## 2.1.2 College Standing Committees

To carry out the mandate of participatory governance in AB 1725, the College formed eight College Standing Committees where matters concerning the work of the College are planned, monitored, and evaluated. These Standing Committees have a continued existence and function and each is responsible for a particular subject matter. The constituent groups of the College, i.e., Academic Senate, Classified Senate, Student Senate (Associates Students), Management, and individuals in the best position to understand the issues, are represented in membership on the College Standing Committees. This ensures the participatory nature of the College governance structure.

The **Academic Senate** recognizes and authorizes the eight College Standing Committees as appropriate venues to conduct discussions regarding academic and professional matters. As such, these College Standing Committees carry out their work in matters of the "ten plus one." The primacy of faculty in these discussions is ensured through the composition of committee membership, where faculty holds the majority.

### Standing Committee Co-Chairs

It is the responsibility of the faculty co-chairs of the Standing Committees to ensure that their committee's delegated authority from the Academic Senate is accountable, and the committee's recommendations communicated. The Academic Senate Council ensures the integrity of these delegated activities in the College Standing Committees through the following procedure:
- Inclusion of the College Standing Committee faculty co-chairs as ex-officio members of the Academic Senate Council and Academic Senate Executive Council.
- Regular reporting and presentation of College Standing Committee recommendations by the faculty co-chairs at meetings of the Academic Senate Council and co-chair meetings with the Academic Senate President.
- Participation of the Academic Senate President in Consultation Council and the President's Council to present concerns or endorsements regarding the recommendations of the College Standing Committees.

It is the responsibility of the classified co-chairs of the Standing Committees to ensure that their committee's delegated authority is accountable, and the committee's recommendations communicated to the Classified Senate.

All Standing Committee co-chairs should be appointed by the end of the Fall semester to enable them to shadow over the Spring and move into their chairships the following Fall semester.

**Standing Committee Membership**

The membership of each College Standing Committee is outlined in the next section.

These members are selected as follows:

- Faculty members are elected by their department or division (depending on criteria established for the governance group) and recommended to Academic Senate for appointment.
- Administrators are appointed by the Vice-Presidents of Academic Affairs, Student Support, or Business Services as stated.
- Staff members are selected by the position they hold in the college, when stated as such under the committee membership; otherwise they are elected by the Classified Senate, or SEIU if within the scope of the collective bargaining, and approved by the President.
- Student members are appointed by the Associated Students' Vice-President from its student-elected Board of Directors, according to their Associated Student role; after orientation by the Student Activities Specialist, the representatives are then introduced by the Specialist to the relevant co-chairs of the committees.
- The four constituent bodies may also appoint alternate members for their positions on the Standing Committees, according to the selection processes for each group as laid out above.

All members of Standing Committees should be appointed by the end of the Spring semester in order for them to take their seats at the start of the academic year.

If a committee is unable to reach quorum due to representatives' absence, the committee co-chair may inform the Academic Senate President of the committee's inability to conduct business. In that case the Academic Senate President shall reach out to the relevant faculty, classified, administrative, and student constituencies whose representatives have been absent for two or more meetings and request either more effective representation or that they declare the position unfilled so quorum can be obtained.

**Standing Committee Operations**

The primary functions of the College Standing Committees are to plan, monitor, and assess initiatives under their stated purview, as outlined in the next section.

To achieve this each committee engages in purposeful goal-setting and evaluation processes, as follows:
- Setting the following agenda items for the first meeting of the year-
  - Review committee charge
  - Review College-wide planning goals related to the committee
  - Review prior-year committee goals and achievements
  - Set goals for the coming year.
- Forwarding these committee goals to the Academic Senate the Classified Senate and Associated Students (where appropriate), and the College President.
- Setting the following agenda item for the last meeting of the year-
  - Review committee goals and record both achievements and what is as yet to be achieved.
- Forwarding this progress towards the committee goals to the Senates, as appropriate, and the College President.
- Carrying out an assessment of the committee's effectiveness every two years, and reviewing and if appropriate acting upon the evaluation results.

College Standing Committees may form workgroups to perform particular organizational or data-gathering tasks as needed. Membership of a workgroup is drawn from current members of its parent committee and may include non-committee members as appropriate. No authority for recommendations is delegated to the workgroup by its parent committee except, through its findings, to inform discussions and the crafting of recommendations in the main forum of the College Standing Committee.

All meetings of the College Standing Committees are conducted under the Brown Act. All communications and records of the Governance Committees must be Americans with Disability Act (ADA) compliant.

**Standing Committee Recommendations**

Recommendations developed by governance groups must flow through on-campus processes in the prescribed sequence as delineated in the timeline/sequence for key College decisions referenced in Chapter 3. The College Standing Committees make recommendations to the College President only after following the on-campus process in the prescribed sequence before being forwarded to the College President.

The College President reviews the process and the recommendations and either returns the recommendation for further consideration by the governance group or directs implementation of the recommendation. If the College President's decision differs from the formal recommendation the President's final decision is communicated in writing, and includes the rationale for the final decision. When a recommendation has District-wide impact, the College President forwards the recommendation for review by the Chancellor.

**2.1.2.1 Committee on Accreditation and Planning – Education (EdCAP)**

Charter: The Education Committee on Accreditation and Planning makes recommendations on College-wide planning and accreditation issues related to educational programs and student services.

The planning component under the purview of the Education Committee on Accreditation and Planning includes:

- Program Plans: evaluating the program planning process and recommending modifications as needed;
- Educational Master Plan: defining the format for the Educational Master Plan, establishing and monitoring the timeline, and recommending approval of the final document;
- Strategic Plan: defining the Strategic Directions and Goals of the Strategic Plan, establishing and monitoring the timeline, and recommending approval of the final document;
- Annual Work Plan: reviewing the Goals and Metrics of the Annual Work Plan and recommending approval of the final document; and
- Annually with the Fiscal Planning Committee, reviewing College resource recommendations in relation to the Strategic Plan for gap analysis and recommendations.