

# Shared Governance: Decision-Making and Committee Handbook

2018 Edition



# Institutional Mission, Vision and Values

## ***Mission Statement***

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Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic and workforce opportunities, community partnerships and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation and evaluation. The College District provides educational opportunities in the following areas: associate degree and certificate programs; transfer; professional; technical; and career advancement; basic skills; personal enrichment and continuing education.

## ***Vision Statement***

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Southwestern Community College District builds an exceptional community of learners and leaders who will promote social, educational and economic advancement.

## ***Institutional Values***

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The following values guide how the institution thinks and acts – essentially defining the enduring character of the College District:

- Mutual respect – to treat one another with respect, dignity, trust, and fairness, appreciating the diversity of our community, students, and work force, in a collegial and cooperative manner
- Shared planning and decision making – to engage in a collaborative process in which creative thinking, ideas and perspectives contribute to the well-being of the entire College community
- Integrity – to say what we mean, to deliver what we promise, to fulfill our commitments, and to stand for what SWC values
- Accountability – to assume responsibility for our College's future as stated in our mission and goals
- Cultural competence and commonality – to positively engage our College community in developing a deep appreciation of and collegiality among all cultures
- Scholarship and love of learning – to foster and pursue one's curiosity and passion to seek knowledge and gain deeper understanding
- Critical inquiry and thinking – to nurture intellectual exploration and develop the analytical skills to problem-solve in new situations throughout life
- Life-long learning – to inspire a vital and imaginative learning environment
- Practical and responsive – to provide practical educational experiences

[Governing Board Policy No. 1200](#)

[Administrative Procedure No. 1200](#)

[Governing Board Policy No. 2510](#)

[Administrative Procedure No. 2510](#)

# Southwestern Community College District

## Shared Governance: Decision-Making and Committee Handbook

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# Section I

## Shared Governance

## SHARED GOVERNANCE OVERVIEW

At Southwestern Community College District, we recognize the importance of our shared governance and how this inclusive and comprehensive process leads us to achieve outstanding results for our students and our institution as it is described on [SCCD Board Policy No. 2510 Shared Planning and Decision Making](#) and [SCCD Administrative Procedure No. 2510 Shared Planning and Decision Making](#).

The Shared Consultation Council (SCC) is our primary committee for shared governance and institutional planning. This committee provides recommendations based on input from all constituent groups and communicates those recommendations to all constituents in four areas: strategic planning, policy and procedure development and approval, issue management, and campus communication. The SCC's primary role is to assure that all constituents have the right to participate in decision-making, including participation in shared planning committees, and to bring forward suggestions, ideas and needs within an inclusive and respectful communication environment. The right to participate brings with it the responsibility to participate in a manner that looks beyond the specific needs of individuals in order to meet the needs of students and the College District as a whole.

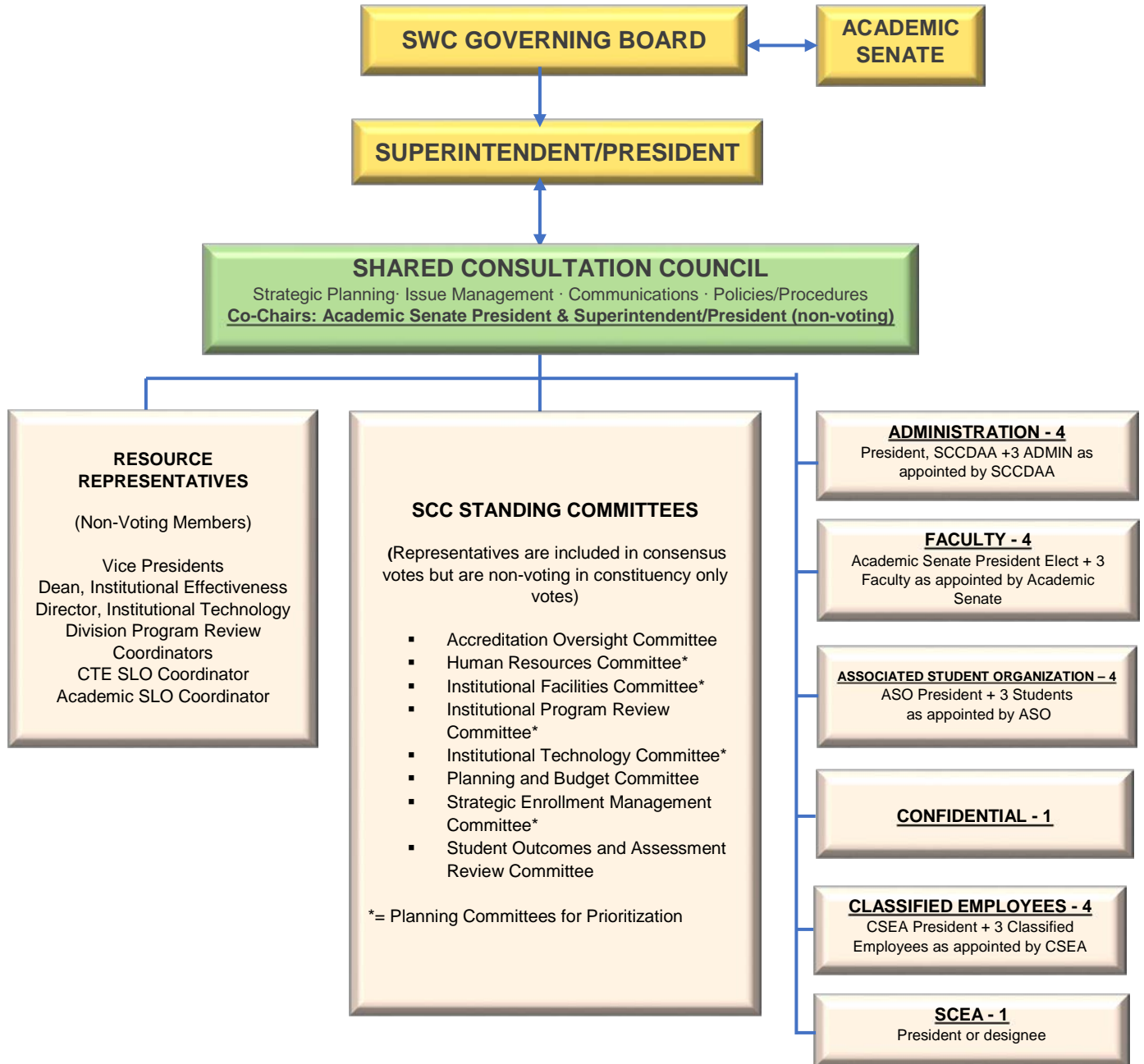
By embracing shared decision-making, we exemplify effective participation and therefore strengthen this essential core value at our institution. Effective participation is at the foundation for continuous quality improvement, which is required by accreditation standards and important for institutions of higher education to sustain a standard of excellence. Therefore, beyond compliance, shared planning and decision-making is a means by which we can best assure our students the quality education they deserve.

The following charts describe the SCC's specific committee template, SCC's structure, and how accreditation oversight is integrated into the College District's institutional planning and governance structure. In addition, please find the SCC's Guiding Principles and Operating Procedures on page No.10.

# SHARED CONSULTATION COUNCIL COMMITTEE TEMPLATE

Shared Consultation Council (SCC)	
Mission/Purpose	The purpose of the Southwestern Community College District's Shared Consultation Council (SCC) is to serve as the College District's shared planning and decision-making body in the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. All College District constituencies, as established by Board Policy No. 2510 Shared Planning and Decision-Making will be represented on the SCC and shall have a voice in identifying, reviewing and addressing College District's needs and priorities. All committees and task forces operating within the College District, either directly or indirectly, will provide information and make recommendations to the SCC to ensure unity of purpose and efficiency of operations. The SCC will make its recommendations directly to the Superintendent/President.
Parent Committee	None
Standing Subcommittees	<ul style="list-style-type: none"> <li>▪ Accreditation Oversight Committee (AOC)</li> <li>▪ Human Resources Committee (HRC)</li> <li>▪ Institutional Facilities Committee (IFC)</li> <li>▪ Institutional Program Review Committee (IPRC)</li> <li>▪ Institutional Technology Committee (ITC)</li> <li>▪ Planning and Budget Committee (PBC)</li> <li>▪ Shared Consultation Council (SCC)</li> <li>▪ Strategic Enrollment Management Committee (SEMC)</li> </ul>
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>▪ Reviewing and revising the College's Mission on an annual basis.</li> <li>▪ Receiving information from all College District committees and task forces.</li> <li>▪ Establishing subcommittees and task groups as deemed necessary.</li> <li>▪ Periodically reviewing the Shared Governance: Decision-Making and Committee Handbook and recommend modifications if necessary to improve institutional effectiveness.</li> <li>▪ Receiving, reviewing and establishing institutional priorities and goals based on program review data.</li> <li>▪ Systematically evaluating progress being made by the SCC standing committees to achieve agreed-upon institutional goals in alignment with the College District's Mission.</li> <li>▪ Providing oversight and being responsible for integrating all institutional plans and documents, and communicating these to the campus community.</li> <li>▪ Addressing College District-wide issues that may diminish our environment of trust and respect (i.e. "the elephant in the room").</li> <li>▪ Reviewing and making recommendations regarding college district policy and procedures.</li> </ul>

## SHARED CONSULTATION STRUCTURE



Note: SCC votes by consensus. If there is no consensus after two attempts, a 2/3 vote is required to pass an item.



## SHARED CONSULTATION COUNCIL

### ROLES AND RESPONSIBILITIES WITH INSTITUTIONAL PLANNING & ACCREDITATION

Standing Committee	Institutional Plan	Responsibilities within Prioritization Process	Strategic Priority 2016-2019	Self-Evaluation ACCJC Standard
Planning and Budget Committee (PBC)	<ul style="list-style-type: none"> <li>Strategic Plan</li> <li>Mission, Vision and Values (BP No.1200)</li> <li>Self-Evaluation Report</li> <li>SCC Operating Principles</li> <li>SCC Prioritization Process</li> <li>Shared Planning and Decision-Making Handbook</li> <li>Financial Resource Plan</li> </ul>	Identifies funding sources for Master Prioritization List (MPL)	Physical and Financial Resources  Organization Effectiveness	Standard I.C. Institutional Integrity: (I.C.14) Standard III.B Physical Resources: (III.B.1; III.B.2; III.B.3; III.B.4) Standard III.D. Financial Resources: -Planning: (III.D.1; III.D.2; III.D.3) - Fiscal Responsibility & Stability: (III.D.4; III.D.5; III.D.6; III.D.7; III.D.8; III.D.9; III.D.10) Liabilities: (III.D.11; III.D.12; III.D.13; III.D.14; III.D.15) Contractual Agreements: (III.D.16)
Institutional Technology Committee (ITC)	<ul style="list-style-type: none"> <li>Technology Plan</li> </ul>	Technology (greater than \$2,500)	Institutional Technology and Research	Standard III.C Technology Resources: (III.C.1; III.C.2; III.C.3; III.C.4; III.C.5)
Strategic Enrollment Management Committee (SEMC)	<ul style="list-style-type: none"> <li>Educational and Facilities Master Plan (Educational portion)</li> <li>Enrollment Management Plan</li> <li>Workforce and Business Development Plan</li> </ul>	None	Student Access  Student Success  Economic, Workforce, and Community Development  Teaching and Learning	Standard II.A. Instructional Programs: (II.A.1; II.A.2; II.A.3; II.A.4; II.A.5; II.A.6; II.A.7; I.A.8; II.A.9; II.A.10) Standard II.B. Library and Learning Support Services: (II.B.1)
Human Resources Committee (HRC)	<ul style="list-style-type: none"> <li>Human Resources/Staffing Plan</li> <li>Staff Diversity Plan</li> <li>Staff Development Plan</li> </ul>	None	Human Resources  Organizational Effectiveness	Standard III.A. Human Resources: (III.A.1; III.A.2; III.A.3; III.A.4; III.A.5; III.A.6; III.A.7; III.A.8; III.A.9; III.A.10; III.A.11; III.A.12; III.A.13; III.A.14; III.A.15)
Institutional Facilities Committee (IFC)	<ul style="list-style-type: none"> <li>Educational &amp; Facilities Master Plan (Facilities portion)</li> </ul>	Facilities  Major Equipment (greater than \$5,000)	Physical and Financial Resources (Physical resources portion)	Standard III.B. Physical Resources: (III.B.1; III.B.2; III.B.3; III.B.4)
Institutional Program Review Committee (IPRC)	<ul style="list-style-type: none"> <li>Program Review Process and Forms</li> </ul>	Program Review Snapshot Oversees Prioritization Process	Organizational Effectiveness	Standard 1.B Assuring Academic Quality and Institutional Effectiveness: Academic Quality: (I.B.1)
Accreditation Oversight Committee (AOC)	<ul style="list-style-type: none"> <li>ACCJC Self-Evaluation</li> </ul>	None	All	Standard 1.A Mission: (I.A.1; I.A.2; I.A.3; I.A.4)

## **SHARED CONSULTATION COUNCIL**

### **GUIDING PRINCIPLES AND OPERATING PROCEDURES 2015-16**

#### **I. GENERAL PURPOSE**

The purpose of the Southwestern Community College District's Shared Consultation Council (SCC) is to serve as the College District's shared planning and decision-making body in the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. All College District constituencies, as established by Board Policy No. 2510 Shared Planning and Decision-Making, will be represented on the SCC and shall have a voice in identifying, reviewing and addressing College District needs and priorities. All committees and task forces operating within the College District, either directly or indirectly, will provide information and make recommendations to the SCC to ensure unity of purpose and efficiency of operations. The SCC will make its recommendations directly to the Superintendent/President.

The actions of the SCC will be guided by the operating principles set forth herein and will be based on the College District's Strategic Plan, Accreditation Standards, Governing Board goals, constituency representative's input, and existing College District Policies and Administrative Procedures.

#### **II. FUNCTIONS OF THE SHARED CONSULTATION COUNCIL**

The SCC is the primary shared planning and decision-making body for institution-wide issues, including the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. This involves monitoring accreditation standards and compliance, addressing student success needs, and establishing budget priorities. In addition, the SCC is the designated College District council which is entrusted with facilitating and ensuring college-wide planning, implementation, and evaluation (PIE). Major functions of the SCC include, but are not limited to:

1. Reviewing and revising the College Mission on an annual basis.
2. Receiving information from all College District committees and task forces.
3. Establishing subcommittees and task groups as deemed necessary.
4. Periodically reviewing the Shared Governance: Decision-Making and Committee Handbook and recommend modifications if necessary to improve institutional effectiveness.
5. Receiving, reviewing and establishing institutional priorities and goals based on program review data.
6. Systematically evaluating progress being made by the SCC standing committees to achieve agreed-upon institutional goals in alignment with the College District's Mission.
7. Providing oversight and being responsible for integrating all institutional plans and documents, and communicating these to the campus community.
8. Addressing college-wide issues that may diminish our environment of trust and respect (i.e. "the elephant in the room").
9. Reviewing and making recommendations regarding college district policies and procedures.

### III. MEMBERSHIP

#### A. COMPOSITION OF SHARED CONSULTATION COUNCIL

Representative Area:	Number of Representatives	Membership
Co-Chairs:	1 1	Superintendent/President (non-voting) Academic Senate President (votes only to break a tie)
Administration:	4	SCCDAA President or designee and 3 (three) SCCDAA representatives
Academic Senate	4	4 (four) Academic Senate Representatives
Associated Student Organization (ASO)	4	ASO President or designee and 3 (three) Student representatives
CSEA	4	CSEA President or designee and 3 (three) CSEA representatives
Confidentials	1	Confidentials representative
SCEA	1	SCEA President or designee
Standing Committee Representatives SC representatives are elected by committee membership, and participate in consensus building but do not vote when a vote is called.	8	Accreditation Oversight Committee (AOC) Human Resources Committee (HRC) Institutional Facilities Committee (IFC) Institutional Program Review Committee (IPRC) Institutional Technology Committee (ITC) Planning and Budget Committee (PBC) Shared Consultation Council (SCC) Strategic Enrollment Management Committee (SEMC)
Resource Members: Resource members participate in consensus building, but do not vote when a vote is called.	8	4 (four) Vice Presidents Dean of Office of Institutional Effectiveness Director of Institutional Technology Director of Institutional Research, Grants and Planning Academic Senate President-Elect

#### B. SUBSTITUTE REPRESENTATIVES AND REPLACEMENT REPRESENTATIVES

SCC representatives are permitted to send substitutes to attend meetings. Substitutes will identify for whom they are substituting and the constituency he or she represents at the beginning of the meetings. This will be noted in the minutes. A replacement representative is allowed in the event of a representative's long-term absence with written notification to the Co-Chairs. Substitutes and replacements for representatives with voting rights may vote. Standing committee representatives and Resource members may also send substitutes who may participate in consensus building, but do not vote when a vote is called.

### IV. SCC MEMBER RESPONSIBILITIES

All members of the SCC shall work together and be expected to:

1. Create a positive and effective Council which makes meaningful recommendations to the Superintendent/President.
2. Resolve issues of the present while developing vision for the future.
3. Foster a climate of trust and respect.
4. Respect the right of all members of the SCC to express their opinions.

5. Communicate accurately and regularly with the members of his or her constituency regarding SCC matters.
6. Represent and advocate for a specific constituency while making decisions in the best interest of the College District.
7. Promote the shared planning and decision-making principles of SCC and communicate its recommendations to all constituent groups.
8. Participate actively (including being punctual and attending regularly).
9. Prepare prior to meetings and complete outside assignments in a timely manner.
10. Make a concerted effort to ensure that the SCC works effectively and efficiently.
11. Treat other SCC member with professionalism (see SCC Grounds Rules below).
12. Be open to all views on a subject before reaching a conclusion.
13. Do not advocate against decisions of the SCC once a vote has been made and recorded.

## V. SCC CO-CHAIR RESPONSIBILITIES

The Superintendent/President and President of Academic Senate will co-chair Council meetings.

### A. DEVELOPMENT OF AGENDA

The Office of the Superintendent/President will call for agenda items one week prior to the next scheduled meeting. The final agenda will be made available two working days prior to the meeting. Agenda items for meetings can be submitted through a voting SCC member or directly to the Co-Chairs at least one (one) week prior to the meeting at which action would like to be taken. A requested agenda item may be acted upon, assigned to a task force created by the Council, or referred to another appropriate College District committee or body, and will be placed on the next available SCC agenda as time permits. All agendas will include the Southwestern College District Mission Statement.

## VI. SCC GROUND RULES FOR CIVILITY

- One person speaks at a time.
- Once a decision is made by the group, the decision is final and represents the voice of the body.
- Stay on task. No side conversation. Avoid distractions. Be present.
- Focus on the issue not the person.
- Thoughtful and respectful communication.
- No rank in the room; everyone has an equal voice.
- Be unconditionally principled in all matters.
- Assume the best intentions and go to the source.
- Call for a process check at any time.
- Represent your constituent group with integrity.
- Honor timelines for starting, ending and breaks.
- Use an agenda agreed upon the group.



- Use a facilitator and recorder.
- Acknowledge an “elephant in the room” (unspoken issues) that may impede communication, with an agreed upon process by the committee.

## VII. MEETING PROCEDURES

SCC meetings are open meetings and are not required to follow the Brown Act.

### A. FREQUENCY

Meetings will be scheduled on the first and third Wednesday of each month for at least two hours, including during the summer as needed. The first meeting of the month will be devoted to Issue Management/Campus Communication agenda items. The second meeting of the month will address Strategic Planning/Policies and Procedures items.

Co-Chairs may call for additional meetings as deemed necessary. Exact dates for the summer and for the following academic year shall be determined at the last SCC meeting in May. SCC meetings shall be cancelled and rescheduled if there is a calendared event that precludes a particular constituency group from attending in order to maintain Policy and Procedure No. 2510, the College’s shared planning and decision-making policy and procedure.

### B. INTEREST-BASED PROBLEM SOLVING AND CONSENSUS

All Council action will be made primarily through interest-based problem solving. The intent of interest-based problem solving is to reach consensus through discussion until all members present can support the decision, even though they may not believe it is the ideal choice. Consensus is demonstrated by a show of hands: The Co-Chairs will ask for a show of hands for those who agree; a show of hands for those who can support the decision, even though they may not believe it is the ideal choice; and a show of hands of those who object. In the context of the SCC, interest-based problem solving shall be defined as the right of any member to prevent the passage of a motion by voting against it if they cannot support such a decision.

### C. VOTING

In such cases where there is not a consensus reached through normal deliberation procedures, said proposals may be postponed until the next appropriate meeting based on the nature of the item (the Strategic Planning, Policy and Procedure approval, Issue Management, and Campus Communication). At that time, discussion will resume on a second attempt at consensus. If unable to reach a consensus at a second attempt during the second meeting, a final vote with 2/3 majority of voting members (4-4-4-1-1) will pass the proposal. Each individual’s vote will be recorded in the minutes. This will not only document the outcome of the vote, but also provide evidence that Southwestern College (SWC) follows a process of shared planning and decision-making. Failed proposals through this process may be re-introduced in future meetings at the decision of the Co-Chairs.

#### D. "ELEPHANT IN THE ROOM"

At any time, a member (voting or non-voting) may acknowledge "an elephant in the room" or unspoken issue that has altered the communication in the committee meeting or structure, and call for discussion. As part of the SCC's Issue Management mission, the SCC Co-Chairs ask for consensus to begin discussion on the "elephant." If consensus is reached, the Co-Chairs will establish a time frame (i.e., 10 minutes) to address the issue, starting with the member who has raised the issue. Resolution or agreement to resolve the issue outside the committee structure should be established by the end of the discussion.

#### E. FACILITATOR

A facilitator, who is a non-voting member, will be appointed by the Co-Chairs. The facilitator will establish the speaker's order for agenda discussion and keep the meeting on task/timeframe.

### VIII. SCC RECOMMENDATIONS

The recommendations of the SCC will normally be accepted by the Superintendent/President. The Superintendent/President retains the authority to make recommendations independent from those of the SCC. Where Superintendent/President recommendations differ from those of the SCC, the Superintendent/President will present both recommendations to the Governing Board and outline the differences between the recommendations as well as the rationale for the difference to both the Shared Consultation Council members and the Governing Board in writing within a reasonable amount of time.

### IX. SHARED CONSULTATION COUNCIL POLICY AND PROCEDURE APPROVAL PROCESS

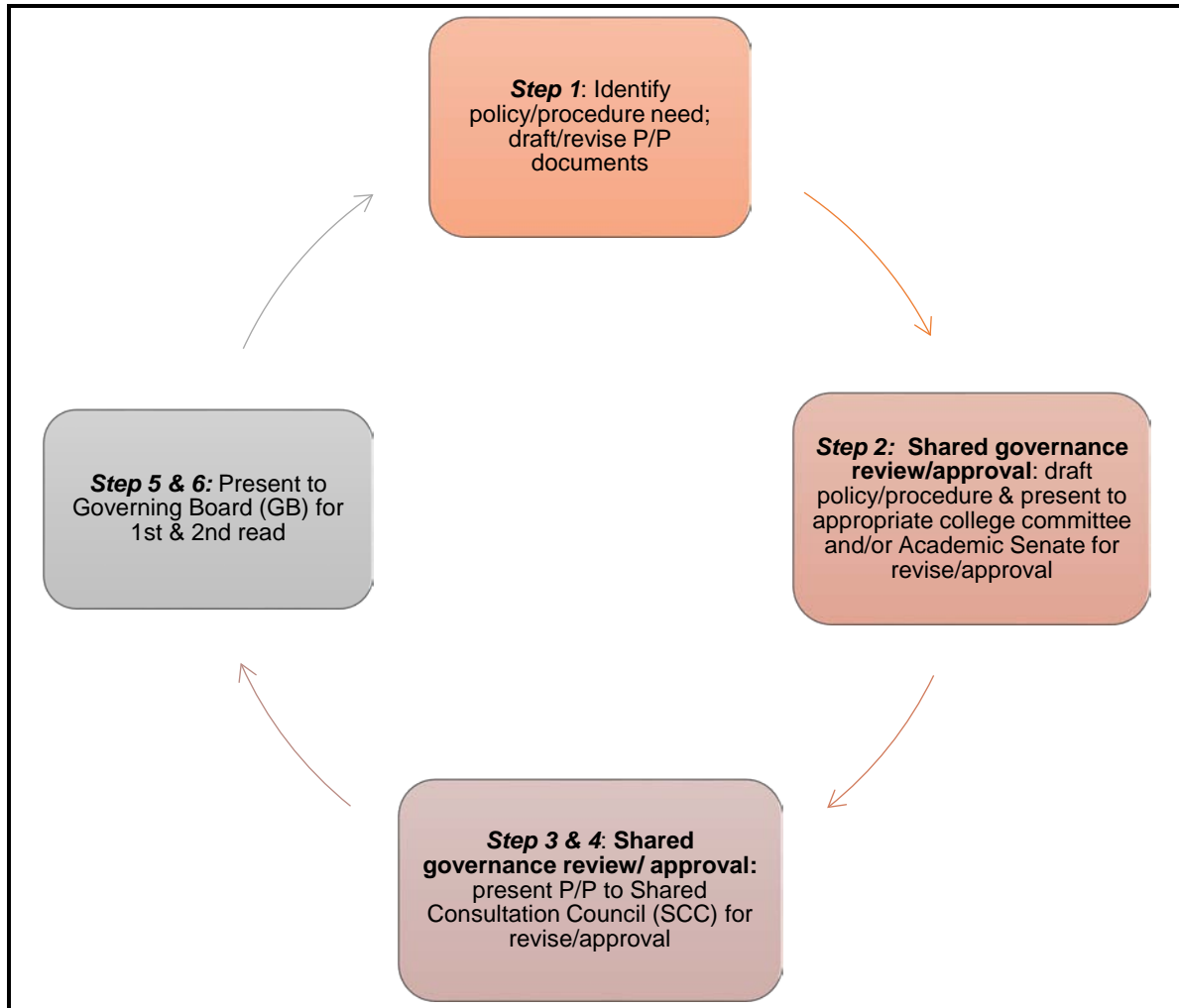
#### A. ORIGINATION OF POLICY/PROCEDURE REVIEW OR INITIATION

The cognizant Vice President for the relevant chapter shall have the responsibility of ensuring that policies and procedures are updated as necessary. The Vice President shall assign a lead administrator to draft a proposed new policy or procedure, or revision of existing policy or procedure. If the subject matter of a policy or procedure is under the purview of the Academic Senate as set forth in Policy & Procedure No. 2515, the Academic Senate shall assign a lead faculty member to work with the lead administrator to prepare the draft.

Any SCC constituent group representative determined by Policy No. 2510 Shared Planning and Decision-Making may request review of an existing policy or procedure or initiation of a new policy or procedure. The SCC Co-Chairs will place the item on an agenda. If it is determined that a policy/procedure should be revised or initiated, the cognizant Vice President of the relevant chapter shall assign a lead administrator to prepare a draft. If the item is a "rely primarily" item under Policy No. 2515, then the Academic Senate President will be responsible for developing a draft.

The Superintendent/President and SCC may establish a task force to draft any policy or procedure not under the purview of the Academic Senate as deemed necessary.

## B. STEPS FOR POLICY/PROCEDURE APPROVAL PROCESS



Southwestern College is committed to the continuous review process for board policies and administrative procedures. This review process has the following components:

- Semi-annual review of legal updates (CCLC policy and procedure service).
- Six-year comprehensive chapter review of all documents.

Internal semi-annual review of policies and procedures for compliance status

### STEP 1 – Identify Policy/Procedure need

- ❖ Institutional Effectiveness Coordinator (IEC) recognizes Policy or Procedure (P/P) category of action: New Board Policy (BP) or Administrative Procedure (AP); revision of existing BP or AP; or replacement of existing BP or AP.

- ❖ IEC notifies corresponding chapter lead(s) of P/P action steps. All BP/AP relating to 10+1 category shall be notified to the Academic Senate.
- ❖ Chapter lead identifies lead administrator(s).

#### **STEP 2 – P/P Draft initiation and committee presentation**

- ❖ IEC determines if existing Policy or Community College League of California (CCLC) language is available and provides to lead administrator. Lead administrator prepares a P/P draft in consultation with College District subject matter experts.
- ❖ Lead administrator submits P/P draft to IEC for revision on formatting guidelines.
- ❖ All P/P drafts deemed satisfactory by IEC are included by lead administrator on next corresponding committee agenda for approval.
- ❖ All P/P drafts deemed unsatisfactory are returned by IEC to lead administrator for corrections and resubmission.
- ❖ Committee approved P/P drafts are included by IEC on next SCC agenda (via BoardDocs) for 1<sup>st</sup> and 2<sup>nd</sup> read approval. P/P counterparts are included as a reference.

#### **STEP 3 – Governance review and approval process – SCC presentation 1<sup>st</sup> read.**

- ❖ IEC includes committee approved P/P drafts on next SCC agenda (via BoardDocs).
- ❖ SCC “Passed” 1<sup>st</sup> read P/P drafts are included on next SCC agenda for 2<sup>nd</sup> read approval.
- ❖ SCC “Not passed” 1<sup>st</sup> read P/P drafts are returned to lead administrator for corrections and resubmission.

#### **STEP 4 –Governance review and approval process – SCC presentation 2<sup>nd</sup> read.**

- ❖ IEC includes 1<sup>st</sup> read committee approved P/P drafts on the next SCC agenda (via BoardDocs).
- ❖ SCC “Passed” 2<sup>nd</sup> read P/P drafts are forwarded by IEC to the Office of the Superintendent/President for inclusion on next Governing Board agenda for 1<sup>st</sup> read approval.
- ❖ SCC “Not passed” 2<sup>nd</sup> read P/P drafts are returned to lead administrator for corrections and resubmission.
- ❖ SCC approved 2<sup>nd</sup> read AP without accompanying board policy will be posted immediately to the College District’s website via BoardDocs by IEC.
- ❖ SCC approved 2<sup>nd</sup> read BP is included on next GB agenda for 1<sup>st</sup> read GB approval.



## **STEP 5 – Governance review and approval process – GB presentation**

### **1<sup>st</sup> read.**

- ❖ Superintendent/President (S/P)'s Executive Assistant includes SCC's approved 2<sup>nd</sup> read BP draft(s) on the next GB agenda (via Board Docs).
- ❖ GB "Passed" 1<sup>st</sup> read BP draft(s) are forwarded by IEC to the Office of the Superintendent/President for inclusion on next GB agenda for 2<sup>nd</sup> read approval.
- ❖ GB "Not passed" 1<sup>st</sup> read BP draft(s) are returned to lead administrator for corrections and resubmission.

### **STEP 6 – Governance review and approval process – GB presentation 2<sup>nd</sup> read.**

- ❖ S/P's Executive Assistant includes GB approved 1<sup>st</sup> read BP draft(s) on the next GB agenda (via BoardDocs).
- ❖ GB "Passed" 2<sup>nd</sup> read BP is final document and it is posted by IEC on the College District's website via BoardDocs.
- ❖ GB "Not passed" 2<sup>nd</sup> read BP drafts are returned to lead administrator for correction and resubmission.

## **X. SELF-EVALUATION**

The SCC will participate in an annual self-evaluation process during the month of May at its annual retreat to assess its progress and identify areas needing modification. Revision of any area of its Operating Principles will be revised and approved at the SCC business meeting in September. Based upon its self-evaluation, the SCC will provide an annual report, which shall be a public document to the Governing Board at its June meeting.

The SCC Co-Chairs, or designees, shall be responsible for planning a summer retreat to review the College District's mission, environmental scans, and establish SCC goals for the upcoming year, as well as provide training for members when needed.

## **XI. STANDING COMMITTEES**

In order to implement and promote District-Wide Shared Planning and Decision-Making as outlined in Policy & Procedure No. 2510, all SCC standing committees shall be co-chaired by one administrator or his/her designee, and one non-administrative member, either a faculty or classified staff member.

Each standing committee will develop its own operating principles to be approved by the SCC. The standing committee operating principles shall be consistent with SCC Guiding Principles and Operating Procedures.

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## Section II

# College District Constituency Groups

## COLLEGE DISTRICT CONSTITUENCY GROUPS

Shared governance and decision-making at Southwestern College (SWC) is defined by the partnership of its constituency groups as well as our strong commitment to the shared vision of student success. Governing Board members, faculty, staff, administrators and students are constituents at the College District who participate in making decisions appropriate to the scope of their roles within the college's administrative and committee structure.

Shared governance groups represent specific constituencies and are intended to formalize the collegial process, facilitate communication, develop plans and processes, and provide input for the effective planning and operation of the College District. Southwestern College's governance structure is reflective of an institutional decision-making process that includes recommendations to the Superintendent/President from constituent groups on matters and issues before the college, as well as on policies and/or procedures. The integrity of this inclusion is fulfilled by the responsibility and obligation from all members to fully contribute to the decision-making process of the College District, consequently, creating ownership in the development of a collegial environment.

The role of shared governance for each constituency described below is derived from the SWC board policies as well as operational practices, procedures and job descriptions:

### **Southwestern College Governing Board**

The Southwestern Community College District Governing Board plays an important role in growth and development of SWC, currently the only public institution of higher education within southern San Diego County. Comprised of 5 (five) elected members and one student member, the Governing Board ensures that the College District fulfills its responsibility to lead and serve its ever changing communities. The Governing Board is also responsible for reviewing and approving changes to the mission as recommended by the Shared Consultation Council in its regular review of [SCCD Board Policy No. 1200 Mission, Vision, & Values](#), [CA Education Code § 66010.4](#); [SCCD Board Policy No. 2200 Board Duties and Responsibilities](#), and [CA Education Code § 70902](#).

According to the Community College League of California (CCLC), the primary responsibilities of the Governing Board as a unit are to:

- Set the policy direction
- Employ a chief executive officer as the institutional leader
- Act as a community bridge and buffer
- Establish the climate in which educational goals are accomplished
- Define legal, ethical and prudent standards for college operations
- Assure fiscal health and stability
- Maintain standards for good personnel relations
- Monitor institutional performance
- Leads as a thoughtful educated team



## Superintendent/President

The Superintendent/President (S/P) is the Chief Executive Officer of Southwestern Community College District (SCCD), is the sole employee of the Governing Board, and is responsible directly to the Board. The S/P has the executive responsibility for administering the policies adopted by the Governing Board, and is responsible for executing College District policies and implementing identified goals through the day-to-day management of the College District. Further, the S/P is required to exercise broad discretionary power within the general guidance and framework of policy established by the Governing Board to carry out duties, responsibilities, and to direct the overall operation and general administration of the College District as described in [SCCD Board Policy No. 2430 Delegation of Authority to the Superintendent/President](#), [CA Education Code § 70902 \(d\)](#), and [§ 72400](#).

## Faculty

This group of employees includes professors and teachers of different academic ranks, who are specialized in various fields of study, and teach different subjects at the College District.

The role of full-time and part-time faculty members in decision-making is to participate in:

- The development of recommendations to the Superintendent/President and Governing Board on academic and professional matters as outlined in state regulations.
- The processes for developing recommendations that have or will have a significant effect on this constituency group.

The Academic Senate represents faculty members in academic and professional matters and the Governing Board recognizes the authority of the Academic Senate as documented in [SCCD Board Policy No. 2510 Shared Planning and Decision Making](#), [California Code of Regulations Title 5 § 53200-53205](#), [AB 1725](#), and in accordance with provisions of [Title 5 California Code of Regulations](#). In its policy [SCCD Board Policy No. 2515 Role and Scope of the Academic Senate: 10+1 Agreement](#), the Governing Board of Southwestern College shall **rely primarily** upon the advice and judgement of the Academic Senate in the following areas:

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading Policies.
4. Educational programs development.
5. District and college governance structures as related to faculty roles.
6. Policies for faculty professional development activities.
7. Standards and Policies regarding student preparation and success.
8. Processes for Academic Program Review.

Matters that require the SWC Governing Board and the Academic Senate to **mutually agree** include:

9. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
10. Processes for institutional planning, budget development, and program review.
11. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

## Classified and Confidential Staff

This employee group performs a wide range of vital services for students, teachers and administrators in support of College District operations and student success. The role of classified and confidential staff members in governance and decision-making is to participate in:

- The development of recommendations to the Superintendent/President on issues that have or will have a significant effect on this employee group.
- The processes for developing those recommendations.

[SCCD Board Policy No. 2510 Shared Planning and Decision Making](#), [California Code of Regulations Title 5 § 51023.5](#), and [CA Education Code § 70901.2](#), describe that recommendations and positions developed by classified and confidential staff, will be given every reasonable consideration prior to action on a matter having significant effect on them.

## Students

Individuals engaged in learning that are enrolled at the College District. The role of students in governance and decision-making at Southwestern College is to participate in:

- The development of recommendations to the Superintendent/President on issues that have or will have a significant effect on students.

The following specific matters are identified in the [CA Code of Regulations Title 5 § 51023.7](#) as having a significant effect on students:

1. Grading policies
2. Codes of student conduct
3. Academic disciplinary policies
4. Curriculum development
5. Courses or programs that should be initiated or discontinued
6. Processes for institutional planning and budget development
7. Standard and policies regarding student preparation and success
8. Student services planning and development
9. Student fees within the authority of the district to adopt
10. Any other district and college policy, procedure or related matter that the district governing board determines will have significant effect on students.

Southwestern College's Associated Student Organization (ASO) is recognized as the official voice for students ([SCCD Board Policy No. 5400 Associated Student Organization](#); [CA Education Code § 76060](#), [§ 76061](#), [§ 76062](#), [§ 76063](#), [§ 76064](#), [§ 76065](#); [California Code of Regulations § 54801](#), and [§ 54803](#)).

In accordance with [SCCD Board Policy No. 2510 Shared Planning and Decision-Making](#), the ASO is provided with opportunities to participate in participatory decision-making. The recommendations and positions of the Associated Student Organization are given equal value, energy, and reasonable consideration.

## Administrators

This employee group is responsible for the maintenance and supervision of the College District and separate from the faculty or academics –although some personnel may have joint responsibilities. The role of administrators in governance and decision-making at the College District is determined by the scope of responsibility and authority delegated in job descriptions for administrative positions as described in [SCCD Board Policy No. 7120 Recruitment and Hiring](#); [CA Education Code § 70901.2](#), [§ 70902\(b\)\(7\) & \(d\)](#), [§ 87100 et seq.](#), [§ 87458](#); [California Code of Regulations Title 5 § 53000 et. Seq.](#), [§ 51023.5](#); [SCCD Administrative Procedure No. 7120 Recruitment & Hiring](#); [Education Code § 87100 et seq.](#); [§ 87400](#) and [§ 88003](#); [California Code of Regulations Title 5 § 53000 et seq.](#)

In general, Southwestern College administrators are responsible for the following functions:

- Plan, organize, control and direct assigned programs.
- Coordinate and direct communications, personnel, projects and resources to meet college needs and oversee assigned activities.
- Assure that program implementation satisfies established college, state, and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Supervise and evaluate the performance of assigned classified personnel and assure that the work of these employees complies with established standards, requirements and procedures.
- Interview potential employees and recommend hiring, transfers and reassignment.
- Monitor and analyze assigned operations, activities, departments and programs to determine educational and financial effectiveness and operational efficiency.
- Provide consultation and technical expertise to administrators, faculty and others concerning assigned programs and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures.
- Develop and prepare the annual preliminary budget for assigned programs; analyze and review budgetary and financial data.

## Bargaining Units and Meet and Confer Group

**S.C.E.A.** – The Governing Board and the Southwestern Community College District (SCCD) recognize the [Southwestern College Education Association \(S.C.E.A.\)](#) as the sole and exclusive representative of the Faculty for representation in the collective bargaining process in matters of employment.

**C.S.E.A.** – The Governing Board and the SCCD recognize the [California School Employees Association \(C.S.E.A.\)](#) as the exclusive bargaining representative of all Classified staff for representation in the collective bargaining process in matters of employment.

**SCCDAA** –The Governing Board and the SCCD recognizes the Southwestern Community College District Administrators' Association (SCCDAA) as the sole and official representation of academic and classified administrators in matters of employment.

**Classified Confidentials Employees** – Classified Confidentials Employees are defined by California Government Code §3540.1 (c) as any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer's employer-employee relations. The SCCD and the Governing Board recognize the Classified Confidentials Employees as a Meet and Confer Group.

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# Section III

## Governance and Organizational Groups



## Decision-Making Process

## COLLEGE DISTRICT GOVERNANCE AND ORGANIZATIONAL GROUPS

Governance and organizational groups comprise the institution's categories for constituency group participation regarding governance and decision-making. Based on the group's overall purpose, responsibilities and source of authority, all groups play important roles in facilitating two-way communication between and among constituent groups and the respective committees. The overarching core principles for guiding governance/decision-making and upholding its foundational processes are a focus on students, academic success, and the learning environment, as well as the respect for the role and scope of authority for each constituent group. Constituency representation on key shared governance committees is defined by the following expectations:

1. To share input from the constituent group to the committee.
2. To share information and dialogue from the committee with their constituent group.

### Governance Groups

Governance groups are those whose authority is derived from law and regulation whether as written expressly in the law/regulation or as delegated by another group that possesses said authority. Members of governance groups represent specific constituencies and as such, serve as a liaison to bring information from the constituent group into the dialogue and from the governance group back to their constituents. Examples of governance groups are the Academic Senate and the Shared Consultation Council.

#### Academic Senate

The Academic Senate is a governance and consultative body that represents the Southwestern College faculty. The term faculty includes all classroom instructors and non-administrative staff requested to meet minimum qualifications for faculty as outlined in [AB 1725](#) that are employed either full-time or part-time. The Academic Senate represents the faculty in collegial governance relating to academic and professional matters as defined in [SCCD Board Policy No. 2515 Role and Scope of the Academic Senate: 10+1 Agreement](#); [CA Education Code § 70901 & § 70902 \(b\)\(7\)](#); [California Code of Regulations Title 5 § 53200\(c\) \(1-11\)](#); and [SCCD Administrative Procedure No. 2515 Role and Scope of the Academic Senate: 10+1 Agreement](#); [CA Educational Code § 66700, § 70901 and § 70902](#); [California Code of Regulations Title 5 § 53200 \(d\) \(1\) & \(2\)](#), and [§ 53203 \(d\) \(1\) & \(2\)](#); [AB 1725](#); and the [California Code of Regulations](#).

The Academic Senate meets every 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Tuesday of the month during the academic year to:

- Serve as a forum for consideration of matters of significance to faculty.
- Review and recommend policies concerning academic issue to appropriate college units, Superintendent/President, and Governing Board.
- Advise the Superintendent/President and Governing Board in matters of faculty concern.
- Define faculty goals, priorities, strategies, and make recommendations to appropriate College District units.

- Function as an academic planning body of the College District in pursuit of its mission.
- Define academic priorities for allocations of resources with input from the Office of Academic Affairs.
- Review resource requests from academic units and recommend specific resource allocations to the Institutional Program Review Committee.
- Constitute, oversee, and maintain Academic Senate Committees.
- Assign faculty to Academic Senate committees and College committees.
- Submit an annual written report summarizing the activities of the Academic Senate to administration, Governing Board and Senators and make the report available to all tenure track faculty.

### **Shared Consultation Council**

The Shared Consultation Council (SCC), chaired jointly by the Superintendent/President and the Academic Senate President, is the primary governance group at the College District. The SCC meets twice monthly throughout the fiscal year to:

- Make recommendations to the Superintendent/President on college matters including budget, integration of planning and resource allocations.
- Promotes communication and fosters an awareness among students, faculty and classified staff and administration concerning the welfare, growth and sustainable quality improvement at the College District.
- Identification of common areas of concern that requires further study and forward these to the appropriate governance or operational group.
- Oversees the development, evaluation and integration of the Strategic Plan.
- Monitors compliance with accreditation standards related to college functions.

## **Organizational Groups**

Organizational groups assist the Superintendent/President in implementing the Board's plans and policies by coordinating operational, procedural, and policy implementation. The authority for the members of organizational groups is derived from the Superintendent/President through the assignment of responsibilities on job descriptions and appointment to positions. Membership in the College District's organizational groups is determined by the position held within the College District. Examples of organizational groups are Cabinet, Deans' Council, and College Management Team.

### **Cabinet**

Membership in the Cabinet consists of the Superintendent/President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business and Financial Affairs, Vice President for Human Resources and Chief Information Systems Officer. The purpose of Cabinet is to:

- Advise the Superintendent/President on matters of policy, budget, planning, accreditation and other matters of the College District.
- Implement and administer policies, procedures and day-to-day operations of the College District.
- Review and discuss implementation of policy decisions made by the board regarding the operations of the College District.

## Deans' Council

Membership in the Deans' Council consists of the Vice President for Academic Affairs, Vice President for Student Affairs, and 11 (eleven) deans of schools and educational centers. The purpose of Deans' Council is to:

- Advise the Vice President for Academic Affairs on instructional and student support issues related to the budget, planning, accreditation, curriculum and reenrollment management.
- Implement administrative procedures and oversee the day-to-day operations of the College District's instructional and student support services.

## Student Services Council

Guided by the college mission and strategic priorities, the Student Services Council is a representative group of student services deans, directors and supervisors that produces data-driven recommendations to increase the effectiveness of student services programs and promote student success.

Responsibilities: As the management group for the Student Affairs Division:

- Engage in planning, implementation and evaluation of student services programs focused on continuous improvement for delivery of service to students.
- Review Chapter 5: Student Affairs Policies and Procedures.

Provide input as necessary on categorical program reports (e.g., DSS, EOPS, BFAP, Student Equity, and SSSP).

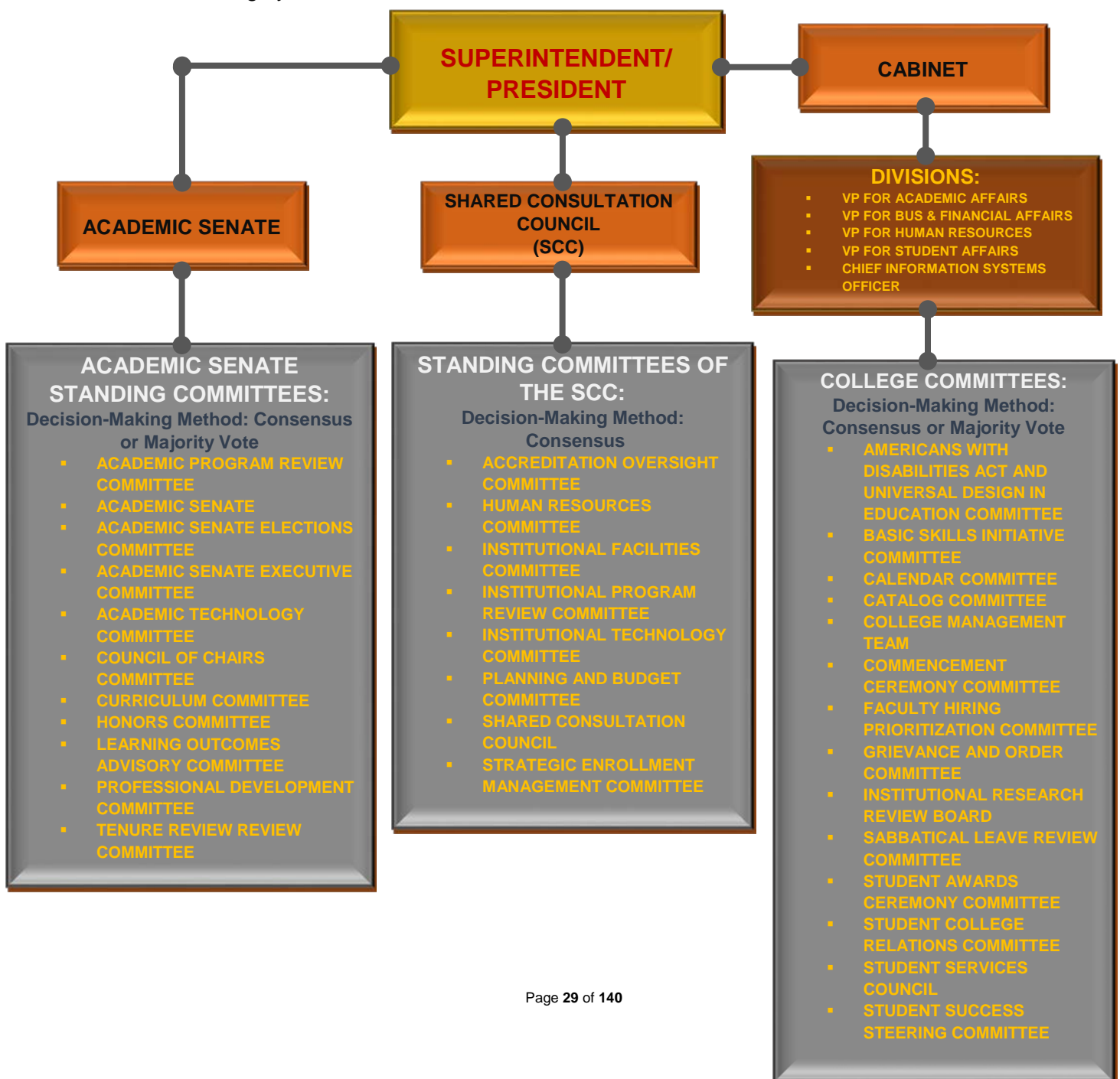
## College Management Team

The College Management Team, led by the Superintendent/President, is comprised of the administrative chain of command at the College District, specifically, supervisors, directors, deans, and vice presidents. This group of individuals have day-to-day responsibility for managing other employees and maintaining overall responsibility for College District's operations. The purpose of the College Management Team meetings is to:

- Meet on a regular basis to learn about organizational changes and updates regarding College District operations.
- Provide feedback to the Superintendent/President regarding issues facing the efficiency of College District operations and personnel matters.
- Participate in training about College District initiatives, programs, and services in order to assist in implementation and sustainability.

## COLLEGE DISTRICT DECISION-MAKING PROCESS OVERVIEW

The chart below illustrates the decision-making structure at Southwestern College and the roles that committees and organizational groups play in this process, as well as their associated communication interaction path for recommendations. All committee and group recommendations on issues and/or college matters are ultimately provided to the Superintendent/President for consideration in the final analysis. The workflow of the decision-making process differs slightly depending upon if the idea or issue is identified by the shared governance or the administrative process; however, in the interest of transparency and trust, matters having impact upon the College District are presented and discussed within the decision-making system.



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## Section IV

# Catalog of Committees

## COLLEGE DISTRICT GROUPS AND COMMITTEE DEFINITIONS

The following list represents the various types of groups and committees at Southwestern College (SWC). Each form to conduct information-seeking regarding specific issues/matters of College District concern. The work of these groups and committees contributes to the decision-making process of the College District:

**Academic Senate:** The Academic Senate is a governance and consultative body that represents faculty in collegial governance relating to academic and professional matters.

**Council(s):** College councils are an assembly of faculty and staff specially designated for consultation, deliberation, or advice; they serve in advisory, administrative or legislative capacity on College District matters.

**Committee/Team(s):** The primary organizational structure by which the consultation process functions and operates. Committees are designed to formalize the collegial process, facilitate communication, develop plans and processes, and provide input for the effective planning and operation of the College District.

**Standing Committees:** These committees are constituted to perform continuing functions, and remain in existence permanently or for the life of the primary committee that establishes them. By this definition, standing committees have ongoing responsibilities that are necessary to the operation of the College District on a relatively permanent basis, as distinct from the Ad Hoc Committees which are created to serve temporarily.

**Subcommittee:** Committees composed of some members of a larger committee, or other body and reporting to it.

**Task Force:** Task forces are an important and essential unit comprised of faculty and/or staff who are organized for a focused purpose. Appointments to task forces are made based on the job duties of staff members, expertise of faculty members, as well as volunteers wishing to participate.

**Workgroup:** Workgroups are an organized group of individuals that are engaged in a series of collaborative tasks to achieve a collegial purpose within the College District.

**Ad Hoc Committees:** Committees that are established to serve a temporary need or address a narrowly defined topic.

**ASO:** The Associated Student Organization of Southwestern College is the official recognized voice of the College District's students. The organization offers a unique opportunity for students to gain both leadership and communication skills while also learning the basics of parliamentary procedure and higher education structure/operation and governance.

## **COLLEGE DISTRICT CATALOG OF COMMITTEES**

### **STANDING COMMITTEES OF THE SHARED CONSULTATION COUNCIL (SCC):**

- Accreditation Oversight Committee
- Human Resources Committee
- Institutional Facilities Committee
- Institutional Program Review Committee
- Institutional Technology Committee
- Planning and Budget Committee
- Shared Consultation Council
- Strategic Enrollment Management Committee

### **STANDING COMMITTEES OF THE ACADEMIC SENATE:**

- Academic Program Review Committee
- Academic Senate
- Academic Senate Elections Committee
- Academic Senate Executive Committee
- Academic Technology Committee
- Council of Chairs Committee
- Curriculum Committee
- Honors Committee
- Learning Outcomes Advisory Committee
- Professional Development Committee
- Tenure Review Review Committee

### **COLLEGE COMMITTEES:**

- Americans with Disabilities Act and Universal Design in Education Committee
- Basic Skills Initiative Committee
- Behavior Intervention Team
- Calendar Committee
- Catalog Committee
- College Management Team
- Commencement Ceremony Committee
- Faculty Hiring Prioritization Committee
- Grievance and Order Committee
- Institutional Research Review Board
- Sabbatical Leave Review Committee
- Student Awards Ceremony Committee
- Student College Relations Committee
- Student Success Steering Committee

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# STANDING COMMITTEES OF THE SCC



## SHARED CONSULTATION COUNCIL (SCC) STANDING COMMITTEES DESCRIPTION

The Shared Consultation Council (SCC) is the highest-level of shared governance at Southwestern Community College District (SCCD). It makes recommendations directly to the Superintendent/President on College District matters.

SCC serves as the College District's shared planning and decision-making body in the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. All College District constituencies, as established by [SCCD Board Policy No. 2510 Shared Planning and Decision-Making](#), will be represented on the SCC and shall have a voice in identifying, reviewing, and addressing College District's needs and priorities. All committees and task forces operating within the College District, either directly or indirectly, will provide information or make recommendations to the SCC to ensure unity of purpose and efficiency of operations.

The following committees report to the SCC:

- Accreditation Oversight Committee (AOC)
- Human Resources Committee (HRC)
- Institutional Facilities Committee (IFC)
- Institutional Program Review Committee (IPRC)
- Institutional Technology Committee (ITC)
- Planning and Budget Committee (PBC)
- Shared Consultation Council (SCC)
- Strategic Enrollment Management Committee (SEMC)

For detailed information about the committees mentioned above, please refer to the following committee templates alphabetically listed:



# ACCREDITATION OVERSIGHT COMMITTEE

## Accreditation Oversight Committee (AOC)

Mission/Purpose	Oversight and coordination of Southwestern College's ongoing accreditation process development and review of responses to ACCJC recommendations and action plans.
Parent Committee	Shared Consultation Council (SCC)
Standing Subcommittees	None
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>Ensure that the College District is meeting the ACCJC Standards to achieve ongoing reaffirmation of accreditation. Reports: Self-Study, Midterm, Annual Reports, Student Learning Outcomes Status Report, Follow up Reports, and all others deemed necessary by the Commission.</li> </ul>
ACCJC Standards	Standard 1.A – Mission: (I.A.1; I.A.2; I.A.3; I.A.4)
Chair/Co-Chairs	Administrative: Accreditation Liaison Officer Non-Administrative: Accreditation Faculty Co-Chair
Recorder:	Administrative Secretary II
Additional Office & Support Staff	Accreditation Office

## Voting Members

<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	3	To be chosen jointly by Cabinet and SCCDAA
Faculty	3	To be chosen jointly by Academic Senate and SCEA
Classified	3	To be chosen jointly by CSEA and Confidentials
ASO	3	To be chosen by ASO

## Non-Voting Resource Members

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>
Cabinet	Superintendent/President, Vice Presidents
Research	Director
IT	Chief Information Systems Officer

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Once a month; additional meetings as needed
Method of Action - Consensus/Majority vote?	Consensus

# ACCREDITATION OVERSIGHT COMMITTEE *(cont.)*

Meetings <i>(cont.)</i>	
Brown Act Complaint - Yes or No?	No
Month of Annual Self- Evaluation and Goal Setting	September/October

# HUMAN RESOURCES COMMITTEE

## Human Resources Committee (HRC)

Mission/Purpose	The Human Resources Committee is a shared planning and decision-making committee that makes recommendations related to human resources and strategic planning for the Shared Consultation Council (SCC).
Parent Committee	Shared Consultation Council (SCC)
Sub-committee	Equal Employment Opportunity (EEO)
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>Reviews and makes recommendations regarding institutional processes related to Human Resources including policies and procedures.</li> <li>Updates the Human Resources Staffing Plan.</li> <li>Provides recommendations for human resources-related planning to ensure integration with institutional planning.</li> <li>Reviews and makes recommendations for the following Strategic Priorities: Physical and Financial Resources and Development (the Financial Resources portion), Organizational Effectiveness, Human Resources and others as deemed appropriate.</li> <li>Responsible for oversight and implementation of the ACCJC Standard IIIA: Human Resources self-evaluation report.</li> </ul>
ACCJC Standards	Standard III.A – Human Resources: (III.A.1; III.A.2; III.A.3; III.A.4; III.A.5; III.A.6; III.A.7; III.A.8; III.A.9; III.A.10; III.A.11; III.A.12; III.A.13; III.A.14; III.A.15)
Chair/Co-Chairs	Administrative: Vice President for Human Resources or designee; Academic Senate President or designee.
Recorder:	Administrative Secretary for Human Resources
Additional Office & Support Staff	

## Voting Members

<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	1	Vice President for Human Resources or designee
Administration	1	Dean of Office of Institutional Effectiveness or Dean from Academic Affairs or Dean from Student Affairs
SCCDAA	1	SCCDAA President or designee
CSEA	3	CSEA President or designee Classified Professional Representatives (2)
Academic Senate	2	Faculty Representative
SCEA	1	SCEA President or designee
ASO	2	ASO President or designee ASO Representatives
Confidentials	1	Confidentials Representative

## HUMAN RESOURCES COMMITTEE (*cont.*)

Voting Members ( <i>cont.</i> )		
Professional Development	1	Professional Development Coordinator
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>	
Resource Members	1	Equity, Diversity and Inclusion Committee Member
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly or as needed	
Method of Action – Consensus/Majority Vote?	Consensus	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self-Evaluation and Goal Setting	May	

Quorum: 4 Voting Representatives: (1) SCEA, (1) SCCDAA, (1) Confidential & (1) CSEA

# INSTITUTIONAL FACILITIES COMMITTEE

Institutional Facilities Committee (IFC)		
Mission/Purpose	The Institutional Facilities Committee is a shared planning & decision-making committee that serves as a standing committee of the Shared Consultation Council (SCC) to address facility needs for strategic planning, accreditation and prioritization for the institution's physical plant, utilities, spatial environment, transportation infrastructure and other areas deemed appropriate by the SCC.	
Parent Committee	Share Consultation Council (SCC).	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>▪ Oversees and provides constituency input on major construction and renovation project updates.</li><li>▪ Oversees strategic plan priority regarding Physical and Financial Resources &amp; Development (Physical Resources portion).</li><li>▪ Addresses ACCJC Self-Evaluation Report standard 3B: Physical Resources.</li><li>▪ Reviews and makes recommendations to the SCC regarding the Educational and Facilities Master Plan (Facilities portion).</li><li>▪ Prioritizes facility needs and equipment needs greater than \$5,000 from program review.</li><li>▪ Promotes the landscape and external appearance of the College and Centers.</li><li>▪ Addresses internal and external facility issues and needs while promoting Universal Design principles.</li><li>▪ Addresses sustainability and conservation options applicable to facilities.</li><li>▪ Reviews Bond funded projects as needed.</li><li>▪ Reviews and provides input for the Facilities Capital Outlay Plan and Five-Year Construction Plan.</li><li>▪ Strategic Planning for Physical and Financial Resources with the Director of Facilities, Operations and Planning (FOP)</li></ul>	
ACCJC Standards	Standard III.B. – Physical Resources; ( III.B.1; III.B.2; III.B.3; III.B.4)	
Chair/Co-Chairs	Administrative: Director of Facilities, Operations & Planning (FOP) Non-Administrative: Selected by the committee	
Recorder:	Administrative Assistant to the Director of FOP	
Additional Office & Support Staff	None	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Director of FOP
Academic Senate	3	Faculty members appointed by the Academic Senate President

# INSTITUTIONAL FACILITIES

## COMMITTEE (cont.)

Voting Members (cont.)		
SCCDAA	2	Representatives appointed by the SCCDAA President
CSEA	5	Representatives appointed by the CSEA President
ASO	5	Representatives appointed by the ASO President
Confidentials	1	Representative agreed to by the constituency group
SCEA	2	Faculty members appointed by the SCEA President
Disability Support Services	1	Director of Disability Support Services or designee
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
Business and Financial Affairs	Vice President of Business and Financial Affairs	
Institutional Technology	Chief Information Systems Officer	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Group meetings at least once a month in fall and spring semesters.	
Method of Action – Consensus/Majority Vote?	Consensus	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self-Evaluation and Goal Setting	September	



# INSTITUTIONAL PROGRAM REVIEW COMMITTEE

Institutional Program Review Committee (IPRC)		
Mission/Purpose	Oversight and coordination of the Institutional Program Review process. Develops and implements the institutional program review process, analyzes data and outcomes, assesses content, provides direction to all divisions regarding program review processes, and ensures consistent quality of all program review documentation, forms and communications.	
Parent Committee	Shared Consultation Council (SCC)	
Sub-committees	<ul style="list-style-type: none"><li>▪ Academic Program Review Committee</li><li>▪ Administrative Program Review Committee</li><li>▪ Student Services Program Review Committee</li><li>▪ Academic Administrative Program Review Committee</li></ul>	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>▪ Ensure that the College District is achieving ongoing continuous quality improvement through the Institutional Program Review Process.</li><li>▪ Complete and distribute resource request.</li><li>▪ Coordinate and facilitate the following program review documents:<ul style="list-style-type: none"><li>✓ Annual Program Review Snapshots</li><li>✓ Comprehensive Program Review Reports</li><li>✓ Prioritization list for the SCC</li></ul></li></ul>	
ACCJC Standards	Standard 1.B – Assuring Academic Quality and Institutional Effectiveness: Academic Quality: (I.B.1)	
Chair/Co-Chairs	Administrative: Accreditation Liaison Officer or designee Non-Administrative: Academic Senate VP/APR Coordinator	
Recorder:	Administrative Secretary II	
Additional Office & Support Staff	Office of Institutional Effectiveness, Administrative Secretary II	
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	3	AAPR Chair, SAPR Chair, and BFAHRSP Chair
Academic Senate	3	Academic Senate Vice President, and 2 (two) faculty members
CSEA	3	CSEA President or designated representative and 2 (two) classified staff
ASO	1	ASO President or designee (not part of quorum count)
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>	
Office of Institutional Effectiveness	Director of Institutional Research, Planning and Grants	

# INSTITUTIONAL PROGRAM REVIEW

## COMMITTEE *(cont.)*

<b>Non-Voting Resource Members <i>(cont.)</i></b>	
Office of the Superintendent/President	Superintendent/President
Academic Senate	Academic Senate President
<b>Meetings</b>	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Bi-monthly (August-May) 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of month from 1:20 p.m. to 2:10 p.m.
Method of Action – Consensus/Majority Vote?	Consensus
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	September/October

# INSTITUTIONAL TECHNOLOGY COMMITTEE

Institutional Technology Committee (ITC)		
Mission	The ITC is a shared planning and decision-making committee that makes technology recommendations to the Shared Consultation Council for the institution.	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees	None	
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"><li>▪ Is charged with overseeing and maintaining the Institutional Technology Plan.</li><li>▪ Is responsible for integrating institutional needs for technology and research into the Strategic Plan.</li><li>▪ Addresses the ACCJC Self-Evaluation Report Standard 3C Technology Resources for the College.</li><li>▪ Integrates needs from the Academic Technology Committee (ATC), a standing committee of the Academic Senate.</li><li>▪ Integrates needs from the Online Learning Center (OLC).</li><li>▪ Integrates Standard 508 Accessibility requirements.</li><li>▪ Aligns the Technology Plan with the Strategic Plan through Program Review.</li><li>▪ Prioritizes institutional technology needs for the SCC.</li><li>▪ Develops policies and procedures regarding institutional technology.</li></ul> <p>Reports</p> <ul style="list-style-type: none"><li>▪ Technology Plan</li><li>▪ Tech Plan Progress Report</li><li>▪ Tech Addendum to Program Review Form</li><li>▪ Prioritization of Program Review Needs List</li><li>▪ Strategic Plan sections, goals and updates related to technology and research</li><li>▪ ACCJC Self-Study Standard 3C Technology Resources</li></ul>	
ACCJC Standards	Standard III.C – Technology Resources: (III.C.1; III.C.2; III.C.3; III.C.4; III.C.5)	
Chair/Co-Chairs	Administrative Co-Chair: Chief Information Systems Officer Non-Administrative Co-Chair: Academic Senate President or designee	
Recorder:	Institutional Technology Administrative Secretary	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Superintendent/President or designee

# INSTITUTIONAL TECHNOLOGY COMMITTEE *(cont.)*

Voting Members (cont.)		
Academic Senate	3	ATC Chair ATC Representative Academic Senate Representative from Student Services
SCCDAA	2	SCCDAA President or designee SCCDAA Representative
CSEA	2	CSEA President or designee CSEA Representative
ASO	2	ASO President or designee ASO Representative
Confidentials	1	Confidentials Representative
SCEA	2	SCEA President or designee SCEA Representative
IT	4	IT Network Specialist IT Programming Supervisor IT Operations Supervisor IT Lab Support
OLC	1	Online Learning Center Representative
Distance Education	1	Distance Education Representative
508 Accessibility	1	Technology Specialist for Accessibility and Compliance
Professional Development Services	1	Training Services Coordinator
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	3 non-voting Vice-Presidents	
	Dean of OIE or designee	
	Director of Financial Services	
	Dean of ISS	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The ITC meets the 2 <sup>nd</sup> and 4 <sup>th</sup> Friday per month from 10:00 a.m. to 11:00 a.m.	
Method of Action – Consensus/Majority Vote?	Consensus	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self-Evaluation and Goal Setting	November	

# PLANNING AND BUDGET COMMITTEE

Planning and Budget Committee (PBC)	
Mission/Purpose	In alignment with the College Mission, PBC upholds the integration of Southwestern College's (SWC) planning efforts ensuring that they are followed by budget development in order to provide the needed resources for student success; specifically, the PBC makes recommendations to the SCC regarding processes, timelines, analysis and outcomes for institutional planning and resource allocation.
Parent Committee	Shared Consultation Council (SCC)
Standing Subcommittees	None
Major Responsibilities and Reports	<p>PBC is responsible for oversight of the institutional planning and budget process for the College District, specifically making recommendations to the SCC related to the following:</p> <ul style="list-style-type: none"> <li>▪ Provide oversight of integrated planning.</li> <li>▪ Provide oversight of institutional planning cycles Plan Implement Evaluate (PIE) and assessment.</li> <li>▪ Facilitate SCC annual review of Mission Statement and Strategic Plan.</li> <li>▪ Develop and implement institutional planning and budget development calendar.</li> <li>▪ Review and input of SWC planning and budget assumptions during the spring semester for subsequent fiscal year.</li> <li>▪ Participate in the development of tentative and adopted budgets and the allocation of institutional resources.</li> <li>▪ Review and update multi-year plan at least annually.</li> <li>▪ Receive quarterly reports and final audit report for review prior to Governing Board meetings of College District expenditures, income, variance, and actuals from Finance Office (e.g. including revenue generation and expenses related to those revenues).</li> <li>▪ Receive State of California budget updates and assumptions to help inform the development of SWC budget assumptions. Recommend mid-year adjustments to the budget assumptions and budgets as needed.</li> <li>▪ Host twice yearly budget forums regarding "State of the Budget."</li> <li>▪ Provide monthly report regarding status of grant applications and awards.</li> <li>▪ Prepare sections of the Accreditation Self-Evaluation Report related to mission, institutional effectiveness and financial resources/budget</li> <li>▪ Review and update Chapter #6 (6000 level) policies and procedures.</li> <li>▪ Other actions necessary to maintain compliance.</li> </ul>

## PLANNING AND BUDGET COMMITTEE (cont. 1/2)

Planning and Budget Committee (cont.)		
ACCJC Standards	Standard I.C – Institutional Integrity: (I.C.14) Standard III.B – Physical Resources: (III.B.1; III.B.2; III.B.3; III.B.4) Standard III.D – Financial Resources: - Planning: (III.D.1; III.D.2; III.D.3) - Fiscal Responsibility & Stability: (III.D.4; III.D.5; III.D.6; III.D.7; III.D.8; III.D.9; III.D.10) - Liabilities: (III.D.11; III.D.12; III.D.13; III.D.14; III.D.15) Contractual Agreements: (III.D.16)	
Chair/Co-Chairs	Administrative: Vice President for Business and Financial Affairs (VPBFA) Dean , Institutional Effectiveness Non-Administrative: Academic Senate President or designee	
Recorder:	Administrative Assistant to VPBFA	
Additional Office & Support Staff	Office of Institutional Effectiveness	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Vice President for Business and Financial Affairs
Academic Senate	2	Academic Senate (AS) President or designee Faculty appointed by AS President
SCCDAA	2	SCCDAA President or designee Representative appointed by SCCDAA President
CSEA	2	CSEA President or designee Representative appointed by CSEA President
ASO	2	Representative appointed by ASO President (attendance not calculated in quorum)
Confidentials	1	Representative agreed upon by constituent group
Non-Voting Resource Members		
Office Represented		Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)
	1 (Rotating)	VP for Academic Affairs VP for Human Resources VP for Student Affairs
Resource Members	Director of Finance Director of Institutional Research, Planning and Grants Institutional Technology designee SCEA President or designee and faculty appointed by SCEA President Superintendent/President Vice President, Academic Senate	
Meetings		
Meeting Frequency & Quorum	Twice monthly or more as needed. Meetings during academic year will be held on the 1 <sup>st</sup> and 3 <sup>rd</sup> Fridays Quorum = 5 (five) voting members	



## PLANNING AND BUDGET COMMITTEE *(cont.2/2)*

<b>Meetings <i>(cont.)</i></b>	
Method of Action – Consensus/Majority Vote?	Consensus method as identified in SCC Operating Principles
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	Goal setting in September; Evaluation in April

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# SHARED CONSULTATION COUNCIL COMMITTEE

Shared Consultation Council (SCC)	
Mission/Purpose	The purpose of the Southwestern Community College District's Shared Consultation Council (SCC) is to serve as the College District's shared planning and decision-making body in the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. All College District constituencies, as established by Board Policy No. 2510 Shared Planning and Decision-Making will be represented on the SCC and shall have a voice in identifying, reviewing and addressing College District's needs and priorities. All committees and task forces operating within the College District, either directly or indirectly, will provide information and make recommendations to the SCC to ensure unity of purpose and efficiency of operations. The SCC will make its recommendations directly to the Superintendent/President.
Parent Committee	None
Standing Subcommittees	<ul style="list-style-type: none"> <li>▪ Accreditation Oversight Committee (AOC)</li> <li>▪ Human Resources Committee (HRC)</li> <li>▪ Institutional Facilities Committee (IFC)</li> <li>▪ Institutional Program Review Committee (IPRC)</li> <li>▪ Institutional Technology Committee (ITC)</li> <li>▪ Planning and Budget Committee (PBC)</li> <li>▪ Shared Consultation Council (SCC)</li> <li>▪ Strategic Enrollment Management Committee (SEMC)</li> </ul>
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>▪ Reviewing and revising the College District's Mission on an annual basis.</li> <li>▪ Receiving information from all College District committees and task forces.</li> <li>▪ Establishing subcommittees and task groups as deemed necessary.</li> <li>▪ Periodically reviewing the Shared Governance: Decision-Making and Committee Handbook and recommend modifications if necessary to improve institutional effectiveness.</li> <li>▪ Receiving, reviewing and establishing institutional priorities and goals based on program review data.</li> <li>▪ Systematically evaluating progress being made by the SCC standing committees to achieve agreed-upon institutional goals in alignment with the College District's Mission.</li> <li>▪ Providing oversight and being responsible for integrating all institutional plans and documents, and communicating these to the campus community.</li> <li>▪ Addressing college district-wide issues that may diminish our environment of trust and respect (i.e. "the elephant in the room").</li> <li>▪ Reviewing and making recommendations regarding college district policy and procedures.</li> </ul>

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# STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE

Strategic Enrollment Management Committee (SEMC)		
Mission/Purpose	The SEMC is a shared planning and decision-making committee that makes recommendations related to student access and success; promoting excellence in teaching and learning; and economic workforce, and community development to SCC for the institution.	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees	Task forces as needed	
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"><li>▪ Is charged with the responsibility to review and revise the Educational Master Plan (Educational portion) and the Enrollment Management Plan.</li><li>▪ Makes recommendations to create a new Enrollment Management Plan when appropriate.</li><li>▪ Addresses the issues related to Distance Education Program.</li><li>▪ Aligns the Educational Master Plan (Educational portion) and Enrollment Management Plan with the Strategic Plan.</li><li>▪ Addresses ACCJC Self-Evaluation Report Standard 2: Student Learning Program Services related to enrollment management issues.</li><li>▪ Provides feedback to Accreditation Oversight Committee (AOC) on relevant issues.</li><li>▪ Reviews reports and recommendations from Task Forces.</li><li>▪ Provides input for reports.</li></ul> <p>Reports:</p> <ul style="list-style-type: none"><li>▪ Strategic Plan sections, goals and updates related to: Teaching and Learning, Student Access, Student Success, Economic Workforce, and Community Development.</li><li>▪ Educational and Facilities Master Plan (Educational portion).</li><li>▪ Enrollment Management Plan.</li><li>▪ Economic and Workforce Development Plan.</li></ul>	
ACCJC Standards	Standard II.A. – Instructional Programs: (II.A.1; II.A.2; II.A.3; II.A.4; II.A.5; II.A.6; II.A.7; II.A.8; II.A.9; II.A.10) Standard II.B. – Library and Learning Support Services: (II.B.1)	
Chair/Co-Chairs	Administrative Co-Chair: Vice President for Academic Affairs (VPAA) Non-Administrative Co-Chair: Presiding Chair, Council of Chairs	
Recorder:	Administrative Secretary for VPAA	
Additional Office & Support Staff	Office of Vice President for Academic Affairs (VPAA)	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	2	Vice President Representatives

# STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE *(cont.)*

Voting Members (cont.)		
Academic Senate	2	Academic Senate President or designee Academic Senate Representative
SCCDAA	2	SCCDAA President or designee SCCDAA Representative
CSEA	4	CSEA President or designee Four (4) additional CSEA representatives
ASO	1	ASO President or designee
Confidentials	1	Confidential representative
SCEA	2	SCEA President or designee One additional SCEA representative
Economic & Workforce Development	3	Administrator Faculty Classified Staff
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	Dean of Institutional Effectiveness (OIE)	
	Co-Chair, Curriculum Committee	
	Supervisor of Instructional Support Services (ISS)	
	Professional Development Coordinator	
	Director of Admissions	
	Director of Facilities or designee	
	Director of Institutional Technology (IT) or designee	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The SEMC meets the 1st and 3rd Wednesday of the month from 12:00p.m. (Noon) to 1:00 p.m. as needed.  No (only meets during academic year)	
Method of Action - Consensus/Majority Vote?	Consensus	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self- Evaluation and Goal Setting	May	



# STANDING COMMITTEES OF THE ACADEMIC SENATE





## **ACADEMIC SENATE STANDING COMMITTEES DESCRIPTION**

The Academic Senate (AS) is the governance and consultative body that represents the Southwestern Community College District's faculty. It serves as the elective representative of the faculty in collegial governance relating to academic and professional matters and it is committed to ensuring the academic integrity of the institution.

The following committees report to the AS:

- Academic Program Review Committee
- Academic Senate
- Academic Senate Elections Committee
- Academic Senate Executive Committee
- Academic Technology Committee
- Council of Chairs Committee
- Curriculum Committee
- Honors Committee
- Learning Outcomes Advisory Committee
- Professional Development Committee
- Tenure Review Review Committee

For detailed information about the committees mentioned above, please refer to the following committee templates alphabetically listed:

# ACADEMIC PROGRAM REVIEW COMMITTEE

## Academic Program Review Committee (APRC)

Mission/Purpose	The review of academic programs is intended to sustain and improve the overall quality of existing instructional programs offered at Southwestern College. The Academic Program Review Committee (APRC) plans, implements, and evaluates the program review process for academic programs.
Parent Committee	Academic Senate (AS)
Standing Subcommittees	None
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>▪ Implements the Academic Program Review (APR) cycle.</li> <li>▪ Determines the APR cycle and deadlines.</li> <li>▪ Reads, reviews, and takes action on submitted Academic Program Reviews.</li> <li>▪ Reports to the Academic Senate on the status of APR.</li> <li>▪ Archives approved APRs in SharePoint.</li> <li>▪ Reviews, analyzes and assesses the APR process and recommends modifications as needed.</li> </ul>
Chair/Co-Chairs	Chair: Academic Senate Vice President
Recorder:	Academic Senate Administrative Secretary
Additional Office & Support Staff	Office of Institutional Effectiveness Clerical Support

## Voting Members

<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Academic Senate	2	Academic Senate Vice President and Academic President-Elect or immediate past President Dean appointed by Dean's Council
Dean's Council	1	Faculty appointed by Academic Senate President
School of Arts, Communication, and Social Sciences	1	Faculty appointed by Academic Senate President
School of Business and Technology	1	Faculty appointed by Academic Senate President
School of Counseling and Student Support Programs	1	Faculty appointed by Academic Senate President
School of Language, Literature and Humanities	1	Faculty appointed by Academic Senate President
School of Math, Science and Engineering	1	Faculty appointed by Academic Senate President

# ACADEMIC PROGRAM REVIEW

## COMMITTEE *(cont.)*

Voting Members (cont.)		
School of Wellness, Exercise Science, and Athletics	1	Faculty appointed by Academic Senate President
Non-Credit	1	Director of Continuing Education
Instructional Support Services	1	Faculty appointed by Academic Senate President
HEC Representatives	1	Faculty appointed by Academic Senate President
Part-time Faculty Representative at-large	1	Faculty appointed by Academic Senate President
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	Articulation Officer	
Research	Director of Research	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	This committee meets every 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of the month during the fall and spring semesters from 1:20 p.m. – 2:20 p.m. in Room L 246.	
Method of Action - Consensus/Majority Vote?	Majority vote	
Brown Act Complaint -Yes/No?	Yes	
Month of Annual Self-Evaluation and Goal Setting	April	

# ACADEMIC SENATE

Academic Senate (AS)		
Mission/Purpose	The Southwestern College Academic Senate is committed to ensuring the academic integrity of the institution and enhancing the role of the faculty in academic and professional matters.	
Parent Committee	The Academic Senate reports to the Governing Board (GB)	
Standing Subcommittees	Academic Program Review, Academic Technology Committee, Council of Chairs, Curriculum Committee, Elections Committee, Executive Committee, Professional Development Committee, Honors Committee, Tenure Review Review Committee, Learning Outcomes Advisory Committee.	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>Oversees and advises on the implementation of Board Policy (BP) No. 2515 Role and Scope of the Academic Senate (10H), (10+1).</li></ul>	
ACCJC Standards	Standard I.B. – Assuring Academic Quality and Institutional Effectiveness <ul style="list-style-type: none"><li>Academic Quality: (I.B.1; I.B.2; I.B.4)</li><li>Institutional Effectiveness: (I.B.5; I.B.6; I.B.7; I.B.8; I.B.9)</li></ul> Standard I.C. - Institutional Integrity: (I.C.8; I.C.9; I.C.10) Standard IV.A.- Decision-Making Roles and Processes: (IV.A.4)	
Chair/Co-Chairs	Chair: Academic Senate President	
Recorder:	Academic Senate Administrative Secretary and Academic Senate Communications and Research Officer	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Full-time Senators are the elected representatives from each department	Departments with 11 or less faculty members have the right to elect one faculty member.	
	Departments with 12 or more faculty members have the right to elect two faculty members.	
Part-time Senator Representation based on School/Center	The number of part-time senators shall be one individual from each of the following:	One from each school
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	

## ACADEMIC SENATE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The Academic Senate meets every 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> Tuesday of the month, from 11:45 a.m. to 1:00 p.m. in room L246
Method of Action – Consensus/Majority Vote?	Majority vote
Brown Act Complaint – Yes or No?	Yes
Month of Annual Self-Evaluation and Goal Setting	August

# ACADEMIC SENATE ELECTIONS COMMITTEE

Academic Senate Elections Committee		
Mission/Purpose	The Senate Elections Committee is responsible for conducting, supervising, coordinating, and publishing the results of Senator and Senate Executive Officer elections within one week of the close of balloting.	
Parent Committee	Academic Senate (AS)	
Standing Subcommittees	None	
Major Responsibilities and Reports	The duties of the Elections Committee include: Conducting, supervising, coordinating, and announcing results of elections of Senators and Senate officers.	
Chair/Co-Chairs	Communications and Research Officer	
Recorder:	Administrative Assistant for the Academic Senate	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
	0	Academic Senate Research and Communications Officer/State Delegate and Academic Senate Administrative Assistant
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	When needed	
Method of Action – Consensus/Majority Vote?	Majority vote	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self-Evaluation and Goal Setting	May	

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# ACADEMIC SENATE EXECUTIVE COMMITTEE

<b>Academic Senate Executive Committee</b>	
Mission/Purpose	The Executive Committee of the Senate acts as an advisory body to the Senate President.
Parent Committee	Academic Senate (AS)
Standing Subcommittees	None
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>Serves as an advisory body to the Academic Senate President.</li> <li>Reviews by-laws and recommends amendments as appropriate.</li> <li>Provides faculty leadership and advocacy for issues related to Policy/Procedure No. 2510 and No. 2515.</li> </ul> <p>The Senate may delegate authority to the Executive Committee to conduct business on its behalf at any time in the year. Business decisions cannot contradict full Senate decisions. All decisions made by the Executive Committee must be subsequently ratified by the full Senate at the next regular meeting of the Senate.</p>
Chair/Co-Chairs	Academic Senate President
Recorder:	Communications and Research Officer
Additional Office & Support Staff	Administrative Secretary, Academic Senate
<b>Voting Members</b>	
<i>Constituent Group</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
	Vice President for Academic Senate
	President-elect (every other year)
	Communications and Research Officer
	Immediate past President
	SLO Coordinator
	Presiding Chair of the Council of Chairs
	Part-time faculty representative at-large
<b>Non-Voting Resource Members</b>	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>
Professional Development	Professional Development Coordinator
At-large Members	Up to 4 (four) non-voting members at-large appointed by the Academic Senate President

# ACADEMIC SENATE EXECUTIVE COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	This committee meets the 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday of each month from 1:00 p.m. to 3:00 p.m. in room 104 B
Method of Action – Consensus/Majority Vote?	Majority vote
Brown Act Complaint – Yes or No?	Yes
Month of Annual Self-Evaluation and Goal Setting	August

# ACADEMIC TECHNOLOGY COMMITTEE

## Academic Technology Committee (ATC)

Mission/Purpose	The Academic Technology Committee (ATC) is a forum for faculty voices regarding academic technology and online learning. The ATC responds to faculty needs and ongoing technology issues, works to find solutions to those issues, and participates in the prioritization process of technology needs identified through program review process.
Parent Committee	Academic Senate (AS)
Standing Subcommittees	None
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>▪ Prioritize academic technology needs indicated in each discipline's academic program review.</li> <li>▪ Report results of academic technology prioritization to the Institutional Technology Committee for integration into the College district-wide prioritization of technology needs.</li> <li>▪ Provides recommendations to the Senate regarding academic technology needs for all disciplines.</li> <li>▪ Assists in the creation and review of planning documents relevant to technology including the Southwestern College (SWC) Technology Plan.</li> <li>▪ Assists with creating the list for academic technology replacement.</li> </ul>
Chair/Co-Chairs	The Faculty Chair shall be a tenured faculty member (preferred) appointed by the Academic Senate President.
Recorder:	Academic Senate Administrative Secretary
Additional Office & Support Staff	None

## Voting Members

Constituent Group	Specific Position of Representative(s) (e.g. Academic Senate President)
Faculty from the following schools:	<ul style="list-style-type: none"> <li>• Arts, Communications and Social Sciences</li> <li>• Business and Technology</li> <li>• Language, Literature and Humanities</li> <li>• Mathematics, Science and Engineering</li> <li>• Wellness, Exercise Science and Athletics</li> <li>• Instructional Support Services and Continuing Education</li> <li>• Counseling and Student Support Programs</li> <li>• DE Coordinator</li> <li>• One faculty member from the Library</li> <li>• One faculty member from Disability Support Services</li> <li>• One faculty member from the Academic Success Center</li> <li>• One faculty member to represent HEC Otay Mesa and HEC San Ysidro</li> <li>• One faculty member to represent HEC National City and Crown Cove Aquatic Center</li> </ul>

## ACADEMIC TECHNOLOGY COMMITTEE (cont.)

### Voting Members (cont.)

Additional Committee members include the following:	Representative from ASO
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### Non-Voting Resource Members

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>
	Training Services Coordinator
	Representative(s) from Institutional Technology Committee
	Representative from the Online Learning Center
	Technology Specialist for Accessibility and Compliance
	Representative from the web team, appointed by the ATC Chair
	Dean of the Office of Institutional Effectiveness, or designee

### Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The ATC Committee meets the 1st and 3rd Monday of each month during the fall and spring semesters from 1:20p.m. to 3:20 p.m. in room L238 N
Method of Action – Consensus/Majority Vote?	Consensus
Brown Act Complaint – Yes or No?	Yes
Month of Annual Self-Evaluation and Goal Setting	April

# COUNCIL OF CHAIRS COMMITTEE

<b>Council of Chairs Committee</b>	
Mission/Purpose	The purpose of the Council of Chairs Committee is to provide a setting where department chairs learn first-hand about current policies and/or procedures that impact their department faculty or operations, voice their own or their faculty's concerns about issues that are common to department faculty or operations, and works as a team to develop reliable practices as they apply to department faculty operations.
Parent Committee	Academic Senate (AS)
Standing Subcommittees	None
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>Coordinates department operations overseen by department chairs.</li> <li>Make recommendations to the Academic Senate pertaining to policies and procedures affecting department operations.</li> </ul> <p>Specific duties of department chairs are outlined in Appendix A of the Academic Senate By-Laws. The Presiding Chair of the Council of Chairs is responsible for conducting an annual review of the Council of Chairs By-Laws. These By-Laws may be amended to include the revised Council of Chairs By-Laws at any time in the semester.</p>
Chair/Co-Chairs	Non-Administrative: The Presiding Chair of the Council of Chairs
Recorder:	Volunteer from membership
Additional Office & Support Staff	None
<b>Voting Members</b>	
<i>Constituent Group</i>	<i>Number of Representatives</i> <i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Department of Chairs	All Department Chairs
<b>Non-Voting Resource Members</b>	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>
Academic Senate	President of the Academic Senate as ex-officio non-voting member.
<b>Meetings</b>	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	First Thursday of the month during September thru December, and February thru May from 12:00 p.m. to 1:00 p.m.
Method of Action – Consensus/Majority Vote?	Majority

## COUNCIL OF CHAIRS COMMITTEE *(cont.)*

Meetings <i>(cont.)</i>	
Brown Act Complaint – Yes or No?	Yes
Month of Annual Self- Evaluation and Goal Setting	September

# CURRICULUM COMMITTEE

Curriculum Committee		
Mission/Purpose	The purpose of the Curriculum Committee is to approve new and revise curriculum and academic policies to ensure compliance with Title 5 and California Education Code prior to submission to the College District Governing Board for final approval. In addition, the Southwestern College Curriculum Committee provides guidance and oversight to ensure that all curriculum is sound, comprehensive, and responsive to the evolving needs of our students as well as the academic, business, and local communities.	
Parent Committee	Academic Senate (AS)	
Standing Subcommittees	None	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>The Curriculum Committee is responsible for the review and approval of all curricular matters, including educational program development. (Procedures No. 2510, Ed. Code 70901 (b) (7), SWC Curriculum Handbook).</li></ul>	
Chair/Co-Chairs	Administrative: Vice President for Academic Affairs (VPAA) Non-Administrative: Curriculum Committee Faculty Co-Chair	
Recorder:	Administrative Secretary II, Instructional Support Services	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Faculty Representatives	1	School of Arts, Communications and Social Sciences
	1	School of Business and Technology
	1	School of Counseling and Student Support Programs
	1	School of Instructional Support and Continuing Education
	1	School of Health, Exercise Science, Athletics and Applied Technology
	1	School of Language, Literature, and Humanities
	1	School of Mathematics, Science and Engineering
	1	School of Wellness, Exercise Science and Athletics
	1	Library Representative
	1	Articulation Officer
	1	Assessment
	1	National City, San Ysidro, and Otay Mesa Higher Education Centers representative



## CURRICULUM COMMITTEE (cont.)

<b>Non-Voting Resource Members</b>	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>
ASO	ASO Representative
Council of Chairs	Presiding Chair, Council of Chairs
DSS	Disability Support Services representative
ATC	Academic Technology Committee representative
ISS	Dean, Instructional Support Services
ISS	Supervisor, Instructional Support Services
ISS	Instructional Support Services Technician
ISS	Instructional Support Services Technician
Financial Aid	Financial Aid Representative
<b>Meetings</b>	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	This committee meets every two weeks on a Thursday. Additional meetings may be called depending on volume of curriculum approvals or other pending issues.
Method of Action – Consensus/Majority Vote?	Majority vote
Brown Act Complaint – Yes or No?	Yes
Month of Annual Self-Evaluation and Goal Setting	August-September

# HONORS COMMITTEE

Honors Committee	
Mission/Purpose	The purpose of the Honors Committee is to serve students by creating exceptional academic experiences through the management of the Honors Program.
Parent Committee	Academic Senate (AS)
Standing Subcommittees	None
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>Overseeing and maintaining the standards of the honors program.</li> <li>Establishing and maintaining policies and guidelines.</li> <li>Maintaining all records and documentation.</li> <li>Providing guidance to honors faculty on standards for addenda to curricula.</li> <li>Approving and maintaining addenda for Honors Sections.</li> <li>Performing strategic planning using research and data to drive future program developments.</li> <li>Recruiting faculty and students.</li> <li>Conducting outreach activities.</li> <li>Reporting the status of the campus honors community to the Academic Senate.</li> </ul>
Chair/Co-Chairs	The Chair of the Honors Committee will be elected yearly by a simple majority of committee members. The committee is currently working to create an honors coordinator position. Once the position is created, the honors coordinator will assume the responsibility of chairing the committee.
Recorder:	Academic Senate, Administrative Assistant
Additional Office & Support Staff	
Voting Members	
<i>Constituent Group</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Faculty from among the following schools:	<ul style="list-style-type: none"> <li>Arts, Communications, and Social Sciences</li> <li>School of Business and Technology</li> <li>Counseling and Student Support Programs</li> <li>Instructional Support and Continuing Education</li> <li>Language, Literature, and Humanities</li> <li>Mathematics, Science and Engineering</li> <li>Wellness, Exercise Science, and Athletics</li> </ul>
Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>
Academic Senate	Academic Senate President
Articulations	Articulation Officer
ASO	ASO Representative

## HONORS COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The committee meets once a month on the 2 <sup>nd</sup> Thursday of the month during the academic calendar year.
Method of Action – Consensus/Majority Vote?	Majority vote
Brown Act Complaint – Yes or No?	Yes
Month of Annual Self-Evaluation and Goal Setting	Once a year in April

# LEARNING OUTCOMES ADVISORY COMMITTEE

## Learning Outcomes Advisory Committee (LOAC)

Mission/Purpose	The Learning Outcomes Advisory Committee provides recommendations to the Academic Senate, via the Curriculum Committee, to support faculty engagement in the process of writing, revising, and assessing student learning outcomes at the course, program, and institutional level.
Parent Committee	Academic Senate Curriculum Committee
Standing Subcommittees	As needed
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>▪ Reviews Southwestern College's Institutional Student Learning Outcomes (ISLO), methods for collecting data on ISLOs, and the results of assessment of ISLOs annually, and makes recommendations to the Academic Senate, via the Curriculum Committee and the committee faculty co-chair, for improvements in student achievement in ISLOs.</li> <li>▪ Makes recommendations to the Academic Senate, via the Curriculum Committee and the committee faculty co-chair, on faculty professional development regarding effective practices for SLO assessment, in collaboration with Professional Development and the Office of Institutional Effectiveness, including but not limited to the following areas: <ul style="list-style-type: none"> <li>• Writing and revising course and program SLOs.</li> <li>• Establishing appropriate course and program assessments.</li> <li>• Collecting course and programs SLO data.</li> <li>• Using the results of that course SLO data to improve student success and course effectiveness through program review planning.</li> </ul> </li> <li>▪ Assesses needs for additional campus-wide resources in support of the outcomes assessment process, making recommendations and requests as appropriate to the Academic Senate via the Curriculum Committee and the committee faculty co-chair.</li> <li>▪ Revises portions of the Curriculum Handbook that pertain to student learning outcomes when needed.</li> <li>▪ Reports regularly to the Curriculum Committee on its activities and makes recommendations regarding the role of the Curriculum Committee in student learning outcomes assessment.</li> </ul>
ACCJC Standards	<p>Standard I.B. – Assuring Academic Quality and Institutional Effectiveness</p> <ul style="list-style-type: none"> <li>- Academic Quality: (I.B.1; I.B.2; I.B.4)</li> <li>- Institutional Effectiveness: (I.B.5; I.B.6; I.B.7; I.B.8; I.B.9)</li> </ul> <p>Standard II.A – Instructional Programs: (II.A.1; II.A.2; II.A.3; II.A.11; II.A.12)</p> <p>Standard II.B.– Library and Learning Support Services: (II.B.3)</p>

# LEARNING OUTCOMES ADVISORY COMMITTEE *(cont.)*

Learning Outcomes Advisory Committee (cont.)		
Chair/Co-Chairs	SLO Coordinator(s)	
Recorder:	Committee Co-Chair or volunteer	
Additional Office & Support Staff	Academic Senate Office	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Dean of Office of Institutional Effectiveness
Academic Senate	6	2 (two) SLO Co-Coordiators 2 (two) Faculty at-large 1 (one) Academic Senate Vice President 1 (one) Curriculum Committee Faculty Co-Chair
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	Research Analyst	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	One hour, twice per month.	
Method of Action – Consensus/Majority Vote?	Voice-vote, majority rules	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self-Evaluation and Goal Setting	August	

# PROFESSIONAL DEVELOPMENT COMMITTEE

Professional Development Committee		
Mission/Purpose	The Professional Development program at Southwestern College provides progressive activities that promote lifelong learning, cultural competence, professional growth and development of all employees in support of the College District’s Mission and Strategic Priorities.	
Parent Committee	None	
Standing Subcommittees	Funding Committee Opening Day Planning Committee Professional Development Advisory Committee	
Major Responsibilities and Reports	The Professional Development Committee provides an integrated and comprehensive collection of activities that enable classified, faculty, administrators, and members of the community to achieve the College District’s Strategic Plan priorities. This committee is responsible for the Needs Assessment Reports and the Professional Development Plans (one-year and five-year implementation plans). This committee also plans two Opening Days at the start of each spring and fall semesters.	
Chair/Co-Chairs	Professional Development Coordinator	
Recorder:	Professional Development Program Coordinator	
Additional Office & Support Staff	Training Services Coordinator	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	0	N/A
Academic Senate	2	Academic Senate President or designee Academic Senate Representative
Classified	0	N/A
SCCDAA	2	SCCDAA Representatives
CSEA	2	CSEA President or designee CSEA Representative
ASO	1	ASO Representative
Confidentials	1	Confidentials Chair or designee
SCEA	2	SCEA President or designee SCEA Representative
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	Professional Development Coordinator Training Services Coordinator Professional Development Program Coordinator	

# PROFESSIONAL DEVELOPMENT COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	First Tuesday of the month from 2:30 p.m. to 3:30 pm, or as determined by committee. The committee does not meet in the summer. Note: Subcommittee meetings are determined by members.
Method of Action – Consensus/Majority Vote?	Majority [4 (four) voting members with at least 3 (three) constituent groups represented].
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	May



# TENURE REVIEW REVIEW COMMITTEE

Tenure Review Review Committee		
Mission/Purpose	To evaluate, update and revise the Tenure Review and Faculty Evaluations processes. It is a task group of the Contract Negotiations of the SCEA and the College District.	
Parent Committee	Subgroup of negotiations	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>▪ Evaluate, update and/or revise documents/forms</li><li>▪ Evaluate, update and/or revise the manual</li><li>▪ Evaluate, update and/or revise process, procedures and policy</li><li>▪ Reports to Vice President of Human Resources</li></ul>	
Chair/Co-Chairs	Tenure Review Coordinator	
Recorder:	Tenure Review Coordinator or designee	
Additional Office & Support Staff	Tenure Review Coordinator's office – 104 C, ext. 6706 No support staff	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	5	(1) Vice President of Human Resources or designee (2) Vice President of Academic Affairs or designee (3) Three Deans or Directors appointed by Dean's Council
Academic Senate	2	(1) Academic Senate President or designee (2) Faculty designee of Academic Senate
SCCDAA	None	
CSEA	None	
ASO	None	
Confidentials	None	
SCEA	3	(1) SCEA President or designee (2) SCEA faculty – member of negotiations team (3) SCEA faculty – Grievance Chair, Grievance Officer, or designee
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
Human Resources	Human Resources Technicians (2)	

## TENURE REVIEW REVIEW COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Once per month, 3 <sup>rd</sup> Thursday from 11:45 a.m. to 1:10 p.m. No summer meetings
Method of Action – Consensus/Majority Vote?	Quorum is established as 2 (two) administrators and 2 (two) faculty present, without which no vote can take place. Faculty from both SCEA and Academic Senate, and an administrator must be present to have a meeting. Consensus followed by consultation and contract negotiations process. If consensus cannot be reached, item tabled until following meeting and must pass by 2/3 vote. Chairs vote in case of a tie.
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	May/End of spring semester



# COLLEGE COMMITTEES



## **COLLEGE COMMITTEES DESCRIPTION**

College Committees at Southwestern Community College District are defined as groups of people chosen to accomplish ongoing purposes and to fulfill participation in College District's governance and processes. They are designed to formalize the collegial process, facilitate communication, develop plan and processes, and to provide input for the effective planning and operation of the College District.

The following are the College Committees:

- Americans with Disabilities Act and Universal Design in Education Committee
- Basic Skills Initiative Committee
- Behavior Intervention Team
- Calendar Committee
- Catalog Committee
- College Management Team
- Commencement Ceremony Committee
- Faculty Hiring Prioritization Committee
- Grievance and Order Committee
- Institutional Research Review Board
- Sabbatical Leave Review Committee
- Student Awards Ceremony Committee
- Student College Relations Committee
- Student Success Steering Committee

For detailed information about the committees mentioned above, please refer to the following committee templates alphabetically listed:

# AMERICANS WITH DISABILITIES ACT AND UNIVERSAL DESIGN IN EDUCATION COMMITTEE

## Americans with Disabilities Act and Universal Design in Education Committee (ADA/UDE)

Mission/Purpose	The Americans with Disability and Universal Design in Education Committee (ADA/UDE) is dedicated to a college culture and environment that promotes full inclusion and accessibility for all individuals.
Parent Committee	None
Major Responsibilities and Reports	<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>The ADA/UDE Committee serves as an advisory committee to the College in accordance with Section 504 and 508 of the Federal Rehabilitation Act, the Americans with Disabilities Act of 1990 (ADA) and Title 5, which were implemented to prevent discrimination against individuals with disabilities in daily life activities, i.e.; employment, education, public accommodations, transportation, and telecommunications. The ADA/UDE will review accessibility of campus facilities, programs, technology, services and activities for college as well as community members with disabilities.</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>Reports recommendations to the Vice President of Student Affairs</li> </ul>
Chair/Co-Chairs	Administrative Chair: Director of Disability Support Services (DSS) Non-Admin Co-Chair: Faculty
Recorder:	DSS Secretary
Additional Office & Support Staff	Disability Support Services

### Voting Members

<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	1	Dean of Student Services/504 Compliance Officer
Academic Senate	4	Faculty members
SCCDAA	2	Administrator
CSEA	4	Classified Staff appointed by CSEA
ASO	1	ASO President or designee
Confidentials	1	ADA Compliance Officer
SCEA	1	Faculty member appointed by SCEA

### Non-Voting Resource Members

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>
	Director of Institutional Technology

# AMERICANS WITH DISABILITIES ACT AND UNIVERSAL DESIGN IN EDUCATION COMMITTEE *(cont.)*

<b>Non-Voting Resource Members <i>(cont.)</i></b>	
	Chief Marketing, Communication, Community and Government Relations Officer
	Director of Human Resources
	Director of Facilities, Operations and Planning
<b>Meetings</b>	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Three times per semester; Tuesday or Thursday in room 214
Method of Action – Consensus/Majority Vote?	Consensus - discussions; Majority – motions.
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	ADA-UDE Project Database – updated and reviewed at each meeting.

## BASIC SKILLS INITIATIVE COMMITTEE

Basic Skills Initiative Committee		
Mission/Purpose	To have a positive influence on the quality of student learning in the basic skills areas of: reading, writing, mathematics and ESL, so that students are well prepared to complete college-level work.	
Parent Committee	None	
Standing Subcommittees	None	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>To implement the “PAIR and Accelerated” Learning Community classes and various initiatives.</li><li>To oversee disbursement of California State BSI funding to Southwestern College.</li><li>To prepare the Annual Basis Skills Initiative End-of-Year Report.</li></ul>	
Chair/Co-Chairs	Administrative: Dean, School of Language, Literature, and Humanities Non-Administrative: Selected by committee	
Recorder:	Basic Skills Initiative (BSI) Clerk	
Additional Office & Support Staff	None	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	5	Vice President for Academic Affairs Dean, School of Language, Literature, and Humanities Dean, MSE Dean, Counseling Supervisor, Counseling Center
Academic Senate	1	Academic Senate President
SCCDAA	0	
CSEA	0	
ASO	1	ASO President
Confidentials	0	
SCEA	15	From MSE, LLH, LAS and Counseling
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	None	

## BASIC SKILLS INITIATIVE COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Three times a semester from 3:00 p.m. to 4:30 p.m. with additional meetings scheduled as needed.
Method of Action – Consensus/Majority Vote?	Majority vote
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	October



# BEHAVIOR INTERVENTION TEAM

Behavior Intervention Team (BIT)		
Mission/Purpose	The Behavior Intervention Team (BIT) meets weekly to discuss referrals of concerning student behavior. The BIT takes a case management approach in reaching out to students and offering assistance and resources. The BIT assists the campus community with de-escalating potential crisis situations and engendering a safe and supporting environment for students and staff.	
Parent Committee	None	
Reports to	Dean of Student Services (Chair)	
Major Responsibilities and Reports	<p>The primary functions are:</p> <ul style="list-style-type: none"><li>▪ The Behavior Intervention Team is comprised of representatives from Disability Support Services, Counseling, Health Services, Personal Wellness Services, College Police, Financial Aid, and Higher Education Centers at National City, San Ysidro and Otay Mesa.</li><li>▪ The Behavior Intervention Team meets weekly to review referrals of student behavioral concerns, provide risk and safety assessment, and link students to campus and community resources.</li><li>▪ The Behavior Intervention Team employs a case management approach to engage at-risk students and to provide immediate and ongoing assistance and resources.</li><li>▪ The Behavior Intervention Team assesses potential risks to campus safety through standardized risk assessment and employs resources to keep the community safe.</li></ul>	
Chair/Co-Chairs	Dean of Student Services	
Recorder:		
Additional Office & Support Staff	Secretary , Student Services Clerical Assistant, Student Services	
Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	4	(1) Dean of Student Services (2) Director of Disability Support Services (3) Director, Financial Aid and Veterans Services (4) Chief of Police
Faculty	4	(1) Campus Nurse (2) Mental Health Counselor (3) Disability Support Services Counselor (4) Counselor
Classified	4	(1) Nurse Associate (2) Campus Police Officer (3) Public Safety Officer (4) Administrative Secretary, Student Services

## BEHAVIOR INTERVENTION TEAM *(cont.)*

Members <i>(cont.)</i>		
Other		Higher Education Centers representatives for Otay Mesa, San Ysidro, and National City.
Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Committee meets weekly on Thursdays from 2:00 p.m. to 3:00 p.m.	
Method of Action – Consensus/Majority Vote?	Consensus	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self-Evaluation and Goal Setting		

# CALENDAR COMMITTEE

Calendar Committee		
Mission/Purpose	The Calendar Committee shall be responsible for developing the Academic Calendar, reviewing and updating relevant policy and procedures, investigating alternate calendars, and making recommendations to the Superintendent/President related to the Academic Calendar.	
Parent Committee	None	
Standing Subcommittees	None	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>Development and implementation of the Academic Calendar</li></ul>	
ACCJC Standards		
Chair/Co-Chairs	Vice President for Academic Affairs, or designee	
Recorder:	Administrative Support to Chair	
Additional Office & Support Staff	ISS Specialist	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	3	Vice President for Academic Affairs or designee Dean, Counseling and Student Support Services or designee Director of Admissions and Records or designee
Academic Senate	3	President or designee Presiding Chair or designee Staff Development Coordinator or designee
SCCDAA	1	Center Management representative
CSEA	3	President or designee Instructional Support Services Specialist 1 member at-large
ASO	1	President or designee
Confidentials	1	Human Resources Specialist
SCEA	1	President or designee
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
ISS	Instructional Support Services (ISS) Supervisor Instructional Support Specialists Financial Aid Director or designee	

## CALENDAR COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	2 <sup>nd</sup> and 4 <sup>th</sup> Friday of each month.
Method of Action – Consensus/Majority Vote?	Consensus; if not achieved, then majority vote.
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	November

## CATALOG COMMITTEE

Catalog Committee		
Mission/Purpose	The institution provides a catalog for its constituencies with accurate and current information concerning the following: general information, requirements, major policies affecting students, and locations of publications where other policies may be found.	
Parent Committee	N/A	
Standing Subcommittees	N/A	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>The primary purpose of the Catalog Committee is to coordinate the annual update of the college catalog and to ensure that the contents are accurate, clear, and useful.</li></ul> The catalog provides students, faculty, staff and other educational institutions, information regarding college mission statement, academic and student services policies, degree and certificate programs, course offerings, curricula for transfer to baccalaureate institutions, and compliant with accreditation standards.	
Chair/Co-Chairs	Administrative: Supervisor of Instructional Support Services Non-Administrative: Articulation Officer	
Recorder:	Chair/Co-Chairs	
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	2	Supervisor of Instructional Support Services; Academic Dean
Articulation	1	Articulation Officer
Student Services	1	Director of Admissions and Records
Community and Government Media Relations	1	Specialist
Faculty	5	Full-Time (3 Counselors; 1 Assessment Specialist; Chair of Chairs)
Instructional Support Services	2	Specialist & Technician
Evaluations	2	Evaluators
Non-Voting Resource Members		
<i>Office/Committee Represented</i>	<i>Vice President for Academic Affairs; Dean of Instructional Support Services</i>	
Curriculum Committee	Curriculum Co-Chair (Faculty)	
Institutional Technology	Webmaster and Web Developer	

## CATALOG COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The committee determines a catalog production timeline and a monthly meeting schedule at the beginning of the academic year.
Method of Action – Consensus/Majority Vote?	Consensus
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	September

# COLLEGE MANAGEMENT TEAM

College Management Team (CMT)		
Mission/Purpose	A forum for receiving information and engaging in open discussion among the college management team to best implement the mission of the College District.	
Parent Committee	N/A	
Standing Subcommittees	N/A	
Major Responsibilities and Reports	Major functions of CMT include, but are not limited to: <ul style="list-style-type: none"><li>▪ Serve as the primary, regular meeting for all managers.</li><li>▪ Provide information and training on subjects relevant to managers.</li><li>▪ Exchange ideas and provide feedback on issues important to managers.</li><li>▪ Review of College District policies and procedures.</li><li>▪ Enhance leadership, supervisory skills and knowledge.</li><li>▪ Provide recommendations on issues directly related to managers and supervisors of the college.</li></ul>	
Chair	Administrative: Superintendent/President	
Recorder:	Secretary to the Office of the Superintendent/President	
Additional Office & Support Staff	N/A	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	70	Vice President for Academic Affairs Vice President for Student Affairs Vice President for Business and Financial Affairs Vice President for Human Resources Chief Information Systems Officer Academic Managers Classified Managers Supervisors
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	N/A	

## COLLEGE MANAGEMENT TEAM *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly and as needed. Normally, the 3 <sup>rd</sup> Tuesday of the month.
Method of Action – Consensus/Majority Vote?	Consensus
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	June – Annual Retreat



# COMMENCEMENT CEREMONY COMMITTEE

Commencement Ceremony Committee		
Mission/Purpose	Coordinate the annual Commencement Ceremony	
Parent Committee	Dean of Student Services	
Standing Subcommittees	None	
Major Responsibilities and Reports	Responsibilities - Coordinate all aspects of the Commencement Ceremony including: <ul style="list-style-type: none"><li>▪ Community promotion and inclusion.</li><li>▪ Student promotion and registration.</li><li>▪ Event logistics.</li><li>▪ Volunteer recruitment.</li><li>▪ GradFest events.</li></ul>	
Chair/Co-Chairs	Administrative: Director of Student Development and Health Services Non-Administrative: Student Services Specialist	
Recorder:	Student Services Specialist	
Additional Office & Support Staff	Student Activities and Health Services Senior Project Clerk	
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration		
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>	
	Student Activities	
	Admissions and Evaluations	
	Civic Center and Facilities Leasing	
	Campus Police	
	Communications, Community and Government Relations	
	Student Services	
	Bookstore	
	Health Services	

# COMMENCEMENT CEREMONY

## COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly from November to May
Method of Action – Consensus/Majority Vote?	Consensus
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	June

# FACULTY HIRING PRIORITIZATION COMMITTEE

Faculty Hiring Prioritization Committee		
Mission/Purpose	The Faculty Hiring Prioritization Committee is responsible for using a multiple-criterion based process for prioritizing of faculty requests. All faculty and administrative members have voting rights and are expected to score proposals.	
Parent Committee	None	
Standing Subcommittees	None	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>Review requests for faculty positions and prioritizing those requests based on data and hiring history.</li></ul>	
Chair/Co-Chairs	Administrative: Vice President for Academic Affairs Non-Administrative: Academic Senate President	
Recorder:	Administrative Assistant to the Vice President for Academic Affairs	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	5	Vice President for Academic Affairs: Co-Chair Vice President for Student Affairs 3 (three) Deans on a rotating basis from the following (1 (one) from each school/Center/Unit): <ul style="list-style-type: none"><li>Counseling and Student Support Programs/Learning Assistance/ DSS.</li><li>Arts, Communications, and Social Sciences.</li><li>Language, Literature, and Humanities.</li><li>Business and Technology.</li><li>Mathematics, Science, and Engineering.</li><li>Wellness, Exercise Science, and Athletics.</li><li>Higher Education Center at National City and Crown Cove Aquatic Center.</li><li>Higher Education Centers at San Ysidro and Otay Mesa.</li><li>ISS/Library/CEEWD/Other Faculty not excluded from the FHP process.</li></ul>
Academic Senate		Academic Senate President: Co-Chair

# FACULTY HIRING PRIORITIZATION COMMITTEE *(cont.)*

Voting Members (cont.)		
SCEA	6	6 (six) faculty on a rotating basis from the following (1 (one) from each school/center/unit): <ul style="list-style-type: none"><li>▪ Counseling and Student Support Programs/Learning Assistance/DSS</li><li>▪ Arts, Communication, and Social Science</li><li>▪ Language, Literature, and Humanities</li><li>▪ Business and Technology</li><li>▪ Mathematics, Science, and Engineering</li><li>▪ Wellness, Exercise Science, and Athletics</li><li>▪ Higher Education Center at National City and Crown Cove Aquatic Center</li><li>▪ Higher Education Centers at San Ysidro and Otay Mesa</li><li>▪ ISS/Library/CEEWD/Other Faculty not excluded from the FHP process</li></ul>
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	Director of Research, Planning and Grants	
	ASO Representative	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The Faculty Hiring Prioritization Committee meets during fall semester, per timeline and during spring semester, monthly.	
Method of Action – Consensus/Majority Vote?	Consensus	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self-Evaluation and Goal Setting		

# GRIEVANCE AND ORDER COMMITTEE

Grievance and Order Committee		
Mission/Purpose	To make policy recommendations regarding student due process and discipline. To provide an impartial judicial body related to due process.	
Parent Committee	None	
Reports to	Superintendent/President and Governing Board, in the case of student expulsion.	
Major Responsibilities and Reports	The primary functions are: <ul style="list-style-type: none"><li>▪ To operate as the hearing body for the appeal process in student grievance/student misconduct due process procedures. Students may appeal the decision of the Dean of Student Services and request an administrative hearing. During administrative hearing, committee members review the written evidence, listen to the oral testimony of the parties and witnesses, and then make a recommendation to the Vice President for Student Affairs for further action.</li><li>▪ The committee is the advisory body to the Dean of Student Services in making recommendations for campus policy and procedural changes for student grievances and student misconducts.</li></ul>	
Chair/Co-Chairs	Faculty Chair	
Recorder:	Administrative Secretary II for the Office of Student Services	
Additional Office & Support Staff	Administrative Secretary II – Student Services Clerical Assistant – Student Services	
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	4-6 in pool	4-6 Administrators: SCCDAA President will appoint members.
Academic Senate	4-6 in pool	4-6 Faculty: Academic Senate President will appoint members.
SCCDAA		
CSEA	4-6 in pool	4-6 Classified: CSEA President will appoint members
ASO	4-6 in pool	4-6 Students: ASO President will appoint members.
Confidential		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>	

# GRIEVANCE AND ORDER

## COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Committee meets as needed during the year. Hearing Panel is brought together when a written appeal for a formal due process hearing is delivered to the Dean of Student Services. At that point, a hearing date will be scheduled and the Grievance and Order Committee will be brought together.
Method of Action – Consensus/Majority Vote?	Hearing Panels are majority vote. Recommendation of the Grievance and Order Committee is consensus.
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	May

# INSTITUTIONAL RESEARCH REVIEW BOARD

Institutional Research Review Board		
Mission/Purpose	Reviews and approves all research conducted by individuals or groups outside of Southwestern College (including employees who are enrolled in educational programs outside of Southwestern College) that seek to include Southwester College students or employees as subjects.	
Parent Committee		
Standing Subcommittees		
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>▪ Reviews and approves all research conducted by individuals or groups outside of Southwestern College (including employees who are enrolled in educational programs outside of Southwestern College) that seek to include Southwestern College students or employees as subjects.</li></ul>	
ACCJC Standards		
Chair/Co-Chairs	Administrative: Director of Institutional Research, Planning and Grants	
Recorder:	Non-Administrative:	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	X2	Vice President for Academic Affairs Vice President for Student Affairs
Academic Senate	X-1	Appointed by the Academic Senate President
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	

# INSTITUTIONAL RESEARCH REVIEW BOARD *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	As needed determined by IRRB (Institutional Research Review Board) application submissions
Method of Action – Consensus/Majority Vote?	
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	August



# SABBATICAL LEAVE REVIEW COMMITTEE

Sabbatical Leave Review Committee		
Mission/Purpose	The purpose of the Sabbatical Leave Review Committee is to administer and review the Sabbatical Leave process.	
Parent Committee	Academic Senate, SCEA, Academic Affairs, and Governing Board	
Standing Subcommittees	None	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>▪ Approve or recommend revisions to submitted projects from prior year.</li><li>▪ Approve the applications as to form, content, adherence to purpose (Section 5.17.1); Criteria (Section 5.17.2); Professional Development Categories (Section 5.17.3); and District Requirements (Section 5.17.9); or recommended revisions to applications.</li><li>▪ Certify the final leave list and notify all applicants.</li><li>▪ Vice President for Academic Affairs prepares Governing Board document recommending Sabbatical Leave proposals.</li></ul>	
Chair/Co-Chairs	Non-Administrative: Faculty Committee Chairperson, identified by committee members.	
Recorder:	None	
Additional Office & Support Staff	Administrative Assistant to Vice President for Academic Affairs	
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	4	Vice President for Academic Affairs 3 (three) Administrators at-large
Academic Senate	2	Academic Senate President Faculty members at-large
SCCDAA	0	
CSEA	0	
ASO	0	
Confidentials	0	
SCEA	2	2 (two) faculty members at-large
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The Sabbatical Leave Review Committee meets on specific timelines established by SCEA Contract.	
Method of Action – Consensus/Majority Vote?	Majority vote	

# SABBATICAL LEAVE REVIEW

## COMMITTEE *(cont.)*

Meetings <i>(cont.)</i>	
Brown Act Complaint – Yes or No?	No
Month of Annual Self- Evaluation and Goal Setting	

# STUDENT AWARDS CEREMONY COMMITTEE

Student Awards Ceremony Committee		
Mission/Purpose	The Student Awards Ceremony Committee coordinates the annual Student Awards Ceremony to award SODA (Students of Distinction Award) and scholarship recipients.	
Reports to:	Dean of Student Services	
Standing Subcommittees	None	
Major Responsibilities and Reports	Responsibilities: Coordinates all aspects of the Student Awards Ceremony including: <ul style="list-style-type: none"><li>▪ Event logistics.</li><li>▪ Award logistics.</li><li>▪ Volunteer.</li></ul>	
Chair/Co-Chairs	Director of Student Development and Health Services Student Services Specialist	
Recorder:	Student Services Specialist	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration		
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	Student Activities	
	Financial Aid	
	Communications, Community and Government Relations	
	Student Services	
	Southwestern College Foundation	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The Student Awards Ceremony Committee meets monthly from November to April	

# STUDENT AWARDS CEREMONY COMMITTEE *(cont.)*

Meetings <i>(cont.)</i>	
Method of Action – Consensus/Majority Vote?	Consensus
Brown Act Complaint – Yes or No?	No
Month of Annual Self- Evaluation and Goal Setting	May

# STUDENT COLLEGE RELATIONS COMMITTEE

Student College Relations Committee		
Mission/Purpose	To establish direct communication between the general students, ASO leaders, and the Superintendent/President to discuss issues and concerns of the college.	
Parent Committee	None	
Reports to:	Superintendent/President and ASO President	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>▪ Discuss student issues with students at-large and ASO leadership.</li><li>▪ Opportunity to have direct communication between students and the Superintendent/President</li></ul>	
Chair/Co-Chairs	ASO President, Superintendent/President	
Recorder:	Administrative Assistant to the Director of Student Development	
Additional Office & Support Staff		
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration		
Academic Senate		
SCCDAA		
CSEA		
ASO	No limit	ASO President, student leaders
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>	
Administration	Director of Student Development and Health Services	
	Dean of Student Services	
	Vice President for Student Affairs	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	To be determined by the Office of the Superintendent/President and ASO President.	
Method of Action – Consensus/Majority Vote?	Consensus	
Brown Act Complaint – Yes or No?	No	
Month of Annual Self-Evaluation and Goal Setting	N/A	

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# STUDENT SUCCESS STEERING COMMITTEE

Student Success Steering Committee		
Mission/Purpose	To integrate planning efforts among various student success initiatives and where possible, leverage resources to support high impact, scalable and research based student success interventions.	
Parent Committee	Shared Consultation Council (SCC).	
Standing Subcommittees	As necessary	
Major Responsibilities and Reports	Responsibilities: <ul style="list-style-type: none"><li>Serves as an oversight committee for several committees focused on student success initiatives to identify opportunities for collaboration, integration, and leveraging/braiding of resources focusing on advancing the College District's strategic priorities through high impact, scalable, and research based interventions.</li></ul>	
Chair/Co-Chairs	Conveners: Director of Research, Planning, and Grants Vice President (Academic Affairs and/or Student Affairs) President, Academic Senate	
Recorder:	Administrative Assistant to the VP of Student Affairs	
Additional Office & Support Staff	Office for the Vice President	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Tri-Chairs: Student Equity Committee	3	Faculty Co-Chair Vice President for Academic Affairs Director of Equity, Diversity and Inclusion
Co-Chairs: SSSP Workgroup	2	Dean of Counseling and Student Support Programs
Co-Chairs: Skills Initiative	2	Dean of Language, Literature and, Humanities
Co-Chairs: Career Technical Education Committee (to include AEBC and Strong Workforce)	2	Dean of Workforce Development, AEBG and Continuing Education Faculty Co-Chair
Chairs: Title V	1	Project Director, Title V
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)	
	Dean of OIE	
	Researcher Analysts	

# STUDENT SUCCESS STEERING COMMITTEE *(cont.)*

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Twice a semester. Fall and spring (special meetings are called as necessary)
Method of Action – Consensus/Majority Vote?	Consensus
Brown Act Complaint – Yes or No?	No
Month of Annual Self-Evaluation and Goal Setting	August/September



# Section V

# Organizational Alignment

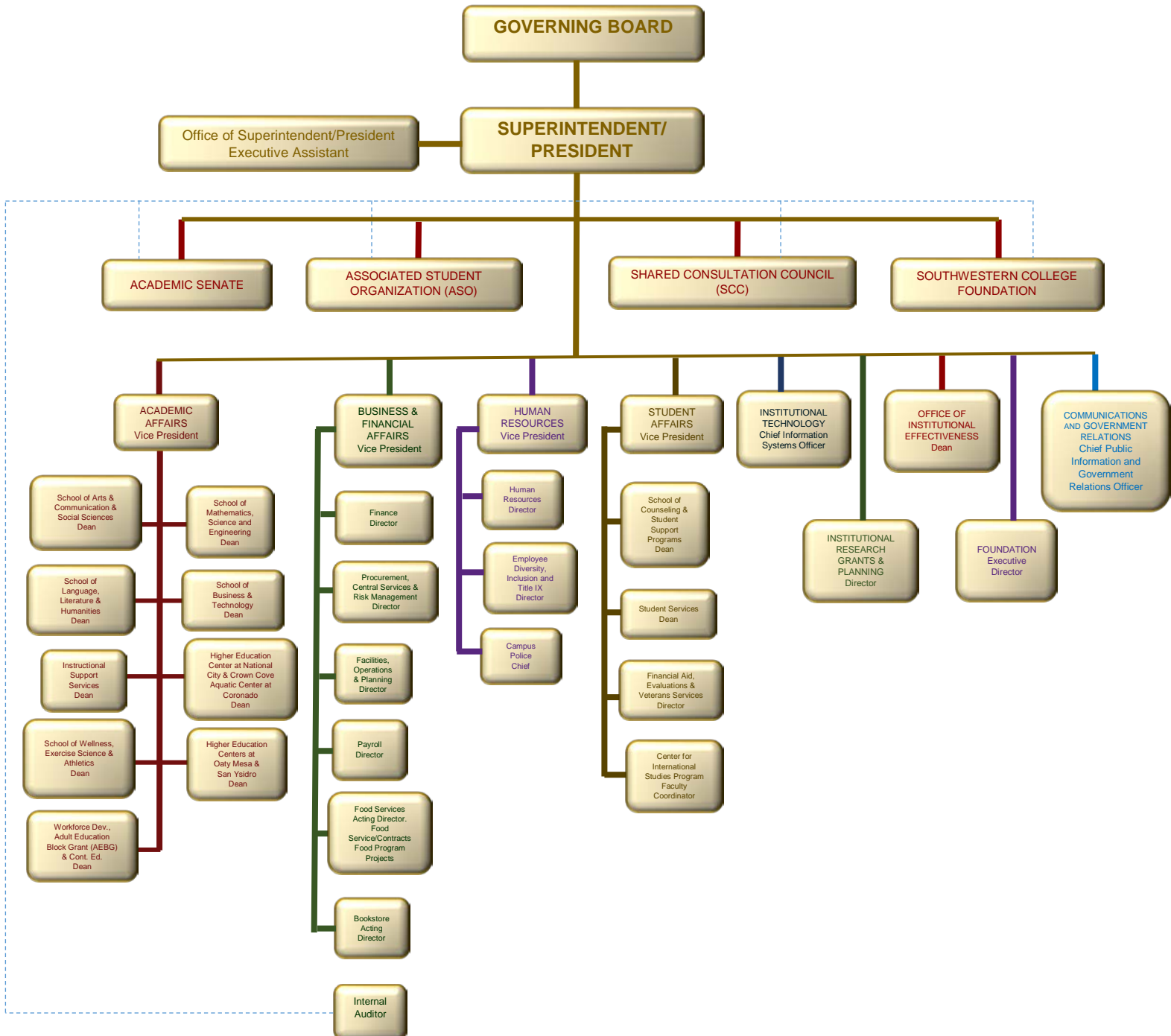
**Organizational Alignment is an important component in understanding decision-making at Southwestern College (SWC). The following organizational charts represent the overall college structure, its five operational divisions as well as the SWC Governing Board and Academic Senate.**

**Due to current re-structuring, some organization charts inaccurately reflect correct reporting alignment and/or program titles.**

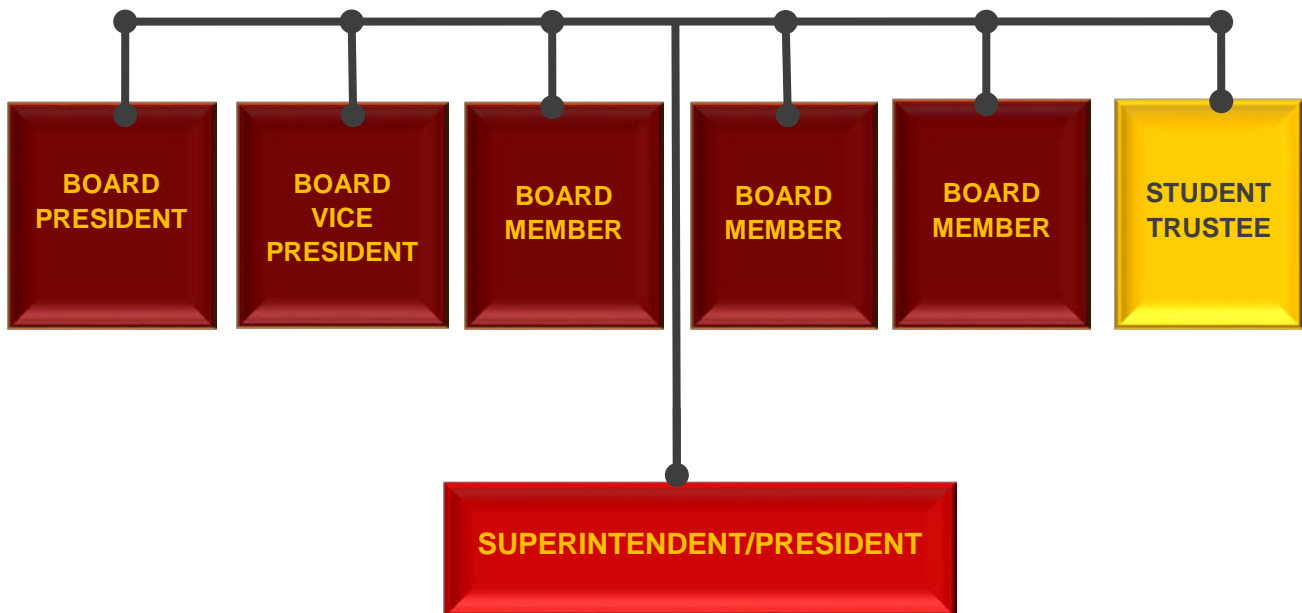
# SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ORGANIZATIONAL CHART

## SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART

December 2017



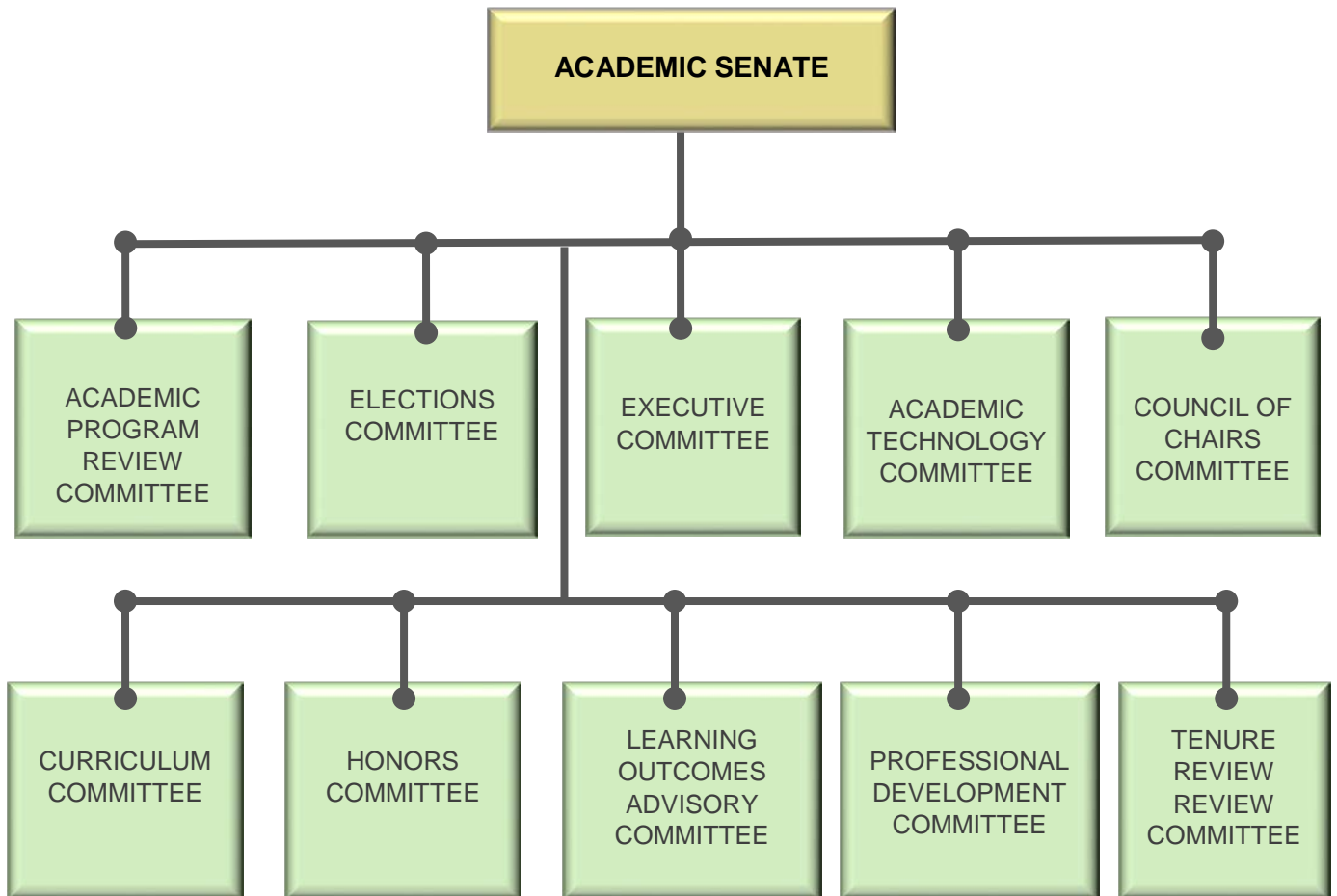
## GOVERNING BOARD ORGANIZATIONAL CHART



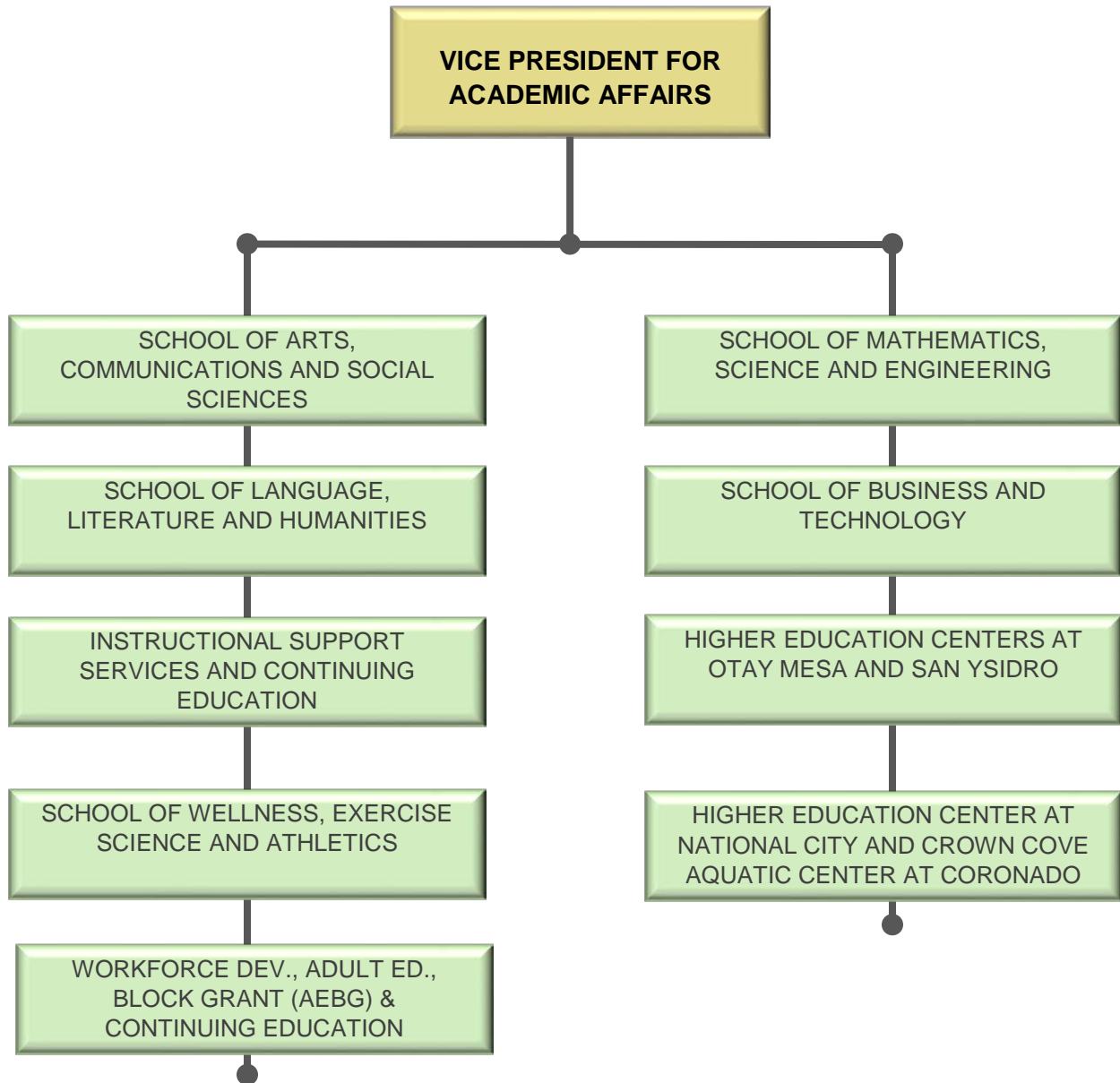
## SUPERINTENDENT/PRESIDENT'S OFFICE ORGANIZATIONAL CHART



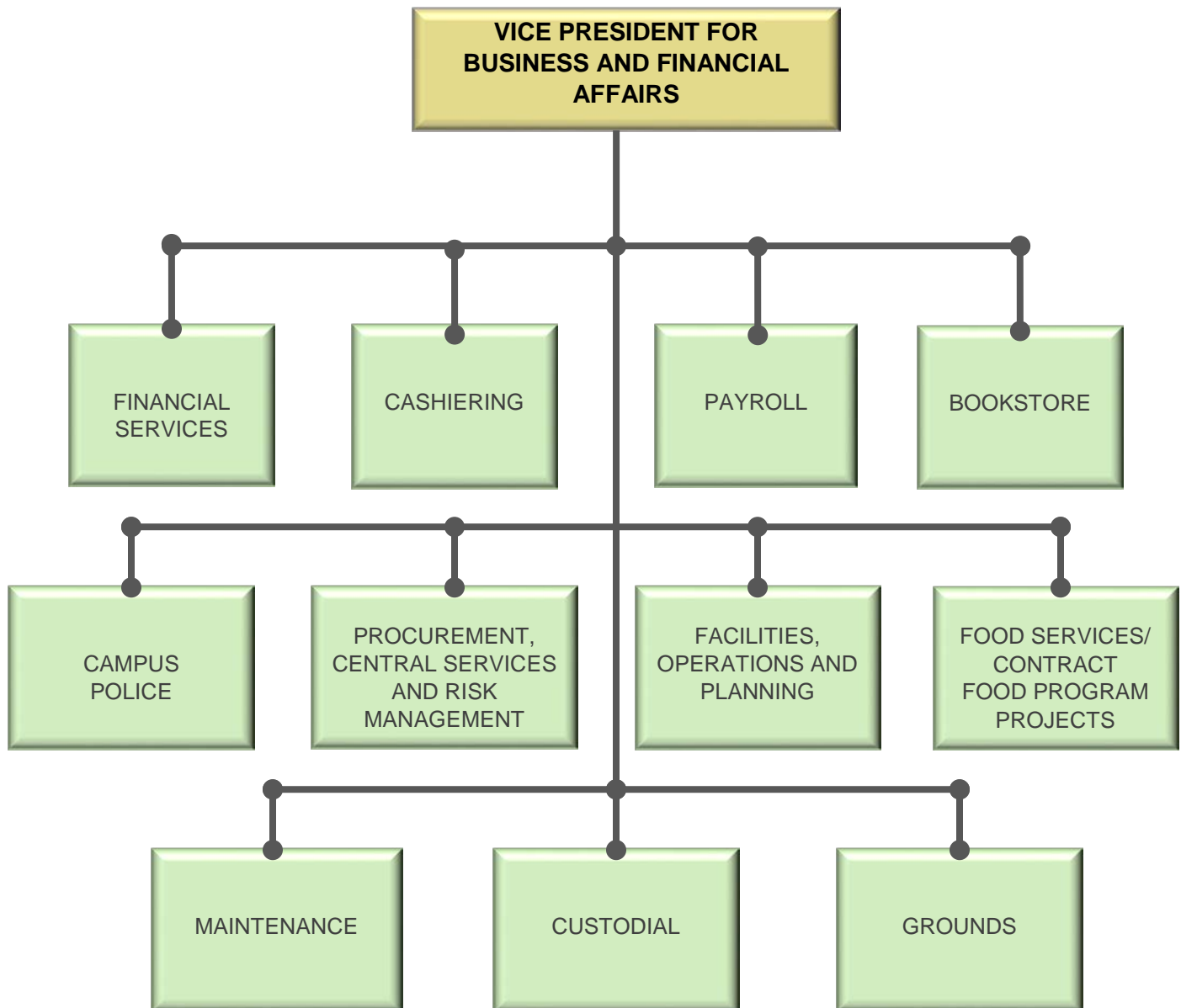
## ACADEMIC SENATE ORGANIZATIONAL CHART



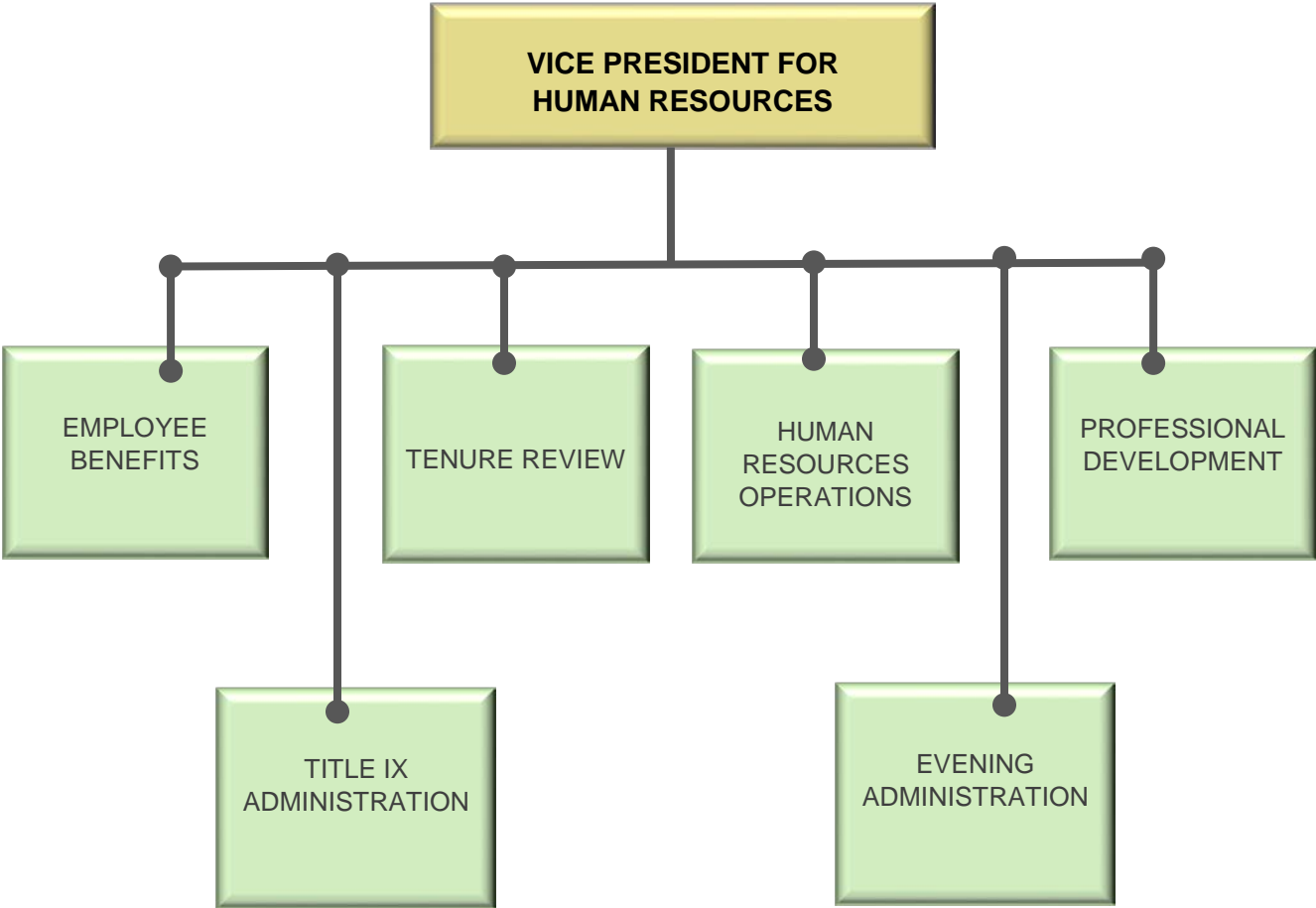
## ACADEMIC AFFAIRS ORGANIZATIONAL CHART



## BUSINESS AND FINANCIAL AFFAIRS ORGANIZATIONAL CHART

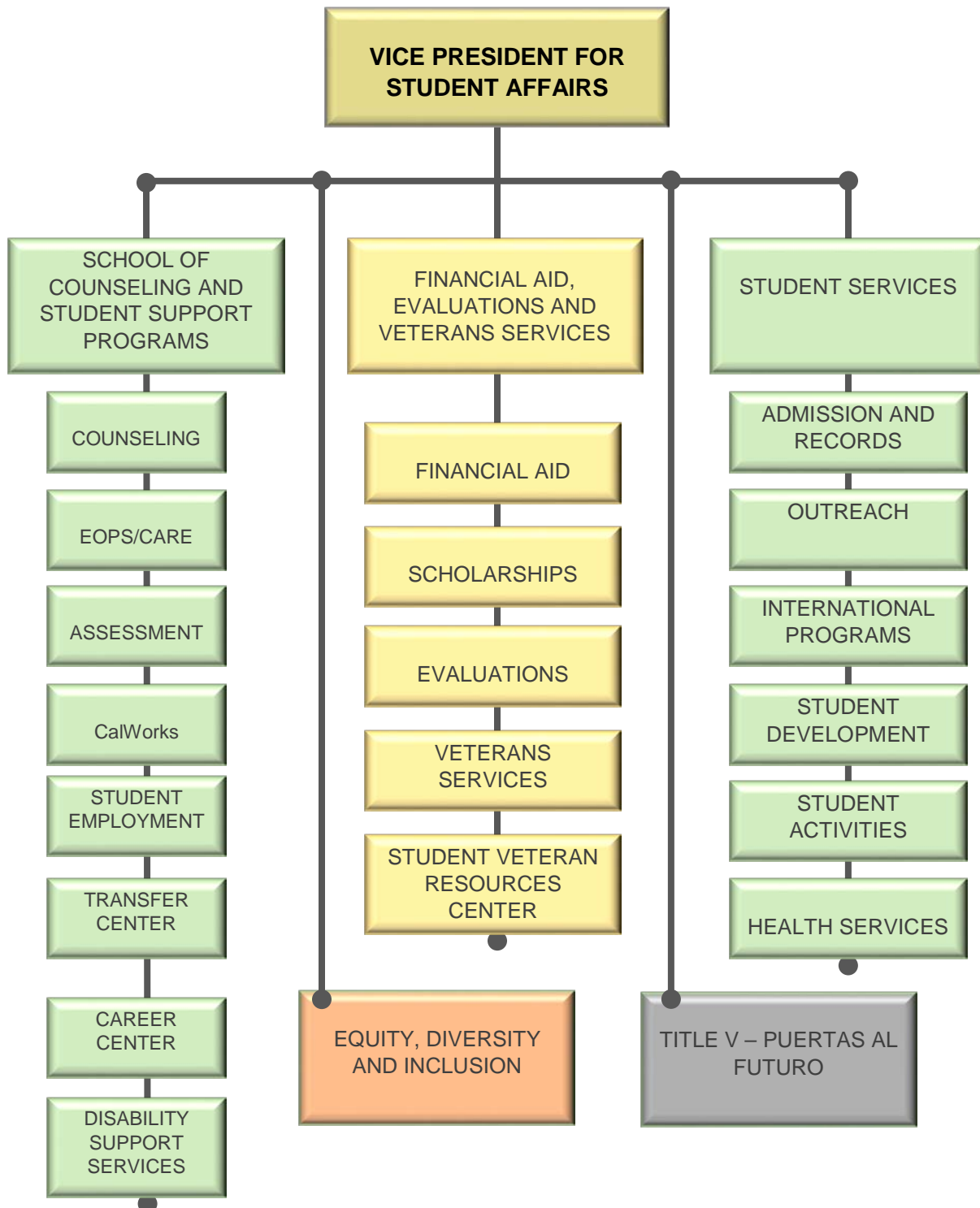


**HUMAN RESOURCES**  
**ORGANIZATIONAL CHART**





## STUDENT AFFAIRS ORGANIZATIONAL CHART



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# Section VI

## Appendices

## SHARED PLANNING AND DECISION-MAKING PROCESS

### BOARD POLICY No. 2510

*References: Education Code Sections 70902(b) (7); AB 1725  
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
Accreditation Standards IV.A and IV.A.5*

Southwestern Community College District believes that the high quality of decision-making, and planning and the resulting programs and services offered by the College are dependent upon a collaborative process in which creative thinking, ideas and perspectives contribute to the well-being of the entire College community. The Governing Board of Southwestern Community College District adopts the following principles and policies when receiving, adopting and acting upon recommendations from the Academic Senate in areas of academic and professional matters as specified in Title 5, Section 53200, of the California State Code of Regulations, and AB 1725 (1988) and in respect to the concept and need for shared planning and decision-making in all areas defined by State laws and regulations. In executing that responsibility, the Governing Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Except for unforeseeable emergency situations, the Governing Board or its sole designee shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the information or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq., or any collectively bargained agreements.

Each of the following constituent groups shall participate as required by law in the decision-making processes of the District:

**1. Faculty** (Title 5 Sections 53200-53206 & AB 1725)

Faculty shall be provided with opportunities for participatory decision making and have a substantial voice in decision-making. The Governing Board or its designees will consult with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law, District Policy and Procedure No. 2510 "Shared Planning & Decision Making," and District Policy and Procedure No. 2515, "Role & Scope of the Academic Senate: 10+1 Agreement."

The Governing Board recognizes Southwestern College Educator's Association (SCEA) as the exclusive bargaining unit for faculty.

## **2. Staff** (Title 5 Section 51023.5 & Education Code Section 70901.2)

Staff shall be provided with opportunities for participatory decision making and have a substantial voice in decision making. "Staff" means all employees in the Classified Service, including Classified Administrators, Classified Confidentials and Classified Bargaining Unit members.

The Governing Board recognizes California School Employees' Association (CSEA) Chapter 524 as the exclusive bargaining agent for all members of the classified bargaining unit. The Governing Board or its designee will work jointly with CSEA Chapter 524 to ensure the District's compliance with California Education Code Section 70901.2 and any other legislation, legal decisions, or administrative determinations affecting shared governance issues.

## **3. Students** (Title 5 Section 51023.7)

The Associated Student Organization (ASO) shall be provided with opportunities to participate in participatory decision making and have a substantial voice in decision-making. The recommendations and positions of the ASO will be given equal value and every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made based on recommendations with the ASO after consultation with the Associated Students.

The Governing Board recognizes the ASO as the official voice for all Southwestern College students in the areas listed below:

1. Grading policies
2. Codes of student conduct
3. Academic disciplinary policies
4. Curriculum development
5. Courses or programs which should be initiated or discontinued
6. Processes for institutional planning and budget development
7. Standards and policies regarding student preparation and success
8. Student services planning and development
9. Student fees within the authority of the District to adopt
10. Any other District or College policy, procedure or related matter that the District Governing Board determines will have a significant effect on students.
11. Policies and procedures pertaining to the hiring and evaluation of faculty, administration and staff.

## **4. Administrators**

Administrators shall be provided with opportunities for participatory decision making and have a substantial voice in decision making.

The Governing Board recognizes Southwestern Community College District Administrator's Association (SCCDAA) as the sole and official representation of administrators promoting the interest of administrators of the District.

*Revised and Adopted by the Governing Board: 10/11/16*

## SHARED PLANNING AND DECISION-MAKING PROCESS

### ADMINISTRATIVE PROCEDURE No. 2510

*References: Education Code Sections 70902(b) (7)  
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
Accreditation Standards IV.A and IV.D.7*

#### A. PURPOSE

Southwestern Community College District believe that the high quality of planning, decision making, programs and services offered by the College District is dependent upon the most creative thinking, ideas and contributions by the entire College Community. The Governing Board of the Southwestern Community College District, adopts the following principles and policies when receiving, adopting, and acting upon recommendations from the Academic Senate in areas of academic and professional matters as specified in Title 5, Section 53200, of the California State Code of Regulations, and AB 1725 (1988).

The Governing Board shall identify procedures for the delegation of authority and responsibility to its Academic Senate. The Governing Board and Academic Senate are enjoined to consult with each other in a collegial and timely manner. Regulations have made provisions to rely primarily on the judgement of the Academic Senate, or to seek joint resolution with the Academic Senate.

“Participatory decision-making” is the act of District employees participating collegially in the decision-making processes of the college. The goal of participatory decision-making is to include within the decision-making processes, representatives of all college constituents affected by these decisions (Title 5 53203.a-f and Education Code Sections 66700 and 70901). To ensure that governance is shared, all groups shall operate within the participatory decision-making processes. Mutual trust and support are essential for the success of participatory decision making; these result from demonstration by each group involved that they first seek to improve the college and to strengthen its ability to carry out the college’s mission of educating our constituent populations. Participatory decision making is designed to serve the entire District. It is, therefore, incumbent upon all constituent groups, ad-hoc committees, standing committees, councils, task forces, and others involved, to ensure that representation from all areas of the District, and any satellite locations, be fair and inclusive. Every effort should be made to include individuals who increase the District’s ability to represent the increasingly diverse student body, faculty, staff, employees and the District population.

#### B. PRINCIPLES

1. Participation is to be encouraged in all sectors to encourage all members of the College’s constituency groups to ensure equal opportunity to participate fully in governance activities.

2. The number and size of committees should be kept as small as possible.
3. Each committee or council will establish operating principles to govern the following:
  - An annual review of its goals in relation to the college mission to be presented in a written progress report to its designated parent committee as determined by the Integrated Planning Handbook.
  - A method to determine the membership of the committee.
  - Distribution of agenda prior to meeting dates, timely distribution of minutes and distribution of other materials deemed necessary for the effective participation on said committees. These materials will be maintained and available on the committee website annually. Archival documents will be electronically stored in an accessible public domain.
  - Methods to conduct their meetings in accordance with standard parliamentary procedures and/or self-developed rules.
  - A calendar of meeting dates made available at the beginning of each academic year.
4. Constituent groups may form ad-hoc groups and task forces as needed based on definitions determined by the Integrated Planning Model Handbook.
5. The Superintendent/President shall act as the Governing Board's sole designee in matters which affect shared planning and decision making and which pertain to faculty outside of the collective bargaining process.

### C. CONSTITUENT GROUPS

Each of the following shall participate as required by law in the decision-making processes of the College District:

#### 1. **FACULTY** (Title 5 Sections 53200-53206 & AB 1725)

Faculty shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

The Governing Board or its sole designee will consult with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law, District Policy No. 2510, "Shared Planning & Decision Making," and District Policy and Procedure No. 2515 "Role & Scope of the Academic Senate: 10+1 Agreement," which clarifies the areas of rely primarily and mutually agree, which are based on Education Code, Title 5 regulations and AB 1725.

All faculty appointments shall be made through the Academic Senate President except those that entail compensation, workload and working conditions, which shall be made through the SCEA President.

#### 2. **STAFF** (Title 5 Section 51023.5)

Staff shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

All classified staff appointments will be made through CSEA President, except those that entail inclusion of Confidentials, which shall be made by the Confidentials group.

**3. STUDENTS** (Title 5 Section 51023.7)

Students shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

All student appointments shall be made through the ASO President.

**4. ADMINISTRATORS**

Administrators shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups. The Southwestern Community College District Administrators' Association (SCCDAA) utilizes the meet and confer process to represent the administrative staff.

All administrator appointments shall be made through the SCCDAA President.

Except for unforeseeable emergency situations, the Governing Board or its sole designee shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Any action taken by the Governing Board or its sole designee in emergency situation shall be explained in writing and made available to all constituency groups for transparency in shared decision-making at our campus and to strengthen participatory decision-making among all constituencies.

*Revised and Approved by the Governing Board: 01/25/17*



## CALIFORNIA CODE OF REGULATIONS FOR COLLEGIAL CONSULTATION

### Title 5 § 53200. Definitions.

[Back to Section II](#)

For the purpose of this Subchapter:

- a. "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.
- b. "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."
- c. "Academic and professional matters" means the following policy development and implementation matters:
  1. curriculum, including establishing prerequisites and placing courses within disciplines;
  2. degree and certificate requirements;
  3. grading policies;
  4. educational program development;
  5. standards or policies regarding student preparation and success;
  6. district and college governance structures, as related to faculty roles;
  7. faculty roles and involvement in accreditation processes, including self- studies and annual reports;
  8. policies for faculty professional development activities;
  9. processes for program review;
  10. processes for institutional planning and budget development; and
  11. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.
- d. "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:
  1. relying primarily upon the advice and judgment of the academic senate; or
  2. agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

### **Title 5 § 53201. Academic Senate or Faculty Council.**

In order that the faculty may have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, an academic senate may be established at the college and/or district levels.

### **Title 5 § 53202. Formation; Procedures; Membership.**

The following procedure shall be used to establish an academic senate:

- a. The full-time faculty of a community college shall vote by secret ballot to form an academic senate.
- b. In multi-college districts, the full-time faculty of the district colleges may vote on whether or not to form a district academic senate. Such vote shall be by secret ballot.
- c. The governing board of a district shall recognize the academic senate and authorize the faculty to:
  1. Fix and amend by vote of the full-time faculty the composition, structure, and procedures of the academic senate.
  2. Provide for the selection, in accordance with accepted democratic election procedures, the members of the academic senate.
- d. The full-time faculty may provide for the membership and participation of part-time faculty members in the academic senate.
- e. In the absence of any full-time faculty members in a community college, the part-time faculty of such community college may form an academic senate.

### **Title 5 § 53203. Powers.**

- a. The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the academic senate which are specifically provided in statute or other Board of Governors regulations.
- b. In adopting the policies and procedures described in Subsection (a), the governing board or its designees shall consult collegially with representatives of the academic senate.
- c. While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate. In addition, after consultation with the administration of the college and/or district, the academic senate may present its views and recommendations to the governing board.
- d. The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:

1. in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.
  2. in instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.
- e. An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board of the district pursuant to Subsection (a).
- f. The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

#### **Title 5 § 53204. Scope of Regulations.**

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

#### **Title 5 § 53205. Duties Assigned by Administration and Governing Board.**

No content included in this Regulation other than:

Note: Authority cited: Sections 66700, 71020, 71062 and 71079, Education Code.

Reference: Sections 71079 and 72292, Education Code.

#### **Title 5 § 53206. Academic Senate for California Community Colleges.**

- a. An Academic Senate for the California Community Colleges has been established through ratification by local academic senates or faculty councils so that the

community college faculty of California may have a formal and effective procedure for participating in the formation of state policies on academic and professional matters.

- b. The Board of Governors recognizes the Academic Senate of the California Community Colleges as the representative of community college academic senates or faculty councils before the Board of Governors and Chancellor's Office.

#### **Title 5 § 51023.5. Staff.**

- a. The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:
  1. Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this section, management and non-management positions or groups of positions shall be separately defined or categorized.
  2. Participation structures and procedures for the staff positions defined or categorized.
  3. In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.
  4. Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.
  5. Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.
  6. The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.
  7. When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as

follows:

- A. The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.
  - B. Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation.
  - C. When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.
  - D. In all cases, representatives shall be selected from the category that they represent.
- b. In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.
  - c. Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections 53200-53204, and section 51023.7, respectively.
  - d. The governing board of a community college district shall comply substantially with the provisions of this section.

#### **Title 5 §51023.7 Students.**

- (a) The governing board of a community college district shall adopt policies and procedures

that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

- (1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.
- (2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.
- (3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.
- (4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

(b) For the purposes of this Section, district and college policies and procedures that have or will have a “significant effect on students” includes the following:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs which should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt; and
10. Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective

bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.

(e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

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## GLOSSARY OF ACRONYMS

AAPR – Administrative Academic Program Review  
AB – Assembly Bill  
ACCJC – Accrediting Commission for Community & Junior Colleges  
ADA – Americans with Disabilities Act  
ADA/UDE – Americans with Disabilities Act and Universal Design in Education  
ADMIN – Administration  
AEBG – Adult Education Block Grant  
AOC – Accreditation Oversight Committee  
AP – Administrative Procedure  
APR – Academic Program Review  
APRC – Academic Program Review Committee  
AS – Academic Senate  
ASO – Associated Student Organization  
ATC – Academic Technology Committee  
BFA – Business and Financial Affairs  
BFAHRSP – Business and Financial Affairs-Human Resources-Superintendent/President  
BFAHRSPPR – Administrative Program Review  
BFAP –Business and Financial Affairs Administrative Procedure  
BIT – Behavior Intervention Team  
BP – Board Policy  
BSI – Basis Skills Initiative  
CA – California  
CalWorks –California Work Opportunities and Responsibilities to Kids  
CCAC – Crown Cove Aquatic Center  
CCLC – Community College League of California  
CEEWD – Continuing Education and Economic Workforce Development  
CSEA – California School Employees' Association  
CTE –Career Technical Education  
DSS – Disability Support Services  
ED - Education  
EEO – Equal Employment Opportunity  
EOPS – Extended Opportunity Programs and Services  
FHP – Faculty Hiring Prioritization  
FOP – Facilities, Operations and Planning  
GB – Governing Board  
HEC – Higher Education Center  
HECNC – Higher Education Center at National City  
HECOM – Higher Education Center at Otay Mesa  
HECSY – Higher Education Center at San Ysidro  
HRC – Human Resources Committee  
IEC – Institutional Effectiveness Coordinator  
IFC – Institutional Facilities Committee  
IPRC – Institutional Program Review Committee  
IRRB – Institutional Research Review Board  
ISLO – Institutional Student Learning Outcome

## GLOSSARY OF ACRONYMS

*Cont.*

ISS – Instructional Support Services  
IT – Institutional Technology  
ITC – Institutional Technology Committee  
LAS – Learning Assistance Services  
LLH – Language, Literature and Humanities  
LOAC – Learning Outcomes Advisory Committee  
MPL – Master Prioritization List  
MSE – Mathematics, Science and Engineering  
N/A – Not applicable  
NC – National City  
OIE – Office of Institutional Effectiveness  
OLC – Online Learning Center  
OM – Otay Mesa  
P/P – Policy and/or Procedure  
PBC – Planning and Budget Committee  
PIE – Plan, Implement and Evaluate  
S/P – Superintendent/President  
SAPR – Student Affairs Program Review  
SCC – Shared Consultation Council  
SCCD – Southwestern Community College District  
SCCDAA – Southwestern Community College District Administrators Association  
SCEA – Southwestern College Education Association  
SEMC – Strategic Enrollment Management Committee  
SLO – Student Learning Outcomes  
SODA – Students of Distinction Award  
SSSP – Student Success and Support Program  
SWC – Southwestern College  
SY – San Ysidro  
VP – Vice President  
VPAA – Vice President for Academic Affairs  
VPBFA – Vice President for Business and Financial Affairs  
VPHR – Vice President for Human Resources  
VPSA – Vice President for Student Affairs

## FORMS AND TEMPLATES

The forms and templates included in this handbook are intended to assist the College District's community in the shared governance process mechanism.

COMMITTEE TEMPLATE: To review committee structure and update any relevant information.

COMMITTEE MEETING AGENDA TEMPLATE: To inform committee representatives of the agenda items to be discussed, and to serve as an informative channel by which the College District community is made aware of the issues being addressed by the shared governance groups.

COMMITTEE MEETING AGENDA MINUTES TEMPLATE: To reflect the outcomes of the meeting by documenting actions taken on discussed items and informing corresponding follow-up steps on specific matters.

## 1. – COMMITTEE TEMPLATE



# XXX COMMITTEE

Xxxxxxxx Committee		
Mission/Purpose		
Parent Committee		
Standing Subcommittees		
Major Responsibilities and Reports	Responsibilities: ▪ Xxx Reports ▪ Xxxx	
ACCJC Standards		
Chair/Co-Chairs	Admin Co-Chair: Non-Admin Co-Chair:	
Recorder:		
Additional Office & Support Staff		
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration		
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice President for Academic Affairs)</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)		
Method of Action – Consensus/Majority Vote?		
Brown Act Complaint – Yes or No?		
Month of Annual Self-Evaluation and Goal Setting		

## 2. - COMMITTEE MEETING AGENDA TEMPLATE

DATE: XXXX, XX, 2018

TIME: X: XX – X: XX PM

ROOM XXX

<b>CO-CHAIRS</b>			
<b>NOTE TAKER</b>			
<b>VOTING MEMBERSHIP (QUORUM = 5)</b>			
<b>RESOURCE STAFF (NON-VOTING)</b>			
<b>PLEASE READ</b>			
<b>PLEASE BRING</b>			

### AGENDA ITEMS

	TOPIC	PRESENTER	ITEM TYPE	TIME ALLOTTED	NOTES
1.	Call to order at X:XX am/pm		--	--	
2.	Welcome			X minutes	
3.	Approval of Agenda		Action	X minutes	
4.	Approval of Minutes		Action	X minutes	
5.			Information	X minutes	
6.			Information	X minutes	
7.			Discussion	X minutes	

Next Meeting: XXXX, XX, 2018

Future Topics: XXXXXXXX

### 3. - COMMITTEE MEETING AGENDA MINUTES TEMPLATE

## Minutes

Xxx XX, 2018

Members Present			
	X		X
	X		X
	X		X
	*		
Resource Members/Guests			

\*excused absence

Call to Order: X: XX am/pm Approval of Agenda/Notes: Agenda and notes approved as presented.

#### Chair/Co-Chair Update:

- Xxx
- Xxx

#### Subcommittee Chairs Updates:

#### New PR App: Input and Ideas

#### Other:

Adjourned: X: XX am/pm



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