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4 COLLEGIAL CONSULTATION

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6 **MISSION STATEMENT**

7 Collegial Consultation is a process involving faculty, administrators, classified staff and students
8 in deliberations regarding day-to-day and long-range planning and policies for the college. These
9 deliberations lead to recommendations that the Chancellor carries forward to the Board of
10 Trustees for final approval. In issues related to academic and professional matters the Board will
11 rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy
12 will be mutually agreed upon between the Governing Board, the Academic Senate,
13 administration, staff and students.

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15 **PHILOSOPHY OF COLLEGIAL CONSULTATION**

16 Collegial Consultation is the democratic process utilized on campus in decision-making
17 procedures. Successful Consultation creates an environment of awareness throughout the
18 District by having each constituency represented throughout the process. To be effective,
19 collegial Consultation must exhibit the following characteristics:

- 20
- 21 • Capacity to establish directions and goals
 - 22 • React to internal and external stimuli
 - 23 • Move with diligence and timeliness
 - 24 • Provide the campus community with an annual cycle of planning and budgeting
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26 The process is designed to establish the goals, priorities, and objectives of the college. The
27 exercise of administrative prerogatives must reflect these aims in order to perpetuate an
28 environment of mutuality and trust.

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30 **PRINCIPLES OF COLLEGIAL CONSULTATION**

- 31
- 32 1. The Board of Trustees has final responsibility and authority for approval of college
33 policies and review of Administrative Procedures; any individual may address the Board
34 regarding these policies and procedures.
 - 35
 - 36 2. The Board of Trustees charges the Chancellor with the responsibility for Consultation of
37 the institution; in turn, the Chancellor creates a structure and systematic process for
38 decision-making.
 - 39
 - 40 3. The campus Consultation structure is charged with making recommendations on issues
41 affecting the institution. The District Assembly or other constituent group may initiate
42 discussion, review progress, or initiate a subcommittee to discuss needed policies or
43 administrative regulations. The college and district units will review drafts and make final
44 recommendations to the District Assembly through the constituent groups. Once a
45 consensus is reached the Chancellor is charged with carrying the approved
46 recommendations forward to the Board of Trustees.
 - 47
 - 48 4. The District recognizes the role of collective bargaining in certain aspects of policy
49 development and implementation where salary, benefits, or working conditions are
50 involved in the policy development.
 - 51
 - 52 5. The District recognizes the Academic Senates through its members has primary
53 responsibility for making recommendations in areas of academic and professional
54 matters.
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 - 56 6. The membership and interrelationships of committees give the Consultation structure an
57 essential role in the decision making process.

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7. Broad participation from all segments of the District is encouraged; all four campus constituencies (faculty, management, classified, and students) are represented on Consultation committees except in areas of primacy related to academic and professional matters.
 8. Each constituency represented on a committee appoints its own representatives, taking into account not only the needs of the constituency but also the broader needs of the college.
 9. Any Collegial Consultation subcommittee, through minutes which are forwarded to its respective standing committee, makes recommendations to the constituent groups for review and then forwards its recommendation on items for District consultation through to the District Assembly. Subcommittees or ad hoc committees are not subject to the strict guidelines of the Brown Act since final action on recommendations take place through the Standing Committees and the District Assembly.
 10. The college community as a whole is made aware of the consultation process and has access to it through constituency representation. A consistent effort is made to keep the campus informed through meeting announcements 72 hours prior to the meeting and publication and distribution of the minutes of the meetings. All minutes of college standing committees and the District Assembly will be posted in the college libraries.
 11. Collegial Consultation is facilitated by communication, timely and appropriate notice of meetings, public deliberation, full campus participation and published records.
 12. Each Collegial Consultation Standing Committee, subcommittee, and ad hoc committee is expected to take action minutes. Each subcommittee is charged with forwarding those minutes to their respective standing committee or constituencies, and to the library. In turn, standing committees are charged with review and action on minutes received from their respective subcommittees.
 13. In matters of academic and professional standards, where the Board of Trustees finds compelling cause for not accepting the recommendation of the Academic Senate, the Chancellor shall deliver that rationale in writing delivered by registered mail to the Presidents of the Academic Senates following the action by the Board of Trustees. The Academic Senates shall be provided an opportunity to present their concerns to the Board of Trustees in an open Board meeting.
 14. Members to Collegial Consultation committees on campus are appointed by their respective organizations after consultation with the Presidents: faculty by the Academic Senate, students by the Associated Students, classified staff by the CSEA, and administrators by the Presidents. Subcommittees formed by standing committees or ad hoc committees will consist of those members deemed appropriate by the constituencies in consultation with the Presidents. Ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees. Managers are invited to sit on academic committees Program Review and Curriculum.
 15. Meeting times for each academic year will be set at the first meeting of the academic year and submitted to the Chancellor *or* Presidents for inclusion in the college master calendar. Any conflicts on meeting times will be settled by the Chancellor or Presidents in consultation with the leadership of the various constituencies.
 16. Clerical support including taking, editing and distributing minutes; preparing and distributing agendas, preparing, reproducing and distributing documents as directed by the committee shall be provided by a designated responsibility center.

114 **STRUCTURE AND PURPOSE OF STANDING COMMITTEES**

115
116 **DISTRICT ASSEMBLY**

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118 **Charge**

119 The District Assembly provides a forum for effective communication among representatives of the
120 Academic Senates, Faculty Association, California School Employees Association (CSEA), the
121 Associated Students, and the Management. The District Assembly will discuss issues of policy to the
122 college community and assign those issues to appropriate committees for development of
123 recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council
124 reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the
125 Chancellor and the college constituencies.)

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127 It is a function of the District Assembly to review all recommendations and to reach consensus prior to
128 moving recommendations forward to the Board of Trustees.

129
130 **Membership and Chair**

131 The composition of the District Assembly and the determination of the officers shall be included in the
132 Bylaws of the District Assembly and this document will become a part of this administrative regulation.

133
134 **Reporting**

135 All members of the District Assembly are responsible for making regular reports to their respective
136 organizations. The minutes and official records of the District Assembly shall be recorded in compliance
137 with the bylaws.

138
139 **ACADEMIC CALENDAR**

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141 **Charge**

142 The Academic Calendar Committee will oversee the development of the annual academic calendar and
143 will review optional calendars or other formats for offering academic programs for the District.

144
145 **Membership**

146 The Academic Calendar Committee will be co-chaired by the District Business Manager and the
147 Chairperson of the District Assembly. Each of the constituent groups of the campuses shall appoint one
148 representative from each constituency on each campus to serve on the committee. The President of
149 each college will make the management appointment.

150
151 **Reporting**

152 The deliberations from this committee will be reported to the District Assembly where a recommendation
153 will be made to the Chancellor for Board Action on any calendar. The minutes of this committee will be
154 posted on the District Web.

155
156 **DISTRICT INSTITUTIONAL PLANNING**

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158 **Charge**

159 The Institutional Planning Committee oversees the development and revision of the District mission
160 statement as well as the annual update of the District goals and objectives. The committee also has
161 oversight of the development and update of the District Facilities Plan, the District Technology Plan and
162 accountability reports. The District Educational Master Plan is developed through this committee.

163
164 **Membership**

165 The Chancellor will chair the Institutional Planning Committee. Each of the constituent groups, (faculty,
166 classified, students) of the campuses shall appoint one representative from each constituency on each
167 campus to serve on the committee. The President of each college will make the management
168 appointment.

169
170 **Reporting**

171 All members are responsible for making regular reports to their respective organizations. The
172 administrators responsible for Board Policy recommendations that come from the standing committees
173 will forward recommendations to the District Assembly for review and the Chancellor will forward the final
174 recommendations to the Board of Trustees. The minutes of this committee will be posted on the District
175 Web.

176 **DISTRIBUTED EDUCATION COORDINATING COMMITTEE**

177 **Charge**

178 The Distributed Education Coordinating Committee has the charge to develop the District component of
179 the Strategic Technology Plan. This committee shall have the added responsibility of coordinating District
180 support for distributed education offered at Valley College, Crafton Hills College, via KVCR, and the
181 Professional Development Center. All programs offered in the District through distributed learning shall
182 be a part of one of the two colleges with the appropriate review, and evaluation by the academic senate
183 and the discipline being offered.

184 **Membership**

185 The District Director of Distributed Education will chair the Distributed Education Coordinating Committee.
186 Each of the constituent groups (faculty, classified, students) of the campuses shall appoint one
187 representative from each campus to serve on the committee. The President of each college will make the
188 management appointment. Members of this committee shall have involvement in distributed education.

189 **Reporting**

190 All members are responsible for making regular reports to their respective organizations. The
191 administrators responsible for Board Policy recommendations that come from the standing committees
192 will forward recommendations to the originating committee for review. When consensus is reached, the
193 Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this
194 committee will be posted on the District Web.

195 **ECONOMIC & WORKFORCE DEVELOPMENT COORDINATING COMMITTEE**

196 **Charge**

197 This committee shall have the responsibility for coordinating and aligning District responses to identified
198 economic and workforce development needs. The committee shall review educational and training needs
199 in the service area and recommend to the Chancellor the most appropriate blend of credit, non-credit, and
200 not-for-credit programs and services to effectively address those needs. Existing offerings will be
201 reviewed to ensure appropriate categorization based on current community needs and District goals for
202 instructional programs. Training needs requiring rapid response will be primarily handled through the
203 EDCT with updates provided to the committee on a regular basis. Credit and non-credit instruction shall
204 be processed through the Colleges with requisite reviews and evaluation by the Academic Senates.

205 **Membership**

206 The Executive Director of the Economic Development and Corporate Training division will chair the
207 Economic and Workforce Development Coordinating Committee. The Director of the Applied
208 Technologies Training and the Workforce Development Manager of EDCT and the Chancellor or his/her
209 designee shall be on the committee. California School Employees' Association (CSEA) shall appoint a
210 representative from classified staff.. The President of each college will make the management
211 appointment. Faculty appointments shall be made by the Presidents of the Academic Senates at each
212 college. Members of this committee shall have involvement in occupational education and/or economic
213 development programs.

214 **Reporting**

215 All members are responsible for making regular reports to their respective organizations. The
216 administrators responsible for Board Policy recommendations that come from the standing committees
217 will forward recommendations to the District Assembly and appropriate constituent groups for review and
218

227 the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this
228 committee will be posted on the District Web.

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230 **ADMINISTRATIVE SERVICES ADVISORY COUNCIL**

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232 **Charges**

233 Administrative Services Advisory Council will review campus and District requests for expenditures of
234 bond money. The responsibility of the Administrative Services Advisory Council will be to
235 advise/recommend to the Board of Trustees the projects and priorities for expenditures of bond money.

236

237 **Membership**

238 The Executive Director of Facilities Planning will chair the Administrative Services Advisory Council. The
239 Vice Chancellor of Fiscal Services and the Vice President of Administrative Services from each campus
240 shall be on the committee. Each of the constituent groups (faculty, classified, students) shall appoint one
241 representative from each campus to serve on the committee. KVCR shall appoint one representative to
242 serve on the committee.

243

244 **Reporting**

245 All members are responsible for making regular reports to their respective organizations. The
246 administrators responsible for Board Policy recommendations that come from the standing committees
247 will forward recommendations to the District Assembly and appropriate constituent groups for review and
248 the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this
249 committee will be posted on the District Web.

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251 **DISTRICT BUDGET COMMITTEE**

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253 **Charge**

254 The Committee's responsibilities include the review and recommendations regarding District-wide
255 processes related to budget development which may have a major impact on site operations or
256 allocations. Committee discussions or review may include the following during any budget year:

- 257
- 258 1. Review and evaluation of current, projected or proposed Federal, State and local funding
259 proposals affecting California Community Colleges and the related financial impact on the district.
 - 260 2. Review of District budgetary policies, administrative procedures, allocation model formulas and
261 guidelines across the District. Protect the financial well-being of the District. Determine that
262 procedures are responsive to strategic priorities as determined by the campuses and District
263 Office. Union issues which are conducted as a part of labor negotiations are not a part of this
264 Committee's responsibility.
 - 265 3. The review process will include both general fund unrestricted and restricted funding sources.
266 The Committee will also review enrollment growth projections, and other workload measures.
 - 267 4. Review and make recommendations regarding District-wide budget assumptions (revenues,
268 allocations, COLA and growth). Any District Budget Committee recommendations related to
269 District-wide processes shall be advisory to the Chancellor.
 - 270 5. Promote budget awareness, communicate budget issues and may assist in budget and finance
271 training activities District-wide.

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272 **Membership**

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- 274 1 Vice Chancellor, Fiscal Services
275 1 Vice President Administrative Services from CHC
276 1 Vice President Administrative Services from SBVC
277 1 Management Appointment from CHC President
278 1 Management Appointment from SBVC President
279 2 Academic Senate Appointments from CHC

- 280 2 Academic Senate Appointments from SBVC
- 281 1 Classified Senate Member from CHC
- 282 1 Classified Senate Member from SBVC
- 283 1 ASB Member from CHC
- 284 1 ASB Member from SBVC
- 285 1 KVCR Representative
- 286 1 Executive Director of DETS
- 287 1 Executive Director of PDC
- 288 1 Business Manager
- 289 1 Director of Fiscal Services
- 290 1 CTA Appointment
- 291 1 CSEA Appointment
- 292 1 CSEA Appointment from the District Office

Reporting

296 All members are responsible for making regular reports to their respective constituencies. The Vice
 297 Chancellor for Fiscal Services will forward all recommendations to the Chancellor and will bring feedback
 298 from the Chancellor back to the Committee. Final budget authority rests with the Chancellor who will
 299 make budget recommendations, when appropriate, to the Board of Trustees.

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 301 The minutes of this Committee will be posted on the District website.

SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE –

MISSION STATEMENT

305
 306 ***San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning***
 307 ***opportunities accessible to a diverse student population. The college serves high school graduates***
 308 ***and those over eighteen years of age. In addition, the college provides a gateway to higher***
 309 ***education and vocational training for non-traditional populations, including: qualified high school***
 310 ***students; re-entry adults; immigrants; the educationally or financially challenged; and those who***
 311 ***cannot or choose not to attend the main campus.***

312
 313 The mission of San Bernardino Valley College is: to prepare students to transfer to four-year
 314 colleges and universities; to provide students with the knowledge and skills needed to succeed in
 315 business, industry and the professions; to advance the state and region's economic growth and
 316 global competitiveness through continuous workforce development; to work in partnership with
 317 the local community to improve the quality of life in the Inland Empire; and to prepare students for
 318 active participation in a multicultural society. The faculty and staff of San Bernardino Valley
 319 College are committed to student success and to teaching and service excellence.

Educational Philosophy

321
 322 **We believe**

- 323 • That a well-educated populace is essential to the general welfare of the community.
- 324 • That a quality education empowers the student to think critically, to communicate clearly, and
 325 to grow personally and professionally.
- 326 • That an enriched learning environment promotes creativity, self-expression, and the
 327 development of critical thinking skills.
- 328 • That our strength as an institution is enhanced by the cultural diversity of our student
 329 population and staff.
- 330 • That we must provide students with access to the resources, services, and technological
 331 tools that will enable them to achieve their educational goals.

- 332 • That we can measure our success by the degree to which our students become self-sufficient
333 learners and contributing members of society.
- 334 • That plans and decisions must be data driven, and based on an informed consideration of
335 what will best serve students and the community.
- 336 • That we must model our commitment to lifelong learning by maintaining currency in our
337 professions and subject disciplines.
- 338 • That, as part of the collegial consultation process, all levels of the college organization must
339 openly engage in sharing ideas and suggestions to develop innovative ways to improve our
340 programs and services.
- 341 • That interactions between all members of the college community must be marked by
342 professionalism, intellectual openness, and mutual respect.
- 343 • That we must hold ourselves and our students to the highest ethical and intellectual
344 standards.
- 345 • That we must maintain a current, meaningful and challenging curriculum.
- 346 • That students succeed best when following an educational plan and when enrolled in classes
347 that meet their interests and goals, and match their level of academic preparedness.
- 348 • That all members of our campus community are entitled to learn and work in an environment
349 that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- 350 • That students learn best on a campus that is student-centered and aesthetically pleasing.
- 351 • That we must be responsible stewards of campus resources.
- 352

Vision Statement

353 San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be
354 regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of
355 our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our
356 students and ourselves to high standards of achievement and will expect all members of the college
357 community to function as informed, responsible, and active members of society.

358 *Final Revision 1-12-05*

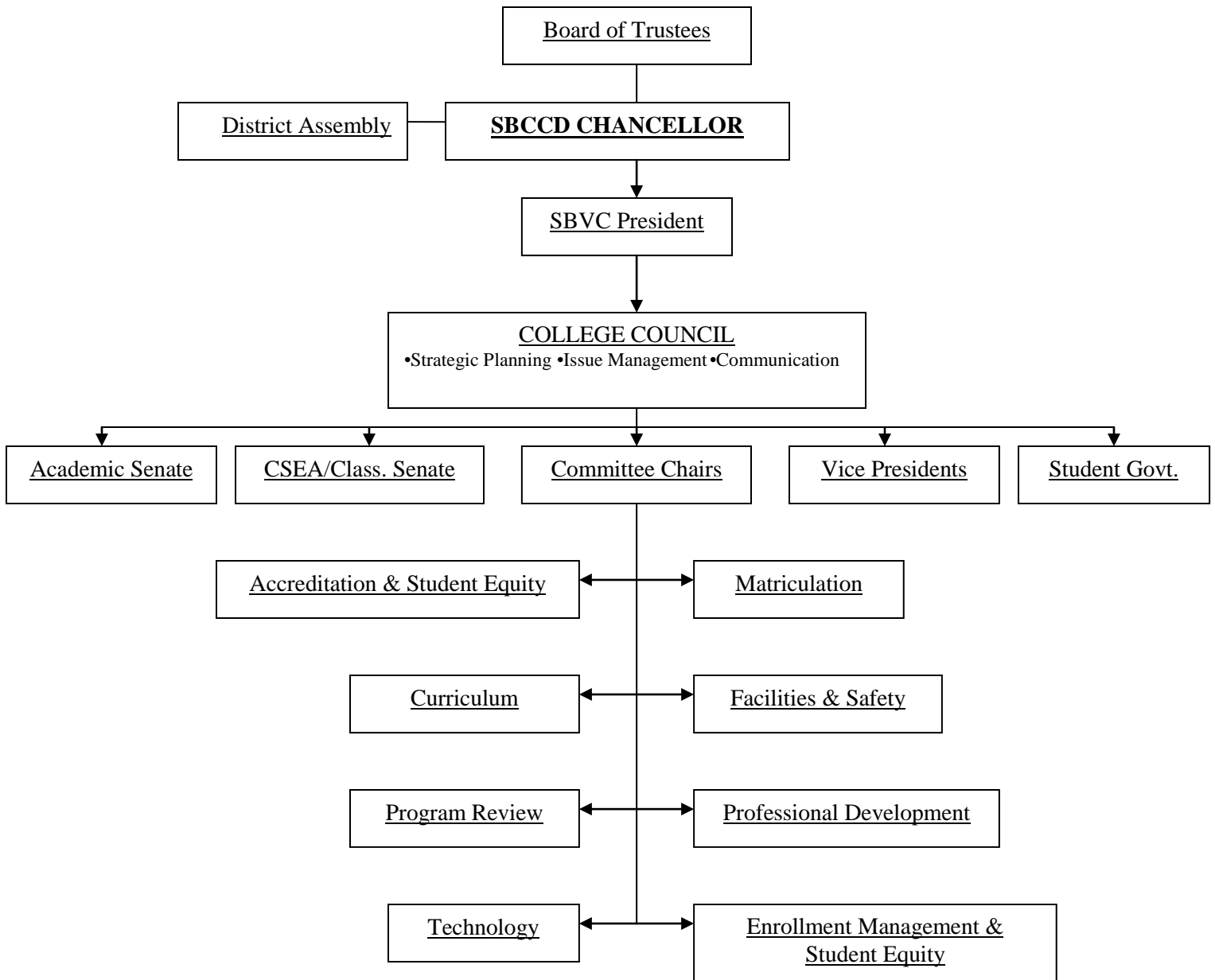
Revised 1-25-06

Governance Philosophy

361 San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725.
362 We acknowledge the rights and responsibilities accorded to all parties within the District to participate
363 effectively in District consultation and support the establishment of procedures whereby faculty, staff, and
364 students are ensured of appropriate consultation on matters affecting them.

365 We believe that groups of individuals working together to pool their knowledge, experience, and
366 perspectives are an integral part of the decision making process at Valley College, and that the
367 development of policies and procedures for college governance benefits greatly by involving those with
368 appropriate expertise and those who will be most affected by those policies and procedures.

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COLLEGE COUNCIL

Charge

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college’s Educational Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

385 The issue management function takes place as campus issues are presented to the College Council and
386 referred to the appropriate college committee for review, consideration, and recommendation to the
387 President.

388
389 The communication function is served by the College Council as the central communication venue for
390 college governance issues including budget, in that all constituent groups are represented and are
391 responsible for reporting and disseminating of information to their appointing body.

392
393 **Membership**
394 Membership is comprised of the President, College Vice Presidents, the President of the Academic
395 Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA
396 President or designee, the Director of Research, and the chairs of the following committees: Enrollment
397 Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation,
398 Professional Development, Program Review, and Technology. The President serves as chair of the
399 College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve
400 as co-chairs.

401
402 **College Council Standing Committees**
403 The Standing Committees of College Council are appointed annually and have representatives from each
404 of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by
405 one non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and
406 dissemination of materials as needed).

407
408 Should representation not occur in any group, the President will confer with the appropriate
409 representative/President/designee to determine the best alternative to secure appropriate representation
410 and participation from the absent group.

411
412 Meetings: Unless otherwise noted, standing committees are not held during the summer.

413 **COLLEGIAL CONSULTATION COMMITTEES**

414 **ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE**

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417 **Charge**
418 The Accreditation and Student Learning Outcomes Committee prepares the self-study, prepares for the
419 accreditation team site visit, follows up on implementation of accreditation recommendations, performs
420 assessments as needed, and prepares any follow-up reports or documentation. The committee monitors
421 the development and assessment process for student learning outcomes in courses, programs, and
422 general education requirements. The committee generates and regularly reviews guidelines and best
423 practices for all aspects of the student learning process.

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426 **Membership**
427 Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each
428 division and other interested faculty, administrators, staff and students.

429 **CURRICULUM COMMITTEE**

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432 **Charge**
433 Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to
434 academic and professional matters. Curriculum is considered an academic matter and, therefore, the
435 Curriculum Committee is authorized by the Academic Senate to make recommendations about the
436 curriculum of the college, including approval of new courses, deletion of existing courses, proposed
437 changes in courses, periodic review of course outlines, approval of proposed programs, deletion of
438 programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and
439 assessment of curriculum as needed.

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Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, at least two faculty members from each division, two students, and an Instruction Office staff member appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.

Membership

Membership is comprised of the Vice Presidents of Instruction and Student Services or their designees, two Deans from Student Services, two Deans from Instruction, Director of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

MATRICULATION COMMITTEE

Charge

The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, proposed the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

PROGRAM REVIEW COMMITTEE

Charge

The Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate instructional programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

- 496 The purpose of Program Review is to:
- 497 • Provide a full examination of how effectively programs and services are meeting departmental,
 - 498 divisional, and institutional goals
 - 499 • Aid in short-range planning and decision-making
 - 500 • Improve performance, services, and programs
 - 501 • Contribute to long-range planning
 - 502 • Contribute information and recommendations to other college processes, as appropriate
 - 503 • Serve as the campus' conduit for decision-making by forwarding information to appropriate
 - 504 committees

505

506 **Membership**

507 Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student
508 Services, or their designees; six managers, 17 faculty members, eight classified staff members, and two
509 students.

510

511 **PROFESSIONAL DEVELOPMENT COMMITTEE**

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513 **Charge**

514 The Professional Development Committee serves as an advisory committee for the college professional
515 development programs, and as a resource for training needs across campus. The committee prepares
516 and implements the state required three-year Professional Development Plan, and reviews it annually to
517 assure that campus goals and objectives are being met. The committee allocates staff development
518 funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming
519 and communication of campus professional development programs. The faculty members on the
520 committee serve as the campus sabbatical leave committee and make recommendations to the college
521 president for proposed leave recipients. The faculty members also serve as the campus flex committee.

522

523 **Membership**

524 Membership is comprised of one manager (designated by the President), Professional Development
525 Coordinator, a representative of the technology committee, and interested faculty, administrators, and
526 staff.

527

528 **TECHNOLOGY COMMITTEE**

529

530 **Charge**

531 The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College
532 Council. The Plan recommends methods to assess, purchase, install, and encourage use of new
533 technology; technology funding priorities; and strategies for redistributing current resources. It sets
534 standards and guidelines for the minimum specifications for new technology, for maintaining the current
535 technology in new construction, and to maximize use of District network resources and instructional
536 learning resources. Accessibility to technology will be considered when developing goals, methods,
537 recommendations, guidelines, and standards. In addition, members serve as campus representatives on
538 District Technology Committees.

539

540 **Membership**

541 Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student
542 Services, or their designees; a representative from the Audio Department; a representative from District
543 Computing Services, representative(s) from the college Network Specialists and all other interested
544 faculty and staff in the campus community.

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546 **ADDITIONAL COMMITTEES**

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548 A number of committees exist that have a specific purpose or function, but are not part of the formal
549 collegial consultation process within College Council. These include:

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OFFICE OF THE PRESIDENT

PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to study leadership theory and practice.

PRESIDENT'S CABINET

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

SCHOLARSHIPS

Charge

The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.

Membership

Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

ANNUAL AWARDS COMMITTEE

Charge

The Annual Awards Committee plans and implements the Annual "Spotlighting Our Success Faculty & Staff Awards Celebration" event each spring. This event recognizes outstanding employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.

Membership

Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.

ARTS, LECTURES, AND DIVERSITY COMMITTEE

Charge

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

Membership

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

INSTRUCTIONAL SERVICES

INSTRUCTIONAL CABINET

Charge

The Instructional Cabinet reviews instruction related issues and concerns and advises the Vice President of Instruction.

Membership

Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.

607 **TENURE REVIEW COMMITTEE**

608 **Charge**

609 The Tenure Review Committee meets in January to review the four evaluations of each faculty member
610 being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure
611 Review Committee shall recommend that individual to the President for tenure. If the Tenure Review
612 Committee has any doubts about a faculty member's overall performance, the committee shall, in
613 consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted
614 according to the evaluation procedure already in place in the District.

615
616 If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only
617 with the consent of the affected faculty member. The two faculty members on the Tenure Review
618 Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators
619 for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and
620 decide on a recommendation to the President of tenure or dismissal for the faculty member in question.
621 All recommendations regarding fourth-year faculty members shall be submitted to the President by
622 February 15. If the President and the committee disagree, they shall meet with the District Chancellor to
623 present their differing points of view. The Chancellor shall have final authority to make a recommendation
624 to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT
625 between the SBCCD and the SBCCD Chapter CTA/NEA).

626
627 Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing
628 remediation assistance to those faculty whose evaluations are less than satisfactory.

629
630 **Membership**

631 The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs
632 the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate
633 and the college representative of the collective bargaining unit each appoint one tenured faculty member
634 to serve on the Tenure Review Committee.

635
636 **ONLINE COMMITTEE**

637 **Charge**

638 The Online Committee advises the Vice President of Instruction regarding issues related to online
639 learning at the College. In addition, the committee assists discipline faculty in the preparation of distance
640 education requests to the Curriculum Committee. The committee serves as a conduit of information
641 among faculty, administration, and students by providing technological vision for issues related to online
642 learning.

643
644 **Membership**

645 Membership is comprised of interested faculty, administrators, staff, and students.

646 **HONORS**

647 **Charge**

648 The Honors Committee serves as an advisory committee to the vice President of Instruction relative to the
649 college's Honors Program including the admission of students into the program, assessment of program
650 effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the
651 evaluation of existing Honors courses.

652 **Membership**

653 Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator,
654 Honors Counselor, and interested administrators and faculty.

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660 **WORKFORCE DEVELOPMENT COMMITTEE**

661
662 **Charge**

663 This Workforce Development Committee reviews recommendations from the Career and Technical
664 Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process
665 and makes recommendations to the Perkins Grant administrator.

666
667 **Membership**

668 Membership is comprised of the Perkins Grant Administrator and includes representation from vocational
669 certificate and degree areas as well as other interested administrators, faculty, classified staff, and students.

670
671 **STUDENT SERVICES**

672
673 **CAMPUS LIFE AND COMMENCEMENT**

674
675 **Charge**

676 This Campus Life and Commencement Committee monitors and serves as the primary clearing house for
677 student activities on the campus, including commencement. The committee develops a campus-wide
678 master calendar in coordination with the Director of Marketing.

679
680 **Membership**

681 Membership is comprised of the Vice President of Student Services, Director of Student Life, Student
682 Activities Coordinator, ASG President, Student Services Dean, Director of Marketing, and interested
683 administrators, faculty, classified staff, and students.

684
685 **DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE**

686
687 **Charge**

688 This Disabled Student Programs and Services (DSPC) Advisory Committee serves as an advisory
689 committee to the Director of DSPS relative to the needs of students with disabilities.

690
691 **Membership**

692 Membership is comprised of the Dean of Student Services, Director of Disabled Student Services, Director of
693 Health Services, and interested faculty, staff, and students.

694
695 **STUDENT POLICIES & SCHOLASTIC STANDARDS**

696
697 **Charge**

698 The Student Policies and Scholastic Standards Committee serves as an advisory committee for the
699 development and implementation of academic policies such as but not limited to petitions related to
700 admissions, probation, disqualification, and graduation requirements.

701
702 **Membership**

703 The membership is comprised of the Vice President of Student Services or designee, Associate Dean of
704 Admissions & Records, interested faculty, a classified staff member from the Admissions and Records
705 Office, and one student.

706
707 **STUDENT SERVICES CABINET**

708
709 **Charge**

710 The Student Services Cabinet reviews Student Services related issues and concerns in an advisory
711 capacity to the Vice President of Student Services.

712
713 **Membership**

714 Membership is comprised of the Vice President of Student Services and all Deans reporting to the Vice
715 President of Student Services.

716 **STUDENT SERVICES COUNCIL**

717 **Charge**

718 The Student Services Council meets on a periodic basis to discuss and review campus issues particularly
719 applicable to student success.

720
721 **Membership**

722 Membership is comprised of the Vice President of Student Services and the Student Services leadership
723 team.

724
725 **ADMINISTRATIVE SERVICES**

726
727 **ADMINISTRATIVE SERVICES CABINET**

728 **Charge**

729 Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on
730 a periodic basis to discuss and review campus related issues and advise the Vice President of
731 Administrative Services.

732
733 **Membership**

734 Membership is comprised of the Vice President of Administrative Services and the Administrative
735 Services Supervisors.

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771 AMENDED: 1/19/12