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.

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

- Monitoring and reviewing the preparation of Self-Evaluation Reports required by the Accrediting Commission for Community and Junior Colleges (ACCJC);
- Monitoring/evaluating/documenting progress on self-evaluation plans developed by the College as well as recommendations from the ACCJC; and
- Reviewing and analyzing the ACCJC Annual Report, including the Institution-Set Standards.

Co-Chairs: Dean appointed by the Vice-Presidents of Academic Affairs and Student Support
Faculty member appointed by the Academic Senate Council

Members: Faculty Department Chair, Coordinator, or designee from each department
All Deans
Two classified staff representatives recommended by the Classified Senate
and approved by the College President
One student appointed by Associated Students
Vice-President of Academic Affairs (ex-officio, non-voting)
Vice-President of Student Support (ex-officio, non-voting)
Vice-President of Business Services (ex-officio, non-voting)
Academic Senate President (ex-officio, non-voting)
Classified Senate President (ex-officio, non-voting)

2.1.2.2 Committee on Accreditation and Planning – Facilities and Technology (F/TCAP)

Charter: The Facilities and Technology Committee on Accreditation and Planning makes recommendations on College-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology.

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

- Developing and monitoring the Facilities Master Plan;
- Developing and annually updating the Technology Operations Plan;
- Developing and reviewing the Technology Master Plan every three years;
- Reviewing the Districtwide VCCCD Technology Strategic Plan as updated;
- Monitoring the annual technology inventory for the purposes of technology refresh;
- Prioritizing technology: review and prioritize technology-related issues and resources identified in annual program plans, make recommendations, and report results to programs and the general campus;
- Prioritizing facilities: review and prioritize facilities-related issues and resources identified in annual program plans, make recommendations, and report results to programs and the general campus; and
- Prioritizing secondary effect and space allocation issues identified by the Facilities and Technology Workgroups