

# **Compendium of Committees**

## CENTRAL COMMITTEES

### **College Council**

#### **CHARGE**

The College Council oversees processes related to policy and the District's committee structure. The Council must involve and utilize the opinion of all constituent groups. Given the Council's position in the governance structure, the specific areas of responsibility can be delineated as follows:

The College Council is responsible for the review, evaluation and oversight of the District committee system; including, but not limited to;

- Committee charge
- Committee membership
- Committee meeting schedule

The Council serves as the final "review" body for all policy recommendations emanating from District processes.

The Council is the final policy articulation group for the District, and therefore must ensure that all District constituencies have had adequate participation in the formation of policy issues.

Ad hoc study groups or task forces, with appropriate constituent participation, may be formed by College Council when topics fall outside the range of the existing committee structure or involve multiple constituent groups.

#### **RECOMMENDS TO**

Superintendent/President

#### **ACADEMIC SENATE CONSULTATION**

The College Council is not an Academic Senate Consultation Committee.

#### **ACCJC STANDARDS**

TBD

#### **MEMBERSHIP**

#### **CHAIR(S)**

- Academic Senate President or designee

- Classified Senate President or designee
- Superintendent/President or designee

#### **COMMITTEE MEMBERS**

- 5 Administrators
- 5 Faculty (2 appointed by AFA; 3 appointed by Academic Senate)
- 4 Classified (2 appointed by SEIU; 2 appointed by Classified Senate)
- 3 Students

***Membership Total: 17***

#### **PERMANENT MEMBER BY POSITION**

- Superintendent/President
- Vice President, Academic Affairs
- Vice President, Student Services
- Vice President, Human Resources
- Vice President, Finance and Administrative Services
- President, Academic Senate
- President, AFA
- President, Classified Senate
- President, SEIU

#### **MEETINGS**

Meetings are held on the 1st and 3rd Thursday of each month during the academic year, from 3:15 to 5:00 PM.

#### **BROWN ACT**

The College Council is not subject to the Brown Act.

# Planning and Budget Council

## CHARGE

The Planning and Budget Council integrates the College's planning and budget allocation processes, with a focus on ensuring that the College's budgetary resources and planning processes support the College's Mission. The Planning and Budget Council:

1. Facilitates the College's strategic planning process
  - a. Facilitates creation of the Strategic Plan (Mission, Vision, Values, Goals, and Objectives);
  - b. Monitors progress on Strategic Plan goals via key performance indicators;
  - c. Annually reviews Strategic Plan and initiates cycle of revision as needed.
2. Recommends creation of institutional plans (local) and regularly evaluates their effectiveness for support continuous improvement of quality educational programs and services and achievement of the District's Mission.
  - a. Evaluation utilize federal performance indicators (ACCJC), state performance indicators (Chancellor's Office), the local indicators of effective outcomes, and other disaggregated student learning outcomes.
3. Regularly reviews effectiveness measures for federal and state funded plans, programs, and initiatives.
4. Reviews Accreditation reports, evaluates progress on the Institutional Self-Evaluation Report Quality Focus Essay goals, and integrates Accreditation recommendations into Planning goals, decisions, and Budget allocation;
5. Initiates and oversees the Program and Resource Planning Process (PRPP), and reviews and approves the prioritized PRPP requests to ensure alignment with Mission, Vision, and Values;
6. Reviews Annual Unit Plans to ensure alignment and integration with the Mission, Vision, and Values articulated in the Strategic Plan; and receives reports on Unit Plan progress toward stated objectives and goals;
7. Provides institutional review of and recommends resource allocation to support new academic programs, majors, and certificates recommended by the Academic Senate, and new student services program;
8. Reviews outcomes of Program Review process (Policy 3.6/P), including recommendations for program revitalization and discontinuance, and recommends resource adjustments as needed;
9. Reviews and, as necessary and appropriate, recommends revisions to key budget, financial, and planning process documents, including:
  - a. The Planning and Budget Framework;
  - b. Planning Calendar;
  - c. Annual Financial and Audit Reports;
  - d. Budget Calendar; and
  - e. Budget Assumptions

10. Recommends to the President on the decision to apply for grants, based on an assessment of resources required and the relevance of the grant to District Mission, Vision, Values and Goals, and ensuring consultation with or consideration of appropriate constituency groups;

#### RECOMMENDS TO

Superintendent/President

#### ACADEMIC SENATE CONSULTATION

The Planning and Budget Council is not an Academic Senate Consultation Committee.

#### ACCJC STANDARDS

TBD

#### MEMBERSHIP

##### CHAIR(S)

- Academic Senate President or designee
- Vice President, Finance and Administrative Services
- Senior Director, Institutional Effectiveness, Research and Planning

##### COMMITTEE MEMBERS

- 9 Administrator (7 by position, 1 student services administrator, 1 educational administrator)
- 5 Classified (x Classified Senate, x SEIU)
- 8 Faculty (x Academic Senate, x AFA)
- 2 Students
- 1 Trustee

***Membership Total: 25***

##### PERMANENT MEMBER BY POSITION

- Board of Trustee
- Superintendent/President
- Vice President, Finance and Administrative Services
- Vice President, Academic Affairs
- Vice President, Student Services
- Vice President, Human Resources
- Senior Director, Institutional Effectiveness, Research and Planning
- Director, Finance
- President, Academic Senate
- President, AFA
- President, Classified Senate

- President, SEIU

### MEETINGS

Meetings are held on the 2nd and 4th Monday of each month during the academic year, from 1:30 to 3:00 PM.

### BROWN ACT

The Planning and Budget Council is not subject to the Brown Act.

# Accreditation Oversight Committee

## CHARGE

The Accreditation Oversight Committee provides oversight and coordination of Santa Rosa Junior College's ongoing accreditation process development, review of responses to ACCJC recommendations and action plans, and supports district wide engagement as needed for accreditation reports.

## RECOMMENDS TO

Planning and Budget Council

## ACADEMIC SENATE CONSULTATION

The Accreditation Oversight Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Faculty Member (appointed by Academic Senate President)
- Classified Professional (appointed by the SEIU President)
- Accreditation Liaison Officer

### COMMITTEE MEMBERS

- 4 Administrators
- 3 Classified
- 3 Faculty
- 3 Students

***Membership Total: 13***

### PERMANENT MEMBER BY POSITION

- Accreditation Liaison Officer

## MEETINGS

Meetings are held on the 1st Thursday of each month during the academic year, from 1:30 to 3:00 PM.

## BROWN ACT

The Accreditation Oversight Committee is not subject to the Brown Act.

# Program and Resource Planning Process (PRPP) Coordinating Committee

## CHARGE

In recognition of the importance of a coordinated, integrated District-wide Program and Resource Planning Process (PRPP), the PRPP Coordinating Committee has been established as a standing subcommittee of the Planning and Budget Council. The PRPP Coordinating Committee makes recommendations to the Planning and Budget Council on all matters pertaining to the PRPP, including the following:

- An annual timeline and calendar of deadlines for all programs/units in the District.
- Changes and improvements:
  - To the prompts, the process or the server-based template
  - To the data sets needed by any program/unit in the District
  - In response to evaluations or surveys conducted of users and/or the college community
  - To programming and/or Information Technology support
  - To sustain continuous quality improvement.

## RECOMMENDS TO

Planning and Budget Council

## ACADEMIC SENATE CONSULTATION

The PRPP Coordinating Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Faculty Member (appointed by Academic Senate President)

### COMMITTEE MEMBERS

- 6 Administrators (1 student services, 1 HR, 1 AA, 1 FAS)
- 2 Faculty (1 department chair)
- 2 Classified
- 1 Ex-officio (IT Programmer assigned to PRPP)

***Membership Total: 11***

### PERMANENT MEMBER BY POSITION

- Senior Director, Institutional Effectiveness, Research and Planning,

## MEETINGS

Meetings are held on the 2nd and 4th Thursday of each month during the academic year, from 1:00 to 2:30 PM.

## BROWN ACT

The PRPP Coordinating Committee is not subject to the Brown Act.



## OPERATIONAL COMMITTEES

### **Board of Review Committee**

#### CHARGE

Board of Review Committee serves as the college panel that reviews formal student grievances that have not been resolved through the established student complaint/grievance policy. It also serves as a review panel (if student requests it) in those situations where expulsion is being recommended to the Board of Trustees.

#### RECOMMENDS TO

Vice President, Student Services

#### ACADEMIC SENATE CONSULTATION

The Board of Review Committee is not an Academic Senate Consultation Committee.

#### ACCJC STANDARDS

TBD

#### MEMBERSHIP

##### **CHAIR(S)**

- Administrator (appointed by the Superintendent/President)

##### **COMMITTEE MEMBERS**

- 2 Administrators
- 2 Classified
- 2 Faculty
- 2 Students

***Membership Total:*** varies as outlined in Board Administrative Procedure

#### MEETINGS

Meetings are held on the 3rd Friday of each month during the academic year as needed and subject to receipt of a formal grievance, from 8:00 AM to 3:00 PM. If no grievances are received, there are no meetings needed.

#### BROWN ACT

The Board of Review Committee is not subject to the Brown Act.

# Curriculum Review Committee

## CHARGE

The purpose of the Curriculum Review Committee is to recommend to the Board of Trustees those courses and programs that meet stated standards.

The Curriculum Review Committee reviews and approves courses, certificates, and majors that support the SRJC Mission to provide:

1. lower division academic education, to support transfer to four-year institutions
2. career and technical education, to support economic development and job growth
3. basic skills, to include English language skills acquisition
4. student and academic support services, to improve student success and student retention

The Curriculum Review Committee also works with the Office of Curriculum and Educational Support Services to provide information, training, systems, interpretation of state regulations, and guiding principles to faculty and staff for developing and revising curriculum that meets Title 5 requirements and SRJC standards of quality.

The Curriculum Review Committee receives advice and recommendations from Cluster Tech Review Teams in each identified cluster of departments for new or revised course review with particular attention to course name, course description, numbering, hour and unit consistency, appropriateness of prerequisites and relationship to other courses in the department and in other departments.

## RECOMMENDS TO

Vice President, Academic Affairs

## ACADEMIC SENATE CONSULTATION

The Curriculum Review Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Dean, Academic Affairs
- Faculty (appointed by Academic Senate President)

### COMMITTEE MEMBERS

- 4 Administrators
- 1 Classified
- 15 Faculty

- 2 Students
- 2 Ex-officio Members

***Membership Total: 24***

#### **PERMANENT MEMBER BY POSITION**

- Dean, Academic Affairs
- Dean, Counseling and Support Programs
- Director, Admissions, Records & Enrollment Services
- Director, Transfer Center
- Articulation Specialist
- Ex-officio from Assessment Office
- Ex-officio from Distance Education

#### **MEETINGS**

Meetings are held on 2nd and 4th Monday of each month during the academic year, from 3:15 to 5:15 PM.

#### **BROWN ACT**

The Curriculum Review Committee is subject to the Brown Act.

# Department Chairs and Instructional Managers Committee

## CHARGE

Department Chairs and Instructional Managers Committee is a leadership group that supports effective operations, close collaboration, and innovative strategies pertaining to instructional departments, academic clusters, and the broader Academic Affairs component area. Areas of focus include schedule development, enrollment management, instructional assignments, Student Learning Outcomes (SLOs), and educational initiatives, among others.

## RECOMMENDS TO

Vice President, Academic Affairs

## ACADEMIC SENATE CONSULTATION

The Department Chairs and Instructional Managers Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Vice President, Academic Affairs
- Department Chairs of Chairs (2 positions)

### COMMITTEE MEMBERS

- Vice President, Academic Affairs
- All Department Chairs
- All Instructional Managers

## MEETINGS

Meetings are held on the 3rd Tuesday of each month during the academic year, from 3:15 to 5:00 PM.

## BROWN ACT

The Department Chairs and Instructional Managers Committee is not subject to the Brown Act.

# District Facilities Advisory Committee

## CHARGE

The District Facilities Advisory Committee advises the District on matters relating to campus parking plans and issues, environmental sustainability, facilities safety, related risk management, and the development and implementation of the Facilities Master and Sustainability Plans and other facilities-related projects and works to provide a sustainable, safe, and effective working and learning environment for everyone.

1. Act as a clearinghouse for individual employee facilities related, including safety related, suggestions.
2. Provide informed recommendations to the District for the need, rationale and functions of new construction, rehabilitation or remodeling of District educational and support facilities, and the protection of our architectural heritage.
3. Monitor and provide input to facility related district-wide policies and projects to assure implementation of green practices and principles and to ensure the prevention of future barriers which would impede access to any of the District's facilities.
4. Oversee regular assessments of access to District facilities for the ADA Transition Plans and compliance with other laws and regulations. Address internal and external facility issues and needs while promoting Universal Design principles.
5. Review, evaluate and make recommendations on the District's five-year capital outlay program, deferred maintenance program and other general project plans.
6. Review and prioritize the minor facilities request submissions from the PRPP.
7. Review existing, and explore ways to minimize, parking problems.
8. Facilitate and review the Facilities Master Planning process, as needed.
9. Make recommendations to ensure compliance with ACCJC standard 3B: Physical Resources.
10. Promote the landscape and external appearance of the District.
11. Address sustainability and conservation options applicable to facilities.
12. Responsibility for District Sustainability Plan.

## RECOMMENDS TO

Vice President, Finance and Administrative Services

## ACADEMIC SENATE CONSULTATION

The District Facilities Advisory Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

## CHAIR

- Vice President, Finance and Administrative Services

#### **COMMITTEE MEMBERS**

- 9 Administrators (7 by position, 1 student services administrator, 1 academic affairs administrator)
- 6 Classified (2 appointed by SEIU, 4 appointed by Classified Senate)
- 6 Faculty (2 appointed by AFA, 4 appointed by Academic Senate)
- 3 Students

***Membership Total: 24***

#### **PERMANENT MEMBER BY POSITION**

- Chief of Police
- Director, Purchasing and Risk Management
- Manager, Facilities and Grounds
- Manager Sustainability & Energy Programs
- Project Manager, Measure H
- Vice President, Finance and Administrative Services
- Vice President, Human Resources

#### **MEETINGS**

Meetings are held on the 3rd Tuesday of each month during the academic year, from 1:00 to 2:30 PM.

#### **BROWN ACT**

The District Facilities Advisory Committee is not subject to the Brown Act.

# District Online Committee

## CHARGE

District Online Committee will:

1. Promote the knowledge and understanding of Distance Education across the District.
2. Maintain a set of best practice recommendations for online instruction.
3. Provide input on the Online Learning website.
4. Provide advice to VPAA as requested on matters related to online instruction.

## RECOMMENDS TO

Vice President, Academic Affairs

## ACADEMIC SENATE CONSULTATION

The District Online Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Director, Distance Education
- Faculty (appointed by Academic Senate President)

### COMMITTEE MEMBERS

- 3 Administrators
- 3 Classified
- 8 Faculty (7 appointed by Academic Senate; 1 appointed by AFA; from at least 5 different disciplines)
- 1 Student
- 1 Ex-Officio Classified - from Student Services
- 2 Ex-Officio Administrators

***Membership Total: 18***

### PERMANENT MEMBER BY POSITION

- Director, Distance Education
- Ex Officio from Information Technology
- Ex Officio, Dean Counseling and Support Programs

## MEETINGS

Meetings are held on the 2nd Wednesday of each month during the academic year, from 1:00 to 3:00 PM.

## BROWN ACT

The District Online Committee is not subject to the Brown Act.

# Doyle Trust Scholarship Committee

## CHARGE

The Doyle Trust Scholarship Committee guides the administration of the Frank P. and Polly O'Meara Doyle Trust scholarship funds to eligible incoming, continuing, completing, or transferring students. The committee reviews the student qualifications and award amounts and recommends any changes to the Vice President, Student Services. Annual reports of awards and fund balances are presented to the SRJC Foundation and the Board of Trustees.

## RECOMMENDS TO

Vice President, Student Services

## ACADEMIC SENATE CONSULTATION

The Doyle Trust Scholarship Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Manager, Student Financial Services

### COMMITTEE MEMBERS

- 5 Administrators
- 1 Classified
- 3 Faculty
- 1 Student
- 1 Board member
- 1 Public - Doyle Trustee

***Membership Total: 12***

### PERMANENT MEMBER BY POSITION

- Executive Director, Foundation and District External Relations or designee
- Director, Admissions, Records & Enrollment Services
- Director, Student Financial Support and Services
- Manager, Student Financial Services
- Director, Finance

## MEETINGS

Meetings are held as needed, typically 3-4 times during the academic year.

## BROWN ACT

The Doyle Trust Scholarship Committee is not subject to the Brown Act.



# Educational Planning and Coordinating Committee

## CHARGE

The Educational Planning and Coordinating Committee's charge is:

1. To assist the Academic Senate in the development of sound educational policies, procedures, and practices by encouraging thorough discussions of current issues among constituent groups represented by the committee.
2. To provide recommendations to VPAA on District educational planning activities.
3. To review and recommend to the Vice President of Academic Affairs new degrees, certificates and majors.
4. To serve as a multi-constituent clearinghouse for educational matters.

## RECOMMENDS TO

Vice President, Academic Affairs

## ACADEMIC SENATE CONSULTATION

The Educational Planning and Coordinating Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Vice President, Academic Affairs
- Academic Senate President or designee

### COMMITTEE MEMBERS

- 5 Administrators (1 by position, 3 academic affairs administrators, 1 student services administrator)
- 5 Faculty
- 2 Students

***Membership Total: 12***

### PERMANENT MEMBER BY POSITION

- Vice President, Academic Affairs
- Academic Senate President or designee

## MEETINGS

Meetings are held on the 2nd and 4th Thursday of each month during the academic year, from 3:15 to 5:00 PM.

## BROWN ACT

The Educational Planning and Coordinating Committee is not subject to the Brown Act.

# Equal Employment Opportunity Advisory Committee

## CHARGE

The Equal Employment Opportunity Advisory Committee acts as an advisory body to the Vice President of Human Resources and assists the District in the development, implementation, and promotion of the Equal Employment Opportunity Plan required under Title 5 Section 53003.

## RECOMMENDS TO

Vice President, Human Resources

## ACADEMIC SENATE CONSULTATION

The Equal Employment Opportunity Advisory Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- 1 Administrator (appointed by the Superintendent/President)
- 1 Faculty (appointed by Academic Senate President)
- 1 Classified (appointed by SEIU)

### COMMITTEE MEMBERS

- 3 Administrators (1 educational administrator)
- 3 Classified
- 3 Faculty (1 appointed by Academic Senate, 1 appointed by AFA, 1 appointed jointly)
- 1 appointee from each approved Employee Affinity Group
- 3 Students

***Membership Total: 12 + employee affinity group representatives***

### PERMANENT MEMBER BY POSITION

Manager, Human Resources/Employee Development and Organizational Culture

## MEETINGS

Meetings are held on the 1st Friday and the 3rd Friday (as needed) of each month during the academic year from 10:00 AM to 12:00 PM.

## BROWN ACT

The Equal Employment Opportunity Advisory Committee is not subject to the Brown Act.

# Faculty Equivalency Committee

## CHARGE

The Faculty Equivalency Committee, in accordance with the Education Code Section 87359, participates in the equivalency process which includes reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Senate to determine that each individual employed under the authority granted by regulations possesses qualifications that are at least equivalent to applicable minimum qualifications.

The committee shall:

1. Be available to interviewing and screening committees as a resource regarding equivalency determinations;
2. Review the decisions of the interviewing and screening committees as described above;
3. Recommend all equivalency determinations within this process;
4. Clarify the criteria to be used for determining equivalency;
5. Provide careful records of all equivalency determinations;

## RECOMMENDS TO

Vice President, Human Resources

## ACADEMIC SENATE CONSULTATION

The Faculty Equivalency is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Academic Senate President or designee

### COMMITTEE MEMBERS

- 2 Educational Administrators
- 10 Contract Faculty (Preferred: Academic Senate President or designee, an academic counselor, CTE faculty)
- 2 Associate Faculty (appointed by Academic Senate)
- 1 Ex-officio from Human Resources

***Membership Total: 15***

### PERMANENT MEMBER BY POSITION

- Director, Human Resources or designee

## MEETINGS

Meetings are held on the 4th Friday of each month during the academic year, from 1:00 to 3:00 PM.

#### BROWN ACT

The Faculty Equivalency is not subject to the Brown Act.

# Faculty Staffing Committee

## CHARGE

The Faculty Staffing Committee is responsible with developing a prioritized list of contract faculty positions for consideration by the Superintendent/ President to recruit for the coming academic year.

## RECOMMENDS TO

Vice President, Academic Affairs

## ACADEMIC SENATE CONSULTATION

The Faculty Staffing Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Administrator (appointed by the Superintendent/President)
- President, Academic Senate

### COMMITTEE MEMBERS

- 4 Administrators
- 4 Faculty Members
- 1 Ex-officio from Human Resources

***Membership Total: 9***

### PERMANENT MEMBER BY POSITION

- President, Academic Senate

## MEETINGS

Meetings are held as needed during the academic year

## BROWN ACT

The Faculty Staffing Committee is not subject to the Brown Act.

# Fringe Benefits Committee

## CHARGE

The purpose of the Fringe Benefits Committee is to research and review proposed and existing health related benefit programs to ensure that quality and cost effectiveness criteria are maintained per the collective bargaining agreements

## RECOMMENDS TO

Vice President, Finance and Administrative Services

## ACADEMIC SENATE CONSULTATION

The Fringe Benefits Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Vice President, Finance and Administrative Services

### COMMITTEE MEMBERS

- 5 Administrators
- 4 Classified (appointed by SEIU)
- 4 Faculty (appointed by AFA)
- 2 Retired unit member representative (1 faculty (AFA), 1 classified (SEIU))
- Board member (optional)

***Membership Total: 16***

### PERMANENT MEMBER BY POSITION

- Vice President, Finance and Administrative Services
- Manager Payroll
- Director, Finance
- Vice President, Human Resources or designee
- Human Resources Specialist, Benefits

## MEETINGS

Meetings are held as needed on the 3rd Thursday of each month during the academic year, from 9:00 to 10:30 AM.

## BROWN ACT

The Fringe Benefits Committee is not subject to the Brown Act.

# Institutional Technology Committee

## CHARGE

The purpose of the Institutional Technology Committee is to provide recommendations and direction on the integration of technology Districtwide. In this capacity, the Institutional Technology Committee will:

- Serve as a representative body of primary technology constituency groups;
  - Facilitate and review the Technology Planning process, as needed.
  - Establish specific goals and implementation guidelines
  - Create and publish district standards for technology purchase and support
  - Update and review technology related planning documents as appropriate
- Review District technology, including software procurement, needs as identified in the Program Review and Planning Process (PRPP) and recommend purchases of equipment to ensure compliance with standards, the strategic technology plan, and available funding
- Evaluate the implementation and efficacy of adopted technology.
- Makes recommendations for compliance with Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other laws and regulations pertaining to digital access to services and programs.

## RECOMMENDS TO

Vice President, Finance and Administrative Services

## ACADEMIC SENATE CONSULTATION

The Institutional Technology Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Senior Director, Information Technology
- Dean, Learning Resources and Educational Technology

### COMMITTEE MEMBERS

- 8 Administrators
- 6 Faculty (5 appointed by Academic Senate, 1 appointed by AFA)
- 4 Classified (3 appointed by Classified Senate, 1 appointed by SEIU)
- 1 Student

***Membership Total: 19***

### PERMANENT MEMBER BY POSITION

- Director, IT Support Services
- Director, Media Services
- Director, IT Systems and Programming
- Director, Distance Education
- Dean, Disabled Services and Programs

- Vice President, Human Resources or designee
- Dean, Learning Resources and Educational Technology
- Senior Director, Information Technology

### MEETINGS

Meetings are held on the 2nd and 4th Thursday each month during the academic year, from 9:00 – 10:30 AM.

### BROWN ACT

The Institutional Technology Committee is not subject to the Brown Act.



# Majors and Certificates Review Committee

## CHARGE

The Majors and Certificates Review Committee fulfills the following functions:

1. Reviews all major and certificate applications of 12 units or more that will be submitted to the Chancellor's Office for approval.
2. Work with the department and the faculty submitter(s) to assure that all applications meet Chancellor's Office guidelines, and any additional guidelines established by Santa Rosa Junior College.
3. Notify the Education Planning and Coordinating Committee when majors and certificates are ready for review by the Curriculum Review Committee.

## RECOMMENDS TO

The Educational Planning and Coordinating Committee

## ACADEMIC SENATE CONSULTATION

The Majors and Certificates Review Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Administrator (appointed by the Superintendent/President)
- Faculty (appointed by President, Academic Senate)

### COMMITTEE MEMBERS

- 2 Educational Administrators
- 4 Faculty (appointed by the Academic Senate, at least one from a Career/Technical field and at least two counselors whenever possible)
- 2 Classified

***Membership Total: 8***

### PERMANENT MEMBER BY POSITION

- Dean, Academic Affairs
- Curriculum Specialist
- Articulation Specialist

## MEETINGS

Meetings are held on the 2nd and 4th Wednesday of each month during the academic year, from 3:15 to 4:45 PM.

## BROWN ACT

The Majors and Certificates Review Committee is not subject to the Brown Act.

# Professional Development Committee

## CHARGE

The Professional Development Committee:

1. Organizes the Professional Development Activity Day Program for all employees
2. Encourages thorough discussions among all District employees and recommends opportunities regarding professional development needs
3. Collaborates with other committees on Professional Development matters
4. When funding is available, reviews professional development projects/funding applications
5. Responds to training needs for critical District initiatives
6. Reviews and recommends requests for in-service training opportunities for Classified Professionals

## RECOMMENDS TO

Vice President, Human Resources

## ACADEMIC SENATE CONSULTATION

The Professional Development Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Vice President, Human Resources or designee
- Classified (appointed by the Classified Senate)
- Faculty Professional Development Coordinator

### COMMITTEE MEMBERS

- 2 Administrators
- 4 Classified
- 3 Faculty (1 Senate, 1 AFA, 1 PD Coordinator)

***Membership Total: 9***

### PERMANENT MEMBER BY POSITION

- Vice President, Human Resources or designee
- Faculty Professional Development Coordinator

## MEETINGS

Meetings are held on the 1st and 3rd Thursday of each month during the academic year, from 1:30 to 2:45 PM.

## BROWN ACT

The Professional Development Committee is not subject to the Brown Act.

# Sabbatical Leave Committee

## CHARGE

The Sabbatical Leave Committee:

1. To promote the importance of quality sabbaticals with all areas of the District
2. To review ranking of applicants per established criteria
3. To assist/review/recommend proposals to the Board on the successful applicants
4. To assist/review/ recommend reports to the Board once sabbaticals are completed
5. Provides information to faculty on the sabbatical process

## RECOMMENDS TO

Vice President, Academic Affairs

## ACADEMIC SENATE CONSULTATION

The Sabbatical Leave Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Faculty (appointed by President, Academic Senate)

### COMMITTEE MEMBERS

- 1 Educational Administrator (Academic Affairs)
- 6 Faculty (1 appointed by AFA, 5 appointed by Academic Senate)

***Membership Total: 7***

### PERMANENT MEMBER BY POSITION

- Educational Administrator (Academic Affairs)

## MEETINGS

Meetings are held on the 2nd and 4th Monday of each month during the academic year, from 3:30 to 5:00 PM; additional meetings may be added as needed.

## BROWN ACT

The Sabbatical Leave Committee is not subject to the Brown Act.

# Student Equity Committee

## CHARGE

The Student Equity Committee focuses its work on promoting equitable educational outcomes for all students by identifying and providing recommendations to address equity gaps. The Committee will review the student lifecycle from pre-entry to completion, and will collaborate with departments, faculty, staff, and students to develop, and evaluate strategies that foster an inclusive and supportive learning environment for students at each phase of the student lifecycle.

A standing subcommittee of the Student Equity Committee composed solely of faculty will be established to focus academic and professional matters under the purview of the Academic Senate.

### **Equity Planning:**

- Develop, update, and provide recommendations for the college's Student Equity Plan to ensure compliance with state guidelines and alignment with campus priorities.
- Collaborate with relevant departments to recommend strategies that support disproportionately impacted student populations.

### **Data Analysis and Reporting:**

- Review student success, access, and retention data to identify equity gaps and recommend targeted interventions.
- Provide input on periodic equity data reports that are provided by IERP to campus stakeholders.

### **Program Support and Development:**

- Provide recommendations on the development and implementation of equity-focused programs, services, and professional development opportunities.

The Student Equity Committee seeks to create equitable outcomes, cultivate cultural humility and mindfulness, and celebrate the spectrum of diversity in support of students.

## RECOMMENDS TO

Vice President, Student Services

## ACADEMIC SENATE CONSULTATION

The Student Equity Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### **CHAIR(S)**

- Vice President, Student Services
- Academic Senate President or designee

### **COMMITTEE MEMBERS**

- 5 Administrators
- 4 Classified (2 SEIU; 2 Classified Senate)
- 6 Faculty (1 AFA)
- 4 Students

**Membership Total: 19**

### **MEETINGS**

Meetings are held on the 1st Friday and 3<sup>rd</sup> Friday (as needed) of each month during the academic year, from 8:30 – 11:30 AM

### **BROWN ACT**

The Student Equity Committee is not subject to the Brown Act.

# Study Abroad Committee

## CHARGE

The charge of the Study Abroad Committee is to advise the District in matters regarding curriculum, location and faculty selection for semester-length and summer study abroad programs. Lead faculty and student recruitment efforts. Plan and implement a long-range vision for study abroad opportunities for SRJC students, faculty and community.

## RECOMMENDS TO

Vice President, Academic Affairs

## ACADEMIC SENATE CONSULTATION

The Study Abroad Committee is not an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Administrator (appointed by the Superintendent/President)
- Faculty (appointed by President, Academic Senate)

### COMMITTEE MEMBERS

- 2 Administrators (1 Academic Affairs Administrator)
- 6 Faculty
- 2 Students

***Membership Total: 10***

### PERMANENT MEMBER BY POSITION

- Educational Administrator (Academic Affairs)

## MEETINGS

Meetings are held on the 2nd and 4th Friday of each month during the academic year, from 8:30 to 10:00 AM

## BROWN ACT

The Study Abroad Committee is not subject to the Brown Act.



# Textbook and Instructional Materials Committee

## CHARGE

The Textbook and Instructional Materials Committee will:

1. Assist the District with the development and implementation of compliant policies pertaining to textbook and instructional material selection and access, including accessibility and copyright compliance.
2. Identify and make recommendations to remove institutional barriers related to textbook and instructional materials access and affordability
3. Establish guidelines for Santa Rosa Junior College faculty and staff for the timely selection and submission of course materials.
4. Develop strategies and best practices for the affordable provision of textbooks and/or instructional materials to students.
5. Develop strategies and presentations for keeping faculty informed of best practices and changing technologies for providing textbooks and/or instructional materials to students.
6. Support and inform faculty on adoption and review of accessible Open Educational Resources (OER).

The constituent makeup of the committee will reflect the diverse textbook and instructional materials needs of all academic departments' students.

## RECOMMENDS TO

Vice President, Academic Affairs

## ACADEMIC SENATE CONSULTATION

The Textbook and Instructional Materials Committee is an Academic Senate Consultation Committee.

## ACCJC STANDARDS

TBD

## MEMBERSHIP

### CHAIR(S)

- Faculty (appointed by President, Academic Senate)
- Administrator (appointed by the Superintendent/President)

### COMMITTEE MEMBERS

- 2 Administrators (1 Academic Affairs Administrator)
- 4 Classified
- 4 Faculty (1 appointed by AFA, 3 appointed by Academic Senate)
- 2 Students

***Membership Total: 12***

**PERMANENT MEMBER BY POSITION**

- Dean, Disabled Students Programs and Services, or designee
- Course Reserves Library Technician

**MEETINGS**

Meetings are held on the 2nd and 4th Friday of each month during the academic year, from 2:00 to 3:00 PM

**BROWN ACT**

The Textbook and Instructional Materials Committee is not subject to the Brown Act.