

Faculty Co-Chair Position Descriptions

1) Co-Chair Descriptions

The following are additional details on the faculty co-chair positions for Senate Standing Committees beyond the descriptions in the Senate By-Laws and Constitution. Note that these descriptions are incomplete and meant only to give an idea of the range of duties of each position. Please contact any officer and/or the current co-chairs if you would like more details.

- a) Curriculum 0.4 release time
- b) All others no release time
- c) In general, faculty co-chairs help chair committee meetings, work with the other co-chairs on constructing agendas for the committee and maintaining minutes and records, abide by the Brown Act, and otherwise facilitate the charge of the committee including producing goals and accomplishments each year and assessing the effectiveness of the committee every other year. They are also responsible for maintaining communication with the Academic Senate, including attending joint Senate officer and Standing Committee faculty co-chair meetings, usually twice a semester.
- d) The Curriculum co-chair has additional responsibilities for ferrying curriculum through the entire process from local discussions and tech review to final state approval, including familiarity with Title 5 regulations.