

Brief Summary - Annual Committee Evaluation

Fall 2016

Committee	Accomplishment	Challenges	Recommendation
Budget Committee	Meeting 1% ending balance goal (\$383,000). No deficit.	Funding for classified and management positions. Finding additional general funds.	Review committee membership – recommend 2 faculty, 2 classified, 2 admin (Satele and Vargas), and 1 student. Create senate resolution. Update Budget Committee website.
College Council	Recommendations of personnel reorganizations, grant requests to the president. Reorganized the meeting structure for enhanced discussion. Initiated regular program presentations. The co-chairs have instituted agenda preparation meetings. Led the college efforts in achieving a balanced budget and working toward creating a reserve.	Better understand how reorganizations fit into the SCC Planning Process. Limited resources. Communication between governance committees and from governance committees to the college community.	Provide opportunities to engage in reorganization planning discussions. Encourage creativity related to discovering alternate sources of funding. Explore and pilot enhanced communication tools and processes (including the website and email blasts).
Curriculum & Instruction	Approved 331 courses and 43 programs. Approved 98 distance education addenda Received C-ID approval for 18 courses. Locally approved three (3) new Associate Degrees for Transfer (ADTs). Applied Standards of Writing Curriculum to submitted course outlines of record. Updated website with additional reference material. Updated 2016-2017 catalog.	Managing our shared curriculum with SAC. Policies were reviewed, but still need to be updated) Communication between departments on interdisciplinary degrees/certificates. Responding to changes in the workforce. Working with other committees on maintaining viable pathways for students.	Well-defined interaction between governance committees that have overlapping areas of concern. Consider developing a committee to review general education.

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Educational Master Plan Committee	Completed Academic Program Review discussions. Educational Master Plan, 2016-2022: planned development process, conducted internal and external environmental scan, presented results to constituent groups, created nine goals and action items for each goal, disseminated goals and action items to school community, evaluated feedback and revised goals/action items. Conducted annual college mission survey. Analyzed EMP midterm update survey results.	Lacking two faculty committee members (Fine Arts and Member-at-Large). Lacking two classified committee members Committee meeting attendance – lack of quorum caused multiple meetings to come to a standstill.	Investigate alternatives to Taskstream. Alter format of Academic and Student Service Program Review Panel Discussions to accommodate timely dialog.
Enrollment Management Committee	Completed 2016-2019 Enrollment Management Plan. Reviewed the scheduling matrix, and success rates for different modalities of delivery, and analyzed the impact of Intersession on summer enrollments. Discussed waitlist policy and practices, predictors of non-success, ASG Town Hall survey results, the possible impact of BOG waiver sanctions on enrollment and the new regulations on Dual Enrollment.	Creating a model for growing or reducing the schedule without being prescriptive.	More clarity on requests to the committee from the college community. Discussed creating a form/process for consistency and clarity.
Exception to Academic Regulation (EAR)	Established policy for loss of priority registration, and loss of Board of Governors Fee Waiver. Created a Loss of Enrollment Priority and/or BOG Fee Waiver Appeal form.	The committee is now responsible for loss of priority registration and BOGW in addition to progress probation and accumulation of 100+ degree applicable units'. The number of petitions has considerably increased.	To meet bi-monthly during summer in order to review petitions in a timely manner so that a student's registration date is not affected should the committee approve any petition.

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Facilities Committee	Prioritized campus needs, added sustainability to our charge, added RSCCD representatives for monthly District updates. Completed renovations and updates throughout campus. Selected Food Bank Location. Energy Management system implementation campus-wide. Installed two bronze bust on campus. Participated and coordinated 1 st Annual Earth Day Expo on April 21 st . Assisted in identifying donated tree location.	Limited funding to accomplish goals; implementing legal mandates; assembly bills to be completed in a timely manner.	Need to post speed limit signs; follow up with AB1594 comprehensive tobacco prevention; identify unisex restrooms.
Honors Committee	Dedicated Honors program in H-209. Established orientation for incoming freshmen and returning students. Articulated selection criteria and responsibilities for the Honors Coord. Reduced number of units required to complete the program. Included science courses to increase STEM Honors Program Enrollment. Approved new courses, expanding social science and science offerings. Participated in HTCC Research Conference. Increased outreach opportunities to include more incoming freshmen.	Increase LHE for Honors coordination to fully meet the needs and demands of the program. Increase the availability of STEM to take Honors courses (diversify schedule). Provide robust instructor orientation and professional development. Sustain funding for staffing for HP. Nurture sense of community.	Continue administrative support for course offerings. Increase coordinator LHE to facilitate Program growth. Plan for Academic Senate reporting each semester. Continue co-coordinator model, to achieve local success, maintain relationship with HTCC. Support interdisciplinary representation, and increase discussions with STEM Program to create pathways with the Honors Program.
Planning Institutional Effectiveness Committee (PIE)	Evaluated & revised the prioritization rubric, Resource Request Form, Facilities Need Request process, Planning & Resource Allocation Process Survey, grant proposals to College Council.	Budget uncertainty and insufficient funding. It is difficult to decide whether the PIE Committee ranks should have more weight than an individual unit's ranking.	Continue to work with the Budget Committee to explore categorical funding options.

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Professional Development Committee	<p>Broadened professional development opportunities for classified, faculty, and staff Improved and expanded opportunities for classified, faculty, and staff. Partnered with other offices on campus (such as Student Equity). Developed and implemented an online calendar on the Professional Development Committee website.</p>	<p>Getting consistent funding for professional development activities and for staff/faculty/administration to attend conferences and training. We continue to seek ways to get more funding for professional development activities. Maintaining membership on the committee.</p>	<p>We seek to secure consistent funds for professional development. We have been actively recruiting new members for the next academic year.</p>
Scholarship Committee	<p>Selected recipients for annual scholarship. Completed implementation of the new online application. Trained faculty on how to use Academic Works assisted with the new online reviewer process using the Academic Works program. Provided online letters of student recommendations.</p>	<p>Less committee members and more applications to review by each member. Getting to know the new on-line system. Scoring/rubric system online.</p>	<p>Host additional training meetings throughout the semester. Reach out to Academic Senate to add more committee members. Work with the Scholarship Department staff to create a more concise scoring/rubric system. Recommend to meet more than twice a year to go over any new processes or changes/updates.</p>

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Student Success & Equity Committee	Facilitated Early Alert system. Created "milestone letters". Provided input to the following plans: SSSP; BSI Plan, and Student Equity Plan. Presentations: (1) Student Portal; (2) Web-Based Services-Microsoft Office, including new student email; (3) Current Math Success Strategies; (4) Student Success Scorecard; (5) Disproportionate Impact Study of English CTEP Test & Math MDTP Test; (6) Update (BOGW) new requirements; (7) Common Assessment Initiative; (8) Challenges facing Foster Youth.	Continued integration of various initiatives. Meeting agendas & topics of discussion are becoming difficult to address in an hour and a half meeting.	Each initiative representative could be assigned one meeting to present a "best practice". SSEC could be the forum for SSSP, BSI, Equity, and Transformation Reports to pool ideas and language. Institutional Assessment & Effectiveness Office could be presenting data relevant to each initiative at every meeting.
Technology	Phase 1 of the Instructional Design Center is complete. Developed a technology goal for the Educational Master Plan, published two technology e-newsletters campus-wide. Continued representation at the RSCCD Technology Advisory Group and provided college academic based recommendations.	Serving as a faculty co-chair and PIE, TAG and Tech can be challenging. Reexamine the need for the co-chair to serve on these other committees.	Create a culture of ADA technology awareness on campus. Participate in the Marketing Task Force rollout of the branding initiative. Identify funding to replace older computers on campus. Examine having adequate staff to effectively support technology in the classroom.