the meeting. No items may be added to an agenda within the three working days prior to a meeting or during a meeting except in case of an emergency or other compelling cause as determined by a majority of the committee.

10. Each committee shall maintain written minutes of committee meetings, which shall, at a minimum, contain a record of attendance and any action taken by the committee. Copies of the minutes shall be distributed to every committee member. A copy shall also be made available to the Academic Senate, the Classified Senate, the Management Senate, the Associated Student Body Government, the President’s Office, and the Professional Library. Generally, minutes should be completed and distributed within two weeks of the meeting recorded and always before the next meeting of the committee, where possible.

11. Each committee shall establish a schedule of meeting dates at its first meeting of each academic year. Committees are encouraged to establish standing meeting times which are used from year-to-year and scheduled so as to minimize conflict with standing meeting times of other committees. Special meetings may be called by the committee chairperson or by the Superintendent/President. Except in an emergency, each member shall be given at least three (3) working days notice of a special meeting, including notice of the proposed agenda. When a meeting is to be cancelled, a reasonable advance notification shall be provided to committee members, if possible.
12. Any change in policy/procedures recommended by a committee will be forwarded to the Policy and Procedures Review Committee for review and recommendation in accord with Procedure 2601.

13. When the Board of Trustees approves an official title change, the Budget Office will forward the title change to the Executive Secretary of the Policies and Procedures Review Committee who will make the title changes in college policies/procedures on an annual basis.

14. Annually, the President’s Council will coordinate an evaluation of the effectiveness of each shared governance committee using the following criteria:

   a. How often the committee met.
   b. Attendance of committee members.
   c. Evaluation by committee members of the committee’s effectiveness in meeting its charge and/or annual goals and in implementing the principles of shared governance.
   d. Evaluation by each of the Senates and the Associated Student Body Government of the committee’s effectiveness in meeting its charge and/or annual goals and in implementing the principles of shared governance.

The results of this evaluation will be shared with each committee and with each of the Senates and the Associated Student Body Government.