

SHARED CONSULTATION COUNCIL

SHARED PLANNING AND DECISION-MAKING HANDBOOK

2023-24 Edition



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A. SHARED PLANNING AND DECISION-MAKING

At Southwestern Community College District (SCCD), we recognize the importance of shared planning and decision-making. This inclusive and comprehensive process supports institutional planning and effectiveness that serves our students and community.

B. THE SHARED CONSULTATION COUNCIL

The Shared Consultation Council (SCC) is our primary institutional committee that guides shared planning and decision-making and maintains College District policies and procedures. This committee provides recommendations to the Superintendent/President based on input from all constituent groups and communicates those recommendations to all constituents in four areas: strategic planning, policy and procedure review and approval, issue management, and campus communication. The SCC's primary role is to assure that all constituents have the right to participate in the decision-making process, as provided in [Board Policy \(BP\) 2510 Shared Planning & Decision Making](#) and [Administrative Procedures \(AP\) 2510 Shared Planning and Decision Making](#), including participation in shared planning committees, and to bring forward suggestions, ideas, and needs within an inclusive and respectful environment. This handbook provides the operating principles and composition for committees and teams that support the mission of the SCC and meet our definition of shared-planning and decision-making. ¹

The SCC is not required to adhere to the provisions of the Ralph M. Brown Act (or Open Meetings Act); however, it is committed to transparency and open dialog. The SCC follows an interest-based problem solving approach to approving proposals.

¹ The "Shared Consultation Council Guiding Principles & Operating Procedures 2015-2016" document has been retired and its contents are integrated into this current handbook. The current document replaces the Shared Governance: Decision-Making and Committee Handbook (2019-2020 Edition).

The right to participate in the College District’s shared planning and decision-making process brings with it not only the responsibility to provide input based on respective purviews but also the commitment to support meeting the needs of students and the College District rather than the specific needs of individuals or individual constituent groups.

Any College District employee may attend an SCC meeting.

C. SHARED CONSULTATION COUNCIL CHARTER

Effective participation in the shared planning and decision-making process is the foundation for quality improvement and institutional effectiveness which supports student success and the ongoing accreditation of the College District. The SCC's membership, responsibilities, and decision-making structure is explained in the following charter.

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 in [Board Policy \(BP\) 2510 Shared Planning & Decision Making](#) and [Administrative Procedure \(AP\) 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 SCC committees and project teams operating within the College District, either directly or indirectly, will provide information and make recommendations to the SCC as needed to ensure unity of purpose and efficiency of operations. The SCC will make its recommendations directly to the Superintendent/President.

General Areas of Consultation

- Strategic planning
- Policy and procedure approval
- Issue management
- Campus communication
- Accreditation standards and compliance
- Student success needs
- Budget priorities
- College-wide planning, implementation, and evaluation (PIE)

Responsibilities

- Reviewing and revising the College’s Mission periodically as defined in Administrative Procedure 1200.
- Receiving information from all College District committees and project teams as needed.
- Establishing committees and project teams as deemed necessary.
- Periodically reviewing the Shared Planning and Decision-Making Handbook and recommending modifications if necessary to improve institutional effectiveness.
- Receiving, reviewing, revising, and/or establishing institutional priorities and goals based on program review or relevant data.
- Systematically evaluating progress being made by the SCC standing committees to achieve agreed-upon institutional goals in alignment with the College District’s Mission.
- Providing oversight and being responsible for integrating all institutional plans and documents and communicating these to the campus community.
- Addressing College District-wide issues that may diminish our environment of trust and respect (i.e. “the elephant in the room”).
- Reviewing, making recommendations regarding, and approving College District policy and procedures.

Areas of Review/Knowledge Base

- College District Mission, Vision, and Values
- College District policies and procedures
- Institutional planning processes and documents

Shared Planning and Decision-Making Process

The SCC makes recommendations directly to the Superintendent/President.

Meeting Frequency

The committee meets once a month; additional meetings as needed.

Method of Action

All Council action will be made primarily through interest-based problem solving with an intent to reach consensus among voting members present. In such cases where there is not a consensus reached through normal deliberation procedures, proposals may be postponed until the next appropriate meeting. At that time, discussion will resume for a second attempt at consensus. If unable to reach a consensus at a second attempt during the second meeting, a final vote of a simple majority of voting members present will pass the proposal. Each voting member's vote will be recorded in the minutes. This will not only document the outcome of the vote, but also provide evidence that Southwestern College (SWC) follows a process of shared planning and decision-making. Failed proposals through this process may be re-introduced in future meetings at the decision of the co-conveners.

Standing Committees

- Employee Support
- Planning and Budget
- Policies and Procedures Review
- Student Equity and Success

Support Committees

None

Current Project Teams

None

Membership

- Co-Convener: Superintendent/President (non-voting)
- Co-Convener: Academic Senate President (votes only to break a tie)
- Member: Four (4) Academic Senate representatives (voting)
- Member: ASO President or designee (voting)
- Member: ASO Student representatives (3) (voting)
- Member: Confidentials representative (1) (voting)
- Member: CSEA President or designee (voting)
- Member: CSEA representatives (3) (voting)
- Member: SCCDAA President or designee (voting)
- Member: SCCDAA representatives (3) (voting)
- Member: SCEA President or designee (voting)
- Member: ASP/VPAA, ASP/VPBFA, ASP/VPHR, ASP/VP SA (non-voting)
- Member: Director of Institutional Technology (non-voting)
- Member: Dean of Institutional Research and Planning (non-voting)
- Member: Academic Senate President-Elect (non-voting)

D. CONSTITUENCY GROUPS

Shared planning and decision-making at SWC is defined by the partnership of its constituency groups with the College District, as well as our strong commitment to the shared vision of student success. Faculty, staff, administrators and students are constituents at the College District who participate by providing input in the planning and decision-making process as described in [BP 2510](#) and [AP 2510](#) and appropriate to the scope of their roles within the College District's administrative and committee structure. The integrity of this process is fulfilled by the responsibility and obligation of all members to fully contribute to the planning and decision-making process of the College District, which, consequently, creates ownership in the development of a collegial environment.

The following organizations appoint members to act as representatives for the constituency groups defined in [BP 2510](#) and [AP 2510](#):

ASO – Associated Students Organization (ASO) is the officially recognized voice of the college's students. It consists of elected members who work with the college to allocate funds based on student interest and communicate with students and staff to provide benefits throughout the school.

Academic Senate – The Academic Senate ensures the academic integrity of the institution and enhances the role of the faculty in academic and professional matters.

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

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

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

Classified Confidentials Employees – Classified Confidentials Employees are defined by California Government Code §3540,1 (c) as any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations. The SCCD and the Governing Board recognize the Classified Confidentials Employees as a Meet and Confer Group.

E. SCC MEMBER RESPONSIBILITIES

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

1. Create a positive and effective Council which makes meaningful recommendations to the Superintendent/President.
2. Resolve issues of the present while developing vision for the future.
3. Foster a climate of trust and respect for the right of all members to express their opinions
4. Communicate accurately and regularly with the members of their constituent groups regarding SCC matters.
5. Represent and advocate for a specific constituency while making decisions in the best interest of students and the College District.
6. Promote the shared planning and decision-making principles of SCC and communicate its recommendations to all constituent groups.
7. Participate actively (including being punctual and attending regularly).
8. Prepare prior to meetings and complete outside assignments in a timely manner.
9. Make a concerted effort to ensure that the SCC works effectively and efficiently.
10. Treat other SCC members with professionalism.
11. Be open to all views on a subject before reaching a conclusion.

SCC members are expected to conduct themselves according to the highest standards of professional conduct to create a collegial and respectful environment when discussing issues before the SCC. Committee members adhere to all policies regarding proper conduct including [Board Policy \(BP\) 3050 Institutional Code of Professional Ethics](#).

SCC members may select designees based on the SCC charter. SCC members are permitted to send substitutes to attend meetings. Substitutes will identify for whom they are substituting and the constituency they represent at the beginning of the meetings. This will be noted in the minutes. A replacement is allowed in the event of a committee member's long-term absence with written notification to the co-conveners. Substitutes and replacements for members with voting rights may vote. Committee members and non-voting members may also send substitutes who may participate in consensus building, but do not vote when a vote is called.

F. SCC CO-CONVENER RESPONSIBILITIES

The Superintendent/President and President of Academic Senate will co-convene Council meetings. The Office of the Superintendent/President will call for agenda items from constituent groups and all SCC committee members one week prior to the next scheduled meeting. Agenda items for meetings can be suggested by anyone in the College District directly to the SCC Co-conveners. The final agenda will be made available at least two working days prior to the meeting in Diligent Community. A requested item may be placed on an SCC agenda or referred to another appropriate College District committee or body. All agendas will include the Southwestern College District Mission Statement.

G. MEETING PROCEDURES

1. Meeting Frequency

Meetings will be scheduled on the second Wednesday of each month for at least two hours, including during the summer as needed. Co-conveners 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. In order to maintain the integrity of the College District's shared planning and decision-making policy and procedures in [BP 2510](#) and [AP 2510](#), SCC meetings shall be cancelled and rescheduled if there is a calendared event that precludes a particular constituency group from attending.

2. 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-conveners will ask for a show of hands for those who agree; a show of hands for those who can support the decision, even though they may not believe it is the ideal choice; and a show of hands of those who object. In the context of the SCC, interest-based problem solving shall be defined as the right of any member to prevent the passage of a motion by voting against it if they cannot support such a decision.

3. Voting

As discussed in the SCC charter above, where there is not a consensus reached through normal deliberation procedures, proposals may be postponed until the next appropriate meeting. At that time, discussion will resume on a second attempt at consensus. If unable to reach a consensus at a second attempt during the second meeting, a final vote with a simple majority of voting members will pass the proposal. Each individual's vote will be recorded in the minutes. This will not only document the outcome of the vote, but also provide evidence that

Southwestern College (SWC) follows a process of shared planning and decision-making. Failed proposals through this process may be re-introduced in future meetings at the decision of the co-conveners.²

4. Addressing Assumptions and Disagreements

At any time, a member (voting or non-voting) may point out assumptions or disagreements that inhibit free and open discussion in the committee meeting. As part of the SCC's Issue Management mission, the SCC co-conveners ask for consensus to begin discussion assumption or disagreement. If consensus is reached, the co-conveners 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.

5. Facilitator

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

6. SCC Recommendations

The recommendations of the SCC will normally be accepted by the Superintendent/President. The Superintendent/President will place considerable weight on the recommendations of the SCC; however, they retain the authority to make decisions or recommendations to the Governing Board independent from those of the SCC. When the Superintendent/President's 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 reason for the difference to both the Shared Consultation Council members and the Governing Board in writing within a reasonable amount of time.

² Any College District employee at a meeting can request to participate in the discussion. For a consensus, only members listed in the charter may participate. When a vote is called, only voting members may vote.

7. Policy and Procedure Review

The Policy and Procedures Review Committee, a standing committee of the SCC, shall have the responsibility of ensuring that policies and procedures are updated as necessary. The committee 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 [Board Policy \(BP\) and Administrative Procedure \(AP\) 2515 Role And Scope Of The Academic Senate 10+1 Agreement](#), the Academic Senate shall assign a lead faculty member to work with the lead administrator to prepare the draft. Additional details for the policy and procedures review process are found in the Board Policies and Administrative Procedures Manual.

H. SELF-EVALUATION

The SCC will participate in an annual self-evaluation process at its annual retreat to assess its progress and identify areas needing modification. Revisions to its procedures will be approved at the 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-conveners, or designees, shall be responsible for planning a 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.

I. STANDING, SUPPORT, AND INSTITUTIONAL COMMITTEES

California community colleges organize themselves and make decisions in a collaborative way based on requirements in California Education Code and the California Code of Regulations, Title 5. These regulations, along with standards we must adhere to as a member institution in the Accrediting Commission for Community and Junior Colleges (ACCJC), are the basis for our

local policies and procedures that establish values and guiding practices for our decision-making process.

1. Standing Committees

An SCC standing committee is a group established by the SCC with an ongoing mission that supports the needs of students and the College District. Through communications by its co-conveners, the SCC provides direction to its standing committees, is kept informed of the activities and discussions in the standing committees, and requests input from the standing committees when needed.

To facilitate efficiency and timeliness, SCC's shared planning and decision-making approach is to empower its standing committees to make recommendations directly to the Superintendent/President, Executive Leadership Team, and/or cognizant administrators within the areas of their purview and mission. In instances where standing committees make these recommendations directly without SCC review and approval, the standing committee shall bring an informational item describing the recommendation to the next SCC meeting to inform Council members and support further action as needed.

Standing committees primarily function in an advisory and recommending capacity and are not working committees in the sense that they do not create deliverable products (e.g. the Strategic Plan). Instead, standing committees represent a clear pathway for timely consultation on issues focused within the committee's purview and mission. District leaders responsible for a particular function (e.g., developing the College District's budget) who need timely input from constituency groups as required by District policy can obtain such consultation from the appropriate SCC standing committee (e.g., the Planning and Budget Committee). District leaders may then incorporate the input and act with the knowledge that the SCC will be informed of the results of the consultation and without having to delay action for approval by the SCC itself. The SCC may then elect to take further action or make further recommendations as needed.

As SCC standing committees are comprised of members that bring necessary and relevant expertise to the mission of the committee and may include representatives from each constituency group if the committee determines that is needed. This approach aligns with the spirit of the College District's shared planning and decision-making process and [BP 2510](#) and [AP 2510](#).

If the number of issues or agenda items for a standing committee becomes an impediment to efficient and timely consultation, standing committees may develop support committees or project teams upon approval of the SCC as described below in sections on Support Committees and Project Teams.

In order to implement and promote College District-wide shared planning and decision-making as outlined in [BP 2510](#) and [AP 2510](#), all SCC standing committees shall be co-convened by at least one administrator or their designee and one non-administrative member, either a faculty or classified professional. Three co-convenor models may also be appropriate. Each standing committee will develop its own operating principles codified in its committee charter, to be approved by the SCC.

The SCC has four standing committees based on the shared planning and decision-making principles and values that underlie the College District's mission. These committees are:

- Employee Support Committee
- Planning and Budget Committee
- Policies and Procedures Review Committee
- Student Equity and Success Committee

Charters for these committees can be found in the appendix of this handbook.

2. Support Committees

With the approval of SCC, a standing committee may create support committees. Support committees are smaller committees that meet regularly to focus on a specific area of the mission of the standing committee. Support committees are created when the area of focus is ongoing and requires more thought and discussion than is possible during the standing committee's regular meeting time. For example, the Student Equity and Success Committee may have great interest in the design and production of the annual course catalog; however, the time needed to address the catalog is significant enough to warrant a smaller focused support committee that can communicate with the standing committee, the SCC, and/or other committees that may be affected.

As with standing committees, support committees primarily function in an advisory and recommending capacity and are not working committees in the sense that they do not create deliverable products (e.g. the Strategic Plan). Instead, support committees represent a clear pathway for timely consultation on issues focused within the committee's purview. District leaders responsible for a particular function (e.g., developing the College District's course catalog) who need timely input from constituency groups as required by District policy can obtain such consultation from the appropriate support committee (e.g., the Catalog Committee). District leaders may then incorporate the input and act with the knowledge that the associated standing committee and the SCC will be informed of the results of the consultation and without having to delay action for approval by these committees themselves. The standing committee and/or the SCC may then elect to take further action or make further recommendations as needed. Support committee co-conveners communicate as frequently as needed with standing committee co-conveners to ensure relevant information is shared effectively regarding the activity of each committee.

As support committees are comprised of members that bring necessary and relevant expertise to the mission of the and may include representatives from each constituency

group if the committee determines that is needed. This approach aligns with the spirit of the College District's shared planning and decision-making process and [BP 2510](#) and [AP 2510](#). Charters for these committees can be found in the appendix of this handbook.

3. Institutional Committees

When a committee is needed to address planning and decision-making needs relevant to every aspect of the institution's operations, the SCC may form an institutional committee to address planning processes with broad impact. An institutional committee differs from a standing or support committee as its role is to support all committees of the SCC and the SCC itself. Two examples of this include the Accreditation Oversight Committee and the Institutional Program Review Committee, since all aspects of the institution's operations need to be informed by accreditation standards and all offices, academic departments, and operational areas engage in program review planning and the resource allocation process. Institutional committee co-conveners collaborate with committee co-conveners across the SCC structure to meet needs in their areas of purview and mission.

Institutional committees are comprised of members that bring necessary and relevant expertise to the mission of the and may include representatives from each constituency group if the committee determines that is needed. This approach aligns with the spirit of the College District's shared planning and decision-making process and [BP 2510](#) and [AP 2510](#).

Charters for these committees can be found in the appendix of this handbook.

4. Cross-Functionality of Committees

Unlike the SCC and institutional committees whose membership is primarily based on the constituent groups established in [BP 2510](#) and [AP 2510](#), each standing and support committee is intentionally designed to include College District employees that bring necessary and relevant expertise and perspective to support the mission of the committee.

The goal of each committee's makeup is to bring together a cross-functional group of practitioners and students who can make effective and thoughtful recommendations that can be implemented with confidence since all the people who needed to be at the table were involved in making the recommendation. All committee members' voices are valued, equal, and essential to reaching the best decisions possible to support students and the College District. While cross-functionality of membership is the goal, standing and support committees may include representatives from each constituency group if the committee determines that is needed.

J. PROJECT TEAMS

A project team is a cross-functional team of College District employees brought together to address a specific question or to create a specific deliverable, such as a planning document or a business practice, that is relevant to the purview of SCC and supports student success. A project team is focused, task-oriented, and only exists to complete its task and is then dissolved.

1. Project Team Charters: Essential Components

The project team charter template requires the scope and timeline of the project team to be narrowly defined and the decision-making process leading to a final product or deliverable to be identified. Before approval, a project team charter must, to the extent possible, explain the consultation process that will be used and what groups will be involved in making recommendations or approving deliverables appropriate to the areas of purview associated with the project. For example, a project that is focused on curriculum development might require that the Academic Senate be consulted heavily in the process and there may be a higher number of faculty on the team than members from other constituency groups. Or, a project that is more operational in nature, such as the development of a new budget process, may have faculty, administration and classified professional members. Also, project team charters should identify positions as team members as opposed to individuals and be designed primarily with cross-functionality in mind as opposed to constituent representation, so there may be more members from one constituent group than another.

2. Chartering Project Teams

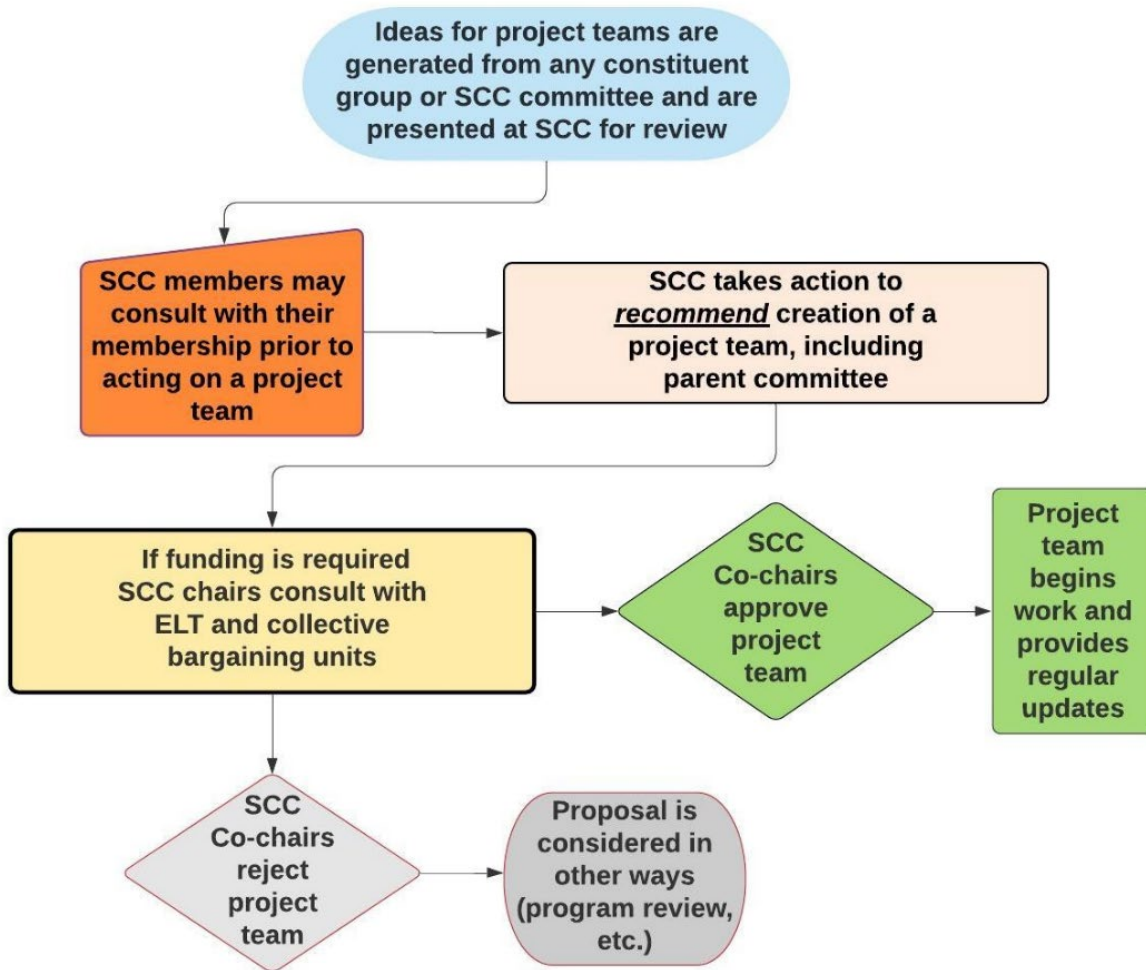
A project team charter may be proposed by any constituent leader on the SCC or one of the SCC standing, support, or institutional committees. Also, any College District employee may reach out to any of these leaders to suggest the need for a project team. Constituency leaders submit a completed charter template to the SCC for approval of the charter and a recommendation to the SCC co-conveners who decide if the project team will be implemented.

Once the charter is approved, selection of project team members and identification of any necessary funding is made by the co-conveners of the SCC in consultation with relevant offices, including the Executive Leadership Team, and leaders who submitted the charter for SCC approval. In cases where the charter identifies a constituency group representative as a team member, the relevant constituency group may propose a representative according to processes established by constituent group's representative body. Within the charter or during the selection of project team members, a Project Steward (aka project manager) or Project Leads may be designated as needed. When identifying project team members, selections should be made with employee time and existing priorities in mind.

A project team is intended to focus on time-bound projects that have a far-reaching impact. In other situations, the SCC or any of its committees may ask a small group of employees to review a topic for discussion without establishing a chartered project team.

Charters for project teams should be proposed at the first SCC meeting of the semester prior to the desired start date, though requests for charters may be considered as needed so the committees can be responsive and agile.

How are projects initiated and project teams created?



K. ADDITIONAL GUIDELINES FOR COMMITTEES

The SCC's goal of an effective, streamlined planning and decision-making structure is balanced with the need for ongoing conversations and opportunities for cross-functional dialog around institutional improvements. These improvements are based on research, constituent input, program review, student success and achievement data, and the college mission.

To enable this effective decision-making process while reducing the number of committees and employee time spent in meetings, committees work together as needed to empower each other to produce the highest quality recommendations by working with administrators who are anticipated to implement them. One example of this is that standing committees include, by design, members of the Executive Leadership Team who are responsible for managing College District efforts related to the areas of purview and mission of each standing committee.

Furthermore, committee co-conveners are expected to consult with each other on decisions or recommendations being made within their purviews that may be of importance or influence other committees. This includes standing, support, and institutional committees, and the SCC itself. The purpose is to avoid silos, promote transparency, ensure relevant information is shared, and committee recommendations are of the highest quality.

The following helps define the roles and responsibilities of the various committees:

1. Standing committees have broad areas of focus as defined by their charter and include members of the Executive Leadership Team who are responsible for managing College District efforts related to the purview and mission of each standing committee.
2. Support committees have a more limited focus, in that their purview is a subject of the purview of their related standing committee. For example, the Catalog Committee, a support Committee of the Student Equity and Success (SES) Standing Committee, addresses issues related to the catalog only.

3. Support committees differ from project teams because they address ongoing issues rather than clearly defined and time-bound activities; project teams focus on a product or deliverable and are disbanded when finished.
4. Institutional committees address planning and decision-making needs relevant to every aspect of the institution's operations. An institutional committee differs from a standing or support committee as its role is to support all committees of the SCC and the SCC itself.

L. APPOINTING STANDING AND SUPPORT COMMITTEE MEMBERS, AND PROJECT TEAM MEMBERS

Aside from the SCC and institutional committees whose memberships are primarily based constituency representation, standing and support committees and project teams are intentionally designed to bring together the needed expertise to produce the highest quality recommendations or deliverables within their area of purview. Thus, specific College District employee positions are often identified in the charters of standing and support committees and project teams due to the need for specific expertise to support the committee's mission. To ensure input from all constituencies is included, these charters may also identify representatives of specific constituency groups as members.

As a result, standing and support committees and project teams may include many specific employee positions due to the need for specific expertise necessary to make the highest quality recommendations. For example, the Student Equity and Success Committee charter may require the Academic Services Supervisor to be a member due to their knowledge of the scheduling and enrollment management process.

When a specific employee position is identified in the charter, the individual holding the position will be requested to participate in consultation with their supervisor. The employee

and the supervisor should work together to ensure the employee is able to successfully meet their obligations. When a charter identifies a member as a representative of a specific constituency group, classified professionals are appointed by the CSEA, faculty are appointed by the Academic Senate (unless a committee specifically calls for an SCEA appointment), and administrators on committees are appointed by SCCDAA.

Upon approval of a committee or project team, the administration agrees to work with the committee and project team leadership to make necessary employees available to support the goals of the committee or project team.

M. THE IMPORTANCE OF PROGRAM REVIEW AND ACCREDITATION

All standing committees share a common awareness of key planning processes and standards operationalized in our program review processes and continuous quality improvement values associated with our accreditation standards. The image below visualizes that relationship:



In addition to this shared awareness, the Institutional Program Review Committee and the Accreditation Oversight Committee are institutional committees that work collaboratively with all committees to operationalize those values and standards.

CATALOG OF SCC INSTITUTIONAL, STANDING, AND SUPPORT COMMITTEES

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SCC INSTITUTIONAL COMMITTEE

Accreditation Oversight Committee (AOC)

Mission/Purpose

The Accreditation Oversight Committee is a cross-functional, consultation group of college constituents that provides oversight and coordination of Southwestern College's ongoing accreditation process with its institutional accreditor as well as programmatic accreditors.

General Areas of Consultation

- The Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standards and Reaffirmation Cycle
- Review and support of various program-specific accreditation requirements

Responsibilities

The committee is responsible for ensuring that the College District is meeting the ACCJC Standards to achieve ongoing reaffirmation of institutional accreditation. Furthermore, the committee reviews and supports various program-specific accreditation requirements and reports. The committee supports the creation of the Institutional Self Evaluation Report, the Midterm Report, Annual Reports, Student Learning Outcomes Status Report, Substantive Change applications, Follow-Up Reports, and any other reports deemed necessary by the Commission.

Areas of Review/Knowledge Base

- ACCJC Eligibility Requirements
- ACCJC Institutional and Operational Policies
- SWC's shared governance process
- SWC's planning and resource allocation process
- SWC's mission, vision, and values

Meeting Frequency

Once a month; additional meetings as needed

Method of Action

Consensus

Support Committees

None at this time

Current Project Teams

None at this time

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Voting Members

- Accreditation Liaison Officer, co-convener
- Accreditation Faculty Co-Chair, co-convener
- Administrators appointed by SCCDAA (2)
- Faculty appointed jointly by SCEA and the Academic Senate (2)
- Classified professionals appointed jointly by CSEA and Confidentials (2)
- Students appointed by the Associated Student Organization (1)

Resource Members

- Superintendent/President
- Assistant Superintendent President and Vice President of Academic Affairs
- Assistant Superintendent President and Vice President of Student Affairs
- Assistant Superintendent President and Vice President of Human Resources
- Assistant Superintendent President and Vice President of Business and Finance
- IT Officer, Infrastructure
- Dean of Institutional Research and Planning

The term of office for administrators, classified professionals/confidentials, and faculty will be three years.

SCC INSTITUTIONAL COMMITTEE

Institutional Program Review Committee (IPRC)

Mission/Purpose

The Institutional Program Review Committee is a cross-functional, consultation group of college constituents that provides oversight and coordination of the Institutional Program Review process. The committee 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.

General Areas of Consultation

The SWC Program Review Process

Responsibilities

The committee is responsible for ensuring that the College District is achieving ongoing continuous quality improvement through the Institutional Program Review Process by supporting the following:

- Complete and distribute resource requests.
- Coordinate and facilitate process and documentation for the following:
 - Annual Program Review Updates
 - Comprehensive Program Review Reports
 - Prioritization list for the SCC

Areas of Review/Knowledge Base

- SWC's shared governance process
- SWC's planning and resource allocation process
- SWC's mission, vision, and values

Meeting Frequency

Two times a month; 2nd and 4th Wednesday of the month from 1pm – 2 pm.

Method of Action

Consensus

Support Committees

None at this time

Current Project Teams

IPRC Project Team

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Voting Members

- Accreditation Liaison Officer or designee, co-convener
- Academic Senate Vice President/
Academic Program Review Coordinator, co-convener
- Academic Affairs Program Review Chair
- Student Affairs Program Review Chair
- Business Financial Affairs/Human Resources/
Institutional Technology/Superintendent/President Program Review Chair
- Faculty appointed by the Academic Senate (2)
- CSEA President or designee and two classified professionals appointed by CSEA (3)
- Student appointed by the Associated Student Organization

Resource Members

- Superintendent/President
- Academic Senate President
- Dean of Institutional Research and Planning
(formerly Director of Institutional Research, Planning, and Grants)

SCC STANDING COMMITTEE

Employee Support Committee (ESC)

Mission/Purpose

The ESC is a cross-functional, consultation group of college constituents that supports employee success and the college mission by making equity focused recommendations to the SCC in the areas of human resources and employee support.

General Areas of Consultation

- Professional Development for all employees
- Employee onboarding
- Campus climate and morale
- Employee diversity, equity, and inclusion

Responsibilities

Overall support for employee well-being. The committee may establish support committees for ongoing needs relevant to its mission. Projects requiring extensive discussion or action may be delegated to a project team to complete reports or other work to support the committee's and the College's mission.

Areas of Review/Knowledge Base

- Equal Employment Opportunity Plan
- Policies and Procedures related to Employee Support
- Faculty and Staff Statistics

Meeting Frequency

Every other month. Special meetings may be called if needed.

Method of Action

Consensus

Support Committees

None at this time

Current Project Teams

None at this time

Approved by ESC on 12/7/2022. Revised 9/25/2024.
Approved by SCC on 3/13/2024 & 10/9/2024.

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Voting Members

- CSEA President or Designee (co-convener)
- Vice President of Human Resources or Designee (co-convener)
- Academic Senate President or Designee (co-convener)
- Director of Human Resources or Designee
- SCCDAA President or Designee
- Confidential Representative
- SCEA President or Designee
- Professional Development Coordinator (Faculty)
- Professional Development Program Coordinator
- HEC Dean or Designee
- EAG Council Representatives
- Director of Institutional Technology or Designee
- ASO President or Designee

Resource Members

- Dean of Institutional Research and Planning or Designee
- Director of Employee Relations and Title IX
- Executive Officer of Equity and Engagement

SCC STANDING COMMITTEE

Student Equity and Success Committee (SESC)

Mission/Purpose

The SESC is a cross-functional, consultation group of college constituents that supports student success and the college mission by making recommendations to the SCC in the areas of educational planning, student equity, and enrollment management.

General Areas of Consultation

- Educational and enrollment planning
- Student equity planning including Jaguar Pathways initiatives
- Use of institutional data, such as Institution Set Standards and Vision for Success metrics
- State, national, or binational/international initiatives intended to support equitable student completion and learning

Responsibilities

This committee is broadly responsible for assuring that the college's practices directly affecting student equity and success align with the college's mission, vision, and values of serving all students. The committee may establish support committees for ongoing needs relevant to its mission. Projects requiring extensive discussion or action may be delegated to a project team to complete reports or other work to support the committee's and the College's mission.

Review and Recommend:

- Revisions to the Educational Vision Plan
- Revisions to the Strategic Enrollment Management Plan
- Revisions to the Student Equity Achievement Plan
- Revisions to the Economic and Workforce Development Plan
- Innovations to student services practices to support success and equity that align with the college's mission
- Revisions to the college's Distance Education plan
- Revisions to the Study Abroad programs
- Innovations related to all areas of instruction, including but not limited to Continuing Education, Noncredit, and Workforce Development
- Innovation and creativity in equitable teaching practices with active support for professional development for faculty and staff
- Revisions to the SCC's Policy and Procedure Committee regarding relevant governing board policies and college administrative procedures

Approved by SESC on 12/5/2022
 Approved by SCC on 3/13/2024

Areas of Review/Knowledge Base

- Curriculum and Educational Program Development Policies and Processes
- Title 5 regulations, California Education Code, Statewide Initiatives
- Enrollment and Student Support practices
- Use of institutional data, program-level data, and other data sources for developing and improving equitable teaching and student services practices
- New legislation and mandates
- AB 1725 and Shared Governance
- BP/AP 2510 Shared Planning and Decision Making
- Review of various categorical funds

Meeting Frequency

Twice per month. Special meetings may be called if needed. 1 hour 15 minutes in length. Meetings scheduled for the 3rd Monday of every month from 1:00-2:15pm. A second monthly meeting date is also scheduled for the 1st Monday from 1:00-2:15pm, but will be canceled if not needed.

Method of Action

Consensus

Support Committees

Strategic Enrollment Management, Calendar Committee, Catalog Committee, Integrated Workforce Development, Jaguar Pathways Core Team

Current Project Teams

Student Equity and Achievement Plan Project Team, Competency Based Education Project Team. Additional Project Teams added as needed.

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Voting Members

- Vice President for Student Affairs (Co-convener)
- Academic Senate President (Co-convener)
- Vice President for Academic Affairs (Co-convener)
- Faculty, Jaguar Pathways Coordinator Academic Affairs
- Faculty, Jaguar Pathways Coordinator Student Affairs
- Faculty, Higher Education Center, Counselor
- Integrated Workforce Development Committee, Faculty Co-Chair
- Director, Office of Student Equity Programs and Services
- Dean, Counseling and Support Programs
- Dean, Workforce Development & Continuing Education
- CSEA, (Student Affairs)
- CSEA, (Academic Affairs)
- Dean, Academic Affairs
- ASO Vice President of Equity, Diversity, and Inclusion or designee
- Regional Director of Small Business Development Center

Resource Members

- Institutional Technology Representative (invited as needed)
- Other resource members as needed

Committee representatives who are not associated with a particular position will rotate on a tri-annual basis.

SCC STANDING COMMITTEE

Planning and Budget Committee (PBC)

Mission/Purpose

The PBC is a cross-functional, consultation group of college constituents that supports student success and the college mission by providing input and making recommendations to the Shared Consultation Council (SCC) and others in the areas of institutional planning and resource allocation, including strategic planning, budget development, and facilities planning.

General Areas of Consultation

- Institutional planning and resource allocation
- Budget development
- Facilities planning

Responsibilities

Review, provide input, and make recommendations related to the following:

- Strategic Planning, including district-wide strategic plans
- District Budgeting, including:
 - Institutional Planning and Budget Development Calendar
 - District Budget Assumptions and Related State Budget Updates, including any necessary Mid-Year Adjustments
 - Multi-Year Budget Planning
 - Tentative and Adopted Budget Proposals
- Integrated Planning, including district-wide planning manuals
- Facilities Planning, including:
 - Major Construction and Renovations, including Bond Funding Proposals
 - Facilities-Related Universal Design, including Compliance Requirements
 - District-wide facilities plans, such as Sustainability Plan, Facilities Capital Outlay Plan, and Five-Year Construction Plan
- Other actions necessary to maintain compliance with ACCJC Standards

Receive periodic updates on the following:

- Strategic Plan Assessment
- Budget Updates and Expenditures
- Facilities Vision Plan Implementation
- Financial Audits
- Grant Management

The committee may establish support committees for ongoing consultation needs relevant to its mission. Projects requiring extensive discussion or action may be delegated to a project team to complete reports or other work to support the committee's and the District's mission.

Areas of Review/Knowledge Base

- Planning and Budget policies, procedures, and processes
- Equity in planning and budget policies, procedures, and processes
- Assembly Bill 1725 (participatory governance)
- Facilities Use and Management principles and planning processes

Meeting Frequency

Once per month on the first Friday, special meetings may be called as needed.

Method of Action

Consensus. The committee is not a Brown Act Committee but is committed to transparency and open opportunities for review and input.

Support Committees

Americans with Disability Act/Universal Design Committee, others as needed

Current Project Teams

None at this time

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Voting Members

- Vice-President of Business and Financial Affairs or designee (co-convener)
- Academic Senate Vice-President or designee (co-convener)
- Dean of Institutional Research and Planning or designee (co-convener)
- Academic Senate President or designee
- Director of Facilities or designee
- SCCDAA President or designee
- CSEA President or designee
- ASO President or designee
- CSEA Institutional Technology Representative
- CSEA Representative
- Faculty Representative
- Confidentials Representative
- Vice President of Student Affairs or designee
- SCEA Representative

Resource Members

- Vice President of Academic Affairs
- Superintendent/President
- Grants Representative

SCC STANDING COMMITTEE

Policy and Procedures Review Committee (PPRC)

Mission/Purpose

The PPRC is a cross-functional, consultation group of college constituents that supports student success and the college mission by making recommendations to the SCC in the areas of policies and procedures

General Areas of Consultation

Processes for District policy and procedure review and approval

Responsibilities

In consultation with the Office of the Superintendent/President, this committee is responsible for ensuring a cycle of review and updating of District Board Policies and Administrative Procedures is ongoing. The committee may establish subcommittees for ongoing needs relevant to its mission. Projects requiring extensive discussion or action may be delegated to a project team to complete reports or other work to support the committee's and the College's mission.

- Track the recency of policies and procedures by tracking changes in state or federal laws and regulations, as well as local practice, that might warrant a policy or procedure review, and recommend updates to the SCC when needed
- Alert relevant constituent leaders whenever a policy or procedure needs to be created or updated. If the need to create/update is identified outside of this group, this group would be notified and would guide and track the process and progress.
- Review drafts of new or revised policies and procedures prior to SCC action
- Make recommendations for approval of new or revised policies and procedures to the SCC

Areas of Review/Knowledge Base

- Shared Planning and Decision-making structures and purviews
- Title 5 regulations pertaining to community colleges and California Education Code
- The Community College League of California's policy/procedure review process
- Statewide legislative structures/cycles and advocacy groups related to education
- Constituent group collective bargaining agreements

Meeting Frequency

Once per month, Special meetings may be called if needed.

Approved by PPRC on 5/12/2021
 Approved by SCC on 3/13/2024

Method of Action

Consensus

Support Committees

None at this time

Current Project Teams

None at this time

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Voting Members

- Superintendent/President or designee (Convener)
- ASO President, or designee
- Confidentials representative
- Academic Senate President or designee
- SCEA President or designee
- CSEA President or designee
- SCCDDA President or designee
- Accreditation Liaison Officer/Assistant Superintendent/Vice President for Academic Affairs or designee
- Assistant Superintendent/Vice President for Student Affairs or designee
- Assistant Superintendent/Vice President for Business and Financial Affairs or designee
- Assistant Superintendent/Vice President for Human Resources or designee
- Executive Officer of Equity and Engagement

Resource Members

- As needed

Approved by SESC on 12/5/2022
 Approved by SCC on 3/13/2024

SCC SUPPORT COMMITTEE

Professional Development Committee (PDC)

Mission/Purpose

The Professional Development Committee is a cross-functional, consultation group of college constituents that provides consultation and recommendations to the Professional Development Program at Southwestern College. The Professional Development Committee is committed to providing progressive activities that promote lifelong learning, professional growth, and development of all employees in support of the College's Strategic Plan.

Parent Committee

None at this time

General Areas of Consultation

- PDP Professional Development Funding Approval
- Planning for "Flex Days" (Opening Days and Flex Days)
- Flexible Calendar Guidelines
- Feedback related to the needs of respective constituency groups on campus

Responsibilities

The Professional Development Committee provides an integrated and comprehensive collection of activities that enable District employees to achieve the College District's Strategic Plan priorities. This committee is responsible for supporting the creation of the following:

- Needs Assessment Reports
- Five Year Professional Development Plan (five-year implementation plan).
- Five Flex Days per academic year
- Promotion and Attendance of Professional Development Program events

Areas of Review/Knowledge Base

- Professional Development Program mission, purpose, and offerings
- Shared Governance Committee and Decision-Making Handbook pages (insert pages)
- Guidelines for Implementation of The Flexible Calendar Program

Meeting Frequency

First Tuesday of the month from 3:00pm – 3:50pm, or as determined by committee. The committee does not meet in the summer.

Method of Action

Majority [3 (three) voting members with at least 3 (three) constituent groups represented.

Approved by PDC on 9/5/2023

Current Project Teams

- Classified Professional Development
- PDP Professional Development Funding Approval Subcommittee
- Opening and Flex Day(s) Planning

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Voting Members

- CSEA President or designee
- Classified professional appointed by CSEA
- Academic Senate President or designee
- Academic Senate Representative appointed by the Academic Senate President
- SCEA President or designee
- SCEA representative appointed by the SCEA President
- Classified administrator appointed by SCCDAA
- Academic Administrator appointed by SCCDAA
- Student appointed by the Associated Student Organization
- Confidentials Chair or designee

Non-Voting Members

- Professional Development Faculty Coordinator, convener
- Executive Officer of Equity & Engagement, co-convener
- Training Services Coordinator
- Professional Development Programs Coordinator
- Program Technician

Resource Members

- AETA Coordinator
- Creative Designer & Special Events Coordinator

SCC SUPPORT COMMITTEE

Americans with Disability Act/Universal Design Committee (ADA/UD)

Mission/Purpose

The Americans with Disability Act/Universal Design Committee is a cross-functional, consultation group of college constituents, dedicated to a college culture and environment promoting full inclusion and accessibility for all.

Parent Committee

Planning and Budget Committee

General Areas of Consultation

- Accessibility throughout:
 - District facilities
 - District programs and services
 - District technology

Responsibilities

The ADA/UD Committee serves as an advisory committee to the District to make recommendations for improvements on inclusive access. The committee will make recommendations in accordance with Section 504 and 508 of the Federal Rehabilitation Act, the Americans with Disabilities Act of 1990 (ADA) and Amendments Act of 2008, and Title 5 California Code of Regulations, which were implemented to prevent discrimination against individuals with disabilities in daily life activities (i.e.; employment, education, public accommodations, transportation, and telecommunications).

Areas of Review/Knowledge Base

- SWC's mission, vision, and values
- Section 504 and 508 of the Federal Rehabilitation Act, the Americans with Disabilities Act of 1990 (ADA) and Amendments Act of 2008
- Title 5 regulations regarding accessibility
- Universal Design practices and implementation

Meeting Frequency

Three times per semester

Method of Action

Consensus - discussions; Majority – motions.

Approved by ADA/UD on 10/6/2023

Current Project Teams

None at this time

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Voting Members

- Director of Disability Support Services (DSS), co-convener
- Academic Senate Representative appointed by the Academic Senate president,
- Dean of Student Services/504 Compliance Officer
- Student appointed by the Associated Student Organization (1-2)
- Instructional High Tech Center Technician
- Technology Specialists for Accessibility and Compliance
- Workers Compensation Analyst
- Librarian
- Disability Support Services Learning Disability Specialist

Resource Members

- Institutional Technology Officer
- Representative from the Office of Equity and Engagement
- Director of Human Resources
- Director of Facilities, Operations, and Planning
- Vice President of Student Affairs

Approved by ADA/UD on 10/6/2023

SCC SUPPORT COMMITTEE

Integrated Workforce Development Committee (IWDC)

Mission/Purpose

The IWDC provides a venue for institution-wide discussion of the workforce development needs of the South Bay and the District's response to those needs. The committee supports institutional planning related to career education (CE) and guides innovation and CE resource management to facilitate and encourage student access, student success, and employment.

Parent Committee

Student Equity and Success Committee

General Areas of Consultation

Workforce Development and Career Education

Responsibilities

- Establish policies and procedures for District Workforce Development efforts.
- Serve as the primary body responsible for District-wide communication about Workforce Development (WD) efforts.
- Allocate funds
- Create a three-year Economic & Workforce Development Plan in collaboration with the Center for Business Advancement.
- Monitor and evaluate the Economic & Workforce Development plan progress.
- Evaluate the use of funds.

Areas of Review/Knowledge Base

- Labor market information
- Resource Management
- Strategic planning

Meeting Frequency

Committee meetings are the 2nd Monday of each Month from 3:00-4:00 pm and do not meet in the Summer.

Method of Action

Consensus

Current Project Teams

None at this time

Approved by IWDC on 5/8/2023

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

- Administration Co-Chair (Non-voting): Vice President for Academic Affairs or designee
- Academic Senate Co-Chair (Non-voting): Academic Senate President or designee

Voting Members

Administration

- Vice President for Student Affairs or designee
- Dean, Applied Technology & Hospitality Management
- Dean, Arts, Communication, Design, & Media
- Dean, Business
- Dean, Counseling and Student Support Programs
- Dean, Education, Humanities, Social & Behavioral Sciences
- Dean, Wellness, Exercise Science, & Athletics
- Dean, Mathematics, Science, & Engineering
- AVP, Higher Education Center at National City and Crown Cove Aquatic Center
- AVP, Higher Education Centers at San Ysidro and Otay Mesa
- Chief Public Information & Government Relations Officer

Faculty (1 rep for every 10 or fewer programs [TOP Codes])

- Applied Technology & Hospitality Management
- Applied Technology & Hospitality Management
- Arts, Communication, Design, & Media
- Business
- Business
- Business
- Counseling and Student Support Programs
- Education, Humanities, Social & Behavioral Sciences
- Health, Wellness & Public Safety
- Health, Wellness & Public Safety
- Mathematics, Science & Engineering

Classified Staff

- Two staff appointed by CSEA from Career Education programs (must represent two different Schools/Centers/Units)

Resource Members (non-voting)

- ASO Representative
- DSS Representative
- ISS Representative
- Center for Business Advancement (CBA)
- Workforce Development Team (Marketing Associate, Outreach Specialist, IR Analyst, Internship Specialist).

Approved by IWDC on 5/8/2023

SCC SUPPORT COMMITTEE

Calendar Committee (CALC)

Mission/Purpose

The Calendar Committee shall be responsible for developing the Academic Calendar, reviewing and updating relevant policy and procedures, investigating alternate calendars, and making recommendations to the Superintendent/President related to the Academic Calendar.

Parent Committee

Student Equity and Success Committee

General Areas of Consultation

Development and make recommendations of the Academic Calendar(s) to the District.

Responsibilities

Creating an effective academic calendar which meets the needs of students, faculty, campus and local communities.

Areas of Review/Knowledge Base

- Understanding the important elements, including mandated holidays, which impact the creation of an Academic Calendar.
- Bargaining Units contract language and the needs of constituent groups across the district.
- Professional Development/Flex Activities

Meeting Frequency

2nd and 4th Friday of each month

Method of Action

Consensus; if not achieved, then majority vote.

Current Project Teams

None at this time

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Committee Chair

- Mia McClellan, Dean Academic Services, as designee

Voting Members

- Vice President for Academic Affairs or designee Dean
- Counseling and Student Support Services or designee
- Director of Admissions and Records or designee
- Academic Senate President or designee
- Academic Senate Presiding Chair or designee
- SCCDAA Center Management representative
- CSEA President or designee
- Academic Services Specialist
- CSEA member at-large
- ASO President or designee
- Human Resources Specialist
- SCEA President or designee

Resource Members

- Academic Services Supervisor
- Academic Services Specialist
- Financial Aid Director or designee
- Dean of Enrollment Services
- Director of Payroll

SCC SUPPORT COMMITTEE

Catalog Committee (CATC)

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

Student Equity and Success Committee

General Areas of Consultation

Development, make recommendations and implementation of the College Catalog for the District.

Responsibilities

- Coordinate the annual update of the college catalog and to ensure that the contents are updated to meet curriculum, Fields of Study, Title 5/CA education code changes.
- Content is accurate, clear, and useful for primarily students, counselor, and other faculty users.

Areas of Review/Knowledge Base

- College mission statement
- Academic and student services policies
- Degree and certificate programs
- Course offerings
- Curricula for transfer to baccalaureate institutions
- Accreditation standards

Meeting Frequency

Monthly/Bi-Weekly

Method of Action

Consensus; if not achieved, then majority vote.

Current Project Teams

Catalog (CAT) Design Project Team; Table of Contents (ToC) Project Team

Approved by CATC on 12/1/2022

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Committee Chair

- Martina Peinado, Articulation Officer, as Co-Chair (Faculty)
- Brian Ebaló, Academic Services Supervisor, as Co-Chair (Administrator)

Voting Members

- Academic Services Supervisor
- Academic Dean
- Articulation Officer
- Director of Admissions and Records
- Publication Associate
- Continuing Education (Non-Credit) Administrator
- Counselors (3)
- Assessment Specialist
- Council of Chairs Presiding Chair
- Academic Services Specialist
- Academic Services Technician
- Evaluators (2)

Resource Members

- Curriculum Committee Co-Chairs (Faculty)
- Webmaster and Web Developer

SCC STANDING COMMITTEE BLANK CHARTER

Standing Committee Name (Committee Acronym)

Mission/Purpose

Click or tap here to enter text.

General Areas of Consultation

Click or tap here to enter text.

Responsibilities

Click or tap here to enter text.

Areas of Review/Knowledge Base

Click or tap here to enter text.

Meeting Frequency

Click or tap here to enter text.

Method of Action

Click or tap here to enter text.

Support Committees

Click or tap here to enter text.

Current Project Teams

Click or tap here to enter text.

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Co-Convener: Click or tap here to enter text.

Co-Convener: Click or tap here to enter text.

Member: Click or tap here to enter text.

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SCC SUPPORT COMMITTEE BLANK CHARTER

Support Committee Name (Committee Acronym)

Mission/Purpose

Click or tap here to enter text.

Parent Committee

Click or tap here to enter text.

General Areas of Consultation

Click or tap here to enter text.

Responsibilities

Click or tap here to enter text.

Areas of Review/Knowledge Base

Click or tap here to enter text.

Meeting Frequency

Click or tap here to enter text.

Method of Action

Click or tap here to enter text.

Current Project Teams

Click or tap here to enter text.

Membership

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes.

Committee Chair: Click or tap here to enter text.

Member: Click or tap here to enter text.

Member: Click or tap here to enter text.

Member: Click or tap here to enter text.

Member: Click or tap here to enter text.

Member: Click or tap here to enter text.

SCC PROJECT TEAM BLANK CHARTER

Project Team Name (Team Acronym)

Background

Click or tap here to enter text.

Mission/Purpose

Click or tap here to enter text.

Strategic Planning

The mission and goals of the Click or tap here to enter text. Project Team support the following strategic planning goals (add rows as needed).

Planning Document	Goal/Objective
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Goals

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

Parent Committee

Click or tap here to enter text.

Method of Action

Click or tap here to enter text.

General Areas of Consultation

Click or tap here to enter text.

Responsibilities

This project team is responsible for Click or tap here to enter text.

Major responsibilities include, but are not limited to, the following:

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

Areas of Review/Knowledge Base

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

Membership

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

Major Deliverables

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

Timeline

Project Begin date: Click or tap to enter a date.

Project End date: Click or tap to enter a date.

Budget and Resources

Click or tap here to enter text.

Meeting Frequency

Click or tap here to enter text.

Method of Action

Click or tap here to enter text.

Date Approved by the Shared Consultation Council: Click or tap to enter a date.

Signatures

SWC Superintendent/President /SCC Co-Chair

Academic Senate President /SCC Co-Chair

GLOSSARY OF TERMS AND ACRONYMS

AAPR – ADMINISTRATIVE ACADEMIC PROGRAM REVIEW
AB – ASSEMBLY BILL
ACCJC – ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES
ADA – AMERICANS WITH DISABILITIES ACT
ADA/UDE – AMERICANS WITH DISABILITIES ACT AND UNIVERSAL DESIGN IN EDUCATION
ADMIN – ADMINISTRATION
AEBG – ADULT EDUCATION BLOCK GRANT
AOC – ACCREDITATION OVERSIGHT COMMITTEE
AP – ADMINISTRATIVE PROCEDURE
AS – ACADEMIC SENATE
ASO – ASSOCIATED STUDENT ORGANIZATION
BFA – BUSINESS AND FINANCIAL AFFAIRS
BFAHRSP – BUSINESS AND FINANCIAL AFFAIRS-HUMAN RESOURCES-SUPERINTENDENT/PRESIDENT
BFAHRSPPR – ADMINISTRATIVE PROGRAM REVIEW
BFAP – BUSINESS AND FINANCIAL AFFAIRS ADMINISTRATIVE PROCEDURE
BP – BOARD POLICY
CA – CALIFORNIA
CALWORKS – CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITIES TO KIDS
CBA – CENTER FOR BUSINESS ADVANCEMENT
CCAC – CROWN COVE AQUATIC CENTER
CCLC – COMMUNITY COLLEGE LEAGUE OF CALIFORNIA
CE – CAREER EDUCATION
CEEWD – CONTINUING EDUCATION AND ECONOMIC WORKFORCE DEVELOPMENT
CSEA – CALIFORNIA SCHOOL EMPLOYEES’ ASSOCIATION
CTE – CAREER TECHNICAL EDUCATION
DSS – DISABILITY SUPPORT SERVICES
ED – EDUCATION
EEO – EQUAL EMPLOYMENT OPPORTUNITY
EOPS – EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
FHP – FACULTY HIRING PRIORITIZATION
FOP – FACILITIES, OPERATIONS AND PLANNING
GB – GOVERNING BOARD
HEC – HIGHER EDUCATION CENTER
HECNC – HIGHER EDUCATION CENTER AT NATIONAL CITY
HECOM – HIGHER EDUCATION CENTER AT OTAY MESA
HECSY – HIGHER EDUCATION CENTER AT SAN YSIDRO
IEC – INSTITUTIONAL EFFECTIVENESS COORDINATOR
IPRC – INSTITUTIONAL PROGRAM REVIEW COMMITTEE
IR – INSTITUTIONAL RESEARCH
IRRB – INSTITUTIONAL RESEARCH REVIEW BOARD
ISLO – INSTITUTIONAL STUDENT LEARNING OUTCOME
IT – INSTITUTIONAL TECHNOLOGY
LAS – LEARNING ASSISTANCE SERVICES

LLH – LANGUAGE AND LITERATURE
LOAC – LEARNING OUTCOMES ADVISORY COMMITTEE
MPL – MASTER PRIORITIZATION LIST
MSE – MATHEMATICS, SCIENCE AND ENGINEERING
N/A – NOT APPLICABLE
NC – NATIONAL CITY
OIE – OFFICE OF INSTITUTIONAL EFFECTIVENESS
OLC – ONLINE LEARNING CENTER
OM – OTAY MESA
P/P – POLICY AND/OR PROCEDURE
PBC – PLANNING AND BUDGET COMMITTEE
PIE – PLAN, IMPLEMENT AND EVALUATE
S/P – SUPERINTENDENT/PRESIDENT
SAPR – STUDENT AFFAIRS PROGRAM REVIEW
SCC – SHARED CONSULTATION COUNCIL
SCCD – SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
SCCDA – SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION
SCEA – SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION
SLO – STUDENT LEARNING OUTCOMES
SODA – STUDENTS OF DISTINCTION AWARD
SSSP – STUDENT SUCCESS AND SUPPORT PROGRAM
SWC – SOUTHWESTERN COLLEGE
SY – SAN YSIDRO
VP – VICE PRESIDENT
VPAA – ASSISTANT SUPERINTENDENT PRESIDENT/VICE PRESIDENT FOR ACADEMIC AFFAIRS
VPBFA – ASSISTANT SUPERINTENDENT PRESIDENT/VICE PRESIDENT FOR BUSINESS AND FINANCIAL AFFAIRS
VPHR – ASSISTANT SUPERINTENDENT PRESIDENT/VICE PRESIDENT FOR HUMAN RESOURCES
VPFA – ASSISTANT SUPERINTENDENT PRESIDENT/VICE PRESIDENT FOR STUDENT AFFAIRS
WD – WORKFORCE DEVELOPMENT

ACKNOWLEDGMENTS

Southwestern Community College District Governing Board

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Kristine Galicia Brown | Governing Board Vice President

Roberto Alcantar | Governing Board Member

Robert Moreno | Governing Board Member

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SHARED CONSULTATION COUNCIL

SHARED PLANNING AND DECISION-MAKING
HANDBOOK

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