

SOUTHWESTERN COLLEGE

# SHARED PLANNING AND DECISION MAKING HANDBOOK

Information updated as of August 3, 2015





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# SHARED CONSULTATION COUNCIL

# MESSAGE FROM THE SHARED CONSULTATION COUNCIL CO-CHAIRS

To: Southwestern Community College District Staff and Faculty

From: Melinda Nish, Ed.D. Superintendent/President & Randy Beach, Academic Senate President, Co-Chairs of the Shared Consultation Council (SCC)

It is with great pleasure that we present to you the 2<sup>nd</sup> edition of the Shared Planning & Decision-Making Handbook. The Academic Senate and the Office of Institutional Research have worked diligently to update our first edition completed February of 2011. This new edition reflects the changes that we have made as we have implemented our shared decision-making processes and evaluated those processes according to our Institutional Planning Model: P.I.E, Planning, Implement, Evaluate.

As Co-Chairs of the SCC, it is our duty to assure that all constituents have the right to participate in decision-making which includes participating in shared planning committees and bringing forward suggestions, ideas, and needs. The right to participate brings with it the responsibility to participate in a manner that looks beyond the specific needs of individuals to meet the needs of students and the College District as a whole.

The Shared Consultation Council (SCC) is our primary committee for shared planning. This committee provides recommendations based on input from all constituent bodies and communicates those recommendations to all constituencies in four areas: strategic planning, policy and procedure development and approval, issue management, and campus communication.

In this new 2<sup>nd</sup> edition of the Handbook you will find up-to-date narratives describing shared-planning processes, flow-charts, committee profiles, organizational charts, and other documents that describe our structure for making decisions. This Handbook includes sections on Strategic Planning, Institutional Program Review, Budget Development, Student Learning Outcomes, and other processes requiring shared planning and shared decision-making. This roadmap has been created and updated to ensure that collegial consultation continues to be a way of life at SWC, not just an empty phrase or a book that sits on a shelf.

By embracing and institutionalizing shared decision-making we will embody effective participation. Effective participation will then be the foundation for continuous, quality improvement which is required by accreditation standards. But beyond compliance, shared planning and decision-making is the means by which we can best assure our students the quality education they deserve.



Melinda Nish, Ed.D.  
*Superintendent President*



Randy Beach  
*Academic Senate President*

# THE SOUTHWESTERN COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

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The Southwestern Community College District Governing Board plays an important role in the growth and development of Southwestern College, currently the only public institution of higher education within South County. Comprised of five elected members and one student member, the Governing Board ensures that the 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 deemed necessary by the Shared Consultation Council in its regular review of Policy 1200 Mission, Vision, and Values.

According to the Community College League of California, 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
- Lead as a thoughtful educated team

# SHARED PLANNING AND DECISION MAKING

*References: Education Code Sections 70902(b)(7); AB 1725;  
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
Accreditation Standards IV.A.2 and IV.A.5*

## A. PURPOSE:

Southwestern Community College District believes that the high quality of planning, decision making, programs and services offered by the College 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 then enjoined to consult with each other in a collegial and timely manner. Regulations have made provision to rely primarily on the judgment 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 constituencies 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 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 the CSEA President.

### 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 situations 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.

# SHARED CONSULTATION COUNCIL COMMITTEE TEMPLATE

Shared Consultation Council Committee Template	
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 Policy 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.
Parent Committee	None
Standing Subcommittees	<ul style="list-style-type: none"> <li>• Accreditation Oversight Committee (AOC)</li> <li>• Budget Committee (BC)</li> <li>• Educational Planning &amp; Enrollment Management Committee (EP&amp;EMC)</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>• Strategic Planning Committee (SPC)</li> <li>• Student Outcomes and Achievement Review (SOAR)</li> </ul>
Major Responsibilities and Reports	<p>Reviewing and revising the College Mission on an annual basis.</p> <p>Receiving information from all College District committees and task forces.</p> <p>Establishing subcommittees and task groups as deemed necessary.</p> <p>Periodically reviewing the Shared Planning &amp; Decision-Making Handbook and recommend modifications if necessary to improve institutional effectiveness.</p> <p>Receiving, reviewing and establishing institutional priorities and goals based on program review data.</p> <p>Systematically evaluating progress being made by the SCC standing committees to achieve agreed-upon institutional goals in alignment with the College District Mission.</p> <p>Providing oversight and being responsible for integrating all institutional plans and documents, and communicating these to the campus community.</p> <p>Addressing college-wide issues that may diminish our environment of trust and respect (i.e. "the elephant in the room").</p> <p>Reviewing and making recommendations regarding college district policy and procedures.</p>

# SHARED CONSULTATION COUNCIL ORGANIZATION, RESPONSIBILITIES, AND ROLES IN ACCREDITATION

Standing Committee	Institutional Plan	Prioritization of Needs	Strategic Priority 2012–2015	Self-Evaluation ACCJC Standard
Planning and Budget Committee	Strategic Plan Mission, Vision & Values (BP 1200) Self-Evaluation Report SCC Operating Principles SCC Prioritization Process Shared Planning and Decision Making Handbook Financial Resource Plan	N/A	4. Physical and Financial Resources 5. Organizational Effectiveness	1. Institutional Mission and Effectiveness 3. Financial Resources
Institutional Technology Committee (ITC)	Technology Plan	Technology (greater than \$2,500)	8. Institutional Technology and Research	3C. Technology Resources
Educational Planning / Enrollment Management Committee (EP/EMC)	Educational & Facilities Master Plan (Educational portion) Enrollment Management Plan Workforce & Business Development Plan	Overarching Institutional Needs	1. Student Access 2. Student Success 3. Economic, Workforce, and Community Development 7. Teaching and Learning	2. Student Learning Programs and Services
Human Resources Committee (HRC)	Human Resources/ Staffing Plan Staff Diversity Plan Staff Development Plan		6. Human Resources	3A. Human Resources
Institutional Facilities Committee (IFC)	Educational & Facilities Master Plan (Facilities portion)	Facilities Equipment (greater than \$5,000)	4. Physical and Financial Resources (Physical Resources portion)	3B. Physical Resources
Institutional Program Review Committee (IPRC)	Program Review Process and Forms	N/A	5. Organizational Effectiveness	4A. Decision-Making Roles and Processes

Accreditation Oversight Committee (AOC)	ACCJC Self-Evaluation	N/A	All	4B. Board and Administrative Organization
Diversity, Equity and Inclusion Committee	Financial Resources Plan	NONE – Identifies Funding for Master List once provided by SCC	4. Physical and Financial Resources (Financial Resources portion)	3D. Financial Resources
Student Outcomes and Achievement Review (SOAR) Committee	Student Outcomes and Achievement Review Committee (SOAR) Report	None	1. Student Access 2. Student Success 7. Teaching and Learning 5. Organizational Effectiveness 4. Physical and Financial Resources	All standards involve Outcomes Assessment

# SHARED CONSULTATION COUNCIL GUIDING PRINCIPLES & OPERATING PROCEDURES 2013–2014

## 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 Policy 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 policy and procedures.

## II. FUNCTIONS OF THE SHARED CONSULTATION COUNCIL

The SCC is the primary shared planning & 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 Planning & Decision-Making 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 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 policy and procedures.

### III. MEMBERSHIP

#### A. COMPOSITION OF SHARED CONSULTATION COUNCIL

Representative Area:	# of Reps	Membership
Co Chairs:	1 1	Superintendent/President (non-voting) Academic Senate President (votes only to break a tie)
Administration:	4	SCCDAA President or designee & 3 SCCDAA Representatives
Academic Senate:	4	4 Academic Senate Representatives
Associated Student Organization (ASO)	4	ASO President or designee & 3 Student Representatives
CSEA	4	CSEA President or designee & 3 CSEA Representatives
Confidentials	1	Confidentials Representative
SCEA	1	SCEA President or designee
<b>Standing Committee Representatives</b> SC reps are elected by committee membership, and participate in consensus building but do not vote when a vote is called.	8	Accreditation Oversight Committee (AOC) Budget Committee (BC) Educational Planning & Enrollment Management Committee (EPEMC) Human Resources Committee (HRC) Institutional Facilities Committee(IFC) Institutional Program Review Committee (IPRC) Institutional Technology Committee (ITC) Strategic Planning Committee (SPC) Student Outcome and Achievement Committee (SOAR)
<b>Resource Members:</b> Resource members participate in consensus building, but do not vote when a vote is called.	8	4 Vice Presidents Dean of Office of Institutional Effectiveness Director of Institutional Technology Director of Inst'l. Research, Grants & 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 meeting. 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 a 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 members with professionalism (see SCC Ground 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 S/P 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 (1) 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 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 conversations. 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 anytime.
- Represent your constituent group with integrity.
- Honor timelines for starting, ending and breaks.
- Use an agenda agreed upon by 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/Policy 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 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 feel 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 consensus at a second attempt during the second meeting, a final vote with a 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 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. SHARED CONSULTATION COUNCIL POLICY/PROCEDURES APPROVAL PROCESS

### 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 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 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.

## STEPS FOR POLICY/PROCEDURE APPROVAL PROCESS

### STEP 1

Once a lead has been designated for the review, the lead contacts the Human Resources Compliance Officer and requests a draft copy be uploaded into the “Policy and Procedure Review” Committee site on SharePoint. Committees are encouraged to work only with the one copy of the document on SharePoint to avoid the confusion of having multiple copies. The lead shall prepare a draft policy in consultation with College District subject matter experts and the Human Resources Compliance Coordinator to determine if existing policy or CCLC language is available. The committee working on the policy should track revisions to a policy or procedure by underlining new language and striking out old language. File names must be consistent. Files should be named using the following:

- policy number
- a space
- initials AP or BP to indicate Board Policy or Administrative Procedure
- a space
- the title of the policy or procedure.

Ex. 2515 BP Role and Scope of the Academic Senate

### STEP 2

The lead shall coordinate the preparation of a draft and submit it to either the cognizant Vice President or the President of the Academic Senate for review. If a policy requires an accompanying procedure, the procedure shall be drafted and submitted concurrently, if possible.

### STEP 3

Upon completion of the draft, the cognizant Vice President or Academic Senate president shall review the draft and inform the Human Resources Compliance Coordinator that the draft on the SharePoint site is ready for review. All policy and procedure must come to SCC through the Office of the Vice President of Human Resources in order to ensure compliance with statute and regulation.

### STEP 4

The Vice President for Human Resources shall inform the Superintendent/President that the draft is ready for placement on the SCC agenda as a discussion/action item. The SCC recorder will make the document available to SCC members by placing a link to the document in SharePoint on the SCC agenda. Policies and procedures concerning areas that are considered “rely primarily” on the Academic Senate per Policy 2515 should appear at SCC as consultation/information items.

### STEP 5

The SCC shall initiate the consultation process through constituent leaders. Constituent feedback will be provided to the leads for review and possible revision.

### STEP 6

Upon approval by SCC, a policy will be forwarded to the Superintendent/President’s office for inclusion on a Governing Board agenda. An SCC approved procedure without an accompanying policy will be posted immediately to the College District SharePoint site and website by the Office of the Vice President for Human Resources.

**STEP 7**

The SCC approved policy will be sent for first reading before the Governing Board as an information item, and subsequently for second reading and adoption. After the Governing Board has adopted the SCC approved policy that has an accompanying procedure, both will be posted to the College District SharePoint site and website by the Office of the Vice President for Human Resources.

**IX. 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.

**X. SELF-EVALUATION**

The SCC will participate in an annual self-evaluation process during the month of August 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 first SCC 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 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.



# MISSION, VISION AND VALUES

# INSTITUTIONAL MISSION, VISION & VALUES

Reference: Education Code 66010.4, Accreditation Standard One; Strategic Plan

## MISSION STATEMENT

The full version of the Mission Statement, which includes all three sentences listed below (e.g., two paragraphs), shall be used in posters and educational material that is provided to the external community. This version shall be called the official College District Mission Statement and shall be revised within each strategic planning cycle:

*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*
- *continuing education.*

The abbreviated version, which will include only the first two sentences (e.g., first paragraph), shall be used internally on college emails, committee agendas, business cards, and other college communication documents:

*Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, and through its educational, economic and workforce opportunities, and community partnerships.*

## VISION:

The Vision statement listed below shall be used on accreditation documents, internal strategic planning documents and for institutional planning purposes

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

## COMMITMENT TO ACHIEVING STUDENT LEARNING

The four Institutional Student Learning Outcomes (ISLOs) listed below shall be referenced in all official College District documents, websites and program review reports as necessary to promote and support the Mission of our College: student success and student learning:

5. Communication Skills (listening, speaking, reading and writing)
6. Thinking and Reasoning (creative thinking, critical thinking, and quantitative reasoning)
7. Information Competency (research and technology)
8. Global Awareness (social, cultural, and civic responsibility)

## INSTITUTIONAL PERFORMANCE INDICATORS:

The eight identified Institutional Performance Indicators (IPIs) used to track the College's progress toward accomplishing our Mission and Strategic Planning Priorities, including retention rates, success rates, persistence rates, transfer preparedness, overall student satisfaction, employment preparation, licensure/certification pass rates, and student goal attainment, shall be referenced in strategic planning documents and included on program review reports as well as unit plans for strategic planning in an institutional effort to have a data-driven environment of shared planning and decision-making.

## INSTITUTIONAL VALUES:

The approved institutional values listed below shall be used for planning purposes as well as a basis for ground rules for collegiality, which are designed to promote a positive climate and strengthen collaboration, morale and organizational effectiveness:

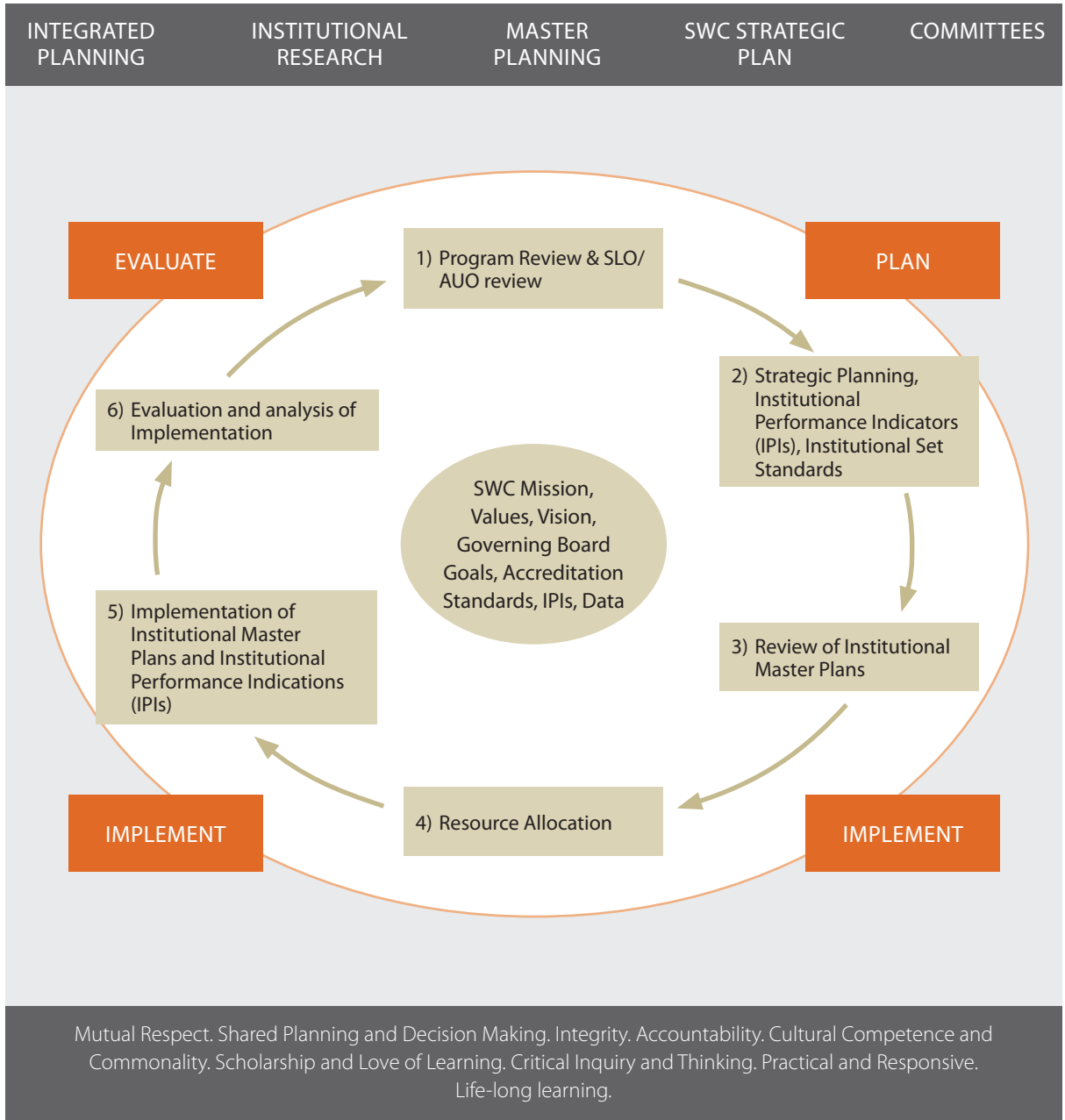
- **Mutual respect** – to treat one another with respect, dignity, trust, and fairness, appreciating the diversity of our community, students, and work force, in a collegial and cooperative manner
- **Shared planning and decision-making** – to engage in a collaborative process in which creative thinking, 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

The Institutional Mission, Vision & Values shall be reviewed on a regular basis and revised as necessary at the SCC Retreat to ensure that they are focused on current environmental scan data, best practices and student learning outcomes in order to create a rich learning environment for our community. If there are any changes to the policy, these would be implemented the following academic year. Non-substantive changes do not need to be sent forward for Governing Board approval.



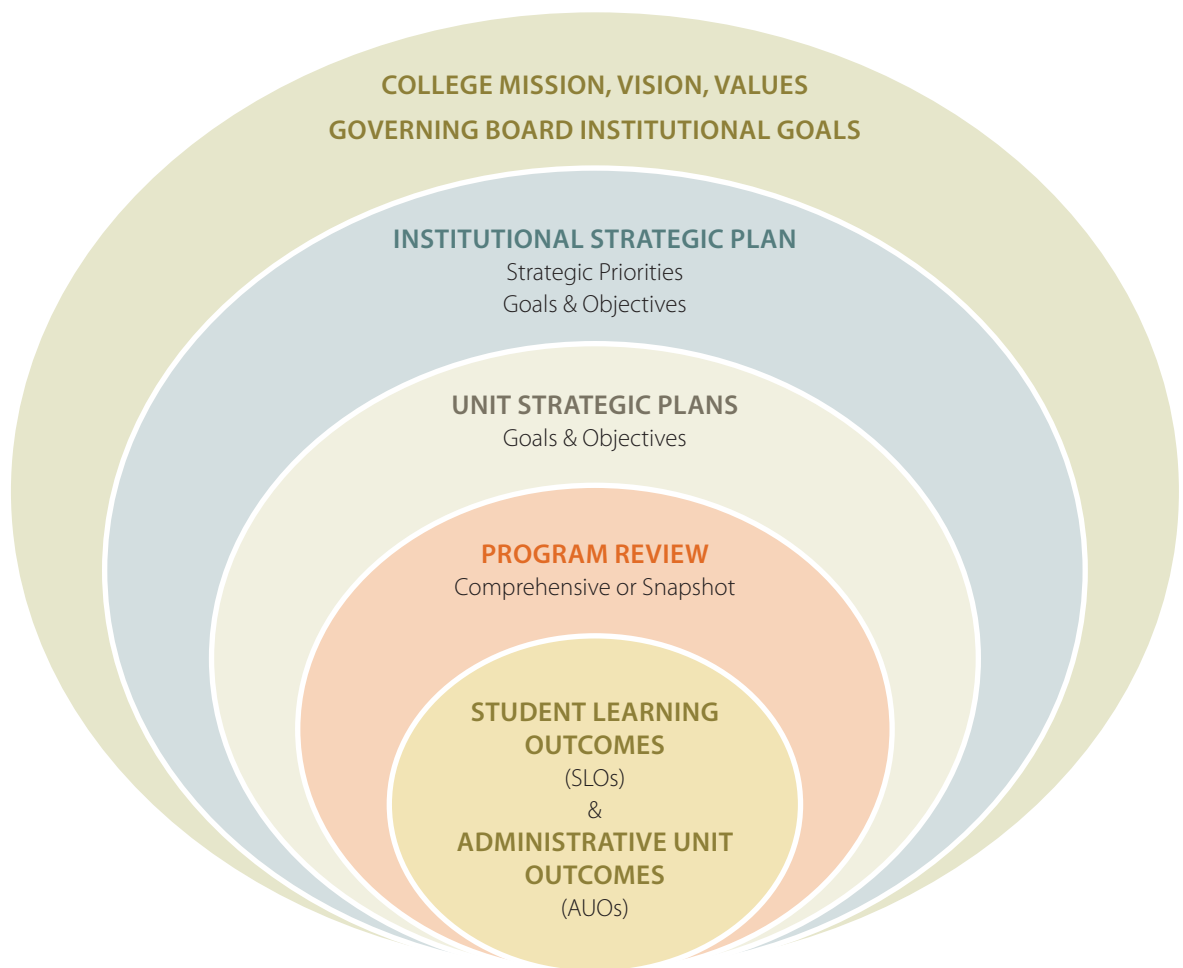
# INTEGRATED PLANNING

# INTEGRATED PLANNING PROCESS



# STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS PROCESS

- Annual review of college mission, vision and values
- Annual assessment of SLOs & AUOs; feedback and dialogue;
- Development of Program Review reports (comprehensive or annual snapshot) for incorporation into institutional funding and prioritization;
- Development and/or assessment of unit plans (including goals and objectives) in alignment with institutional strategic goals;
- Feedback and dialogue of annual assessment results of unit plans /goals/objectives;
- Annual review of budget, institutional and human resource allocations and decisions;
- Institutional Adjustments; program and service improvements and/or modifications;
- Institutional Strategic Plan updated annually.





# INTEGRATED PLANNING AND THE INSTITUTIONAL PROGRAM REVIEW PROCESS

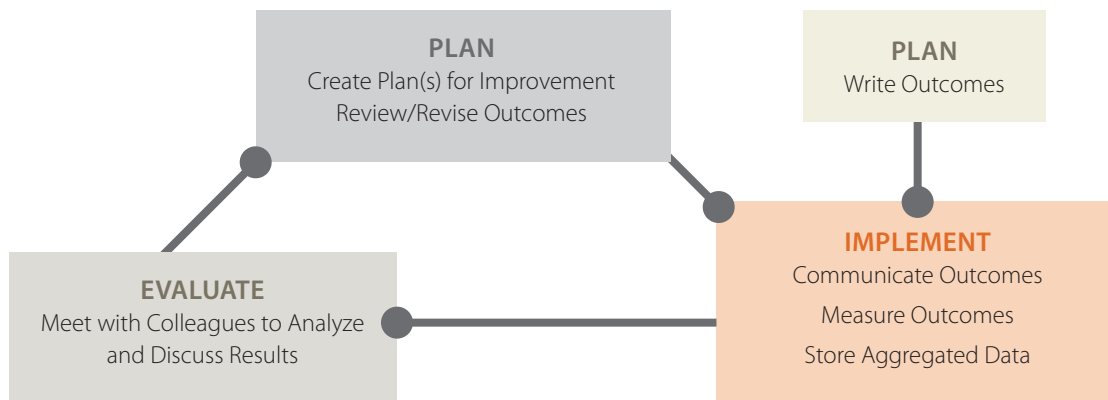
Integrated Planning at Southwestern College is predicated on the premise that continuous, quality improvement is based on data, collaboration, conversation, experimentation, failure, and success. Southwestern College strives to create a culture where all of these creative elements are encouraged and nurtured and the Plan, Implement, and Evaluate (P.I.E.) model we follow is based on that ideal.

The SWC integrated planning process begins with the SWC Mission, Vision, and Values statements, Accreditation Standards, Institutional Performance Indicators (IPIs) and other quantitative and qualitative data. This sets the stage for the development of the Strategic Plan, which identifies critical strategic priorities areas and is informed by goals established across the College District's constituencies, including those of the Governing Board and the community. From these priorities, institutional goals and strategic objectives are identified. Responsibility for the achievement of these goals and objectives is assigned to the appropriate college entities that, in turn, incorporate the goals and objectives in their short-term and long-term plans. SWC has recently completed educational and facilities master plans establishing long-term plans for academic affairs, student services, and facilities. Additional institutional support plans to address technology, human resources, enrollment, and other operational areas are developed to meet the other aligned goals and objectives from the Strategic Plan.

In integrated planning, all college planning is part of a system unified by a common set of assumptions and well-defined procedures and is dedicated to the improvement student success through institutional effectiveness. The driving force for all college efforts is program review, which is informed by learning outcomes, based in data analysis, and supported by campus-wide discussions and commitment to student learning. As depicted in the following pages, dialogue regarding the improvement of institutional effectiveness occurs in an ongoing and systematic cycle of evaluation. Assessment plans focus on the Strategic Plan, which provides institutional goals and strategic objectives and guides the development of unit plans to achieve institutional goals and strategic objectives. These are linked to the resource allocation process that also connects college resources to the institutional goals and strategic objectives. The Strategic Plan further guides development of implementation plans, which lead to assessment. Assessment findings then inform program improvement plans and the next cycle of planning begins.

The diagrams on the following pages show the SWC integrated planning process:

# PLAN, IMPLEMENT, AND EVALUATE (P.I.E.)



The Institutional Student Learning Outcomes (ISLOC) Coordinator facilitates the assessment of SLOs, use of SLO assessment results to in order to make improvements to educational quality, student learning, and student success. The ISLO Coordinator further facilitates the storage of SLO assessment result, the disclosure of institutional results to the campus community and public, and the use of SLO assessment results in Institutional Program Review for integrated planning.

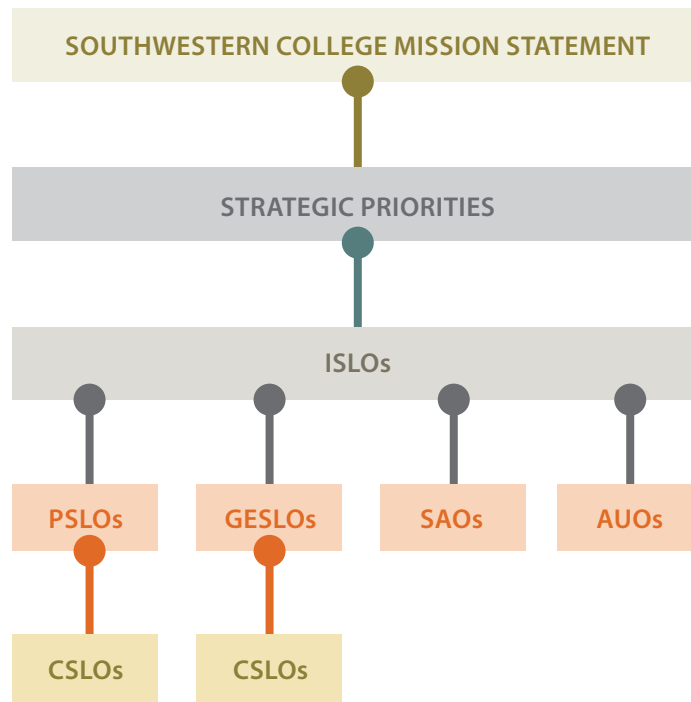
In order to fully integrate SLOs into the Institutional Program Review Process and integrated planning, yearly review includes reporting of SLO assessment results and linkages to both discipline/unit goals and requests for resource allocations. For instance, in Component V of the Academic Comprehensive Program Review examination of SLO assessment, how SLO assessment results align with goals of the program, and explanation of improvements made to support student achievement of SLOs is required. Also, on page 3 of the Program Review Snapshot disciplines/units report SLO assessment results, describe plans for improvement based on those results, and align those results and plans directly to requests for allocations in human, technology, physical, and financial resources. It is through program review that SLO assessment results, analyses, and plans for improvement (based on SLO assessment) results first enter the integrated planning process.

Program review provides a platform for which disciplines/units report, track, and utilize SLO assessment results to support and improve student learning and student success.

# INTEGRATION OF SLOs/AUOs IN INSTITUTIONAL PROGRAM REVIEW

Assessments of Student Learning Outcomes (SLOs) are used to discern whether a course, program, unit, School/Center, Division, or the institution as a whole is leading students to achieve stated learning goals. The term SLO is used to discern any type of student learning outcome assessed at SWC including: Course-Level SLOs (CSLOs), Program-Level SLOs (PSLOs), Administrative Unit Outcomes (AUOs), Student Affairs Outcomes (SAOs), General Education SLOs (GESLOs), and Institutional SLOs (ISLOs).

All SLOs are mapped in a hierarchical structure according to the context in which they are assessed. For example, CSLOs link to PSLOs, GESLOs and ISLOs. AUOs, SAOs, PSLOs and GESLOs are linked to ISLOs. Ultimately, all ISLOs are linked to the Strategic Priorities of the College that emanate from the College Mission Statement.



The SLO assessment process follows the Planning, Implementation, and Evaluation (PIE) process established at SWC. This PIE process as used in the SLO assessment process is illustrated in the diagram below.

# INTEGRATED PLANNING AND THE BUDGET DEVELOPMENT PROCESS

The Southwestern Community College District is committed to a transparent and effective resource allocation process that is integrated with institutional planning, relies on its mission, strategic planning priorities, program review, and a realistic assessment of our financial assets and needs. SWC plans for short- and long-term financial conditions and makes decisions based on a well-developed process that is open and transparent.

## THE PLANNING AND BUDGET COMMITTEE

The Planning and Budget Committee (PBC) is a standing committee of the Shared Consultation Council and guides the process for integrated planning and resource allocation. This committee uses a shared planning and decision-making approach to develop a process for creating an annual operating budget for the College District and provides oversight for all matters related to planning and budget development. The Planning and Budget Committee is committed to a budget development process that supports the College District's Strategic Plan and Institutional Mission is based on planning and needs identified through Institutional Program Review, and is data-informed regarding outcomes assessment in both instructional and non-instructional areas. The Planning and Budget Committee plays an important oversight role in the SCC's annual prioritization process for resource allocation, and the Planning and Budget Committee provides input to the College District's ACCJC Self-Evaluation Study for Standard I and Standard 3D. The committee is also responsible for regular reporting to the SCC on the status of Institutional Planning and the Financial Resources portion of our Physical and Financial Resources Development Strategic Priority of the Strategic Plan as well as the overall financial health of the district.

In alignment with the College Mission, PBC upholds the sequence of SWC's 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.

The Planning and Budget Committee is comprised of the following membership:

- 2 voting Vice Presidents (with two non-voting Vice Presidents as resource on a rotating basis)
- 2 ASO representatives
- 2 Academic Senate representatives
- 2 CSEA representatives
- 2 SCCDAA representatives
- 1 Confidentials representative.

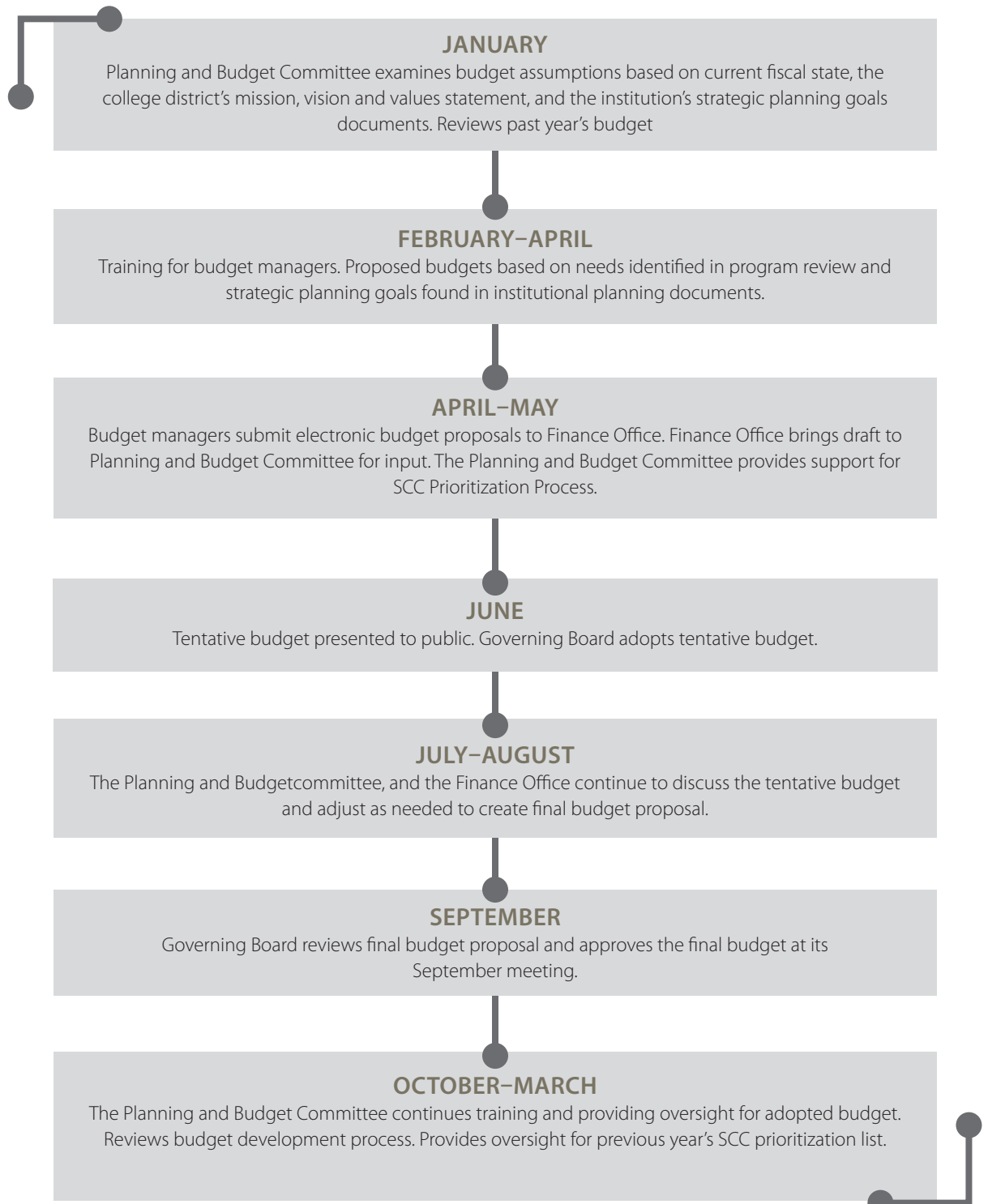
In addition, the Planning and Budget Committee includes the following resource members who do not vote.

- Director of Finance
- Director of Research, Planning & Grants
- SCEA President/designee
- Vice President Academic Affairs
- Vice President Student Affairs
- Vice President Employee Services

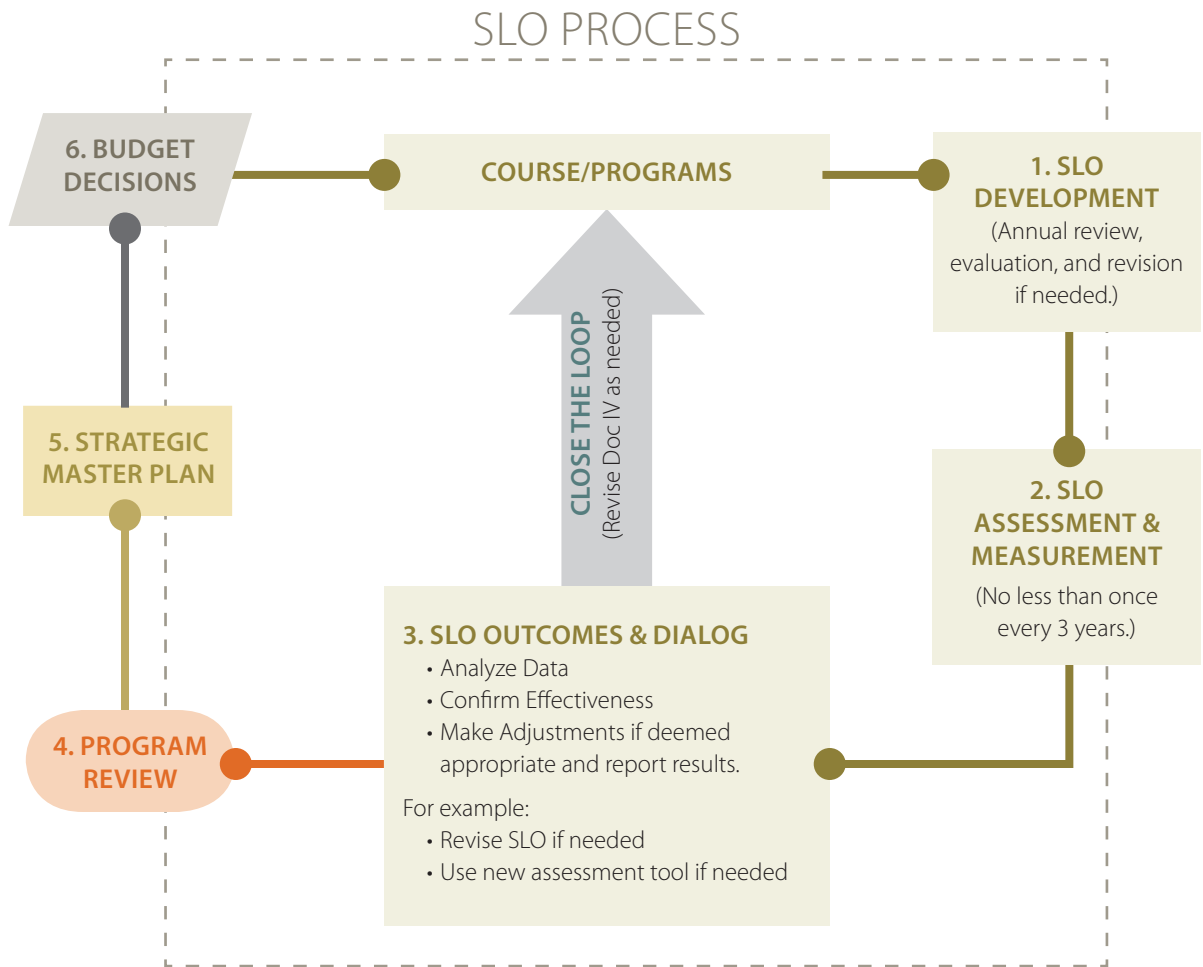
The committee is co-chaired by the Vice President of Business and Financial Affairs, Academic Senate President, and Dean of Institutional Effectiveness.

Below is a graphic that demonstrates the Budget Development Process at SWC:

# GENERAL BENCHMARKS IN THE SWC BUDGET DEVELOPMENT PROCESS

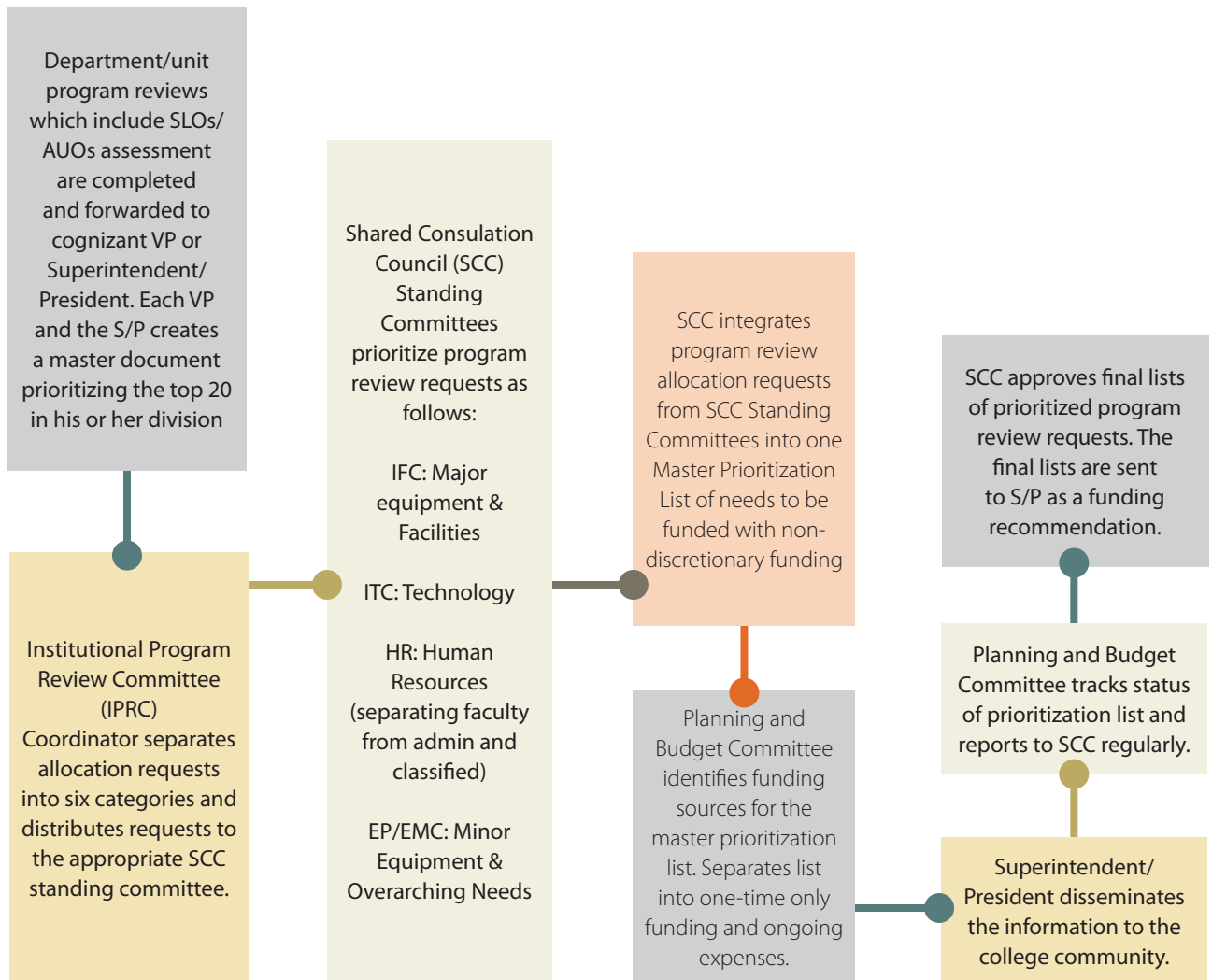


# SWC SLO/ASSESSMENT PROCESS AND LINKS TO PROGRAM REVIEW, STRATEGIC MASTER PLAN, AND BUDGET ALLOCATIONS



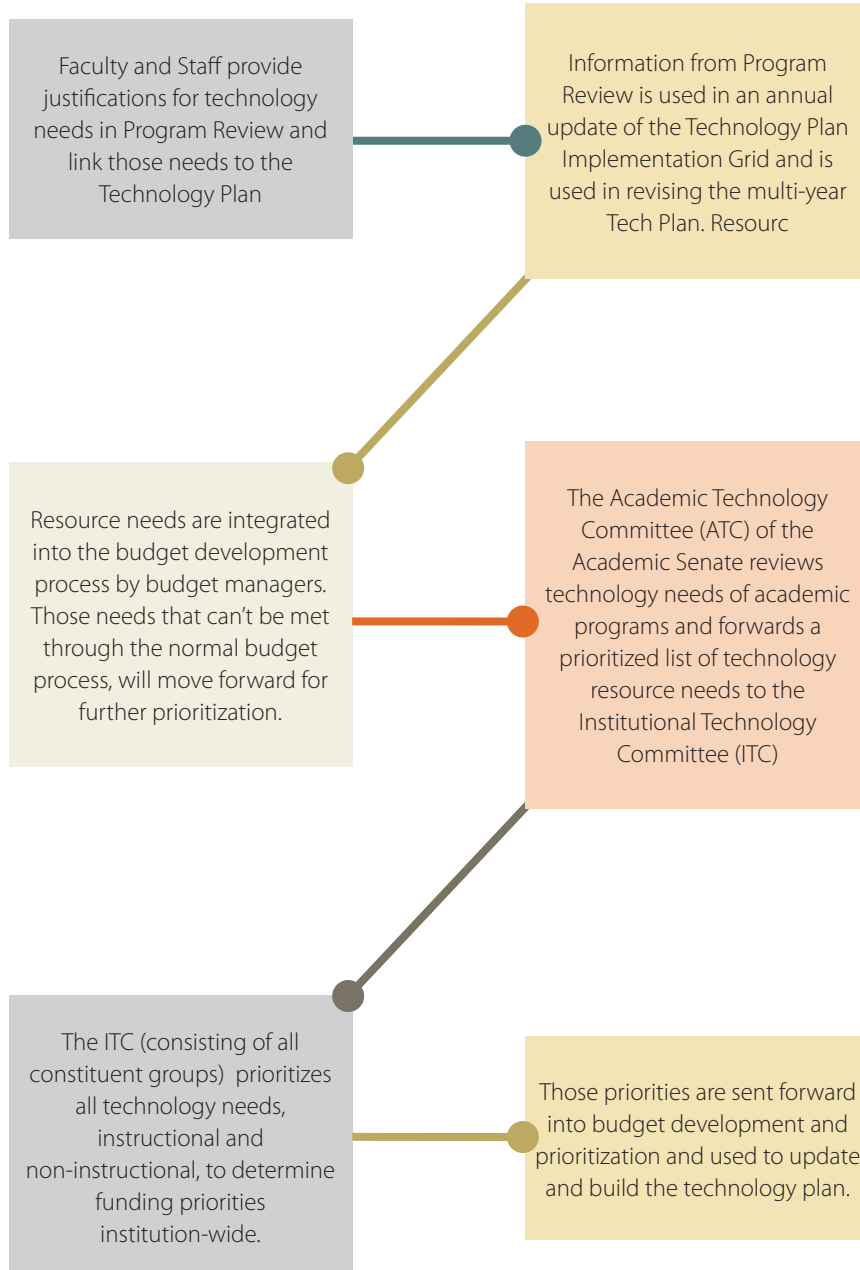
The SLO flowchart above explains the SLO development, assessment and dialogue process and depicts how it feeds into program review process, strategic planning and budgeting.

# SOUTHWESTERN COLLEGE SHARED CONSULTATION COUNCIL PRIORITIZATION PROCESS FOR ALLOCATING DISCRETIONARY FUNDING



The SCC Prioritization Process addresses resource allocation for program needs that cannot be addressed within the budget development process for the annual operations budget. Program needs are identified through the institutional program review process and are supported by SLO/AUO data within program review documents. Program review documents, both the comprehensive and snapshot format, require program needs to be linked with the college district’s Strategic Priority Plan, and Institutional Goals and Objectives.

# TECHNOLOGY PLANNING PROCESS

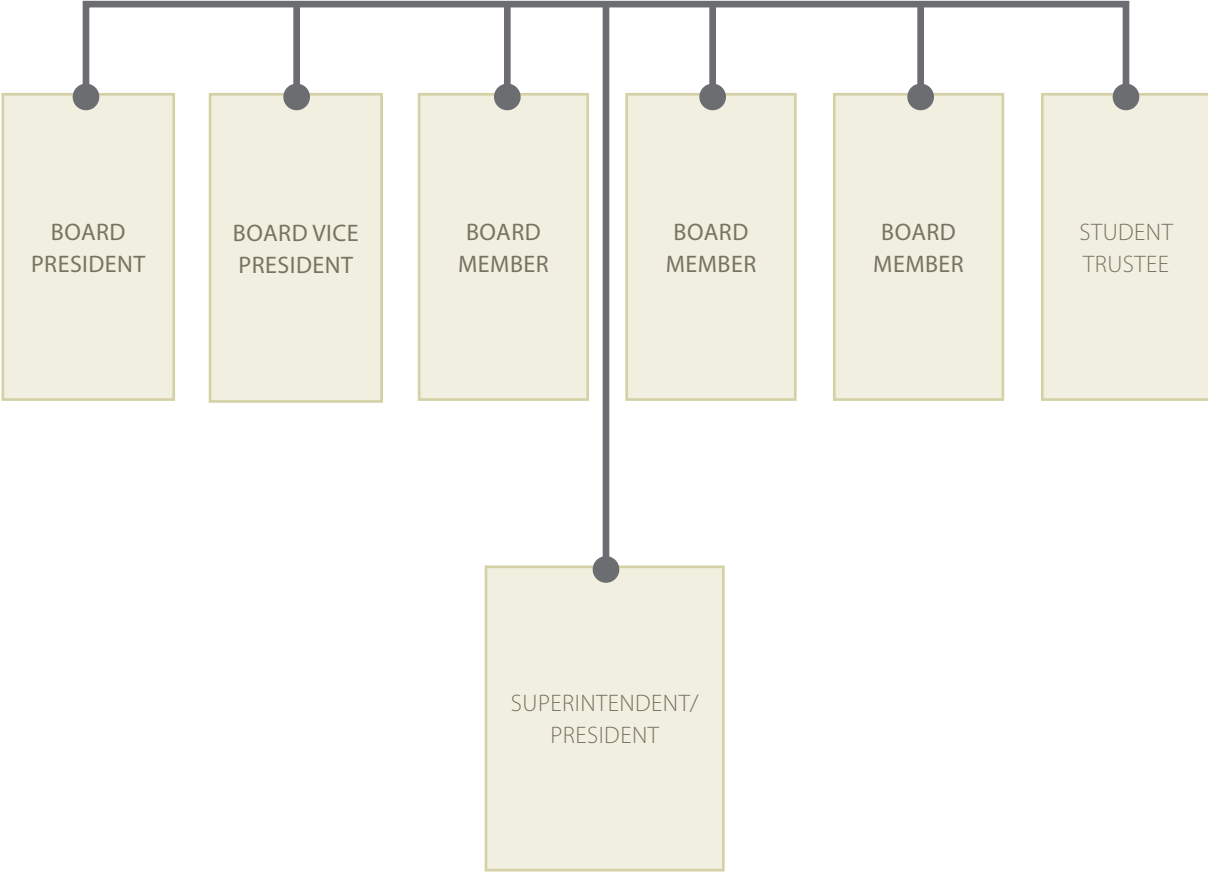




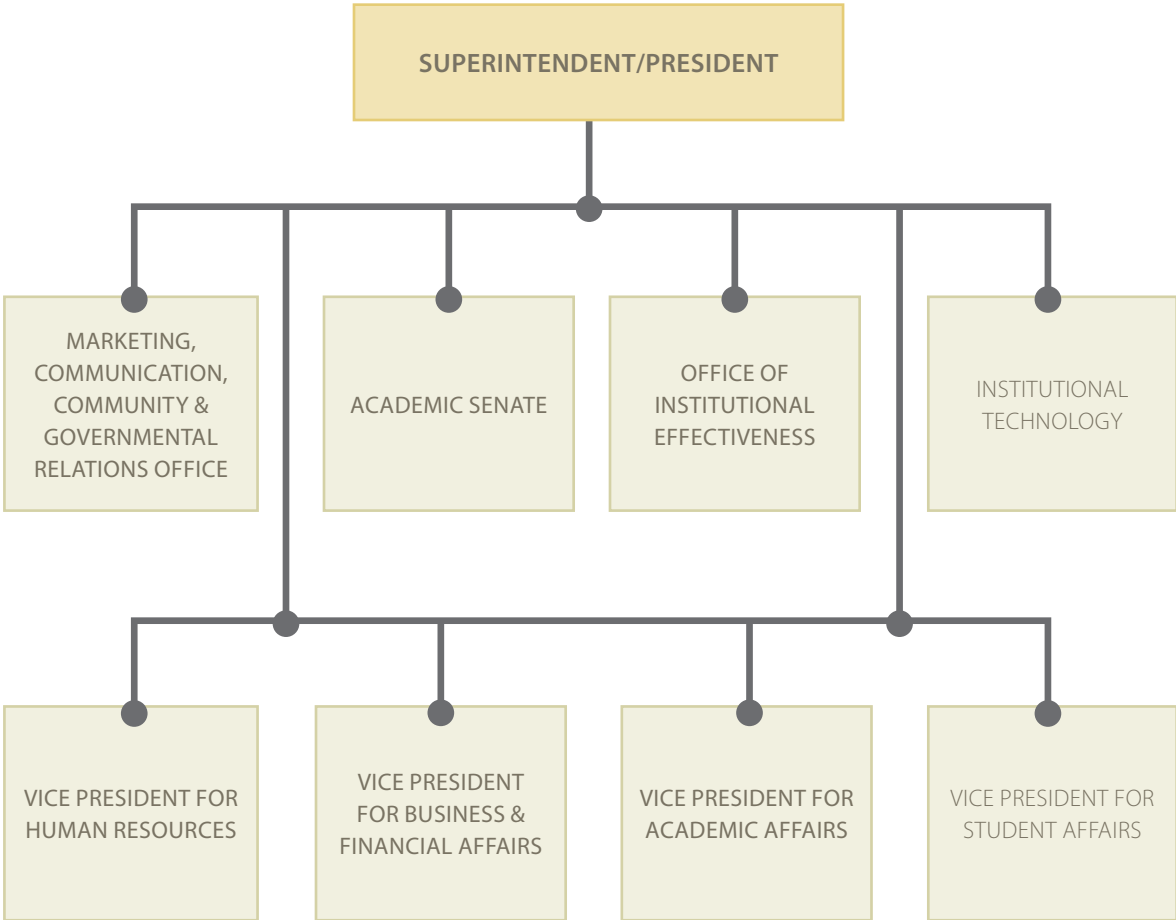


# ORGANIZATION CHARTS

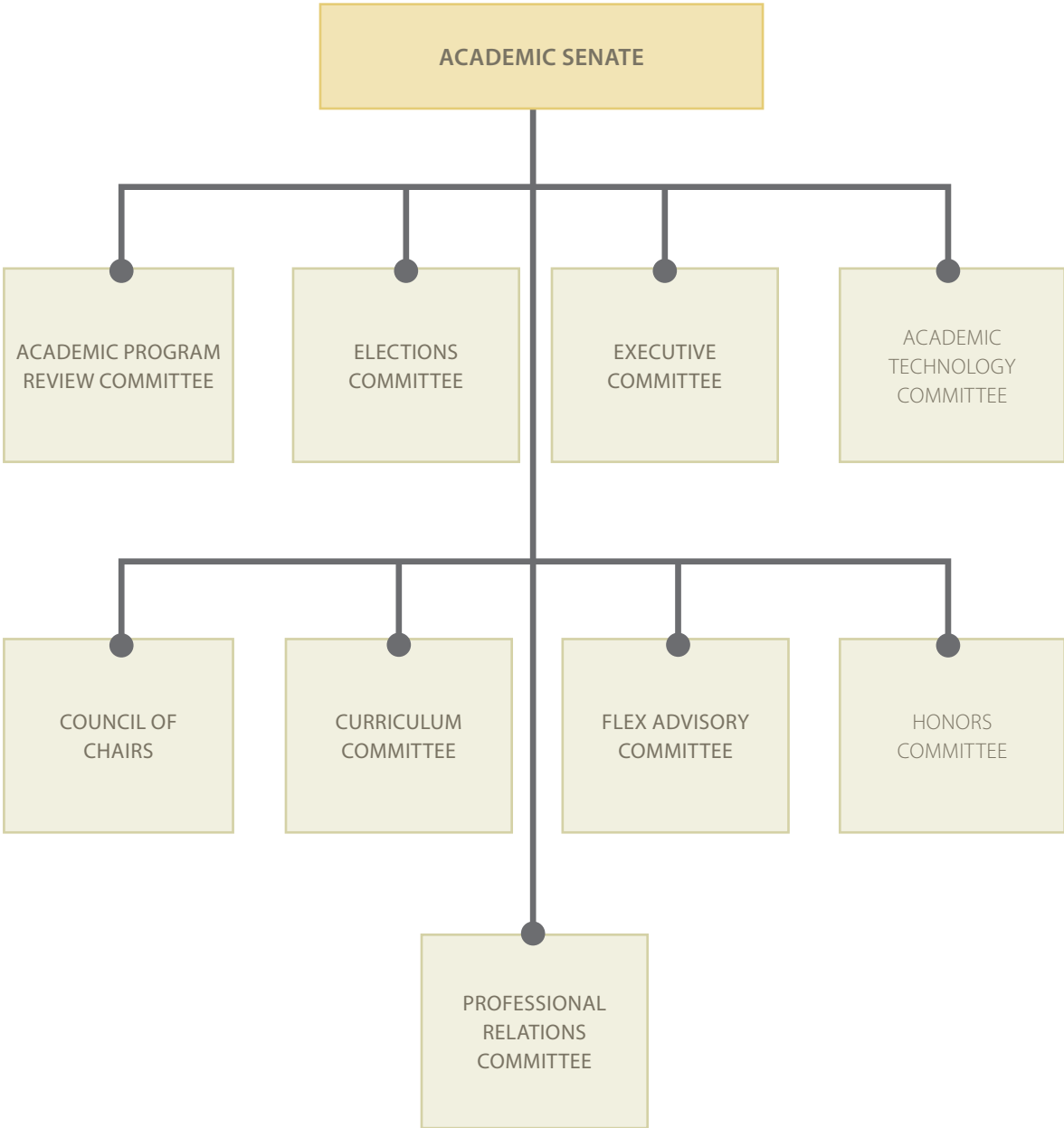
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART GOVERNING BOARD



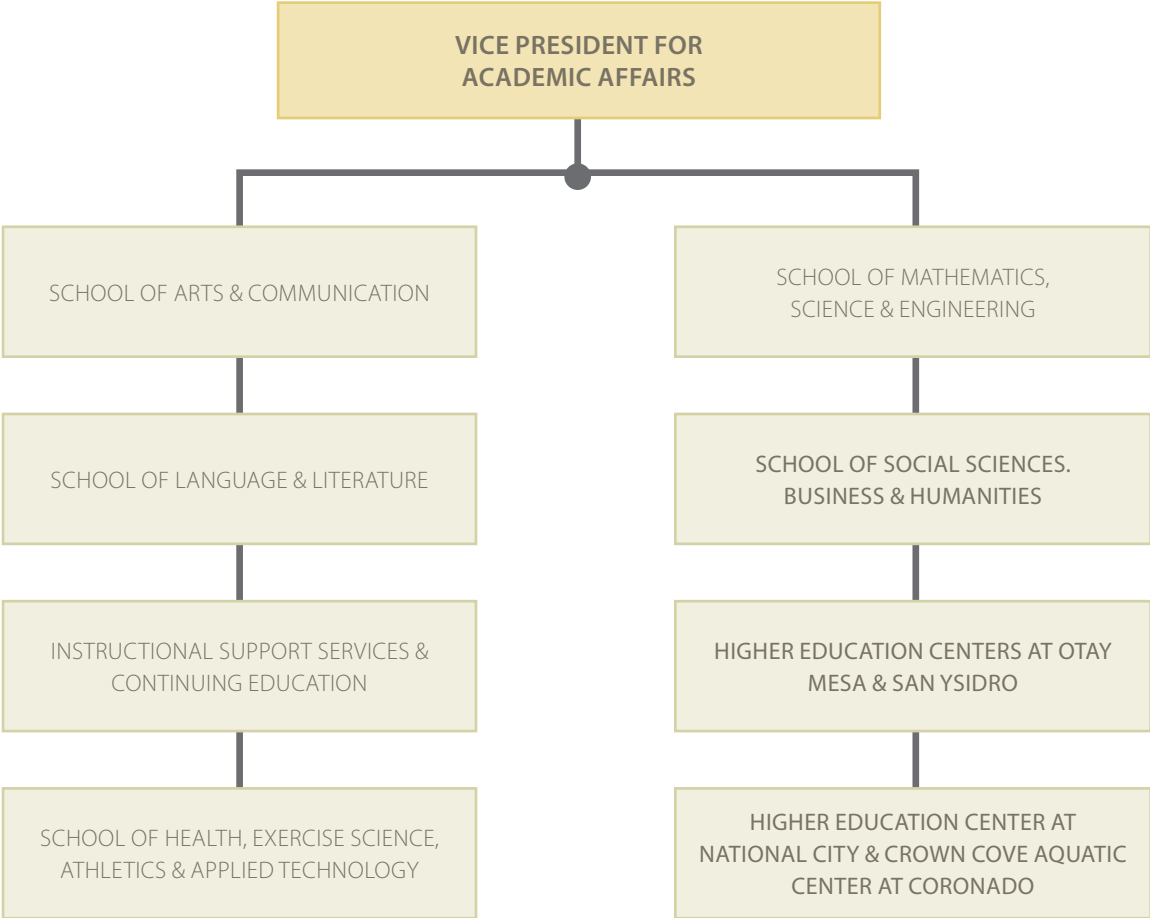
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART SUPERINTENDENT/PRESIDENT'S OFFICE



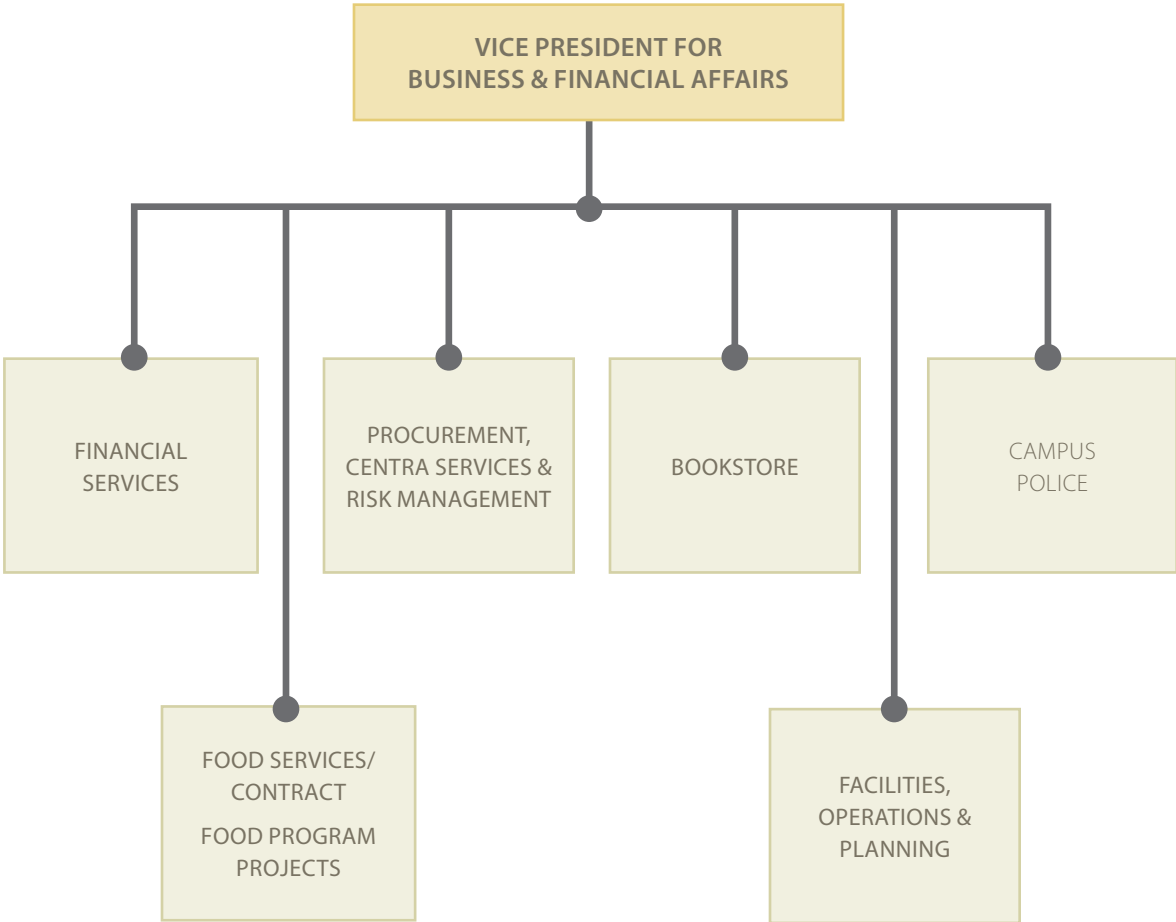
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART ACADEMIC SENATE COMMITTEES



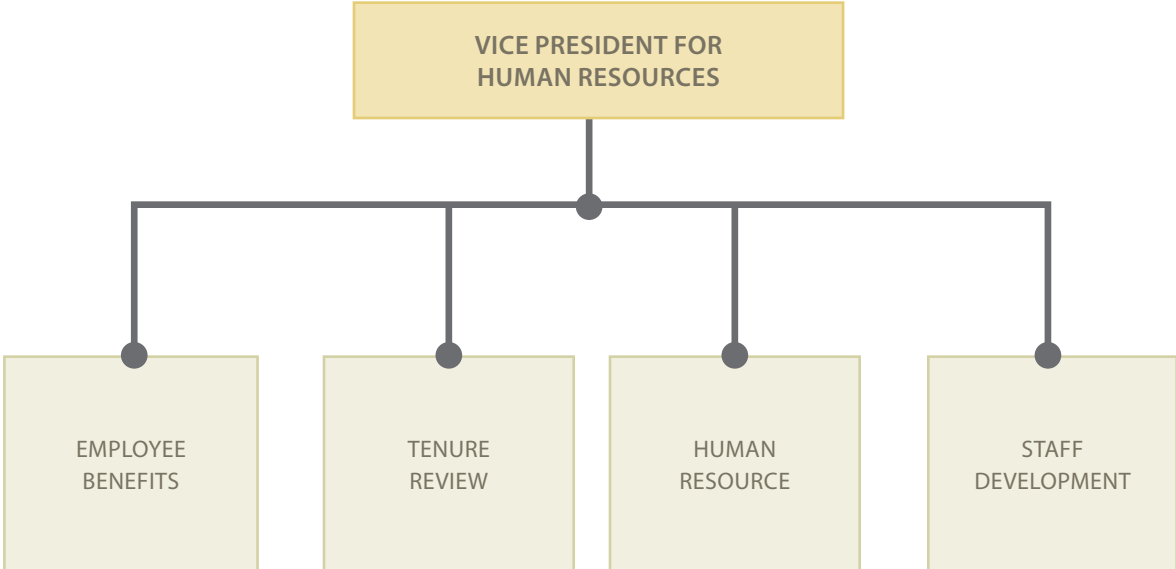
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART ACADEMIC AFFAIRS



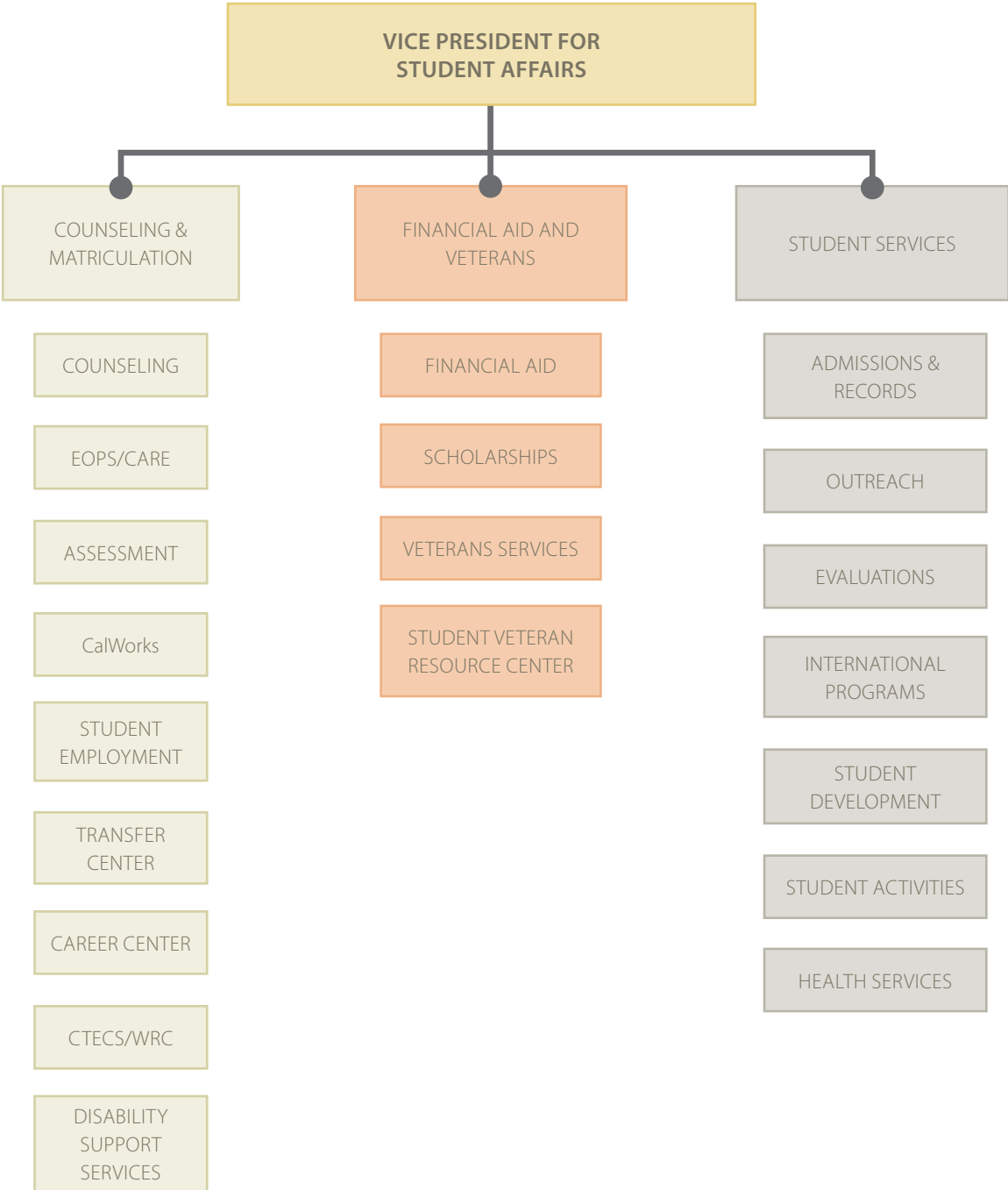
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART BUSINESS AND FINANCIAL AFFAIRS



SOUTHWESTERN COLLEGE  
ORGANIZATIONAL CHART  
HUMAN RESOURCES



# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART STUDENT AFFAIRS







# CATALOG OF COMMITTEES

# CATALOG OF COMMITTEES

## SHARED PLANNING AND DECISION MAKING STANDING COMMITTEES OF THE SCC

- Accreditation Oversight Committee
- Educational Planning and Enrollment Management Committee
- Diversity, Equity, and Inclusion Committee
- Human Resources Committee
- Institutional Facilities Committee
- Institutional Program Review Committee
  - BFA Program Review Committee
  - Academic Administrator Program Review
- Institutional Technology Committee
- Planning and Budget Committee
- Student Outcomes and Achievement Review Committee

## STANDING COMMITTEES OF THE ACADEMIC SENATE

- Academic Senate
- Academic Program Review Committee
- Academic Senate Elections Committee
- Academic Senate Executive Committee
- Academic Technology Committee
- Council of Chairs
- Curriculum Committee
- Flex Advisory Committee
- Honors Program Committee
- Professional Development Committee
- Professional Relations Committee

## CAMPUS-WIDE COMMITTEES

- Americans with Disabilities Act and Universal Design in Education Committee
- Basic Skills Initiative Steering Committee
- Calendar Committee
- Catalog Committee
- College Management Team
- Commencement Committee
- Crisis Response team
- Dean's Council
- Equal Employer/Employee Relations Committee
- Equal Employment Opportunity Committee
- Equivalency Committee
- Faculty Hiring Prioritization Committee
- Grievance and Order Committee
- Institutional Research Review Board
- Sabbatical Leave Review Committee
- Safety Committee
- Staff Development Committee
- Student Awards Ceremony Committee
- Student College Relations Committee
- Student Services Council

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Student Success Committee  
Tenure Review Review Committee  
Women's History Month Gender Equity Committee  
Workforce and Business Development Committee

# ACCREDITATION OVERSIGHT COMMITTEE

Accreditation Oversight Committee		
Mission/Purpose	<i>Oversight and coordination of Southwestern College's ongoing accreditation process development and review of responses to ACCJC recommendations and action plans.</i>	
Parent Committee	<i>Shared Consultation Council</i>	
Standing Subcommittees	<i>None</i>	
Major Responsibilities and Reports	<i>Ensure that the college 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</i>	
Chair/Co-Chairs	Administrative: <i>Accreditation Liaison Officer</i> Non-Administrative: <i>Faculty Member</i>	
Recorder:	<i>Administrative Secretary II</i>	
Additional Office & Support Staff	<i>Accreditation Administrative Secretary II</i>	
Voting Members		
Constituent Group	# of Reps	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	6	<i>Superintendent, 4 Vice Presidents and 1 Dean</i>
Academic Senate	6	<i>AS President, AS President Elect, AS Vice President, and 3 Faculty at large members</i>
SCCDAA	1	<i>SCCDAA President or designee</i>
CSEA	2	<i>CSEA President and appointed representative</i>
ASO	1	<i>ASO President or designee</i>
Confidentials	1	<i>Confidential representative</i>
SCEA	1	<i>SCEA President or designee</i>
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
<b>Research</b>	<i>Director</i>	
<b>IT</b>	<i>Director</i>	
Meetings		
Meeting Frequency  (Day, time, how many times per month, does the committee meet in the summer?)	TBA: as needed	
Method of Action	Consensus/majority vote? Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	August	

# DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Diversity, Equity, and Inclusion Committee	
Mission/Purpose	To make recommendations to SCC to create systemic integration of a multi-cultural college that models respect, equity, diversity, social justice, and inclusion in order to promote student success.
Goal	To progress toward cultural competency as models for our students and the community we serve.
Parent Committee	SCC
Standing Subcommittees	
Strategic Priority	<p><u>Student Success</u>: Enhance instruction, student support services, and operational effectiveness by fostering cultural competency</p> <p><u>Human Resources</u>: Create and sustain a cultural of inclusion at SWC that supports the charge of the Diversity and Equity Committee as well as promotes, trust, respect and collaboration</p>
Institutional Student Learning Outcome	<p>ISLO 9: Collegially work with diverse groups of people</p> <p>ISLO 10: Identify and examine the cultural values of different ethnic groups in sensitive and respectful manner.</p>
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>Review annually and revise as appropriate policy, procedure, standards, practices, ground rules for civility, and attitudes of the college in order to work effectively in a cross-cultural setting.</li> <li>Research and make recommendations for highly experienced and skilled consultants to bring about institutional transformation over time in the area of diversity, equity, and inclusion.</li> <li>Develop long-term plan and short-term objectives that identify steps needed to improve campus cultural competency [knowledge, skills, awareness, critical self-reflection, sensitivity (attitudes and behaviors), and application], and inclusion.</li> <li>Make recommendations to assist the inclusion of cultural competency content within curriculum and the classroom environment.</li> <li>Make recommendations to assist the inclusion of cultural competency in delivery of services to all students and in all daily college interactions.</li> <li>Work with Office of Institutional Effectiveness to further investigate staff needs leading to improved employee satisfaction.</li> <li>Annually analyze demographic representation proportions and hiring trends as compared to student populations.</li> <li>Make recommendations to Employee Services to assist in strategic recruitment plan that increases diversity in applicant pools, and full and part-time hiring.</li> </ul>
Chair/Co-Chairs	<p>Full-time classified professional</p> <p>Full-time faculty representative</p> <p>Administrative: Vice President</p>
Recorder:	Administrative Assistant
Additional Office & Support Staff	

### Voting Members

Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	
Academic Senate*	1	Professional Development Coordinator, 1 additional faculty
SCCDAA*	1	1 from the HECs
CSEA	2	
ASO	2	Not counted in quorum
Confidentials	1	
SCEA*	1	1 from Student Services, 1 from Instruction

\*One administrative member from the HECs, one faculty member from Student Services, and one faculty member from Instruction should be represented. If the HEC Administrative member, SCEA Student Services faculty member, and/or Instructional faculty member serves as chair, then another member from the same constituency group will be appointed.

### Non-Voting Resource Members

Research Office	1 Researcher
Professional Development Program	Professional Development Coordinator

### Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Once a month or as needed
Method of Action	Majority vote
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	April

# EDUCATIONAL PLANNING & ENROLLMENT MANAGEMENT COMMITTEE (EP/EMC)

Educational Planning & Enrollment Management Committee (EP/EMC)		
Mission/Purpose	The EP/EMC is a shared planning & 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 Committee	
Standing Subcommittees	Enrollment Priorities & Planning Task Force (EPPT) and other subcommittees or task forces as needed	
Major Responsibilities and Reports	<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Is charged with the responsibility for the Educational &amp; Facilities Master Plan (Educational Portion), the Enrollment Management Plan.</li> <li>• Addresses Workforce and Business Development Plan priorities in the program review process.</li> <li>• Is the responsible for the following Strategic Priorities: Teaching &amp; Learning; Student Access; Student Success; and Economic, Workforce, and Community Development.</li> <li>• Integrates needs from the Online Learning Center (OCL)</li> <li>• Aligns the Educational &amp; Facilities Master Plan (Educational Portion) with the Strategic Plan through Program Review</li> <li>• Prioritizes institutional needs for the SCC related to minor equipment and over-arching needs</li> <li>• Oversees, maintains and keeps the Educational &amp; Facilities Master Plan (Educational Portion) current</li> <li>• Addresses ACCJC Self Evaluation Report Standard 2: Student Learning Program Services</li> </ul> <p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Prioritization of Program Review Needs List for Minor Equipment and Overarching Institutional Needs</li> <li>• Strategic Plan sections, goals and updates related to Teaching &amp; Learning, Student Access, Student Success, and Economic, Workforce, and Community Development</li> <li>• Educational &amp; Facilities Master Plan (Educational Portion)</li> <li>• Enrollment Management Plan</li> <li>• Workforce &amp; Business Development Plan</li> <li>• ACCJC Self-Evaluation Report Standard 2: Student Learning Programs and Services</li> </ul>	
Chair/Co-Chairs	Administrative Co-Chair: Dean of ISS or designee Non-Administrative Co-Chair: Presiding Chair, Council of Chairs	
Recorder:	Administrative Secretary for ISS	
Additional Office & Support Staff	Office of ISS	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	2	Vice President Reps Dean of ISS
Academic Senate	2	Academic Senate President or designee Academic Senate Rep
SCCDAA	2	SCCDAA President or designee SCCDAA Rep

CSEA	5	CSEA President or designee Four additional CSEA Reps
ASO	6	ASO President or designee Up to five additional ASO Reps
Confidentials	1	Confidential Rep
SCEA	2	SCEA President or designee One additional SCEA Rep
Economic & Workforce Development	3	Administrator Faculty Classified Staff

**Non-Voting Resource Members**

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
	Dean of Office of Institutional Effectiveness (OIE) Dean of Continuing Education, Economic & Workforce Development (CWEED) Supervisor of ISS Staff Development Coordinator Director of Admissions Director of Facilities or designee Director of IT or designee

**Meetings**

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The EP/EMC meets the 4 <sup>th</sup> Wednesday of the month from 11am to 12 noon, and as needed. No (only meets during academic year)
Method of Action	Majority Vote
Brown Act Compliant?	Yes or No
Month of Annual Self-Evaluation and Goal Setting	May



# HUMAN RESOURCES COMMITTEE

Human Resources Committee		
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.	
Parent Committee	Shared Consultation Council	
Standing Subcommittees	Equal Employment Opportunity Committee	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Reviews and makes recommendations regarding all processes related to Human Resources, including hiring prioritization efforts.</li> <li>• Provides oversight of Human Resource-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, and Human Resources.</li> <li>• Addresses ACCJC Standard IIIA: Human Resources</li> </ul>	
Chair/Co-Chairs	Administrative: Vice President for Human Resources of designee Non-Administrative: Selected by the Committee for a one-year term	
Recorder:	Administrative Secretary for Human Resources	
Additional Office & Support Staff	None	
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
SCDDAA	1	SCDDAA president or designee
CSEA	3	CSEA president or designee Classified Professional Representatives (2)
Academic Senate	2	Academic Senate president or designee Faculty Representative
SCEA	1	SCEA president or designee
ASO	2	ASO president or designee ASO representatives
Confidentials	1	Confidentials representative
Staff Development	1	Staff Development Coordinator
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
	Resource members invited as needed	

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
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	May

Notes: Quorum: 7 Voting Representatives (if ASO representative is not present, quorum is 6)  
Substitutions are allowed

Last Updated: 6/12/2014

# INSTITUTIONAL FACILITIES COMMITTEE

Institutional Facilities Committee		
Mission/Purpose	The Facilities Committee is a shared planning & decision-making committee that serves as a Standing Committee of the SCC (Shared Consultation Council) 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	Shared Consultation Committee	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Oversees and provides constituency input on major construction and renovation projects 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 Prop R updates as needed</li> <li>• Reviews the submittal of the annual Facilities &amp; Capital Outlay Plan</li> <li>• Provide input for the Educational &amp; Facilities Master Plan (Facilities Portion in collaboration with ITC)</li> <li>• Provide input for the Facilities Capital Outlay Plan and Five-Year Construction Plan</li> <li>• Strategic Planning for Physical and Financial Resources with the FOP.</li> <li>• ACCJC Self-Evaluation Standard 3B: Physical Resources</li> </ul>	
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		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	1	Director of FOP
Academic Senate	3	Faculty members appointed by the Academic Senate President
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 Pres. For Academic Affairs)	
Business and Financial Affairs	Vice President of BFA	
Institutional Technology	Director of Institutional Technology	

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Group meetings typically once a month in fall and twice a month in spring semester.
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	April

# INSTITUTIONAL PROGRAM REVIEW COMMITTEE (IPRC)

Institutional Program Review Committee (IPRC)		
Mission/Purpose	<i>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.</i>	
Parent Committee	<i>Shared Consultation Council</i>	
Standing Subcommittees	<ul style="list-style-type: none"> <li>• <i>Academic Program Review Committee</i></li> <li>• <i>Administrative Program Review Committee</i></li> <li>• <i>Student Services Program Review Committee</i></li> <li>• <i>Academic Administrative Program Review Committee</i></li> </ul>	
Major Responsibilities and Reports	<p><i>Ensure that the college is achieving ongoing continuous quality improvement through the Institutional Program Review process.</i></p> <p>Reports:</p> <ul style="list-style-type: none"> <li>• <i>Annual Program Review Snapshots</i></li> <li>• <i>Comprehensive Program Review Reports</i></li> <li>• <i>Prioritization List for the SCC</i></li> </ul>	
Chair/Co-Chairs	<p>Administrative: <i>Accreditation Liaison Officer</i></p> <p>Non-Administrative: <i>Academic Senate VP/APRC Coordinator</i></p>	
Recorder:	<i>Administrative Secretary II</i>	
Additional Office & Support Staff	<i>Office of Institutional Effectiveness, Administrative Secretary II</i>	
Voting Members		
<i>Constituent Group</i>	<i># of Reps</i>	<i>Specific Position of Representative(s)</i>
Administration	3	<i>Administrative Co-chair and two other Administrative representatives</i>
Academic Senate	3	<i>Academic Senate Vice President, and 2 Faculty members</i>
CSEA	3	<i>CSEA President or designated representative and 2 classified staff</i>
ASO	1	<i>ASO President or designee</i>
Non-Voting Resource Members		
Office of Institutional Effectiveness	<i>Director of Institutional Research, Planning &amp; Grants</i>	
Office of the Superintendent/President	<i>Superintendent/President</i>	
Academic Senate	<i>Academic Senate President</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	<i>Bi-monthly (August–May) 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of month from 1:00-2:00 pm</i>	
Method of Action	<i>Consensus/majority vote? Consensus</i>	
Brown Act Compliant?	<i>No</i>	
Month of Annual Self-Evaluation and Goal Setting	<i>August</i>	

# INSTITUTIONAL TECHNOLOGY COMMITTEE

Institutional Technology Committee		
Mission/Purpose	The ITC is a shared planning & decision-making committee that makes technology recommendations to the Shared Consultation Council for the institution.	
Parent Committee	SCC	
Standing Subcommittees		
Major Responsibilities and Reports	<p><i>Responsibilities</i></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>• 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><i>Reports</i></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 &amp; research</li> <li>• ACCJC Self-Study Standard 3C Technology Resources</li> </ul>	
Chair/Co-Chairs	Admin Co-Chair: Institutional Technology Director Non-Admin 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
Academic Senate	3	ATC Chair ATC Rep Academic Senate Rep from Student Services
SCCDAA	2	SCCDAA President or designee SCCDAA Rep
CSEA	2	CSEA President or designee CSEA Rep
ASO	2	ASO President or designee ASO Rep
Confidentials	1	Confidentials Rep
SCEA	2	SCEA President or designee SCEA Rep

IT	4	IT Network Specialist IT Programming Supervisor IT Operations Supervisor IT Lab Support
OLC	1	Online Learning Center Rep
<b>Non-Voting Resource Members</b>		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i> 3 non-voting Vice Presidents Dean of OIE or designee Director of Financial Services Dean of ISS Training Services Coordinator	
<b>Meetings</b>		
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> Tuesdays per month from 2:30 to 4:00 p.m. (Beginning in Fall 2013 2:00–3:30pm)	
Method of Action	Consensus	
Brown Act Compliant?	Yes or No? No	
Month of Annual Self-Evaluation and Goal Setting	May	

# PLANNING AND BUDGET COMMITTEE

Planning and Budget Committee (PBC)	
Mission/Purpose	In alignment with the College Mission, PBC upholds the sequence of SWC’s 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 Committee (SCC)
Standing Sub Com	N/A
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>• Oversight of integrated planning</li> <li>• Oversight of Institutional planning cycles and assessment</li> <li>• Facilitate SCC annual review of mission statement and strategic plan</li> <li>• Institutional planning and budget development calendar</li> <li>• Review of planning and budget assumptions in Spring semester</li> <li>• Review of tentative and final budgets</li> <li>• Oversight of budget allocation</li> <li>• Quarterly update of District expenditures and income (e.g. including revenue generation)</li> <li>• Receive State of California budget updates and recommend mid-year adjustments to the budget assumptions and budgets as needed</li> <li>• Review and evaluate financial management policy and procedures</li> <li>• Host twice yearly budget forums regarding “State of the Budget”</li> <li>• Monthly report regarding status of grant applications and awards</li> <li>• Responsible to prepare sections of the Accreditation Self Evaluation Report related to mission, institutional effectiveness and financial resources/budget</li> </ul>
Chair/Co-Chairs	<p>Administrative: Vice President for Business and Financial Affairs (VPBFA) Dean, Institutional Effectiveness</p> <p>Non-Administrative: Academic Senate President or designee</p>
Recorder:	Administrative Assistant to VPBFA
Other Office/Support Staff	Office of Institutional Effectiveness

Voting Members		
Constituent Group	# of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	2 (rotating)	VP for Academic Affairs VP for Business and Financial Affairs VP for Employee Services VP for Student 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	Rep appointed by ASO President (attendance not calculated in quorum)
Confidentials	1	Representative agreed upon by constituent group



Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
	Vice President for Academic Affairs Vice President for Business and Financial Affairs Vice President for Employee Services Vice President for Student Affairs Director of Finance Director of Institutional Research, Planning and Grants SCEA President or designee and faculty appointed by SCEA President
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 and meetings during summer will be held on the 1 <sup>st</sup> and 3 <sup>rd</sup> Thursdays; Quorum = 5 voting members
Method of Action	Consensus/majority vote? Consensus method as identified in SCC Operating Principles
Brown Act Compliant?	Yes or <u>No</u>
Month of Annual Self-Evaluation and Goal Setting	Goal setting in November; Evaluation in April

# STUDENT OUTCOME AND ACHIEVEMENT REVIEW (SOAR) COMMITTEE

Student Outcome and Achievement Review (SOAR) Committee		
Mission/Purpose	<p>The Student Outcomes and Achievement Review (SOAR) Committee facilitates institution-wide dialogue and assessment of Student Learning Outcome (SLO) and Student Achievement data and evidence in order to support student learning, to pursue institutional excellence, and to guide institution-wide self reflective dialogue for continuous quality improvement.</p> <p><i>Purpose: In alignment with the College's mission and strategic priorities, review, discuss, interpret, and assess institutional student learning outcome and college-wide achievement results for use in institutional dialogue as it relates to the improvement of student learning, student achievement, educational quality, and institutional effectiveness.</i></p>	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees	SLO Points	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>Facilitate the SLO assessment process across the institution</li> <li>Review and revise SLO assessment cycle</li> <li>Review and address existing and updated ACCJC requirements regarding SLO assessment, keep campus community informed of changes in requirements, and work with campus community to align SWC processes to meet requirements</li> <li>Review, discuss, interpret, and facilitate assessment of SLO and student achievement results</li> <li>Facilitate institution-wide dialogue regarding SLOs and achievement results</li> <li>Provide interpretation of SLO and student achievement results to the campus community to assist in planning, improvements, and decision-making</li> <li>As the result of dialogue, provide updates on major findings</li> <li>Provide recommendations to SCC based on institutional SLO and student achievement results</li> <li>In collaboration with the IPRC, ensure SLO and student achievement results remain key components of the program review, institution-wide decision-making, and Prioritization processes</li> <li>Assist in the completion of ACCJC reporting, specifically addressing SLO and student achievement results and their use in integrated planning</li> <li>Based on state and accreditation requirements, recommend other types of data collection</li> </ul>	
Chair/Co-Chairs	Administrative: Director of Research, Planning, and Grants Non-Administrative: Institutional Program Review and Outcomes Coordinator (IPROC)	
Recorder:	Secretary from the Office of Institutional Effectiveness	
Additional Office & Support Staff	Researchers and Technical Assistants	
Voting Members		
Representatives	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
IPROC	1	
Faculty Members	4	It is recommended that one faculty representative be the Accreditation Oversight Committee faculty co-chair and one be a part time faculty member.
Administrators	2	
Classified Professionals	2	
ASO	2	

Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
Office of Institutional Effectiveness	Dean of the Office of Institutional Effectiveness
Office of Institutional Effectiveness	One representative from Research, Planning, and Grants
Human Resources	Staff Development Coordinator
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Thursdays, 2:30–4 p.m. per the approved meeting calendar
Method of Action	Consensus/majority vote? Consensus, following SCC procedures
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	September

Last Updated: September 2015  
 SOAR Approved: 9/14/2015

# ACADEMIC SENATE

Academic Senate Committee		
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	
Standing Subcommittees		
Major Responsibilities and Reports	Oversee and advise on the implementation of BP 2515 Role and Scope of the Academic Senate (10H)	
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		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
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:	Arts & Communications: 1 Instructional Support Services: 1 Counseling & Personal Development: 1 Health, Exercise Science, Athletics & Applied Technology: 1 Higher Education Center (SY & OM): 1 Higher Education Center (NC & CCAC): 1 Language & Literature: 1 Social Sciences, Business & Humanities: 1 Mathematics, Science & Engineering: 1
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	This committee meets every 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> Tuesday of the month, from 11:00-11:50 AM in Room L 246.
Method of Action	Majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	August

# ACADEMIC PROGRAM REVIEW COMMITTEE

Academic Program Review Committee		
Purpose	The review of academic programs is intended to improve the overall quality of existing instructional programs offered at Southwestern College. The APRC examines, determines and implements the program review process for academic programs and recommends modifications to the forms and process.	
Parent Committee	Academic Senate	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Administers the APR cycle for academic disciplines.</li> <li>• Determines the APR cycle and deadlines.</li> <li>• Reads, reviews, and takes action on submitted APR reports.</li> <li>• Reports to the Academic Senate the status of APR.</li> <li>• Forwards the approved APR's and Executive Summaries to the President of the Academic Senate and to the Vice President for Academic Affairs</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		
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
		Academic Senate President-Elect
Deans' Council	1	Dean of Arts & Communications
School of Counseling and Personal Development	1	Counselor Faculty appointed by Academic Senate President
School of Health, Exercise Science, Athletics & Technology	1	Professor Faculty appointed by Academic Senate President
School of Social Sciences, Business & Humanities	1	Professor Faculty appointed by Academic Senate President
School of Arts & Communications	1	Professor Faculty appointed by Academic Senate President
School of Math, Science & Engineering	1	Professor Faculty appointed by Academic Senate President
Non-Credit	1	Director of Continuing Education & Special Projects
Instructional Support Services	1	Librarian Faculty appointed by Academic Senate President
HEC Representatives	1	
Part-time Faculty Representative at Large		

### Non-Voting Resource Members

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
	Articulation Officer
Office of Institutional Effectiveness	Director of Research, Planning and Grants
Office of Institutional Effectiveness	Institutional Program Review and Outcomes Coordinator

### 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> & 3 <sup>rd</sup> Wednesday of the month, from 1:00-2:00 PM in Room L 246.
Method of Action	majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	

# 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	
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 & Research Officer	
Recorder:	Administrative Assistant for the Academic Senate	
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>
	3	Senators of the Academic Senate
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	When needed	
Method of Action	Majority	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	May	

Last Updated: 5/15/2014



# ACADEMIC SENATE EXECUTIVE COMMITTEE

Academic Senate Executive Committee	
Purpose	The Executive Committee of the Senate acts as an advisory body to the Senate President.
Parent Committee	Academic Senate
Standing Subcommittees	None
Major Responsibilities and Reports	Serves as an advisory body to the Academic Senate President. Reviews by-laws and recommends amendments as appropriate. Provides faculty leadership and advocacy for issues related to Policy/Procedure 2510 and 2515. 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.
Chair/Co-Chairs	Academic Senate President
Recorder:	Communications and Research Officer
Additional Office & Support Staff	Administrative Secretary, Academic Senate
Voting Members	
<i>Constituent Group</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
	Vice President for Academic Senate
	President-elect
	Communications and Research Officer
	Immediate Past President
	State Delegate
	Presiding Chair of the Council of Chairs
	Part-time Faculty Representative at large
Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
Staff Development	Flex Advisory Coordinator
At-large Members	Up to four (4) non-voting members at-large appointed by the Academic Senate President.
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.
Method of Action	Majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	August

# ACADEMIC TECHNOLOGY COMMITTEE

Academic Technology Committee	
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
Standing Subcommittees	None
Major Responsibilities and Reports	<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-wide prioritization of technology needs.</li> <li>• Provide recommendations to the Senate regarding academic technology needs for all disciplines.</li> <li>• Assist in the creation and review of planning documents relevant to technology including the SWC Technology Plan.</li> </ul>
Chair/Co-Chairs	The faculty Chair shall be a tenured faculty member appointed by the Academic Senate President.
Recorder:	Academic Senate Administrative Secretary
Additional Office & Support Staff	None
Voting Members	
<i>Constituent Group</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Faculty from the following schools:	<ul style="list-style-type: none"> <li>• Arts and Communication</li> <li>• Counseling and Personal Development</li> <li>• Health, Exercise Science, Athletics, and Applied Technology</li> <li>• Language and Literature</li> <li>• Math, Science &amp; Engineering</li> <li>• Social Sciences, Business and Humanities</li> <li>• One faculty member from the Library</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> <li>• One part-time faculty representative at large</li> </ul>
Additional Committee Members include the following:	<ul style="list-style-type: none"> <li>• Representative from ASO</li> <li>• Representative from the Web Team, appointed by the ATC Chair</li> </ul>
Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
	<ul style="list-style-type: none"> <li>• The Training Services Coordinator</li> <li>• Representative from Institutional Technology Committee</li> <li>• Representative from the Online Learning Center</li> <li>• The Dean of the Office of Institutional Effectiveness, or designee</li> </ul>

## 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> Friday of each month.
Method of Action	Consensus
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	April

# COUNCIL OF CHAIRS COMMITTEE

Council of Chairs Committee	
Purpose	The purpose of the Council of Chairs 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 work as a team to develop reliable practices as they apply to department faculty or operations.
Parent Committee	Academic Senate
Standing Subcommittees	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Coordinate 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	Non-Administrative: The Presiding Chair of the Council of Chairs
Recorder:	Volunteer from membership
Additional Office & Support Staff	None
Voting Members	
<i>Constituent Group</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Department Chairs	All Department Chairs
Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
Academic Senate	President of the Academic Senate as ex-officio non-voting member
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	First Thursday of the month (September –December and February-May) at 11-11:50 a.m.
Method of Action	Majority
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	September

# CURRICULUM COMMITTEE

Curriculum Committee		
Mission	The purpose of the Curriculum Committee is to approve new and revised curriculum and academic policies to ensure compliance with Title 5 and California Education Code prior to submission to the 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	
Standing Subcommittees		
Major Responsibilities and Reports	The Curriculum Committee is responsible for the review and approval of all curricular matters, including educational program development. (Procedures 2510, Ed. Code 70901 (b) (7), SWC Curriculum Handbook.	
Chair/Co-Chairs	Administrative: Vice President for Academic Affairs Non-Administrative: Faculty Curriculum Chair	
Recorder:	Administrative Secretary II, Instructional Support Services	
Additional Office and 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>
Faculty Representatives	1	School of Arts and Communication
	1	School of Counseling & Personal Development
	1	School of Continuing Education
	1	School of Health, Exercise Science, Athletics & Applied Technology
	1	School of Language and Literature
	1	School of Mathematics, Science & Engineering
	1	School of Social Sciences, Business & Humanities
	1	Library Representative
	1	Articulation Officer
	1	Assessment
	1	Higher Education Representative
		Part time faculty representative at large

### Non-Voting Resource Members

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. 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
	Supervisor, Instructional Support Services
	Instructional Support Services Technician
	Instructional Support Services Technician

### Meetings

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, 1:30–3:30 p.m., with additional meetings planned as needed.
Method of Action	Majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	

# FLEX ADVISORY COMMITTEE

Flex Advisory Committee		
Mission/Purpose	The Flex Advisory Committee is required by Title 5, Section 55730(e). The Flexible Calendar Program ("Flex") allows faculty the time to improve instruction and pursue those activities which constitute professional growth. An advisory committee for the Flexible Calendar Program, composed of faculty, students, administrators and other interested persons, is a district responsibility.	
Parent Committee	Academic Senate	
Standing Subcommittees	None	
Major Responsibilities and Reports	The advisory committee is responsible for making recommendations on staff, student, and instructional improvement activities. These recommendations are based on a comprehensive planning process that includes needs assessment and evaluation. This committee is also responsible for an annual review and update of the Flexible Calendar Guidelines.	
Chair	Non-Administrative: Staff Development Coordinator	
Recorder:	Staff Development Program Assistant	
Additional Office & Support Staff	Staff Development Program Assistant	
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	2	Appointed by Academic Senate President
SCCDAA	1	Appointed by SCCDAA President
CSEA	1	Appointed by CSEA President
ASO	1	Appointed by ASO President
Confidentials		
SCEA	2	Appointed by SCEA President
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
Staff Development	Staff Development Coordinator Staff Development Program Assistant	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Online discussions and voting via Blackboard and e-mail. Face-to-face meetings once each semester on a Monday from 2–3 p.m. when the Staff Development Committee is not meeting.	
Method of Action	Majority vote	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	<u>Self-Evaluation</u> : Ongoing evaluation of all Flex activities (Workshops and Individual Flex activities) Needs Assessment Surveys February– March <u>Goal Setting</u> : April-May	

# HONORS COMMITTEE

Honors Committee	
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
Standing Subcommittees	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• To oversee and maintain 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>• To recruit faculty and students</li> <li>• To conduct outreach activities</li> <li>• To report 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>
Academic Senate	Academic Senate President
Articulations	Articulation Officer
ASO	ASO Representative
Faculty from the following Schools:	<ul style="list-style-type: none"> <li>• Arts &amp; Communication</li> <li>• Counseling and Personal Development</li> <li>• Health, Exercise Science, Athletics &amp; Applied Technology</li> <li>• Language &amp; Literature</li> <li>• Math, Science &amp; Engineering</li> <li>• Social Sciences, Business, and Humanities</li> </ul>
Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
	A representative per chartered College Honor Society
	A classified staff representative from Student Services (e.g. Admissions)



Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The committee meets once a month
Method of Action	Majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	

# PROFESSIONAL RELATIONS COMMITTEE

Professional Relations Committee	
Mission/Purpose	Reviews faculty conduct towards other faculty and ethical standards in order to promote understanding of and adherence to a code of ethics and civility as well as to defend members of the academic staff from unprofessional treatment, especially from false accusations regarding their professional conduct.
Parent Committee	Academic Senate
Standing Subcommittees	None
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Takes such action as deemed appropriate toward reaching mutual resolution.</li> <li>• To define and interpret principles of professional ethics.</li> <li>• To study problems of faculty or college community friction which have disrupted the educational program.</li> </ul>
Chair	Past President of the Academic Senate
Recorder:	None
Additional Office & Support Staff	Academic Senate Administrative Secretary
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	4 Immediate Past President (chair) One senator and one member from the faculty-at large both appointed by the Senate President Faculty member who requests the meeting
SCEA	1 Grievance Officer (if requested)
Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
	None
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Ad Hoc – as needed
Method of Action	Majority vote
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	Every June by the Academic Senate Executive Committee

# CAMPUS-WIDE COMMITTEES

# AMERICANS WITH DISABILITIES ACT AND UNIVERSAL DESIGN IN EDUCATION COMMITTEE

ADA/UDE Committee		
Mission/Purpose	The Americans with Disability Act & 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		
Standing Subcommittees		
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>The ADA-UDE Committee serves as an advisory committee to the College in accordance with Section 504 &amp; 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 Committee will review accessibility of campus facilities, programs, services and activities for college as well as community members with disabilities.</li> <li>Reports recommendations to the Vice President of Student Affairs</li> </ul>	
Chair/Co-Chairs	Administrative: Director of Disability Support Services (Chair) Non-Administrative: Faculty (Co-Chair)	
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>	Director of Institutional Technology Chief Marketing, Communication, Community & Government Relations Officer Director of Human Resources Director of Facilities, Operations and Planning	

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Two times per semester, Tuesday or Thursday, Room 214
Method of Action	Consensus-discussions; Majority - motions
Brown Act Compliant?	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	To implement the "Paired" Learning Communities classes; to oversee disbursement of California State BSI funding to Southwestern College; to prepare the Annual Basic Skills Initiative End-of-Year-Report	
Chair/Co-Chairs	Administrative: Dean, School of Language and Literature Non-Administrative: Selected by Committee	
Recorder:	BSI Administrative Assistant	
Additional Office & Support Staff	None	
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	Vice President for Academic Affairs Dean, School of Language and Literature Dean of Counseling
Academic Senate	4	President of Academic Senate Three Faculty in Basic Skills Areas of RDG, MATH, and ENGL
SCCDAA	0	
CSEA	0	
ASO	0	
Confidentials	0	
SCEA	0	
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
	None	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	3 times a semester; 3 p.m.–4:30 p.m., with additional meetings scheduled as needed	
Method of Action	Majority	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	October	

Last Updated: 4/17/14

# CALENDAR COMMITTEE

Calendar Committee		
Mission/Purpose	The Calendar Committee shall be responsible for establishing the Academic Calendar, overseeing policy and procedures, investigating alternate calendaring methodologies, and promoting the Academic Calendar.	
Parent Committee	None	
Standing Subcommittees	None	
Major Responsibilities and Reports	Development and implementation of the Academic Calendar	
Chair/Co-Chairs	Administrative: Mink Stavenga	
Recorder:	ISS Administrative Secretary II	
Additional Office & Support Staff	N/A	
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	Dean of Counseling, Admissions and Records Supervisor
Academic Senate	3	AS President, Presiding Chair, Staff Development Coordinator
SCCDAA	1	Center Dean
CSEA	1	President or designee
ASO	3	President or designee and 2 ASO representatives
Confidentials	1	HR Confidential
SCEA	1	President or designee
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
<b>ISS</b>	ISS Supervisor, ISS Instructional Support Specialist	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	2 <sup>nd</sup> Wednesday of the month; 11 a.m.–12 p.m.; L246	
Method of Action	Majority vote	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	September	

# 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	NA	
Standing Subcommittees	NA	
Major Responsibilities and Reports	Upcoming policy and procedures (Student Affairs); faculty emeritus;	
Chair/Co-Chairs	Administrative: Brian Eballo Non-Administrative: Veronica Burton	
Recorder:		
Additional Office & Support Staff	Instructional Support Services; Community & Government Media Relations	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Supervisor of Instructional Support Services
Articulation	1	Articulation Officer
Financial Aid	1	Director of Financial Aid
Community and Government Media Relations	1	Specialist
Counseling	1	Counselor
Faculty	1	Full-Time
ISS	2	Specialist & Technician
Non-Voting Resource Members		
Office Represented	Vice President for Academic Affairs; Dean of Instructional Support Services	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Committee chooses day based on the availability of the majority; committee meets bi-weekly; yes, committee meets in the Summer	
Method of Action	Consensus/majority vote	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	June 30	



# COLLEGE MANAGEMENT TEAM

College Management Team		
Mission/Purpose	A forum for receiving information and engaging in open discussion among the college management team to best implement the mission of the District.	
Parent Committee	N/A	
Standing Subcommittees	N/A	
Major Responsibilities and Reports	<p>Major functions of CMT include, but are not limited to:</p> <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 of ideas and provision of feedback on issues important to managers.</li> <li>• Review of college-wide policies and procedures.</li> <li>• Enhance leadership, supervisory skills and knowledge.</li> </ul> <p>Provide recommendations on issues directly related to managers and supervisors of the college.</p>	
Chair/Co-Chairs	Administrative: Superintendent/President Non-Administrative:	
Recorder:	Secretary to the Office of the Superintendent/President	
Additional Office & Support Staff	N/A	
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	67	Vice Presidents of Academic Affairs, Student Affairs, Business and Financial Affairs, Human Resources, Academic Managers, Classified Managers, Supervisors
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
	N/A	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly and as needed. Normally the third Tuesday of the month.	
Method of Action	Consensus/majority vote? Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	June Annual Retreat	

Last Updated: 9/17/12

# COMMENCEMENT COMMITTEE

Commencement Committee		
Mission/Purpose	To coordinate the annual Commencement Ceremony	
Parent Committee	Dean of Student Services	
Standing Subcommittees	None	
Major Responsibilities and Reports	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 Activities & Health Services Non-Administrative: Student Services Specialist	
Recorder:	Student Services Specialist	
Additional Office & Support Staff	Student Activities & Health Services Senior Project Clerk	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	5	Director of Student Activities & Health Services Chief Community & Government Relations Officer Director of Bookstore Director of Financial Aid Student Services Specialist
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly from November- February, Bi-Monthly in April & Weekly in May, 9 a.m.–10:30 a.m., S209	
Method of Action	Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	Ongoing	

# CRISIS RESPONSE COMMITTEE

Crisis Response Committee		
Mission/Purpose	The Crisis Response Committee will facilitate and meet the needs of campus community during times of crisis. We are committed to ensure a safe and balanced environment, with integrity, sensitivity, and established protocol.	
Parent Committee		
Reports to	Dean of Student Services (Chair)	
Major Responsibilities and Reports	<p>The primary functions are:</p> <ul style="list-style-type: none"> <li>• Some disruptive behavior can become a crisis situation; in these cases, a Crisis Response Team involving the college police, campus nurse, counselors, and the Dean of Student Services has been implemented to handle these types of situations. Staff Development training has been provided to the campus community, in order for the information to be appropriately disseminated about the Crisis Response Team and its purpose.</li> <li>• The Crisis Response Committee is comprised of representatives from Disability Support Services, Counseling, College Police, Health Services, and Higher Education Center at National City, San Ysidro and Otay Mesa. This committee meets once a month to review Crisis Response Team procedures and protocols, as well as debrief about any responses to campus incidents.</li> </ul>	
Chair/Co-Chairs	Dean of Student Services	
Recorder:		
Additional Office & Support Staff	Secretary Student Services. Clerical Asst. Student Services.	
Voting 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) Dean, Counseling and Matriculation (4) Chief of Police
Academic Senate	3	(1) Campus Nurse (2) Mental Health Counselor (3) Disabled Student Services Counselor
SCCDAA		
CSEA	2	(1) Nurse Associate (2) HEC, Otay Mesa, San Ysidro, and National City Representative
ASO		
Confidential		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	

### Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Committee meets every third Tuesday of each month.
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	

# DEAN'S COUNCIL

Deans Council		
Mission/Purpose	Guided by the College mission and strategic priorities, the Deans Council is a representative group of deans from instructional and student service areas which produces data-informed recommendations to increase the effectiveness of programs and promote student success and completion.	
Parent Committee	N/A (This is an administrative/operational council)	
Standing Subcommittees	N/A	
Major Responsibilities and Reports		
Chair/Co-Chairs	Administrative: Vice Presidents for Academic and Student Affairs Non-Administrative:	
Recorder:	Administrative Assistant to Vice President for Academic Affairs	
Additional Office & Support Staff	N/A	
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration		Dean, Higher Education Center at National City Dean, Higher Education Centers at Otay Mesa and San Ysidro Dean, Student Services Dean, Counseling and Matriculation Dean, Arts and Communication Dean, Health, Exercise Science, Athletics & Applied Technology Dean, Language & Literature Dean, Mathematics, Science & Engineering Dean, Instructional Support Services & Continuing Education, Economic & Workforce Development Dean, Social Science, Business & Humanities Vice President for Academic Affairs Vice President for Student Affairs
Academic Senate		NA
SCCDAA		NA
CSEA		NA
ASO		NA
Confidentials		NA
SCEA		NA
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Bi-Weekly; Mondays 2–4 p.m.	
Method of Action	NA	
Brown Act Compliant?	Not Required	
Month of Annual Self-Evaluation and Goal Setting	Summer Retreat	

# EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity		
Mission/Purpose	To support the Southwestern Community College District's dedication to being an institution that embraces and supports staff diversity through its hiring practices, policies and procedures, open and accepting campus climate, and opportunities for professional engagement for all.	
Parent Committee	Human Resources Committee (HRC) of the Shared Consultation Council	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Make recommendations to the HRC to support the College District's strategic priorities to recruit, hire and train qualified and diverse staff and faculty.</li> <li>• Work to promote the value of a diverse staff to achieve stated College District goals and to demonstrate commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity.</li> <li>• Create or revise college district policies and procedures in order to support the goal of a diverse staff and equitable treatment of staff.</li> <li>• Assess regularly the college districts' record of employment for trends that may support or detract from the mission of having and supporting diversity in its staff</li> <li>• Advocate for integrity in the treatment of its administration, faculty, staff and students.</li> <li>• Make recommendations to the HRC on issues of compliance with local, state, or federal laws regarding equal opportunity for employment and equal treatment of staff at the college district.</li> <li>• Assist the VPHR's office in the creation of the College District's Equal Employment Opportunity Plan.</li> <li>• Make recommendations to the HRC regarding resource allocations to support the mission of achieving a diverse staff.</li> <li>• Make recommendations to the HRC regarding issues of diversity relevant to the accreditation standards of our current accrediting body.</li> </ul>	
Chair/Co-Chairs	Administrative: Vice President of Human Resources or designee Non-Administrative: Academic Senate President or designee	
Recorder:	Administrative Assistant to the VP HR	
Additional Office & Support Staff		
Voting Members		
<b>Constituent Group</b>	<b>Number of Representatives</b>	<b>Specific Position of Representative(s) (e.g. Academic Senate President)</b>
Administration	1	Vice President of Human Resources or designee
Academic Senate	1	Academic Senate President or designee
SCCDAA	1	SCCDAA President or designee
CSEA	1	CSEA President or designee
ASO	1	ASO President or designee
Confidentials	1	Human Resources Compliance Officer
SCEA	1	SCEA President or designee
Non-Voting Resource Members		
<b>Office Represented</b>	<b>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</b>	

Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Third Monday of the month from 2–3 p.m.
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	May

Notes: Quorum: 4 Voting Representatives (if ASO representative is not present, quorum is 3)  
Substitutions are allowed

Last Updated: 6/12/14

# EQUIVALENCY COMMITTEE

Equivalency Committee		
Mission/Purpose	The purpose of the Equivalency Committee is to assess and determine that all faculty teaching in the Southwestern Community College District meet the state mandated minimum qualifications to teach as determined by the California Community College Chancellor's Office working closely with the Academic Senate for California Community Colleges	
Parent Committee	Human Resources Committee	
Standing Subcommittees	None	
Major Responsibilities and Reports	To make decisions regarding minimum qualification equivalency on behalf of the district and to review periodically the policies and procedures regarding the process.	
Chair/Co-Chairs	A faculty member of the committee chosen by the committee	
Recorder:	None	
Additional Office & Support Staff	Teri Ashabraner and Efren Barrera	
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	Two deans
Academic Senate	3	Faculty appointed by the Academic Senate president
SCCDAA	0	
CSEA	0	
ASO	0	
Confidentials	0	
SCEA	0	
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Meetings are as needed.	
Method of Action	Majority vote	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	May	

Last Updated: 9/3/14



# FACULTY HIRING PRIORITIZATION COMMITTEE

Faculty Hiring Prioritization Committee		
Mission/Purpose	The Faculty Hiring Prioritization (FHP) Committee is a representative cross-constituency group with representatives from Academic Affairs, Student Affairs and the Academic Senate, will receive, review, and score faculty hiring requests from schools/centers/units using agreed upon criteria and scoring procedures.	
Parent Committee	None	
Standing Subcommittees	None	
Major Responsibilities and Reports	Review requests for faculty positions and prioritizing those requests based on data and hiring history.	
Chair/Co-Chairs	Administrative: Vice President for Academic Affairs Non-Administrative: Academic Senate President	
Recorder:	Administrative Assistant, 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	3	3 deans and 5 faculty on a rotating basis from the following areas: <ul style="list-style-type: none"> <li>• Counseling and Personal Development/Student Services/ Learning Assistance/ DSS</li> <li>• Arts and Communication</li> <li>• Language and Literature</li> <li>• Social Sciences, Business, and Humanities</li> <li>• Mathematics, Science, and Engineering</li> <li>• Health, Exercise Science, Athletics, and Applied Technology</li> <li>• Higher Education Centers at National City, San Ysidro, Otay Mesa and Crown Cove Aquatic Center</li> <li>• ISS/Library/CEEWD/Other Faculty* (* = to include Staff Development Coordinator, Psychologist, Nurse, &amp; International Programs Coordinator)</li> </ul>
Academic Senate		
SCCDAA		
CSEA	6	6 faculty on a rotating basis from the following areas: <ul style="list-style-type: none"> <li>• Counseling and Personal Development/Student Services/ Learning Assistance/DSS</li> <li>• Arts and Communication</li> <li>• Language and Literature</li> <li>• Social Sciences, Business, and Humanities</li> <li>• Mathematics, Science, and Engineering</li> <li>• Health, Exercise Science, Athletics, and Applied Technology</li> <li>• Higher Education Centers at National City, San Ysidro, Otay Mesa and Crown Cove Aquatic Center</li> <li>• ISS/Library/CEEWD/Other Faculty* (* = to include Staff Development Coordinator, Psychologist, Nurse, &amp; International Programs Coordinator)</li> </ul>

ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
	Vice President for Student Affairs Director of Research, Planning & Grants	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Fall semester, as needed	
Method of Action	Consensus/majority vote? Consensus	
Brown Act Compliant?	Yes or No No	
Month of Annual Self-Evaluation and Goal Setting		

Last Updated: 9/17/12

# GRIEVANCE & ORDER COMMITTEE

Grievance & 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		
Reports to	Superintendent/President and Governing Board, in the case of student expulsion.	
Major Responsibilities and Reports	The primary functions are: <ol style="list-style-type: none"> <li>(1) To operate as the hearing body for the appeal process in the student grievance/student misconduct due process procedures. Students may appeal the decisions of the Dean of Student Services and request an administrative hearing. During an 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 Dean of Student Services for further action.</li> <li>(2) 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> </ol>	
Chair/Co-Chairs	Dean of Student Services during meetings	
Recorder:	Secretary for the Office of Student Services	
Additional Office & Support Staff	Administrative assistant - Student Services. Clerical Assistant - Student Services.	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	5-8 in pool	5-8 Administrators, recommendation forwarded by the Dean of Student Services to the Superintendent/President for approval.
Academic Senate	5-8 in pool	5-8 Faculty: Academic Senate President will appoint members.
SCCDAA		
CSEA	5-8 in pool	5-8 Classified: CSEA President (in the absence of the currently disbanded Classified Senate) will appoint members.
ASO		ASO: ASO President/Student Trustee will appoint members.
Confidential		
SCEA		SCEA Representatives
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	

## Meetings

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

# INSTITUTIONAL RESEARCH REVIEW BOARD

Name of Committee		
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 Southwestern College students or employees as subjects.	
Parent Committee		
Standing Subcommittees		
Major Responsibilities and Reports	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.	
Chair/Co-Chairs	Administrative: Director of Institutional Research, Planning and Grants Non-Administrative:	
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	X 2	Vice President, Academic Affairs Vice President, Student Affairs
Academic Senate	X-1	Appointed by the Academic Senate President
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	As needed determined by IRRB application submissions	
Method of Action	Consensus/majority vote?	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	August	

# SABBATICAL LEAVE REVIEW COMMITTEE

Sabbatical Leave Review Committee		
Mission/Purpose	The District may grant Professional Development/Sabbatical Leaves that will benefit the College and the students of the District. It is the intent of the District to grant these Sabbatical Leaves if eligibility criteria are met. The purposes for which Professional Development/Sabbatical Leave may be granted are as follows: Scholarly or creative endeavors, Improvement of skills in the discipline being taught, Retraining in a new discipline, Improvement of teaching skills, Development of programs and curriculum, or Sabbatical leaves may be invoked for retraining by mutual consent of the District and the Association.	
Parent Committee	Academic Senate. Southwestern College Education Association, SWC Academic Affairs & SWC Governing Board	
Standing Subcommittees		
Major Responsibilities and Reports	To administer and review the Sabbatical Leave process	
Chair/Co-Chairs	Administrative: Non-Administrative: Ron Vess, Library Faculty, Committee Chairperson	
Recorder:	None	
Additional Office & Support Staff	Kimberlie Rader, Office of Academic Affairs	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Kathy Tyner, Vice President for Academic Affairs
Academic Senate	2	Academic Senate President Faculty member at large
SCCDAA	3	Terry Davis, Dean School of Health, Exercise Science, Athletics & Applied Technologies
CSEA		
ASO		
Confidentials	1	Kim Rader, Office of Academic Affairs
SCEA	2	Faculty members at large
Non-Voting Resource Members		
Office Represented	No non-voting members	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Meets on specific timelines established by committee the previous academic year	

Method of Action	Consensus/ <u>majority vote</u> ?
Brown Act Compliant?	Yes or <u>No</u>
Month of Annual Self-Evaluation and Goal Setting	Evaluation and Goal process is established in SCEA Contract §5.17

# SAFETY COMMITTEE

Safety Committee		
Mission/Purpose	<p>The Safety Committee meets to discuss the advancement and support of teaching and learning activities of the District through promotion of a safe and healthy campus environment. It reviews and revises as necessary all safety related procedures. The committee develops and makes recommendations related to campus safety, handling of hazardous and toxic materials, and conformity with applicable State and Federal regulations and guidelines. It also acts as a panel to hear employee concerns regarding possible safety hazards and security problems in District facilities or grounds. Safety committee membership incorporates the core representational members to include Campus Chief of Police (Chair), Police Sergeant, Safety Officer, Dean of Student Services or designee, Higher Education Center Administrator, ASO Representative (1), Academic Senate (1), Classified Senate (1), SCEA (1), and CSEA (1).</p> <p>The Safety Committee is designed to advance and support the teaching and learning activities of the College, through promotion of a safe and healthy campus environment, for the benefit of the students and to further enhance the mission of the College.</p>	
Parent Committee		
Standing Subcommittees		
Major Responsibilities and Reports	Superintendent/President and cognizant District Administrators	
Chair/Co-Chairs	Administrative: Non-Administrative:	
Recorder:	Varies per meeting	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration		Chief of Police
Academic Senate	1	1 Representative
SCCDAA		
CSEA	1	1 Representative
ASO	1	1 Representative
Confidentials		
SCEA	1	1 Representative
Other Staff (At Large)		(1) Safety Officer (2) Dean of Student Services or designee (3) Campus Police Sergeant (4) Higher Education Center Representative (5) Classified Senate Representative
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	



## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Minimum of once per month; may be amended by committee as workload changes.
Method of Action	Majority consensus of members present
Brown Act Compliant?	
Month of Annual Self-Evaluation and Goal Setting	N/A

# STAFF DEVELOPMENT COMMITTEE

Staff Development Committee		
Mission/Purpose	The Staff Development Committee is committed to providing progressive activities that promote lifelong learning, professional growth and development of all employees, and in support of the College's Strategic Plan.	
Parent Committee	none	
Standing Subcommittees	Flex Advisory Committee Classified Professionals Planning Subcommittee Opening Day Planning Subcommittee Budget Subcommittee	
Major Responsibilities and Reports	The Staff Development Committee provides an integrated and comprehensive collection of activities that enable classified staff, faculty, administrators, and members of the community to achieve the College's Strategic Plan priorities. This committee is responsible for the Needs Assessment reports and the Staff Development Plan (including the five-year plan and the annual Implementation Plan). This committee also plans two Opening Days at the start of each semester.	
Chair	Non-Administrative: Staff Development Coordinator	
Recorder:	Staff Development Program Assistant	
Additional Office & Support Staff	Staff Development Program Assistant Training Services Coordinator	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration		
Academic Senate	4	Academic Senate President (or designee) and three faculty appointed by the Academic Senate President
SCCDAA	2	One Academic administrator and one Classified administrator, appointed by SCCDAA President.
CSEA	4	CSEA President (or designee) and three Classified Professionals appointed by the CSEA President.
ASO	1	ASO President (or designee)
Confidentials	1	Confidentials President (or designee)
SCEA	4	SCEA President (or designee) and three faculty appointed by the SCEA President
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
<b>Staff Development</b>	Staff Development Coordinator	
<b>Staff Development</b>	Staff Development Program Assistant	
<b>Staff Development</b>	Training Services Coordinator	
<b>Human Resources</b>	Vice President of Human Resources	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Six meetings per semester, Mondays from 2:00 – 3:00 pm. NOTE: subcommittee meetings are held on Mondays when the full Staff Development Committee is not meeting.	
Method of Action	Majority vote	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	May, after annual Staff Development Needs Assessment Surveys have been tallied and analyzed.	

# STUDENT AWARDS CEREMONY COMMITTEE

Student Awards Ceremony Committee		
Mission/Purpose	Coordinate the annual Student Awards Ceremony to award SODA and Scholarship Recipients	
Parent Committee		
Standing Subcommittees		
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Coordinate all aspects of the Student Awards Ceremony including:</li> <li>• Event logistics</li> <li>• Awards logistics</li> <li>• Volunteer recruitment</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	2	2 Administrators
Faculty	2	2 Faculty
Classified	2	2 Classified
CSEA		
ASO	1	1 Representative
Confidential		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly from November – February and April - May	
Method of Action	Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting		

# 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	
Reports to	Superintendent/President and ASO President
Major Responsibilities and Reports	<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/Student Trustee/Superintendent/President
Recorder:	Administrative Assistant to the Director of Student Development
Additional Office and 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 Trustee, student leaders
Confidentials	
SCEA	
Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. 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
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	

# STUDENT SERVICES COUNCIL

Student Services Council		
Mission/Purpose	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.	
Parent Committee	NA	
Standing Subcommittees	As Necessary	
Major Responsibilities and Reports	Mandated reports required of categorical program <ul style="list-style-type: none"> <li>• Disability Support Services</li> <li>• Student Success and Support Program (SSSP)</li> <li>• Financial Aid</li> <li>• EOPS</li> <li>• CalWORKs</li> </ul> State Reporting on Enrollment (320 Report) Individual Program Reports – Goals/Achievements	
Chair/Co-Chairs	Administrative: Angelica L. Suarez, Ph.D. Non-Administrative: NA	
Recorder:	Administrative Assistant to the VP of Student Affairs	
Additional Office & Support Staff	Office of the Vice President	
New Members	Director of Admissions and Records Project Director for Qatar International Student Program	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Academic Senate	NA	
Administration	12	Student Services unit managers (Deans, Directors, Supervisors of Student Services Units). Center Deans are members of the Council because the centers provide student services at their respective sites: Dean of Counseling and Matriculation Dean of Student Services Dean of HEC NC/CCAC Dean of HEC OM/SY Director of EOPS Director of DSS Director of Student Activities/Health Services Director of Financial Aid/Veterans/Evaluations Director of Admissions and Records Project Director for Qatar International Student Program Supervisor, EOPS, CalWORKs, CTECHs Supervisor, Student Employment Services/Career Center/Transfer Center Supervisor, Counseling Supervisor, Admissions/Records/Outreach
ASO	NA	
Confidentials	NA	
CSEA	NA	
SCCDAA	NA	
SCEA	NA	

## Non-Voting Resource Members

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
<b>Meetings</b>	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Biweekly, Mondays from 10–11:30 a.m. (Special Meetings are called as necessary)
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	Summer Retreat (July/August)

# STUDENT SUCCESS COMMITTEE

Student Success Committee		
Mission/Purpose	The purpose of this committee is to serve in an advisory capacity to the Vice President for Student Affairs and to collaborate within the District structure to foster student success and to facilitate communication between faculty/staff members, student government and student services departments.	
Parent Committee	N/A	
Standing Subcommittees	Student Services Program Review Subcommittee Student Equity Planning Subcommittee Student Success and Support Program Subcommittee	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Discuss issues that affect student success.</li> <li>• Provide input/feedback with the implementation of the Student Success and Support Program</li> <li>• Provide input/feedback on the Student Equity Plan</li> <li>• Strengthen the academic success of students both in and out of the classroom.</li> <li>• Assist in the dissemination of information related to student success throughout the District.</li> <li>• Review/recommend procedures and policies related to student services.</li> <li>• Provide feedback on Student Services Program Review as part of Achieving Institutional Mission (AIM).</li> <li>• Provide feedback on Student Learning Outcomes (SLOs).</li> <li>• Communicate pertinent information from the SSC to representative constituency (e.g., Academic Senate by President Elect).</li> <li>• Establish subcommittees as deemed necessary.</li> </ul> <p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• Student Equity Plan and Annual Updates</li> <li>• Student Success and Support Program Report (Bea??)</li> </ul>	
Chair/Co-Chairs	Administrative: Vice President for Student Affairs Non-Administrative: Academic Senate President Elect, or Designee	
Recorder:	Clerical Assistant III, Office of the Vice President for Student Affairs	
Additional Office & Support Staff	N/A	
Voting Members		
Composition	Area	Representative
	Dean of Student Services (1)	Mia McClellan
	Dean of Counseling and Personal Development (1)	Beatrice Zamora-Aguilar
	Learning Assistance Coordinator (1)	Elizabeth Kozel
	Academic Senate Faculty Representatives (3)	Noreen Maddox Laura Galvan-Estrada Mark Pentilescu

	Classified Student Services Representatives (3)	Aida Mora Margarita Ramirez Jim (William) Jones
	Institutional Technology Representative (1)	Ben Seaberry
	Office of Institutional Effectiveness Representative (1)	Linda Gilstrap
	Financial Services Representative (1)	Wayne Yanda
	Facilities Representative (1)	John Brown
	Bookstore Representative (1)	Bill Denton
	Associated Student Organization Representative (1)	Pending
	Higher Education Center Representative (1)	Virginia Castillo

### Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Meets Quarterly (September, November, February, April) on the second Wednesday of the month for 90 minutes.  Subcommittees meet as often as necessary.
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	April

Last Updated: 4/9/2014



# TENURE REVIEW COMMITTEE

Tenure Review Review Committee	
Mission/Purpose	To evaluate, update and revise the Tenure Review process in order to keep a fair process. Is a task group of the Contract Negotiations of the SCEA and the 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 handbook</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—104C, extension 6706 No 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	5 (1) Vice President of Human Resources (2) Vice President of Academic Affairs (3) Three Deans appointed by the 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 negotiating team (3) SCEA faculty—Grievance Chair, Grievance Officer, or designee
Non-Voting Resource Members	
Human Resources	Human Resources Technicians (2)
Meetings	
Meeting Frequency	Once per month, 3 <sup>rd</sup> Thursday 11 a.m.–12:30 p.m., no summer meetings
Method of Action	Quorum is established as 3 administrators and 3 faculty present, without which no vote can take place. 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. Chair votes only in the case of a tie.
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	May/ End of Spring semester

