A. Standing Committees

Administrative Reclassification and Entitlement Review Committee

Committee Composed of: Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/Vice President of Student Services, two managers appointed by Management Senate, 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:** Director of Human Resources

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

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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Amended 2-14-06 Amended 04-12-07 Amended 09-13-07 Amended 03-11-08 Amended 05-10-11
Amended 07-08-08 Amended 05-12-09 Amended 01-26-10 Amended 02-11-11 Amended 11-29-11
Amended 09-30-08 Amended 09-29-09 Amended 05-11-10 Amended 04-26-11 Amended 05-22-12

Title Changes – October 28, 2010; September 21, 2012
Campus Health and Safety Committee

Committee Composed of: Assistant Superintendent (Acting)/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, 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: Assistant Superintendent (Acting)/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.
Administrative Procedure 2430 Governance Committee Structure

AP 2430  Governance Committee Structure

Reference:  Education Code Section 70902

Campus Information Services Committee

Committee Composed of: Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Director of Information Technology and Data Center Services, 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. Executive Secretary: Director of Information Technology and Data Center Services 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 of Instructional Services.

Advisory Relationships: Advisory to the President’s Council

Adopted 3-10-87  Amended 06-28-94  Amended 10-17-95  Amended 11-17-98  Amended 03-21-00
Amended 5-17-90  Amended 12-06-94  Amended 04-15-97  Amended 05-18-99  Amended 08-15-00
Amended 4-07-92  Amended 02-21-95  Amended 06-17-97  Amended 11-16-99  Amended 04-12-02
Amended 4-06-93  Amended 04-04-95  Amended 03-03-98  Amended 10-19-99  Amended 09-25-02
Amended 1-11-94  Amended 07-18-95  Amended 06-02-98  Amended 01-18-99  Amended 10-14-03
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Amended 07-08-08  Amended 05-12-09  Amended 01-26-10  Amended 02-11-11  Amended 11-29-11
Amended 09-30-08  Amended 09-29-09  Amended 05-11-10  Amended 04-26-11  Amended 05-22-12
Title Changes – October 28, 2010; September 21, 2012
AP 2430 Governance Committee Structure

Reference: Education Code Section 70902

Classified Classification and Reclassification Review Committee

Committee Composed of: Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/Vice President of Student Services, Director of Human Resources, two classified members appointed by the Classified Senate, two classified members appointed by the California School Employees Association, Chapter #359. Executive Secretary: Director of Human Resources

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) abolishment of an existing classification.

Advisory Relationships: Advisory to the President’s Council
College Diversity Committee

Committee Composed of: Director of Human Resources, Director of Career, Transfer and Outreach, 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: Director of Human Resources

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 Director of Human Resources
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 Student Learning and Assessment

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
Administrative Procedure 2430 Governance Committee Structure

Reference: Education Code Section 70902

Curriculum Committee

Committee Composed of: The First Vice President of the Academic Senate as its chairperson, the Student Learning Outcomes Coordinator, who shall be appointed by the Academic Senate President, the chairperson of the Distance Education Committee, the Articulation Officer, 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 Vice President of Instructional Services (Interim), who shall be an ex-officio member, the Dean of Student Learning and Assessment. The Academic Senate staff assistant and one student appointed by the Associated Student Body Government shall be non-voting members. 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; and, 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

Title Changes – October 28, 2010; September 21, 2012
AP 2430  Governance Committee Structure

Reference:  Education Code Section 70902

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
Enrollment Management Committee

Committee Composed of: Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/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, Supervisor of Computer Applications, Enrollment Management Specialist, three faculty members, three counselors (DSPS, EOPS, one general counselors), one classified member, one student. Executive Secretary: Vice President of Instructional Services (Interim)

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
Facilities Planning Committee

Committee Composed of: Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/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 Administrative 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
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
Matriculation and Student Access Committee

Committee Composed of: Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness, Dean of Workforce and Economic Development, Dean of Student Learning and Assessment, 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

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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Amended 09-30-08 Amended 09-29-09 Amended 05-11-10 Amended 04-26-11 Amended 05-22-12
Title Changes – October 28, 2010; September 21, 2012
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
AP 2430   Governance Committee Structure

Reference:  Education Code Section 70902

Planning and Budget Committee

Committee Composed of: Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/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 Controller

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

Reference:  Education Code Section 70902

Policy and Procedures Review Committee

Committee Composed of: Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/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

Ex-Officio Member (Non-Voting): Director of Human Resources

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

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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Title Changes – October 28, 2010; September 21, 2012
AP 2430  Governance Committee Structure

Reference:  Education Code Section 70902

President’s Council

Committee Composed of:  Superintendent President, Vice President of Instructional Services (Interim), Assistant Superintendent (Acting)/Vice President of Student Services, Director of Human Resources, Director Information Technology and Data Center Services, 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

Adopted  3-10-87  Amended 06-28-94  Amended 10-17-95  Amended 11-17-98  Amended 03-21-00
Amended  5-17-90  Amended 12-06-94  Amended 04-15-97  Amended 05-18-99  Amended 08-15-00
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Amended  09-30-08  Amended 09-29-09  Amended 05-11-10  Amended 04-26-11  Amended 05-22-12
Title Changes – October 28, 2010; September 21, 2012
Committee is composed of “floating membership” based on the program under consideration as follows:

**Instructional Program Reviews**: Vice President of Instruction (Interim), Dean of Student Learning and Assessment, Dean of Counseling & Special Services, one Division Dean appointed by the Management Senate President, Second Vice President of the Academic Senate, four faculty members appointed by the Academic Senate President, and one student appointed by the ASB President. **Co-Executive Secretary**: Vice President of Instruction (Interim)

**Student Services Program Reviews**: Assistant Superintendent (Acting)/Vice President of Student Services, Dean of Counseling and Special Services, Management Senate President or designee, CSEA President or designee and one additional CSEA representative, three faculty members appointed by the Academic Senate President, and one student appointed by the ASB President. **Co-Executive Secretary**: Assistant Superintendent (Acting)/Vice President of Student Services

**Administrative Services Program Reviews**: Director of Human Resources, Director of Information Technology Services and Data Center Services, 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**: Appointed

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 and provide recommendations on how best to integrate program review recommendations with annual budget development, technology, supplies, materials, and staffing requests for consideration at the Planning and Budget Committee.

Advisory Relationships: Advisory to the Planning and Budget Committee.

Staff support for the Program Review Committees will be provided by staff of the Office of Planning, Research and Institutional Effectiveness (PRIE).
AP 2430 Governance Committee Structure

Reference: Education Code Section 70902

Staff Development Committee

Committee Composed of: Secretary 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, Director of Human Resources, and the Vice President of Instructional Services (Interim), Dean of Planning, Research and Institutional Effectiveness, 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

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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Title Changes – October 28, 2010; September 21, 2012
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: Appointed

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