

ARTICLE IV. Committees

Section 1. Standing Committees of the Academic Senate

1.1 District Budget

- A. Membership: President, President-elect, and as determined by the Executive Committee.
- B. Duties: Reviews, reports and advises the Senate on the current and planned budgets for the College.

1.2 Committee on Committees

- A. Membership: President and others appointed by the President.
- B. Duties: Assist the President in making appointments to committees. Reviews and advises the Senate in matters affecting the existing committee structure for the College and the Senate.

1.3 Council of Chairs

- A. Membership: All department chairs, President of the Academic Senate and others appointed by the Academic Senate President.
- B. Duties: Advisory to the Academic Senate; to provide a venue through which department operations can be coordinated; to make recommendations to the Academic Senate pertaining to policies and procedures affecting department operations.

1.4 Curriculum Committee

- A. Membership: Representatives selected by the individual Schools and others serving by virtue of their elected positions, or by virtue of their college assignment, and confirmed by the President of the Academic Senate. The President-Elect of the Academic Senate shall co-chair the committee with the Vice President of Academic Affairs. (See Appendix B for detailed description of Curriculum Committee.)

- B. Duties: Directly accountable to the Academic Senate. The Academic Senate has the primary responsibility for making recommendations to the Governing Board of the College concerning Curriculum and Academic Standards (Ed.Code § 70901(b)(7).
- C. Purpose: The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.

1.5 Elections Committee

- A. Membership: President-elect and other Senate representatives as appointed by the President.
- B. Duties: Conduct, supervise, coordinate, and publish results of elections of Senators and Senate officers. Results of elections are to be published within one week of the election's conclusion.

1.6 Executive Committee

- A. Membership: All Senate Officers, the Staff Development Coordinator, the Presiding Chair, and others as appointed by the President of the Academic Senate.
- B. Duties: Serves as an advisory body to the Senate and the Academic Senate President. Meets regularly with the College President to discuss College governance issues. Reviews By-Laws and recommends amendments as appropriate. Approves appointments of interim department chairs and considers recall petitions from academic departments.
- C. Meetings: May conduct business within guidelines established by the Senate and the Brown Act.

1.7 Professional Relations Committee

- A. Membership: Immediate Past President (chair), one Senate representative, and one member from the faculty-at-large. A two-thirds (2/3) approval vote by the Senate is needed to validate membership.

- B. Duties: Reviews faculty conduct and ethical standards and takes such action as deemed appropriate.
- C. Purpose:
 - 1. To define and interpret principles of professional ethics.
 - 2. To promote understanding of, and adherence to a code of ethics.
 - 3. To defend members of the academic staff from unprofessional treatment, especially from false accusations regarding their professional conduct.
 - 4. To study problems of faculty or college community friction which have disrupted the educational program.
- D. Procedure for Consideration and Deliberation of Formal Grievance:
 - 1. Any member of the academic staff may request the committee to consider a matter of professional concern.
 - 2. All requests must be submitted in writing to the Chair of the Professional Relations Committee.
 - 3. The written request will be returned to the writer after deliberation has been completed. The writer will then be informed in writing of the committee's recommendation, referral or action.
- E. Committee Deliberations or Hearings:
 - 1. Hearings are never public, unless requested in writing by all of the non-committee personnel involved and unanimously approved by the committee.
 - 2. Each individual is interviewed privately, and the source of all information used by the committee is kept confidential.
 - 3. In the investigation the person charged will be given the opportunity to answer all accusations and shall have the right to confront witnesses and present evidence.
- F. Termination: This committee shall be terminated at the time of the presentation and acceptance of the committee report unless the Academic Senate President requests its continuance.

1.8 Program Review Committee

Membership

1. Chair shall be the Vice-President of the Academic Senate.
2. Membership shall be faculty appointed by the President of the Academic Senate, subject to approval of the Academic Senate.

Duties

1. To administer the Program Review cycle for academic disciplines.
2. To determine the academic Program Review cycle
3. To report to the Academic Senate the status of Program Review.
4. To forward the completed Program Reviews and recommendation to the President of the Academic Senate, who will then forward them to the Vice-President for Academic Affairs.
5. To make modifications as needed to the Program Review process.

Purpose

1. The purpose of the Program Review process is to review, analyze, and assess the content, currency, direction, and quality of all programs in order to invest in the program's future.
2. The intent of Program Review is to promote educational excellence by engaging academic units in self-examination and self-improvement of the program, and then by seeking needed college resources as identified in the Program Review.

Procedure

1. As a standing committee of the Academic Senate, the committee will administer the academic Program Review on the 6-year cycle: 5 years of academic programs reviews and one-year of assessment of the process.
2. Completed Review will be forwarded to the President of the Academic Senate for their consideration. Upon review by the Academic Senate the completed Program Reviews will be forwarded to the Vice-President for Academic Affairs for inclusion in the college budget process.

1.9 Academic Technology Committee

Purpose

1. The purpose of the Academic Technology Committee (ATC) is to review, analyze, and assess the content, currency, direction, and quality of all technology and technologically-based activities in order to invest in the integrity and rigor of the college's curriculum.
2. The intent of Academic Technology Committee (ATC) is to promote and to assess critically technology and its uses by the faculty of Southwestern College.

Membership

1. The Faculty Co-Chair shall be the appointed by President of the Academic Senate and shall serve as the Academic Technology Committee (ATC) representative, in an advisory capacity, to the Curriculum Committee.
2. The Administrator Co-Chair shall be appointed by the Vice President for Academic Affairs.
3. Membership shall be faculty appointed by the President of the Academic Senate, subject to approval of the Academic Senate, or others as specified in sub-committee responsibility descriptions.

Duties

1. To make collaborative decisions regarding the focus and activities of Academic Technology through its various subcommittees, as delineated below, which include, but are not limited to:
 2. Instructional Technology Issues Subcommittee:
 - a. Purpose: To focus on all instructional technology issues that are currently of concern and/or will be of concern in the immediate future; to make proposals on issues such as intellectual property rights, remuneration for development of technology-based courses, online and hybrid course office hours, suggested technology based course class size.
 - b. Membership: Appointed by the President of the Academic Senate.
 - c. Proposals to: Recommendations will be forwarded through the ATC (Academic Technology Committee) to the IAC (Instructional Administrator's Council), Academic Senate, SCEA (Southwestern College Education Association), as appropriate.
 3. College Class Schedule/Student Communications Subcommittee
 - a. Purpose: To propose clear and concise language for inclusion in College Catalog, Class Schedule, and associated documents to

- guide students from enrollment in the College through accessing online and technology-based classes.
 - b. Membership: Appointed by the President of the Academic Senate.
 - c. Proposals to: Academic Senate, IAC, Student Services Committee, Admissions & Records, and Curriculum Committee.
4. Evaluation of Technology Mediated Instruction Subcommittee:
- a. Purpose: To propose recommendations of evaluation instruments appropriate to the technology-based classroom for student evaluation of technology-based courses and/or instruction and evaluation of technology-based courses taught by tenure-track, adjunct, and tenured faculty.
 - b. Membership: Appointed by the President of the Academic Senate.
 - c. Proposals to: Academic Senate, Curriculum Committee, IAC, SCEA as appropriate.
5. Technology-based and Technology-assisted Class Management Subcommittee:
- a. Purpose: To assess delivery platforms (BlackBoard, WebCT, CVC, Etudes, etc.) to be used by SWC and to assess the best Server locations (SDWC, CVC, BlackBoard, etc.). Establish guidelines for web assisted or web based course delivery.
 - b. Membership: Appointed by the President of the Academic Senate.
 - c. Proposals to: Academic Senate, IAC, SCEA as appropriate.
6. Technology-based and Technology-assisted Course Review Subcommittee.
- a. Purpose: To review proposals for web-assisted (online) classes to ensure standardization among and between courses and to provide quality assurance of course offerings.
 - b. Membership: Appointed by the President of the Academic Senate.
 - c. Proposals to: Curriculum Committee.
7. Other subcommittees, taskforce(s), focus and/or discussion groups may be added at the discretion

and mutual agreement of the of the Co-Chairs, and concurrence of the Academic Senate.

8. The ATC will also maintain liaison with other closely allied faculty groups on the campus. These may include, but are not limited to a liaison with the Student Services Technology Committee, Academic Staff Development Committee, Title V Overview Planning for Southwestern College Technology, etc. Membership on these committees is made by the President of the Academic Senate.

Procedure

1. As a standing committee of the Academic Senate, the committee will focus on the technological standards needed to ensure excellence in the areas mentioned above.
2. Recommendations will be forwarded to the President of the Academic Senate for consideration and action. Upon review by the Academic Senate proposals will be further distributed in the collaborative governance process to bodies affected by the Academic Senate's review.

1.10 Academic Staff Development Committee

- A. Purpose: To assess College needs for staff development; plan, coordinate and help implement staff development activities; monitor staff development practices in other academic institutions and in the literature; promote effective use of College staff development resources; review curriculum development grants; respond to legislative mandates and Academic Senate regarding staff development.
- B. Membership:
 - i. Chairperson: Staff Development Coordinator
 - ii. Representatives (voting members): One from each school; one from Library Faculty; one from Disability Support Services, one Adjunct Faculty representing all adjunct faculty; and the Academic Technology Committee liaison who represents the position of the ATC. Each of the faculty representatives shall be appointed by the President of the Academic Senate.
 - iii. Ex-officio Representative: Vice President for Academic Affairs, or designee.
- C. Shall maintain liaison with Academic Technology Committee to assess and develop a variety of options for

faculty training on pedagogical and technological aspects
of technology-based teaching/learning.