



# Participatory Governance Manual

*2025/2026*

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## **Sonoma County Junior College District Mission, Vision, and Values**

### **THE MISSION OF THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT IS:**

Santa Rosa Junior College transforms the lives of our culturally rich student body, employees, and community by cultivating a welcoming and antiracist environment, centered on social responsibility and cultural awareness. We offer exceptional teaching and learning in support of associate degree, certificate, transfer preparation, workforce preparation and community education programs, integrated with comprehensive student support services.

### **THE VISION OF THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT IS:**

Santa Rosa Junior College commits to setting the standard in cultivating an accessible, open, barrier-free, sustainable environment for students, employees, and the community. The college envisions equitable, impactful, transformative, enriching, and holistic learning opportunities that inspire our students to thrive.

### **SONOMA COUNTY JUNIOR COLLEGE DISTRICT VALUES:**

**A Healthy and Resilient College** grounded in kindness, innovation, collaboration, and restorative justice that identifies and removes oppressive structures.

**Teaching and Learning** that encompass excellence, freedom, and responsibility in academics that promote civic engagement, a love of learning, and success for all students;

**Community Engagement and Relationships** founded on cultural competency, trust, embrace of difference, and interconnectedness;

**Wellbeing** centered on the physical and mental wellness of all members of our community;

**Integrity** that emphasizes honesty, transparency, and ethical engagement;

**Effectiveness and District Stability** that support fiscally responsible planning centered on student needs; and

**Our Responsibility to the Environment and Society** expressed in our commitment to sustainability and social equity.

## Introduction

The Sonoma County Junior College District (SCJCD), also known as Santa Rosa Junior College (SRJC), recognizes the value of participatory governance in fostering an inclusive and comprehensive decision-making process. This approach enhances institutional effectiveness and ensures equitable outcomes for all students, as outlined in SCJCD Board Policy and Administrative Procedure 2510: Participation in Local Decision-Making.

SRJC is committed to student success, equity, and continuous improvement. Through participatory governance, we cultivate a student-focused, equity-driven culture that promotes broad leadership and transparent decision-making. This process enables the President to make informed policy, resource allocation, and planning decisions based on collaborative input.

The Participatory Governance Manual clarifies the roles, responsibilities, and relationships of faculty, classified professionals, students, and management in governance. It outlines the structure of committees, their interconnections, and the pathways for developing and advancing ideas, plans, recommendations, and policies. The manual also provides best practices for effective committee leadership, ensuring that decision-making processes support integrated and productive planning.

SRJC upholds transparency, collaboration, and trust in its decision-making, operations, and communication. This manual is grounded in AB1725 and:

- The Academic Senate 10+1 regarding academic and professional matters
- The 9+1 frameworks of the Student and Classified Senates,
- Collective Bargaining agreements,
- Accreditation Standards set by the Accrediting Commission for Community and Junior Colleges (ACCJC),
- California Education Code and Title 5 Regulations, and
- Board policies and administrative procedures established by the SCJCD Board of Trustees and Superintendent/President.

To ensure governance remains effective and responsive, the College Council, which includes representatives from the Academic Senate, Classified Senate, and Student Government Assembly, will review this manual biennially. Additionally, all committees will conduct a biennial self-review to assess their effectiveness and alignment with institutional goals.

By fostering a transparent and inclusive participatory governance process, SRJC strengthens its commitment to shared leadership, equity, and institutional excellence.

# Constituency Groups

## Governance Relationships

Santa Rosa Junior College promotes, supports, and encourages the active participation of all constituency groups in its committees. The District provides opportunities for each group to engage in the formulation and development of policies and procedures. Participatory governance and decision-making at SRJC are grounded in the partnership of these groups and the District's unwavering commitment to a shared vision of student success.

At SRJC, the Board of Trustees, faculty, classified professionals, administrators, and students all play key roles in the decision-making processes, participating in matters appropriate to the scope of their respective roles within the District's administrative and governance structure.

The participatory governance groups represent specific constituencies, aiming to formalize the collegial process, facilitate communication, develop plans and processes, and offer input for the effective planning and operation of the District. SRJC's governance structure reflects an inclusive decision-making process, wherein recommendations are made to the President by constituent groups regarding matters, issues, and policies or procedures before the District.

The integrity of this inclusive approach is maintained through the responsibility and obligation of all members to contribute fully to the decision-making process. This fosters a sense of ownership in the creation of a collegial environment. The roles of each constituency group within the participatory governance process, as outlined below, are derived from SCJCD Board policies, as well as operational practices, procedures, and job descriptions.

## Role of Board of Trustees in Participatory Governance

The SCJCD Board of Trustees plays a crucial role in the growth and development of SRJC. According to the Community College League of California (CCLC), the primary responsibilities of the Board as a collective body include:

- Setting policy direction
- Employing a chief executive officer to serve as the institutional leader
- Acting as a community bridge and buffer
- Establishing the climate for accomplishing educational goals
- Defining legal, ethical, and prudent standards for college operations
- Ensuring fiscal health and stability
- Maintaining standards for good personnel relations
- Monitoring institutional performance
- Leading as a thoughtful, educated team

The Board of Trustees acts on recommendations from the President and/or the Academic Senate Council, as outlined in Title 5, the California Education Code, and Board Policy 2510. The Board may adopt board policies as authorized by law, prescribed by the California Community College Board of Governors, or as determined necessary by the Board for the operation of the District (see Board Policy 2410). Additionally, the Board of Trustees approves other documents as needed when recommendations are received from the President or the Academic Senate.

## Role of Superintendent/President in Participatory Governance

The Superintendent/President (President) is the Chief Executive Officer (CEO) of the SCJCD and is the sole employee of the Board of Trustees. The President is directly accountable to the Board and holds executive responsibility for the administration of policies adopted by the Board. The President's role includes the execution of District policies and the implementation of identified goals through the operational management of the District.

The President receives recommendations from committees and has the authority to forward these recommendations to the Board of Trustees for consideration. Additionally, the President is fully responsible for implementing and administering Board policies and administrative procedures. The Board of Trustees delegates executive responsibility to the President for administering adopted policies and for executing all decisions requiring administrative action.

### **Role of Faculty in Participatory Governance**

Contract and associate faculty members actively engage in the formulation and development of recommendations in committees and through processes that impact faculty. Faculty are represented in district governance by the Academic Senate, which provides recommendations to administration and the Board of Trustees on academic and professional matters.

Academic Senate Consultation Committees are operational committees that address professional and academic matters designated for faculty and Board collegial consultation by Title 5, Section 53200. Faculty and administrative co-chairs of these committees serve as liaisons between the Academic Senate and the President, ensuring that committee advice and judgments are communicated to the Board.

The Board of Trustees has agreed to primarily rely on the Academic Senate's advice or judgment in Consultation Committees on the following areas:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Standards or policies regarding student preparation and success;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports; and
- Policies for faculty professional development activities.

For these matters, the Board is expected to ordinarily accept the Academic Senate's recommendations. If the Board finds it necessary to reject the Senate's recommendations, it must provide written reasons to the Senate.

In areas of mutual agreement, the Academic Senate and the administration work in good faith to reach consensus. These areas include:

- Educational program development;
- District and college governance structures, as related to faculty roles;
- Processes for program review;
- Processes for institutional planning and budget development; and
- Any other academic and professional matters designated through mutual agreement.

In these areas, if agreement is not reached, existing policies will remain in effect. Written agreements will be formalized whenever possible, leading to the creation and maintenance of formal policies and procedures.

If consensus cannot be achieved through Academic Senate Consultation Committee discussions or other forms of consultation, the faculty can present their positions directly to the Board of Trustees through the President or at regular Board meetings.

For matters related to collective bargaining, faculty members are represented by the All Faculty Association (AFA) for Unit A and the California Federation of Teachers (CFT) for Unit B. These organizations operate under negotiated agreements approved by their members.

The roles of the Academic Senate and Faculty Unions are complementary: The Academic Senate focuses on academic and professional matters, while the Faculty Unions address issues related to salary, benefits, and working conditions.

### **Role of Classified Professionals in Participatory Governance**

Classified professional employees provide essential services that support students, faculty, and administrators, contributing to the success of District operations and student achievement.

Classified professionals are represented in collective bargaining by the Service Employees International Union (SEIU) and operate under negotiated agreements approved by its members.

The Classified Senate represents all full-time and part-time classified professionals in the governance process on matters outside the scope of collective bargaining. The Classified Senate actively engages in participatory governance, particularly in the following specific academic and professional matters (9+1):

- Standards or policies regarding student support and success
- Districtwide governance structures, as related to classified roles
- Classified roles and involvement in accreditation process, including self-study and annual reports
- Policies for classified professional development activities
- Processes for program review, including area and unit reviews
- Processes for institutional planning and budget development
- Curriculum systems integrations and implementation
- Processes related to awarding degrees and certificates
- Institutional program development and implementation, as related to classified roles
- Plus any other district policy, procedure, or related matters that the Board of Trustees determines will have a significant effect on Classified Professionals

### **Role of Students in Participatory Governance**

Students play a vital role in participatory governance, ensuring that student perspectives are actively integrated into decision-making processes that support District operations and student success.

As outlined in Board Policy 2510, the SCJCD Board of Trustees is committed to providing students with meaningful opportunities to formulate recommendations through council and committee participation. The Board further agrees to give reasonable consideration to student-developed recommendations and positions. Student representation is led by the Student Government Assembly (SGA), composed of elected officers who



actively engage in participatory governance. The SGA effectively contributes to decision-making in the following 9+1 areas:

- Grading policies
- Codes of student conduct
- Academic disciplinary policies
- Curriculum development
- Courses or programs that should be initiated or discontinued
- Processes for institutional planning and budget development
- Standards and policies regarding student preparation and success
- Student services planning and development
- Student fees within the authority of the District to adopt
- Plus, any other district and college policy, procedure, or related matters that the Board of Trustees determines will have a significant effect on students.

### **Role of Management Team in Participatory Governance**

In alignment with our commitment to collegial consultation, administrators and managers play an integral role in the decision-making process. The Management Team, led by the President, includes confidential classified, supervisors, managers, directors, deans, and vice presidents. These individuals oversee daily operations, manage personnel, and ensure the effective functioning of the District.

The role of the Management Team in governance and decision-making is defined by their scope of responsibility and authority, as outlined in their job descriptions. Their leadership helps maintain institutional effectiveness and supports the District's mission, goals, and strategic priorities.

In general, the Management Team are responsible for the following functions:

- Provide leadership in advancing the District's mission, goals, and strategic direction in collaboration with the President.
- Plan, organize, and evaluate district activities and operations to ensure alignment with institutional goals.
- Coordinate the development and maintenance of institutional plans and initiatives.
- Plan, manage, and direct assigned programs and initiatives to ensure quality and effectiveness.
- Ensure program compliance with applicable district, state, and federal laws, codes, policies, and regulations.
- Develop and manage budgets for assigned programs; monitor financial data to support institutional goals and fiscal responsibility.
- Monitor and analyze the effectiveness of programs and operations, focusing on outcomes, efficiency, and continuous improvement.
- Apply emerging services, technologies, and methodologies to enhance operations and student success.
- Serve as a resource for departments and committees by providing consultation and technical expertise on policies, procedures, and best practices.
- Support the development, coordination, and evaluation of District programs and services.

### **Bargaining Units and Meet & Confer Groups**

**AFA** – The Governing Board and the SCJCD recognize the All Faculty Association (AFA) as the sole and exclusive representative for Unit A Faculty for the collective bargaining process in matters of employment.

**SEIU** – The Governing Board and the SCJCD recognize the Service Employees International Union (SEIU) as the

exclusive bargaining representative of all Classified Professionals and Short Term, Non-Continuing (STNC) staff for representation in the collective bargaining process in matters of employment.

**SRJC-CFT** – The Governing Board and the SCJCD recognize the California Federation of Teachers (CFT) as the sole and exclusive representative for Unit B Faculty in representation of the collective bargaining process in matters of employment.

**Classified Confidential / Management Team Employees** – Classified Confidential Employees are defined by California Government Code §3540,1 (c) as any employee who, in the regular course of their duties, has access to, or possesses information relating to, their employer's employer- employee relations. The SCJCD and the Governing Board recognize the Classified Confidential / Management Team Employees as a Meet and Confer Group.

## Norms, Tools and Roles for Participatory Governance

To foster equitable communication and decision-making in the participatory governance process, all committee members must commit to active participation, dialogue, and meaningful outcomes. Recognizing inherent power dynamics in meetings, efforts must be made to create an inclusive environment that supports effective engagement. This includes establishing behavioral norms, utilizing appropriate meeting tools, and defining committee roles.

### Appointments to Committees

Constituent groups should submit their appointments for the upcoming academic year to the Executive Officer in the Office of the President by the end of the current academic year. Appointments are to be made on an annual basis.

### COMMITTEE CHAIR TRAINING

The College Council will offer annual training for committee chairs, which will include the following key areas:

- **Orientation:** Understanding the committee's charge, structure, and responsibilities for managing minutes and agendas, including where they are posted and how they are distributed.
- **Governance:** An overview of new and improved governance practices, and how committees align with these changes to achieve effective outcomes.
- **Purview Awareness:** Information about the purview of the senates and unions to ensure a clear understanding of the appropriate spaces for conversations to occur.
- **Brown Act Overview:** A refresher on the Brown Act and its implications for public meetings and decision-making.
- **Best Practices:** A review of best practices and the "rules of the road," such as adherence to the calendar and other essential operational guidelines.
- **Effective Communication:** Strategies for maintaining clear, transparent communication within committees, as well as ensuring decisions are made with integrity and openness.
- **Institutional Alignment:** Connecting committee work to the broader goals of accreditation, institutional effectiveness, and SRJC's overarching Mission, Vision and Values.
- **Embedding Foundational Commitments:** Incorporating SRJC Forward, HSI (Hispanic Serving Institution), and IDEAA (Inclusion, Diversity, Equity, Accessibility and Anti-Racism) initiatives into committee processes and decision-making.
- **Tools for Accessibility:** Resources and tools to ensure accessibility for all participants in committee work.

### Participatory Governance Periodic Assessment Process

The periodic self-assessment process ensures that all participatory governance committees at SRJC remain aligned with the college mission and operate effectively. This process supports transparency, accountability, and continuous improvement across the institution.

#### Biennial Committee Self-Assessment

Every other year, each governance committee will:

- Assess their activities and charge in relation to SRJC's mission and strategic priorities.
- Identify key accomplishments, challenges, and areas for growth.
- Submit a self-assessment directly to the College Council by the end of the academic year or to their designated parent committee (if one exists) in the off-year between the parent committee's reports to the College Council.

The College Council will review submitted reports to ensure alignment with institutional goals and identify areas requiring additional support or attention. In addition, the College Council will conduct a comprehensive review of the district's committee structure, focusing on:

- Committee purpose and overall effectiveness
- Procedures and decision-making processes
- Membership composition and representation
- Authority and scope of influence

The College Council will ensure follow-up on recommended actions. Committees are expected to integrate feedback into their annual planning to strengthen their role within SRJC's participatory governance system.

### **Running Effective Meetings**

- Start and end meetings on time.
- Commit to staying on topic and following the agenda.
- Encourage participation from all members and allow time for discussion.
- Take personal notes and encourage others to do the same.
- Include a meeting recap summarizing accomplishments, pending tasks, and next steps.

### **Open Meetings and Access**

- Offer a hybrid option for all committees to ensure access and broad participation from committee members.
- Committees have the discretion to select whether they want to offer a remote only or hybrid option for committee meetings.
- Zoom links should be published on the meeting agenda to ensure the college community also has access to attend.

### **Committee Meetings**

- Meetings occur only during the academic calendar and at the approved date/time in the committee calendar unless approved by the College Council. Changes to meeting schedules must be vetted against the committee calendar before submission to the College Council for approval.
- Urgent meetings may be called under the following conditions:
  - A previously scheduled meeting was canceled for reasons beyond control.
  - An urgent agenda item requires action and impacts district operations or timelines.
  - The meeting is offered in a hybrid format for maximum participation.
  - A minimum of 72-hour notice is given.
  - The agenda is limited to the urgent item and included in the next regular meeting agenda for broader discussion.
- The Office of the President maintains and posts the committee calendar on the Committee Website.

## Calendars

Effective committees create calendars to guide their work, track deadlines, and coordinate with other committees. These serve as evidence of committee contributions for the institutional self-evaluation.

## Agendas

- Agendas must be created using the designated template and posted online.
- Include a list of members.
- Avoid overloading agendas; use time blocks to prioritize discussions.
- Schedule critical items early in the meeting.
- Collaborate with co-chairs in planning.
- Include the zoom link.
- Distribute the agenda and materials at least 72 hours in advance.
- Include a description and proposed outcomes for business items.
- Ensure accessibility for remote participants.

## Minutes and Communication

- Minutes must be recorded using the designated template and posted online.
- Distribute minutes to committee members and co-chairs of parent committees.
- Facilitate two-way communication between committees and constituent groups.

## Quorum

- Quorum is defined as 50% of the voting members plus one

## Attendance and Proxy Representation

- Members are expected to attend all meetings or appoint an informed proxy.
- Constituency leadership may replace members who are absent three or more times in an academic year.

## Code Of Conduct

In participatory governance, a high level of collegiality, respect, communication, and civility is expected. Those expectations include the following norms:

- Treat all participants as peers, regardless of title or status.
- Speak one at a time and allow moments of silence for reflection.
- Maintain respectful and civil discourse.
- Listen actively and seek to understand different perspectives.
- Use "I" statements instead of "they" attributions to share experiences.
- Ensure discussions align with the committee's charge and redirect unrelated issues appropriately.

## Meeting Management

Meetings are the primary mechanism for convening governance groups. Effective meetings require well-thought-out agendas, active participation, and a record of the meetings, topics, and outcomes. Best practices include the following:

- Prepare timely, well-structured agendas.
- Ensure meeting materials comply with ADA accessibility requirements.
- Review committee charge at the beginning of each academic year
- Maintain a balance between agenda items and available time.
- Frame discussions with questions that invite participatory input.
- Reserve time at the end of meetings for summarizing key takeaways and next steps.
- Ensure recommendations move forward appropriately within the governance structure.
- Conduct a periodic assessment process.

## **Committee Roles**

There are several roles for those who participate in a participatory governance body. The following list describes those roles and the expectations for each.

### **Role Of Committee Chairs**

The role of the chair(s) in any participatory governance committee is crucial for effectively managing the committee's activities. Most importantly, the chair(s) are responsible for ensuring that all committee members have an opportunity to express their opinions and ideas. They must cultivate a safe, inclusive, and welcoming environment that encourages open discussion and collaboration among all participants.

*The responsibilities of the committee chairs are as follows:*

- Hold monthly preparation meetings.
- Attend training and ensure committee members are trained.
- Request constituency representative appointments from the Executive Officer in the President's Office.
- Attend or appoint a substitute for meetings.
- Facilitate assessment of charge and activities.
- Ensure agenda topics align with the committee's charge.
- Distribute agendas at least 72 hours in advance.
- Maintain committee minutes and documentation.
- Ensure any subcommittees and workgroups are reporting out to the parent committee.
- Foster a collaborative and informed decision-making environment.

### **Role of the Committee Member**

Committee members who represent specific constituency groups, such as faculty, classified professionals, students, or management team members, play a vital role in the participatory governance process. As representatives, they bring essential perspectives, experiences, context, and institutional memory to the table. These representatives speak for the collective interests of their group, rather than as individuals or representatives of a particular department, program, or division.

While there is no expectation that constituency representatives must share a single perspective or vote as a unified block, they are appointed by their respective leadership groups, such as the Academic Senate, Classified Senate, Student Government Assembly, or Management Team, to represent their constituency. They are responsible for fostering two-way communication between the governance bodies and their constituencies by

reporting back on committee activities.

If a voting member is absent three or more times in the academic year, their constituency leadership may choose to appoint a new representative in their place.

***The responsibilities of the committee member are as follows:***

- Attend meetings or appoint an informed proxy.
- Actively participate in discussions and provide constituency feedback.
- Communicate information, including where to find committee related information, to their represented constituency and seek constituency feedback to inform the discussion in the committee meetings.
- Read agendas and materials in advance.
- Listen respectfully and contribute thoughtfully.
- Serve on subcommittees and workgroups as needed.

**Role of the Proxy Member**

Proxy representation on committees should be arranged by the constituency group representative who will be absent, in coordination with the head of their constituency. This arrangement must be communicated to both the committee chairs and administrative support to ensure smooth participation and continuity in the committee's work.

***The responsibilities of the proxy member are as follows:***

- Appointed when a constituency representative is absent.
- Has the same discussion and voting authority as the absent member.
- A committee member may not hold more than two proxy votes.
- Must be informed about the agenda and meeting topics in advance.

**Role of the Ex-Officio**

- Appointed due to their position or expertise.
- Advises and provides counsel to the committee.
- Provides advisory votes that are recorded in meeting minutes but do not register as part of an official vote.

**Role of the Subject Matter Expert**

- Invited based on expertise relevant to committee discussions.
- Provides critical information to support informed decision-making.

# Participatory Governance Structure

## Groups and Committee Definitions

The following list represents the various types of groups and committees at SCJCD. Each group is formed to gather information and address specific issues related to the District. The work of these groups and committees contributes to the District’s decision-making process:

**Figure 1: Committee definitions**

	Committees	Parent Committees	Subcommittees	Task Forces	Workgroups
<b>Purpose</b>	Facilitate participatory governance, communication, and district planning	Provide oversight and guidance to subcommittees or workgroups	Address task-specific objectives related to the parent committee’s broader responsibilities	Address a specific issue or project outside the scope of standing committees	Address narrowly defined, time-sensitive topics aligned with parent committee’s charge
<b>Duration</b>	Permanent	Permanent	Permanent	Temporary (disband after completing task)	Temporary (disband after completing work)
<b>Formation</b>	Recognized by College Council	Recognized by College Council	Requested by parent committee and approved by College Council	Initiated by Superintendent/President and approved by College Council	Requested by parent committee and approved by College Council
<b>Membership</b>	Varies; determined by governance structure	May appoint members to subcommittees and workgroups	Members from parent committee and others as needed	Appointed based on expertise, job responsibilities, or interest; multidisciplinary	Members from parent committee and others as needed
<b>Reporting Structure</b>	Reports to College Council or appropriate authority	Receives reports from subcommittees and workgroups	Reports to parent committee	Reports to College Council	Reports to parent committee
<b>Approval of Output</b>	Recommendations follow governance process	Recommendations follow governance process	Recommendations approved by parent committee	Recommendations approved by College Council	Recommendations approved by parent committee
<b>Timeframe Required</b>	No	No	Not typically required, but must have clear charge	Yes – defined at creation	Yes – defined at creation

**Committees:** The primary organizational structures through which the participatory governance process functions. Committees formalize the collegial process, facilitate communication, develop plans and processes, and provide input for effective district planning and operations. These include Central Committees and Operational Committees, both of which are recognized by the College Council as part of the participatory governance process.

**Parent Committees:** A central or operational committee from which a subcommittee is formed. The parent committee provides oversight, guidance, and support to the subcommittee, which operates under its direction and authority.

**Subcommittees:** Subcommittees are permanent committees established at the request of a parent committee and approved by the College Council. They may include members of the parent committee as well as individuals appointed from outside the committee. A clear charge should be established at the time of their creation. Directed by the parent committee, subcommittees are focused on task-specific objectives and



recommendations are subject to approval of the parent committee. A clear charge should be established at the time of their creation. Subcommittees report regularly to their parent committee and focus on specific aspects of the committee's broader responsibilities.

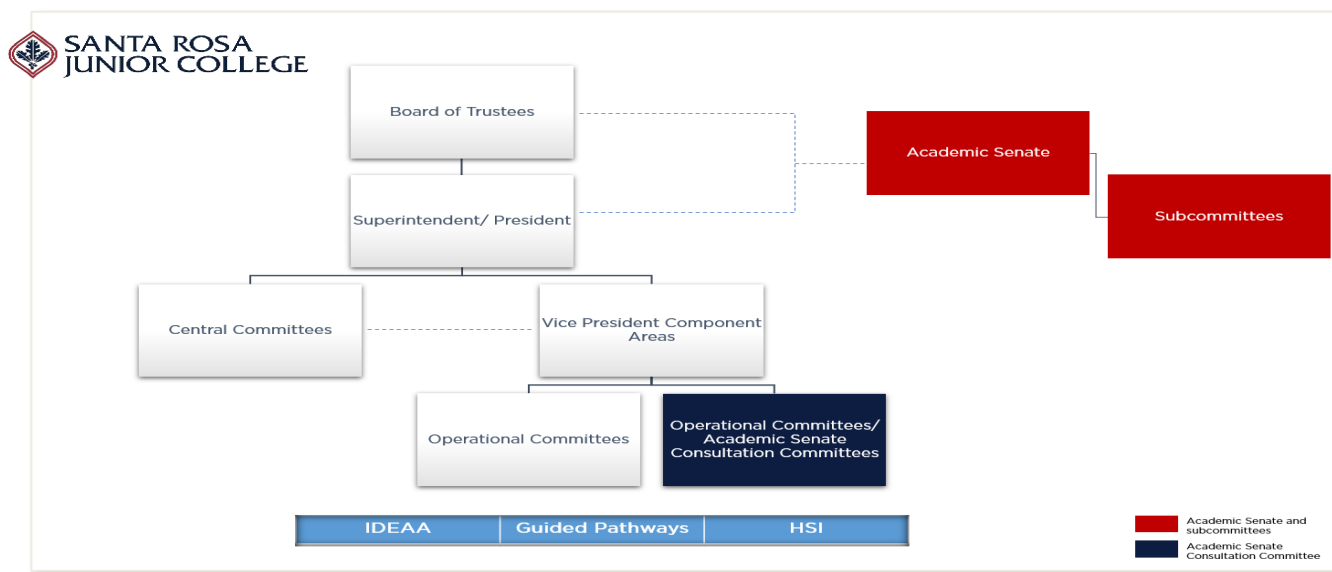
**Task forces:** Task forces are temporary groups established to carry out a specific task, complete a project, or address a problem requiring a multidisciplinary approach that falls outside the scope of any standing committee's charge. A request to form a task force may be initiated by the President and submitted to the College Council for approval. Members are appointed based on their expertise, job responsibilities, or expressed interest in the topic. Task forces draw participants from across the District to focus on a defined issue. A clear timeframe should be established at the time of creation, and task forces disband upon completion of their work. The task force will report to the College Council regularly and at the completion of their work. Any recommendations are subject to approval of the College Council.

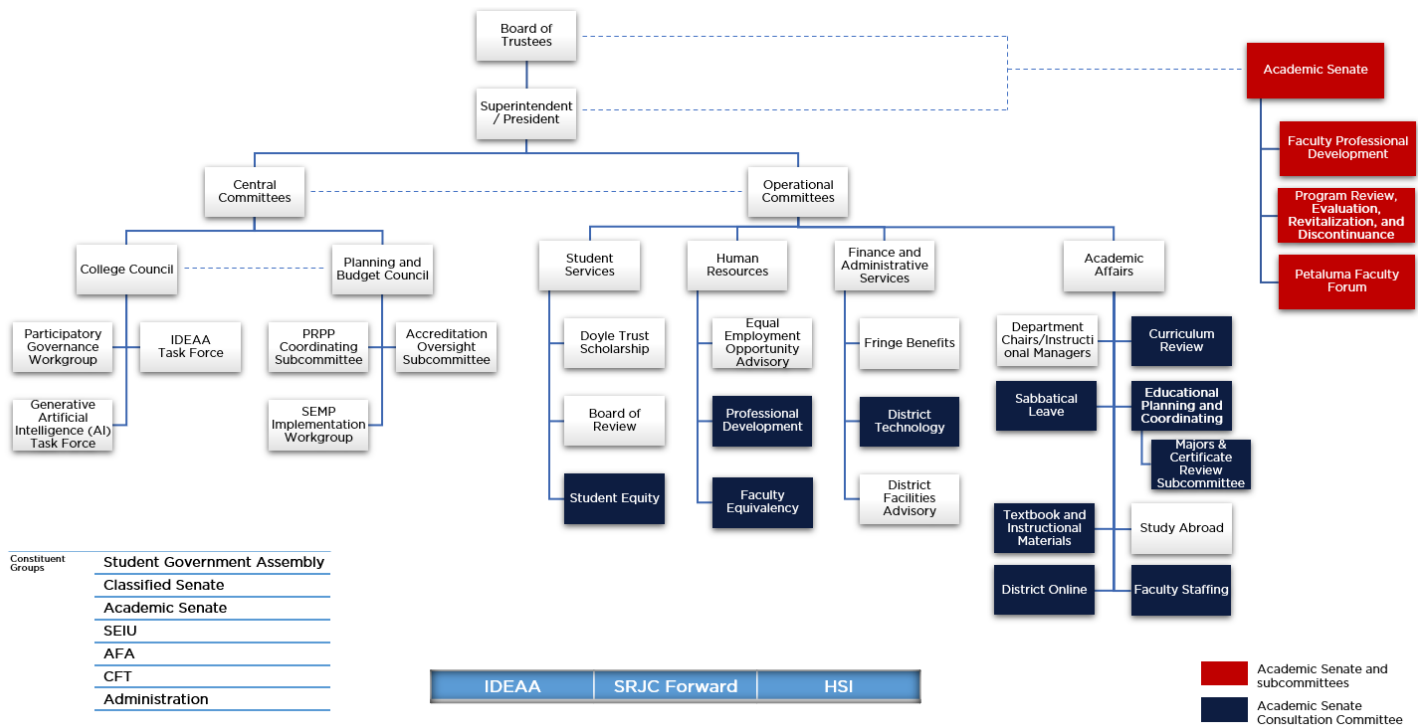
**Workgroups:** Workgroups are temporary committees established at the request of a parent committee and approved by the College Council. They are formed to address narrowly defined topics or fulfill specific needs aligned with the parent committee's charge. Workgroups may include members of the parent committee as well as individuals appointed from outside the committee. Directed by the parent committee, workgroups are focused on time-sensitive or task-specific objectives and are subject to approval of the parent committee. A clear timeframe and charge should be established at the time of their creation. Workgroups report regularly to the parent committee and disband upon completion of their assigned work.

### Governance Structure

The governance structure at SCJCD is aligned with the District's mission and is designed to promote institutional effectiveness and student success. This structure ensures compliance with participatory governance requirements and provides opportunities for individuals to engage in district governance and decision-making. The District's Committee List is available on the Santa Rosa Junior College committee [website](#).

**Figure 2: Decision-making structure**





## Central Committees

Central committees have final recommendation authority over specified district-wide matters unless otherwise prescribed by the California Education Code, collective bargaining agreements, board policy, or other legally binding statutes. Central committee recommendations shall not override the authority of the Academic Senate or collective bargaining organizations. They represent broad perspectives and provide recommendations that support the District's mission, vision, values, institutional goals, and operational plans. These committees make recommendations directly to the President.

Each central committee is responsible for defining its description, composition, and initiatives while integrating its functions into the District's strategic and operational plans. Decisions with district-wide impact must be discussed through one or both central committees. The process for addressing such matters is determined by each committee's description. These committees are expected to collaborate in a synergistic and complementary manner. For example, any item with a fiscal impact should be placed on the Planning and Budget Council agenda and may require review by the College Council before being recommended to the President for Board of Trustees consideration.

## College Council

The College Council serves as an advisory body to the President, providing input on board policies, administrative procedures, and participatory governance matters. It functions as a two-way communication channel within the participatory governance system, facilitating recommendations and proposals while also acting as a central hub for information sharing.

## Subcommittees of the College Council

- IDEAA Task Force
- Generative AI Task Force
- Participatory Governance Workgroup

## **Planning and Budget Council**

The charge of the Planning and Budget Council (PBC) is to ensure that the District's budget aligns with its mission, institutional goals, and integrated planning efforts. It coordinates planning processes, promotes broad participation across the District community, and monitors the implementation of strategic and related plans. Additionally, the PBC oversees the development and review of the annual operating budget. As an advisory body to the President, the PBC provides recommendations, with those requiring board action presented to the Board of Trustees through the President.

### **Subcommittees of the Planning and Budget Council**

- Program and Resource Planning Process (PRPP) Coordinating Subcommittee
- Accreditation Oversight Subcommittee
- Strategic Enrollment Management Plan Implementation Workgroup

## **Academic Senate Consultation Committees**

Academic Senate Consultation Committees are operational committees that deal with professional and academic matters designated for faculty and Board collegial consultation by Title 5, Section 53200.

Faculty and administrative co-chairs of Academic Senate Consultation Committees are responsible for liaison between the Academic Senate and the President, who will provide the recommendations of the committees to the Board.

## **Operational Committees**

Operational committees serve a variety of functions across the District but are most likely department or function specific. Operational committees may serve a specialized role in supporting negotiated elements of the collective bargaining agreements, or address other institutional functions like technology, facilities and professional development. The operational committees recommend to the Vice President with oversight of the function.

The Operational Committees include the:

- Reporting to the Vice President, Student Services
  - Doyle Trust Scholarship
  - Board of Review
  - Student Equity\*
- Reporting to the Vice President, Human Resources
  - Equal Employment Opportunity Advisory
  - Professional Development\*
  - Faculty Equivalency\*
- Reporting to the Vice President, Academic Affairs
  - Curriculum Review\*
  - District Online\*
  - Educational Planning and Coordinating\*
    - Majors and Certificates Review\*
  - Textbook and Instructional Materials\*
  - Sabbatical Leave\*

- Department Chairs /Instructional Managers
- Faculty Staffing\*
- Study Abroad
- Reporting to the Vice President, Finance and Administrative Services
  - District Facilities Advisory
  - District Technology\*
  - Fringe Benefits

*\* An Academic Senate Consultation Committee*

### **Constituency Groups**

Constituency groups operate within the broader District committee structure but derive their authority from agreements and regulations beyond the committee framework, such as collective bargaining agreements with the District, Title 5 regulations, the California Education Code, and/or Board policy, which grant them oversight of certain matters. These groups may also form subcommittees to support their work.

In addition to serving their constituents, constituency group leaders play a crucial role in appointing representatives to operational and central committees. This appointment highlights the important responsibility of these members to actively engage with assigned committees, attend meetings, and report back to their respective constituency groups. Constituency group members may also be appointed to serve on joint task forces or other committees addressing institutional issues, further contributing to the District's decision-making and operational processes.

**The representative constituency groups are:**

- Academic Senate
- All Faculty Association (AFA)
- California Federation of Teachers (CFT)
- Classified Senate
- Service Employees International Union 1021 - Classified Professionals and STNC Employees (SEIU 1021)
- Student Government Assembly
- Management/Administration

### **Employee Affinity Groups (EAG) Recognition Process**

Employee Affinity Groups (EAGs) are voluntary, employee-led groups that foster a diverse, inclusive workplace aligned actively embodying SRJC's values. They provide support, networking, and advocacy for employees with shared identities, interests, or experiences.

In order to become a recognized Employee Affinity Group at SRJC, each EAG will provide:

- Recognition Request Form including purpose/mission, leadership structure, and meeting frequency.
- Charter/Bylaws outlining governance and membership (optional).
- Statement of Alignment explaining how the group supports SRJC's values.

The recognition process will include an initial review by Vice President, Human Resources, review at the College

Council for approval and final approval by the President's Cabinet. A comprehensive review will be conducted, evaluating:

- Alignment with the District mission and values.
- Demonstrated commitment to IDEAA principles.
- A well-defined purpose.
- A sustainable leadership structure.
- Adherence to board policies and administrative procedures.

Officially recognized EAGs will receive a formal letter of recognition from the President followed by an announcement of the EAG's recognition through District communication channels. The District is dedicated to fostering the continued success of its recognized Employee Affinity Groups through comprehensive support and resources.

Finally, each EAG will appoint a representative to the Equal Employment Opportunity Advisory Committee (EEOAC). EAG representatives would be instrumental in ensuring the development, implementation, and promotion of an EEO Plan that is not only legally compliant but also truly reflects the diverse needs and experiences of the District's employees, ultimately fostering a more equitable and inclusive environment.

## **Committee Meeting Accessibility Best Practices**

Inclusive meetings require thoughtful planning, intentionality, and a proactive approach. Accessibility goes beyond compliance, it ensures every participant can engage fully, with dignity and respect. Whether in-person, virtual, or hybrid, implementing key practices fosters meaningful participation for all.

### **Before the Meeting**

- Use virtual platforms that support screen readers and live captioning.
- Provide accommodations such as ASL interpretation, CART captioning, or large print materials upon request.
- Send accessible agendas/documents in advance (Word, accessible PDFs, plain text).
- Avoid the use of acronyms

### **During the Meeting**

- Begin with an "access check-in" and invite requests or feedback on accessibility.
- For hybrid meetings, in-room speakers should state their name before speaking.
- All participants must use microphones, even in small rooms.
- Speak clearly and one at a time to support interpreters, captioners, and all attendees.

### **Self-Descriptions**

- Offer visual self-descriptions when introducing yourself, especially if participants are blind, low vision, or remote.
- Example: "I'm a white woman with light hair, wearing a black shirt."

## Neurodivergent and Mental Health Access

- Provide structured agendas and stick to timeframes.
- Offer regular breaks (every 45–60 minutes).
- Normalize off-camera or off-mic participation.
- Give content warnings for sensitive topics and allow space to opt out.

## **Brown Act**

### **Committees Subject to the Brown Act**

A participatory governance committee, and its subcommittees, that recommend directly to the Board of Trustees is subject to the requirements of the Brown Act. This includes:

- Curriculum Review Committee

Additionally, the following are subject to the requirements of the Brown Act:

- Academic Senate and related subcommittees
- Board of Trustees and related subcommittees
- Citizen’s Bond Oversight Committee
- Foundations and related subcommittees
- Student Government Assembly and related subcommittees

### **Brown Act Posting Requirements**

The Brown Act mandates specific timelines and requirements for posting agendas and related information. For detailed guidance, please refer to the website provided below. Training is available upon request from the Executive Officer in the Office of the President.

### **Brown Act Remote Participation Requirements**

Please note that members of a committee subject to the Brown Act may participate remotely only under limited circumstances. For further information, please refer to the website provided below.

### **Brown Act Website**

Additional information regarding the Brown Act and its associated requirements is available at the following website: **TBD**.

## 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.

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

##### RECOMMENDS TO

Superintendent/President

##### SELF ASSESSMENT YEAR

Odd

##### ACCJC STANDARDS

1.1, 4.2, 4.3

##### MEMBERSHIP

##### CHAIR(S)

- Academic Senate President
- Classified Senate President
- Superintendent/President

##### COMMITTEE MEMBERS

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

***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
- Academic Senate President
- AFA President
- Classified Senate President
- SEIU President

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

1. Facilitates the District'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 to support continuous improvement of quality educational programs and services and achievement of the District's Mission.
  - a. Evaluation utilizes 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 programs;
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

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

1.2, 1.3, 1.4, 1.5, 3.4, 3.5, 3.6, 3.7, 3.10

## 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 appointed by position; 1 Student Services; 1 Academic Affairs)
- 5 Classified (1 appointed by Classified Senate; 1 appointed by SEIU; 3 appointed jointly)
- 8 Faculty (5 appointed by Academic Senate; 2 appointed by AFA; 1 appointed by CFT)
- 2 Students (appointed by SGA)
- 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
- Academic Senate President
- AFA President
- Classified Senate President
- SEIU President

## 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 Subcommittee

## CHARGE

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

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

1.2, 1.3, 1.4, 1.5,

## MEMBERSHIP

### CHAIR(S)

- Faculty
- Classified
- Accreditation Liaison Officer

### COMMITTEE MEMBERS

- 4 Administrators (1 appointed by position)
- 3 Classified (appointed by Classified Senate and SEIU jointly)
- 3 Faculty (appointed by Academic Senate)
- 3 Students (appointed by SGA)

***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 Subcommittee is not subject to the Brown Act.

# Inclusion, Diversity, Equity, Antiracism, Accessibility (IDEAA) Task Force

## CHARGE

The IDEAA Task Force is a District advisory group engaging on a two-year exploration of the District's commitment to IDEAA, models for District-wide engagement, and centering the experiences of students to cultivate a community of belonging that is just, equitable, in queer solidarity, and centers racial justice.

1. Continued National Assessment of Collegiate Campus Climate (NACCC) review, analysis, and recommendations for SRJC. This NACCC survey, conducted every three years, provides insights into student, staff, and faculty experiences.
2. Analysis and communication of the summary from the Fall 2024 Facilitated Discussions.
3. Institutional and workplace culture initiatives aimed at fostering a greater sense of belonging throughout the District. This includes but is not limited to continued exploration of a comprehensive equity framework, collaboration with employee affinity groups, Student Equity Committee, and the EEO Advisory Committee to learn how their work intersects with the task force's focus on institutional and workplace culture.
4. Recommendations on how IDEAA is grounded in the redesigned participatory governance structure. An example of this includes further review of the landscape analysis of California Community Colleges inclusion of IDEAA in their participatory governance processes.

## RECOMMENDS TO

The IDEAA Task Force recommends to the College Council.

## MEMBERSHIP

The membership of this task force will include one member appointed from each of the SRJC constituency groups, including Academic Senate, Classified Senate, AFA, SEIU, CFFT, Student Government Assembly, and administrators and representation in the following areas that surfaced as key areas for engagement and collaboration:

- Cultural Centers
- Council for Racial Equity & Justice
- Hispanic Serving Institute (HSI) Initiatives/Programs
- Mental Health Counselor
- B-CARE
- District Police
- SRJC Roseland
- Athletics
- Disability Resources Department

## MEETINGS

Meetings are held on the 1st Friday of each month during the academic year, from 10.30 AM to 12 PM.

## TIMELINE

The timeline for this task force is extended through May 2026.

## Participatory Governance Workgroup

### CHARGE

The Participatory Governance Workgroup provides review and recommendations of the District governance structure including but not limited to:

1. Facilitate the assessment and review of the governance structure throughout the District.
2. Conduct the review and revision of the Participatory Governance Manual.

### RECOMMENDS TO

The Participatory Governance Workgroup recommends to the College Council.

### MEMBERSHIP

The membership of this workgroup includes members of the College Council with one representative from each constituency group.

### MEETINGS

Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month during the academic year, from 3 PM to 4 PM.

### TIMELINE

The timeline for this workgroup is extended through May 2026.

# Program and Resource Planning Process (PRPP) Coordinating Subcommittee

## CHARGE

In recognition of the importance of a coordinated, integrated District-wide Program and Resource Planning Process (PRPP), the PRPP Coordinating Subcommittee has been established as a standing subcommittee of the Planning and Budget Council. The PRPP Coordinating Subcommittee 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 Subcommittee is not an Academic Senate Consultation Committee.

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

1.2, 2.9

## MEMBERSHIP

### CHAIR(S)

- Senior Director, Institutional Effectiveness, Research and Planning

### COMMITTEE MEMBERS

- 6 Administrators (1 appointed by position; 1 from each component area)
- 2 Faculty (appointed by Academic Senate; 1 department chair)
- 2 Classified (appointed by SEIU)
- 1 Ex-officio (appointed by Vice President, Finance and Administrative Services)

***Membership Total: 11***

### PERMANENT MEMBER BY POSITION

- Senior Director, Institutional Effectiveness, Research and Planning
- Ex-officio, Information Technology Programmer assigned to PRPP

## 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 Subcommittee is not subject to the Brown Act.

# Strategic Enrollment Management Plan (SEMP) Implementation Workgroup

## CHARGE

The SEMP Implementation Workgroup oversees the implementation of the five-year Strategic Enrollment Management Plan (SEMP) developed in the Fall 2022, based on seven key strategies that are designed to restore District enrollment to 17,500 FTES by the 2027/28 academic year. Annual implementation goals and enrollment targets are assessed, analyzed, and adapted, as needed, on an ongoing basis.

## RECOMMENDS TO

The SEMP Implementation Workgroup recommends to the Planning and Budget Council.

## MEMBERSHIP

The membership of this workgroup includes faculty, staff, and administrators pertaining to the seven key strategies, particularly strategy 4, enrollment recovery and growth areas.

## MEETINGS

Meetings are held on the 1<sup>st</sup> and 3rd Monday of each month during the academic year, from 2 PM to 3 PM.

## TIMELINE

The timeline for this workgroup is extended through the 2027/28 academic year.



## 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.

#### SELF ASSESSMENT YEAR

Odd

#### ACCJC STANDARDS

None

#### MEMBERSHIP

##### CHAIR(S)

- Administrator

##### COMMITTEE MEMBERS

- 2 Administrators
- 2 Classified (appointed by SEIU)
- 2 Faculty (appointed by Academic Senate)
- 2 Students (appointed by SGA)

**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.

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

2.2, 2.3, 2.6

## MEMBERSHIP

### CHAIR(S)

- Dean, Academic Affairs
- Faculty

### COMMITTEE MEMBERS

- 4 Administrators (3 appointed by position)
- 1 Classified (appointed by position)
- 15 Faculty (14 appointed by Academic Senate; 1 appointed by position)
- 2 Students (appointed by SGA)
- 2 Ex-officio Members

***Membership Total: 24***

**PERMANENT MEMBER BY POSITION**

- Dean, Academic Affairs
- Dean, Counseling and Support Programs
- Director, Admissions, Records & Enrollment Services
- Counselor, 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.

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

2.1, 2.4, 2.5, 2.8

## 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, 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 and 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 3.8 and 3.10.
10. Promote the landscape and external appearance of the District.
11. Address sustainability and conservation options applicable to facilities and transportation.
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.

### SELF ASSESSMENT YEAR

Odd

### ACCJC STANDARDS

3.8, 3.10

### MEMBERSHIP

#### CHAIR

- Vice President, Finance and Administrative Services

#### COMMITTEE MEMBERS

- 9 Administrators (7 appointed by position;1 Student Services;1 Academic Affairs)
- 6 Classified (4 appointed by Classified Senate; 2 appointed by SEIU)
- 6 Faculty (4 appointed by Academic Senate; 2 appointed by AFA)
- 3 Students (appointed by SGA)

**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.

### SELF ASSESSMENT YEAR

Even

### ACCJC STANDARDS

2.6

### MEMBERSHIP

#### CHAIR(S)

- Director, Distance Education
- Faculty

#### COMMITTEE MEMBERS

- 3 Administrators (1 appointed by position)
- 3 Classified (2 appointed by Classified Senate; 1 appointed by SEIU)
- 8 Faculty (7 appointed by Academic Senate, from at least five different disciplines; 1 appointed by AFA)
- 1 Student (appointed by SGA)
- 3 Ex-Officio Members

***Membership Total: 18***

#### PERMANENT MEMBER BY POSITION

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

### 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.

# District 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 District 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, 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 District Technology Committee is an Academic Senate Consultation Committee.

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

3.9

## MEMBERSHIP

### CHAIR(S)

- Faculty
- Senior Director, Information Technology

### COMMITTEE MEMBERS

- 8 Administrators (appointed by position)
- 6 Faculty (5 appointed by Academic Senate; 1 appointed by AFA)
- 6 Classified (2 appointed by position; 3 appointed by Classified Senate; 1 appointed by SEIU)
- 1 Student (appointed by SGA)

***Membership Total: 21***

### 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
- Coordinator, Online Accessibility
- Instructional Systems Administrator

#### 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 District Technology 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.

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

None

## MEMBERSHIP

### CHAIR(S)

- Manager, Student Financial Services

### COMMITTEE MEMBERS

- 5 Administrators (appointed by position)
- 1 Classified (appointed by Classified Senate)
- 3 Faculty (appointed by Academic Senate)
- 1 Student (appointed by SGA)
- 1 Board of Trustee
- 1 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.

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

2.2, 2.3

## MEMBERSHIP

### CHAIR(S)

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

### COMMITTEE MEMBERS

- 5 Administrators (1 appointed by position; 3 Academic Affairs; 1 Student Services)
- 5 Faculty (appointed by Academic Senate)
- 2 Students (appointed by SGA)

***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.

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

3.1

## MEMBERSHIP

### CHAIR(S)

- Administrator
- Faculty
- Classified

### COMMITTEE MEMBERS

- 4 Administrators (1 appointed by position, 1 Academic Affairs)
- 4 Classified (1 appointed by Classified Senate; 3 appointed by SEIU)
- 4 Faculty (2 appointed by Academic Senate; 2 appointed by AFA)
- 1 appointee from each recognized Employee Affinity Group
- 3 Students (appointed by SGA)

***Membership Total: 15 + 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 10:30 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.

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

3.1

## MEMBERSHIP

### CHAIR(S)

- Academic Senate President or designee

### COMMITTEE MEMBERS

- 2 Administrators (2 Academic Affairs)
- 10 Contract Faculty (appointed by Academic Senate, preferred Academic Senate President or designee, an academic counselor, CTE faculty)
- 2 Associate Faculty (appointed by Academic Senate)
- 1 Ex-officio

***Membership Total: 15***

### PERMANENT MEMBER BY POSITION

- Ex-officio from Human Resources

## 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 an Academic Senate Consultation Committee.

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

None

## MEMBERSHIP

### CHAIR(S)

- Administrator
- Academic Senate President

### COMMITTEE MEMBERS

- 4 Administrators
- 4 Faculty (appointed by Academic Senate)
- 1 Ex-officio

***Membership Total: 9***

### PERMANENT MEMBER BY POSITION

- Academic Senate President
- Ex-officio from Human Resources

## 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.

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

None

## MEMBERSHIP

### CHAIR(S)

- Vice President, Finance and Administrative Services

### COMMITTEE MEMBERS

- 5 Administrators (appointed by position)
- 4 Classified (appointed by SEIU)
- 4 Faculty (appointed by AFA)
- 2 Retired unit member representative (1 faculty; 1 classified)
- Board of Trustee (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.



# Majors and Certificates Review Subcommittee

## CHARGE

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

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

2.2, 2.3

## MEMBERSHIP

### CHAIR(S)

- Administrator
- Faculty

### COMMITTEE MEMBERS

- 2 Administrators (1 appointed by position; 1 Academic Affairs)
- 4 Faculty (appointed by Academic Senate, at least one from a Career/Technical field, at least two counselors whenever possible)
- 2 Classified (appointed by position)

***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 Subcommittee 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 an Academic Senate Consultation Committee.

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

3.2

## MEMBERSHIP

### CHAIR(S)

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

### COMMITTEE MEMBERS

- 2 Administrators
- 4 Classified (appointed by Classified Senate)
- 3 Faculty (1 appointed by position; 1 appointed by Academic Senate; 1 appointed AFA)

***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.

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

None

## MEMBERSHIP

### CHAIR(S)

- Faculty

### COMMITTEE MEMBERS

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

***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.

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

2.4, 2.7, 2.8, 2.9

## MEMBERSHIP

### CHAIR(S)

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

### COMMITTEE MEMBERS

- 5 Administrators
- 5 Classified (3 appointed by Classified Senate; 2 appointed by SEIU)
- 6 Faculty (5 appointed by Academic Senate; 1 appointed by AFA)
- 4 Students (appointed by SGA)

**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 9:00 – 10:30 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.

## SELF ASSESSMENT YEAR

Even

## ACCJC STANDARDS

None

## MEMBERSHIP

### CHAIR(S)

- Administrator
- Faculty

### COMMITTEE MEMBERS

- 2 Administrators (1 Academic Affairs)
- 6 Faculty (appointed by Academic Senate)
- 2 Students (appointed by SGA)

***Membership Total: 10***

## MEETINGS

Meetings are held on the 4th Friday of each month during the academic year, from 10:30 to 12:00 PM

## 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.

## SELF ASSESSMENT YEAR

Odd

## ACCJC STANDARDS

2.7, 2.9

## MEMBERSHIP

### CHAIR(S)

- Faculty
- Administrator

### COMMITTEE MEMBERS

- 2 Administrators (1 appointed by position; 1 Academic Affairs)
- 4 Classified (2 appointed by position; 1 appointed by Classified Senate; 1 appointed by SEIU)
- 4 Faculty (3 appointed by Academic Senate; 1 appointed by AFA)
- 2 Students (appointed by SGA)

***Membership Total: 12***

### PERMANENT MEMBER BY POSITION

- Dean, Disabled Students Programs and Services, or designee

- Library Services Specialist
- Alternate Media Specialist

#### 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.



## Acronyms

- **AB** – Assembly Bill
- **ACCJC** – Accrediting Commission for Community & Junior Colleges
- **ADA** – Americans with Disabilities Act
- **AP** – Administrative Procedure
- **AS** – Academic Senate
- **B-CARE** - Behavioral Consultation, Assessment, Response & Education Team
- **BP** – Board Policy
- **CCLC** – Community College League of California
- **CE** – Career Education
- **AFA** – All Faculty Association
- **CFT** – California Federation of Teachers
- **CTE** – Career Technical Education
- **EEO** – Equal Employment Opportunity
- **FAS** – Finance and Administrative Services
- **HR** – Human Resources
- **IT** – Information Technology
- **N/A** – Not applicable
- **P/P** – Policy and/or Procedure
- **PBC** – Planning and Budget Council
- **PRPP** – Program Review and Planning Process
- **S/P** – Superintendent/President
- **SCJCD** – Sonoma County Junior College District
- **SEIU** – Service Employees International Union
- **SEMP** – Strategic Enrollment Management Plan
- **SGA** – Student Government Assembly
- **SRJC** – Santa Rosa Junior College
- **SLO** – Student Learning Outcomes
- **STNC** – Short Term, Non Continuing
- **VP** – Vice President
- **VPAA** – Vice President for Academic Affairs /Assistant Superintendent
- **VPFAS** – Vice President for Finance and Administrative Services /Assistant Superintendent
- **VPHR** – Vice President for Human Resources
- **VPSS** – Vice President for Student Services /Assistant Superintendent

## Forms And Templates

The forms and templates included in this manual are intended to assist the college community in the participatory governance process mechanism.

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

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

**COMMITTEE SELF ASSESSMENT TEMPLATE:** To guide the biennial self-assessment committees conduct to ensure ongoing alignment with the Mission, Vision, Values and Goals of the District and ensure the effectiveness of the participatory governance structure

**EMPLOYEE AFFINITY GROUP RECOGNITION REQUEST FORM:** To request official recognition of employee affinity groups.

# Committee Meeting Agenda Template

COMMITTEE NAME

DATE: XXXX, XX, 20XX

TIME: X: XX – X: XX PM

ROOM XXX /  
ZOOM LINK

CO-CHAIRS			
MINUTES RECORDED BY:			
VOTING MEMBERSHIP			
RESOURCE SUPPORT (NON-VOTING)			
PLEASE READ			
PLEASE BRING			

## AGENDA ITEMS

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

Next Meeting: XXXX, XX, 20XX

Future Topics:    XXXXXXXX

## Committee Meeting Agenda Minutes Template

# COMMITTEE NAME Minutes

Xxx XX, 20XX

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

\*excused absence

### Agenda Items:

- Call to Order: X: XX am/pm
- Approval of Agenda/Minutes: Agenda and minutes approved as presented.
- Xxx
- Xxx

### Subcommittee Chairs Updates:

### Other:

Adjourned: X: XX am/pm

## SRJC Committee Self-Assessment Template

<b>Committee Name:</b>	
<b>Assessment Period:</b>	
<b>Chair/Co-Chairs:</b>	
<b>Committee Members:</b>	
<b>Committee Charge &amp; Alignment</b>	<ul style="list-style-type: none"><li>• Briefly describe the committee's charge.</li><li>• How does the committee's work align with the SRJC mission and strategic priorities?</li></ul>
<b>Accomplishments &amp; Challenges</b>	<ul style="list-style-type: none"><li>• Highlight key accomplishments during the assessment period.</li><li>• How has the committee's work positively impacted the college community?</li><li>• What obstacles did the committee encounter?</li><li>• What strategies could be implemented to address these challenges?</li><li>• Are there any gaps in membership, resources, or authority that hinder effectiveness?</li></ul>
<b>Committee Operations &amp; Effectiveness</b>	<ul style="list-style-type: none"><li>• How often did the committee meet? Were meetings productive?</li><li>• Was participation and engagement consistent among members?</li><li>• Were committee decisions effectively communicated to constituent groups?</li></ul>
<b>Recommendations for Future Improvement</b>	<ul style="list-style-type: none"><li>• What changes or improvements would enhance the committee's effectiveness?</li><li>• Are there recommendations for changes in structure, procedures, or reporting?</li><li>• Are there professional development or training needs for committee members?</li></ul>
<b>Summary &amp; Next Steps</b>	<ul style="list-style-type: none"><li>• Provide a brief summary of key takeaways from this assessment.</li><li>• Identify next steps and action items for the upcoming year.</li></ul>

# SRJC Employee Affinity Group Recognition Request Form Template

**Employee Affinity Groups EAG Name:** \_\_\_\_\_

**Purpose/Mission Statement:** Please provide a clear and concise statement (2-3 sentences) outlining the primary purpose and mission of your EAG. What shared identity, background, interest, or life experience brings your members together?

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**Alignment with College Values:**

Explain how the mission and goals of your EAG support the SRJC District's mission, vision, and values, particularly in relation to diversity, equity, inclusion, and belonging.

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**Membership Criteria:**

While membership must be open to all SRJC employees, please define the primary focus or shared characteristic(s) that bring members together.

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**Leadership Structure:**

Describe the proposed leadership structure of your EAG. Include the titles of the officer roles (e.g., President, Vice President, Secretary, Treasurer) and a brief description of the responsibilities associated with each role. Please identify at least two (2) initial officers.

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**Proposed Activities and Events:**

Outline 2-3 planned activities or events your EAG intends to undertake within the first year of recognition. These should align with your stated purpose and goals.

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**List of Initial Members (Minimum 5):**

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**Bylaws or Operating Guidelines:**

If available, please attach your proposed bylaws or operating guidelines for your EAG.

**Primary Contact Person(s):**

- **Name:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_