

approved by the President.

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.

College Standing Committees may form a task force to perform particular organizational or data-gathering tasks as needed. Membership of a task force 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 task group 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.

The primary functions of the College Standing Committees are to plan, monitor, and assess initiatives under their stated purview. All meetings of the College Standing Committees are conducted under the Brown Act.

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: EdCAP makes recommendations on college-wide planning and accreditation issues related to educational programs and student services.

The planning component under the purview of the EdCAP includes:

- Program Plans: evaluating the program planning process and recommend modifications as needed;
- Strategic Plan: defining the strategic directions and goals of the Strategic Plan, establishing and monitoring the timeline, and recommending approval of the final document.
- Educational Master Plan: defining the format for the Educational Master Plan, establishing and monitoring the timeline, and recommending approval of the final document.

The accreditation component under the purview of the EdCAP 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
- Institutional Effectiveness Goals: reviewing and recommending the ACCJC and Institutional Effectiveness Partnership Initiative (IEPI) Institutional Effectiveness Goals.

Co-chairs: Dean appointed by the Vice Presidents of Academic Affairs and Student Support  
Faculty member appointed by the Academic Senate Council who is, therefore,  
an ex-officio, non-voting member of the Academic Senate Council

Members: Department Chair, Coordinator, Supervisor, or designee from each department  
All Deans  
One student appointed by Associated Students who serves in an advisory role  
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)

#### **2.1.2.2 Committee on Accreditation and Planning – Facilities and Technology (Fac/TechCAP)**

Charter: The Fac/TechCAP 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 Fac/TechCAP includes:

- Developing and monitoring the Facilities Master Plan
- Developing and annually updating the Technology Operations Plan
- Reviewing the District Technology Master Plan every three years
- 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
- Prioritizing secondary effect and space allocation issues identified by the Facilities and Technology Workgroups

The accreditation component under the purview of the Fac/TechCAP is the development of plans to address any self-study advisement or visiting team recommendations that refer to facilities and/or the needs of digital technology for students, faculty, and staff.

Co-chairs: Vice President of Business Services  
Faculty member appointed by the Academic Senate Council and who is,  
therefore, an ex-officio, non-voting member of the Academic Senate  
Council