

# **Collegial Governance**

# **Handbook**



**Santiago  
Canyon  
College**

**January 2020**

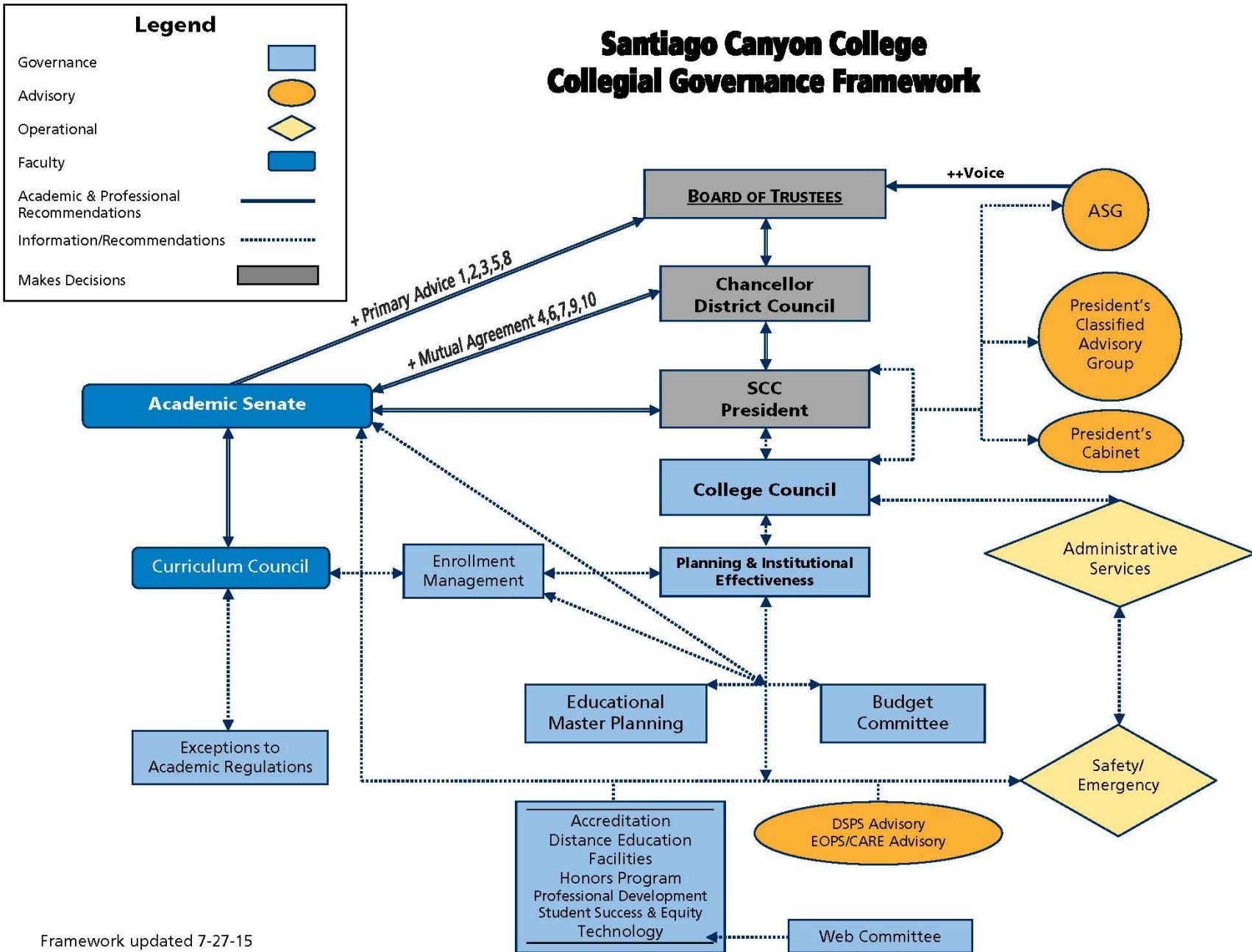
# **SANTIAGO CANYON COLLEGE COLLEGIAL GOVERNANCE HANDBOOK**

## **TABLE OF CONTENTS**

Collegial Governance Framework .....	1
Design of the Structure .....	2
Duties of the Constituent Groups .....	2
Goal.....	2
Organization .....	5
Principles .....	3
Purpose of the Manual .....	2
Staffing of Councils and Committees.....	4

## **COUNCILS AND COMMITTEES**

Accreditation Committee.....	8
Budget Committee .....	9
College Council .....	6
Curriculum and Instruction Council .....	7
Distance Education Program Committee.....	10
Educational Master Planning Committee .....	11
Enrollment Management Committee .....	12
Exceptions to Academic Regulations Committee .....	13
Facilities & Safety Committee.....	14
Honors Program .....	15-16
Planning & Institutional Effectiveness .....	17
Professional Development Committee .....	18
Scholarship Committee .....	19
Student Conduct Committee.....	20
Student Success & Equity Committee .....	21-22
Technology Committee .....	23
Website Committee .....	24



Framework updated 7-27-15

# **SANTIAGO CANYON COLLEGE COLLEGIAL GOVERNANCE**

## **Goal**

To fully implement the AB 1725 participatory governance regulations in a spirit of collegiality, Santiago Canyon College has developed a structure of councils, committees, ad hoc groups, and task forces. The constituent groups will be the Faculty (Academic Senate), Administration, Classified (CSEA), and Students (ASG).

## **Design of the Structure**

The structure is designed to ensure the constituent groups the right to participate effectively in the Rancho Santiago Community College District and Santiago Canyon College governance, the opportunity to express their opinions at the college level, and assurance that these opinions are given every reasonable consideration.

## **Duties of the Constituent Groups**

The councils and committees will gather information, deliberate, report, and formulate recommendations regarding policies and procedures, which will be forwarded to the Academic Senate, the President of Santiago Canyon College, and the Board of Trustees.

None of the decisions of the groups shall be construed to impinge upon the statutory rights granted by Title V sections governing the participation rights of any group, including collective bargaining, faculty, staff, students, community members, or trustees.

## **Purpose of the Manual**

The purpose of this manual is to explain and maintain the principles, organizational structure, reporting relationships, operating procedures, mission, duties, and membership composition of the Santiago Canyon College constituency groups. This living document undergoes periodic review and revision.

## **PRINCIPLES**

1. All members of the college constituency groups are allowed equal and ample opportunity to participate fully in governance activities.
2. All members of the college constituency groups are encouraged to participate in the governance activities.
3. The number and size of councils and committees is to be kept as small as possible.
4. It is essential that the schedule of meeting times for all councils and committees accommodate the schedules of faculty, staff, and student members.
5. Each council and committee will review its goal(s) annually in Spring in relation to the college mission. Each committee will issue a progress report to its respective council, and each council will then make an annual progress report.
6. Each appointing body will choose its representative(s) and a named alternate to the councils, committees, and task forces. The named alternate shall receive all agendas and minutes and shall be kept informed about council actions and discussion.
7. All meetings of all governance councils, committees, ad hoc groups, and task forces are to be open and allow for “public” comments.
8. The formation and/or modification of any permanent committees within the governance structure are the responsibility of the College President and the Academic Senate with College Council approval. Individual councils may form ad hoc groups and task forces for specific purposes and timeframe as needed.
9. All councils/committees will be provided with adequate clerical support by the responsible manager or administrator.
10. All councils and committees will conduct their business according to group-developed rules, including a quorum, which is made up of a simple majority.
11. At the beginning of each academic year, newly elected council chairs will coordinate a calendar of meeting dates.
12. All councils and committees will publish agendas prior to each meeting and distribute minutes in a timely manner. To insure that information on councils be made public within two weeks, when necessary, minutes marked “DRAFT” will be distributed until the officially approved minutes can be made available. Copies of current agendas and minutes will be kept on file on the college web site.
13. The President’s office will assure that all councils and committees forward agendas and minutes to the President and the SCC web master for publication and archival collection on the SCC web site.

## **STAFFING OF COUNCILS AND COMMITTEES**

In the beginning of the spring semester of each academic year, constituent groups, with the exception of Associated Student Government (ASG), will have solicited interest, made appointments, and notified representatives and alternates of their council and committee memberships for the following academic year.

ASG will complete assignments early in the fall semester.

The appointing groups, Academic Senate, CSEA, ASG, and Administration will provide written notification to the current councils and committees of all appointments where appropriate.

All chairs with the exception of the President (ex-officio) are voting members of that council or committee.

It is the responsibility of the current chairs of councils and committees to convene the first meeting as early as possible in the next academic year and hold annual elections.

It is the responsibility of the chairs to notify the appointing group(s) of a need for a replacement in the case of excessive nonattendance or resignation of any designated council/committee member.

## **ORGANIZATION**

### **Relationships**

The Collegial Governance Framework on page one represents the official Collegial Governance structure of Santiago Canyon College and reflects the relationships between the various entities.

Recommendations or advice from any other district or program advisory committee must be forwarded through the appropriate entity.

### **Council Functions**

The primary functions of a council are to assemble comprehensive recommendations for that council's area of responsibility, charge its committees, and assist those committees in their work.

Each council shall monitor committees assigned to it and propose the creation of new committees as needed, as well as the creation and duration of ad hoc groups or task forces, which shall deal with specialized issues on an as-needed basis.

### Title V

The Academic Senate and the Board of Trustees have agreed that the Board will rely on the Academic Senate for primary advice in five areas:

#### **PRIMARY ADVICE**

- Curriculum, including establishing prerequisites and placing courses within disciplines (1)
- Degree and certificate requirements (2)
- Grading policies (3)
- Standards regarding student preparation and success (5)
- Policies for faculty professional development activities (8)

The Board will reach mutual agreement in six additional areas:

#### **MUTUAL AGREEMENT**

- Educational program development (4)
- District and college governance structures as related to faculty roles (6)
- Faculty roles and involvement in accreditation processes, including self-study and annual report (7)
- Processes for program review (9)
- Processes for institutional planning and budget development (10)
- Other academic and professional matters as mutually agreed upon (11)

## **COLLEGE COUNCIL**

Updated and approved by College Council 11/24/15

### **Mission**

The College Council is the coordinating body for participatory governance at Santiago Canyon College. The Council shall review and discuss reports and recommendations from collegial governance committees and make final recommendations to the college president.

### **Responsibilities**

- Review annually the mission and goal statements of the college and ensure a link between college and district mission and goals
- Assign topics to collegial governance committees for examination, analysis, and possible recommendation
- Coordinate and receive the reports and recommendations of collegial governance committees
- Review recommendations from Planning and Institutional Effectiveness Committee regarding requests for authorization to apply for grants and make appropriate recommendations
- Conduct an evaluation of the collegial governance processes and committees each spring and discuss and recommend changes each fall
- Make recommendations to the college president

### **Chair**

College President and Academic Senate President will serve as co-chairs

### **Membership**

6 Faculty (including Academic Senate President and at least 1 Noncredit) plus 1 alternate  
4 Administrators (including at least 1 Noncredit)

4 Classified Staff plus 1 alternate (*appointed by CSEA and including at least 1 Noncredit*)

1 Student plus 1 alternate

1 College President (ex. Officio member)

1 Director of Academic Support ITS (non-voting)

1 Educational Master Planning Committee Representative (non-voting)

## **CURRICULUM & INSTRUCTION COUNCIL**

Updated and approved by College Council 12-10-19.

### **Mission**

The Curriculum and Instruction Council fulfills the state-mandated role of certifying the academic integrity of all credit and non-credit classes and programs. It is founded on a joint agreement between the Academic Senate and the Board of Trustees to rely primarily on the advice of the Academic Senate through the Curriculum and Instruction Council with regard to curriculum for establishing requisites, degree and certificate requirements, and grading policies. The Council is also part of the college and district collegial governance framework and provides a forum for students, staff, and faculty to participate in formulating curricular, instructional, and academic policy.

### **Responsibilities**

- Approve, review, and modify all course and program outlines
- Approve all catalog and policy changes affecting curriculum, instruction, degree and certificate requirements, standards of student participation, etc.
- Approve and modify all college academic standards and policies

### **Chair**

The Chair of the Curriculum and Instruction Council is a tenured full-time faculty member elected per Academic Senate Bylaws.

### **Membership**

1 Co-Chair or At-Large Academic Senate Appointee

1 At-Large Academic Senate Appointee

1 Chief Instructional Officer or Designee

1 Student

Articulation Officer

Distance Education Coordinator

15 Faculty - one from each of the department curriculum committees:

ACE & Reading  
Business & Computer Science  
Career Technical Education  
Child Development and Education Studies  
Communication  
Continuing Education  
Counseling and Special Services  
English  
Kinesiology  
Fine and Performing Arts  
Humanities  
Kinesiology  
Library  
Mathematics  
Sciences  
Social Sciences

\*Dean of Career Technical Education

\*Dean (credit)

\*Dean (non-credit)

\*Curriculum Specialist

\*Graduation Specialist

\*Honors Committee representative

\*Non-voting resource/not counted toward quorum

## **ACCREDITATION COMMITTEE**

### **Mission**

This committee will provide the leadership and oversight of the development of Institutional Self Studies and any other reports related to Accreditation and provide leadership and recommendations for any events related to Accreditation such as the site visits.

### **Responsibilities**

- Keep all staff informed of new policies and procedures set forth by the Accrediting Commission for Community and Junior Colleges (ACCJC) as they pertain to the accreditation of Santiago Canyon College
- Oversee the process and completion of all required reports and survey information

### **Chair**

One faculty and Vice President of Academic Affairs or designee will serve as co-chairs.

### **Membership**

4 Faculty  
2 Administrators (Vice President of Academic Affairs or designee and 1 Administrator)  
1 District Accreditation Representative  
1 Student  
1 Accreditation Staff Assistant  
1 Classified (*appointed by CSEA*)

## **BUDGET COMMITTEE**

Updated and approved by College Council 11-8-16

### **Mission**

The mission of the SCC Budget Committee is to provide fiscal analysis of college planning and advocates greater efficiency and effectiveness of budget resources. The Budget Committee facilitates communication about budgetary matters between college constituents and the District.

### **Responsibilities**

- Provides fiscal analysis of resource allocation requests.
- Monitors long range fiscal plans to determine if college and district long-term priorities funded.
- Regularly reviews college revenues and expenditures and communicates concerns to constituent group and proposes adjustments to budgets as requested.
- Monitors the budget development process and the on-going implementation of the annual college budget.
- Reviews the district and college budget allocation models and recommends changes if necessary.
- Ensures the exchange of information between the Budget Committee and groups such as Associated Student Government, classified staff, the District Fiscal Resources Committee, the Planning & Institutional Effectiveness Committee, the Academic Senate, and College Council.
- As needed, reviews grant funding requests, and additional funding requests.

### **Chairs**

One faculty and Vice President of Administrative Services will serve as co-chairs

### **Membership**

Vice President of Administrative Services

Vice President of Continuing Education

2 Faculty (one from Continuing Education)

2 Classified (one from Continuing Education) (appointed by CSEA)

1 Student

## **DISTANCE EDUCATION COMMITTEE (DEC)**

Updated and approved by College Council 10-22-19

### **Mission**

The mission of the Santiago Canyon College Distance Education Committee (DEC) is to steer the Distance Education Program and work with the Distance Education Coordinator to establish standards, procedures, and policies that contribute to the quality and growth of the program.

### **Responsibilities**

- Assist the Coordinator in reviewing, creating, and revising distance education standards, procedures, and policies.
- Assist the Coordinator in reviewing and setting program goals/objectives
- Assist the Coordinator in promoting and publicizing Distance Education
- Evaluate evolving trends in distance education and construct recommendations for integrating effective practices into standards, policies, and/or procedures.
- Review and make recommendations for program pathways (degrees, certificates, course offerings) as compiled by academic divisions
- Review, make recommendations, and approve Distance Education Addendums before submission to the Curriculum and Instruction Council for approval
- Review and revise expected learning outcomes for the online teaching certificate program
- Assist with Distance Education website content and design
- Create and maintain an online teaching community
- Provide DE Technology and LMS Recommendations
- Review and make recommendations on state and local DE initiatives and grants

### **Co-chairs**

The faculty Distance Education Coordinator and Vice President, Academic Affairs or designee will serve as co-chairs.

### **Membership**

Faculty DEC members will be selected to adequately represent the faculty at large. Membership will include the following members:

Distance Education Program Coordinator (Co-Chair)  
Vice President, Academic Affairs or designee (Co-Chair)  
1 Faculty member from each Division (6)  
1 At-large Faculty member  
1 Student Services Project Manager  
1 Classified representative (Student Services)  
1 Classified digital Media Specialist  
1 Student representative

## **EDUCATIONAL MASTER PLANNING COMMITTEE**

Updated and approved by College Council 11/28/2017

### **Mission**

This committee provides leadership for the cyclical revision of the Educational Master Plan (EMP), which is informed by program review, internal and external data, and student learning and achievement data from all areas of Academic Affairs, Continuing Education, Student Services, and Administrative Services. In addition, the committee assists in the development of institutional goals and the facilitation of institutional dialogue around program improvement.

### **Responsibilities**

- Monitor and facilitate the annual planning process and ensure that the information is utilized for planning.
- Administer the Program Review Process, including template development, timeline creation and information dissemination.
- Report and make recommendations to the Academic Senate and College Council on planning and program evaluation.
- Investigate special topics related to planning as directed by College Council.
- Facilitate the development of institutional goals and the Educational Master Plan Document.

### **Co-Chairs**

- One faculty: in charge of agenda, facilitates meetings
- One administrator: in charge of website, minutes, compilation of data, documents and reports

### **Membership**

9 Faculty, one from each of the following areas:

- Humanities/Arts/Communication
- Social Science
- Library
- Mathematics
- Sciences
- Business/Career and Technical Education
- Counseling
- Continuing Education
- At Large

4 Classified (*appointed by CSEA*)

1 Vice President or Designee

1 Dean of Institutional Effectiveness, Library and Learning Support Services

1 Student

## **ENROLLMENT MANAGEMENT COMMITTEE**

Updated and approved by College Council 3/26/19

### **Mission**

With a primary focus on sustaining long-term student success and in accordance with Santiago Canyon College's mission and core goals, the Enrollment Management Committee (EMC) will develop a holistic and integrated approach to enrollment management that supports college-wide collaboration, engagement, creative-thinking and consensus building.

The purpose of the EMC is to discuss enrollment strategies and to make recommendations that contribute to student access, recruitment, persistence, completion, and lifelong learning through diverse program offerings.

### **Responsibilities**

- Evaluate on-going enrollment trends, activities, and initiatives
- Initiate research on scheduling and instruction at the department and division levels as well as within and outside the district
- Use high-quality qualitative and quantitative data to inform recommendations
- Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with SCC's Education Master Plan
- Assess, evaluate, and make recommendations for student support strategies to enhance student access, success, persistence, and goal attainment
- Report and make recommendations to Curriculum and Instruction Council and the Planning & Institutional Effectiveness Committee
- Monitor and evaluate progress toward strategic enrollment planning goals

### **Chair**

Co-Chairs: Curriculum and Instructional Council Chair (or Designee) and One Administrator

### **Membership**

- All Division Deans (Credit and Noncredit) (*or designee*)
- Assistant Dean of Admissions and Records (*or designee*)
- Registrar or Designee
- Academic Senate President (*or designee*)
- Articulation Officer
- Curriculum and Instruction Council Chair (*or designee*)
- 3 Classified Staff
- 1 Student
- 2 Faculty from Arts, Humanities, and Social Sciences Division
- 2 Faculty from Mathematics and Sciences Division
- 2 Faculty from Business and Career Education Division
- 1 Faculty from Continuing Education Division
- 1 Counselor
- 1 Librarian
- 1 Faculty from Disabled Students Programs and Services (DSPS)
- 1 At Large Faculty Member

## **EXCEPTIONS TO ACADEMIC REGULATIONS COMMITTEE**

Updated and approved by College Council 10-25-16

### **Mission**

Review and decide upon exceptions to academic policies and procedures to Santiago Canyon College associate degree/graduation requirements.

### **Responsibilities**

- Review petitions submitted by students
- Consult with discipline faculty for information regarding petitions
- Be knowledgeable about SCC academic policies and procedures
- Be knowledgeable about SCC general education and degree requirements
- Be familiar with Title V associate degree requirements
- Be willing to make an approval or denial decision on student petitions

### **Chair**

Co-Chairs: A member of the committee and one faculty member

### **Membership**

Associate Dean of Admissions and Records (non-voting)

Graduation Specialist (non-voting)

Admission Office Evaluator (non-voting)

Articulation Officer

DSPS Faculty -1

Counseling faculty – 2

Other Discipline faculty – 3

## **FACILITIES & SAFETY COMMITTEE**

Updated and approved by College Council 05-28-19

### **Mission**

The Facilities and Safety Committee reviews and recommends safety issues, capital outlay projects and facility modifications, revises the college's Facilities Master Plan for the district in context of the current Educational Master Plan, and makes appropriate recommendations on new facilities and facility modifications through the shared governance process (including to the College Council). It develops and maintains the College Safety Plan that coordinates with district, state, and federal mandates.

### **Responsibilities**

- Review the scheduling of safety drills, the facilitation of staff training, and the provision for required safety/emergency equipment
- Review requests from departments for facilities space and make recommendations for approval and implementation (including to College Council)
- Review and update the Facilities Master Plan and forward any recommendations to appropriate committees/councils (including to College Council) for approval
- Review the annual State Scheduled Maintenance Program and recommend changes if necessary
- Review and address general issues related to custodial service, building maintenance, and utility usage

### **Chair**

One faculty and Vice President of Administrative Services will serve as co-chairs.

### **Membership**

Vice President of Administrative Services (co-chair)

Faculty (co-chair)

1 Administrator

6 Faculty (one from Continuing Education)

4 Classified (*appointed by CSEA*)

2 Students (one non-voting member)

## **HONORS PROGRAM COMMITTEE**

Updated and approved by College Council 12-10-19. Approved by HPC 11-20-19.

### **Mission**

The mission of the Santiago Canyon College Honors Program Committee (HPC) is to oversee the Honors Program and work with the Honors Program Coordinator(s) to establish the standards, procedures, and policies of the Program.

### **Responsibilities**

- Assist the Coordinator(s) in recruiting new students and in promoting and publicizing the Honors Program and its activities
- Review and make recommendations for projected offerings as compiled by the Coordinator(s) and Counselor
- Review and make recommendations for the schedule of Honors classes as compiled by the Coordinator(s) and Counselor
- Review and make recommendations for Honors elements of proposed Honors courses before going to curriculum cluster committees and the Curriculum and Instruction Council (CIC).
- Review existing Honors courses as aligned with the curriculum review process
- Solicit course development from other disciplines
- Review requests for exception to program rules and regulations
- Select Honors scholarship recipients
- Assist with Honors Program Retreat/Reception
- Encourage and support student participation in the Honors Transfer Council of California (HTCC) Research Conference
- Review student representative applications
- Establish and review standards, procedures, and policies

### **Chair**

One faculty (not to be an Honors Program Coordinator) and one academic dean will serve as co-chairs.

**(Continued on next page)**

## **HONORS PROGRAM COMMITTEE (continued)**

### **Membership**

HPC members are selected based on experience with and knowledge of the Honors Program and/or Honors classes. The membership includes the following:

Honors Program Coordinator(s)

Honors Program Counselor

One academic dean

One faculty member from each of the following areas:

- Arts
- Biological Sciences
- Communication
- EOPS
- Humanities
- Mathematics
- Physical Sciences
- Social Sciences
- At-large

Assistant Dean, Admissions &

Records Graduation Specialist

(Classified)

Transfer Center Coordinator

(Classified)

One Honors Program student representative appointed by the Honors Program Committee in consultation with ASG

One student representative appointed by ASG

## **PLANNING & INSTITUTIONAL EFFECTIVENESS COMMITTEE**

Updated and approved by College Council 10/22/19

### **Mission**

As Santiago Canyon College's central planning committee, the Planning & Institutional Effectiveness (PIE) committee is charged with reviewing all requests for resource allocation and making recommendations to the College Council.

### **Responsibilities**

- Ensure that recommendations are consistent with those plans
- Review college-wide resource allocation requests and evaluate them based on how well they support the college mission and meet institutional goals
- Utilize, evaluate, and revise rubrics for resource allocation, expansion, and contraction recommendations
- Review all requests to "Apply for a Grant" and assess short / long term implications including financial viability
- Consult with the Santiago Canyon College Budget Committee to determine available funding for PIE prioritized recommendations and refine recommendations based on feedback from the SCC Budget Committee
- Regularly administer a survey to seek input for improvement of planning processes from the college community
- Assess progress toward achieving stated institutional goals
- Provide annual planning cycle to the college community

### **Chair**

Co-Chairs: Academic Senate President and One Administrator

### **Membership**

4 College Vice Presidents or designees

Dean of Institutional Effectiveness, Library & Learning Support Services

3 Classified with 1 from Student Services/Support Services (appointed by CSEA)

2 Students (one student appointed by ASG and one student approved by ASG)

Faculty membership:

Academic Senate President or designee

Budget Committee Chair or designee

Curriculum and Instruction Council Chair or designee

Continuing Education

Enrollment Management Committee Chair or designee

Educational Master Plan Committee Chair or designee

Facilities Committee Chair or designee

Honors Program Committee Chair or designee

Library

Student Services/Support Services Member

Student Success & Equity Committee Chair or designee

Technology Committee Chair or designee

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

Updated and approved by College Council 5-13-14

### **Mission**

The Professional Development Committee will provide professional growth opportunities to faculty and staff to support instruction, support services and enhance student success.

### **Responsibilities**

- Seeks funds to support college-wide professional development
- Implement, review and evaluate application and reporting processes
- Review and make recommendations regarding conferences and workshop requests
- Assist in the planning of professional development activities
- Review, recommend and evaluate professional development activities
- Maintain records and data of the professional development activities

### **Chair**

Co-Chairs: One faculty member and one administrator

### **Membership**

6 Faculty  
4 Classified  
1 Administrator

## **SCHOLARSHIP COMMITTEE**

Updated and approved by College Council 6-11-2013

### **Mission**

The Scholarship Committee reviews and rates student applications for SCC scholarships and recommends finalists for the various scholarships based upon published criteria and an established rating system. The committee may also create, review or revise scholarship-awarding procedures, rating systems, and other functions as needed.

### **Responsibilities**

- Review scholarship applications
- Select scholarship recipients

### **Chair**

Co-chairs: Foundation Director or designee and one faculty member

### **Membership**

4 or more Faculty  
2 Classified

## **STUDENT CONDUCT COMMITTEE**

Approved by College Council 02-26-19

### **Mission**

The Student Discipline Committee exists to provide recommendations relevant to student conduct. Its purpose is to improve the academic experience for all members of the campus community by supporting decisions around disciplinary action that help foster a safe and effective learning environment at SCC. This committee helps facilitate an equitable and inclusive process as it relates to student discipline issues and concerns.

### **Responsibilities**

- Report to the Academic Senate and College Council.
- Periodically review, assess, and recommend policies, procedures, and standards directly related to student discipline.
- Issue an annual student discipline report.
- Hold student conduct events and trainings.
- Create and maintain a Student Conduct Committee website.

### **Membership**

Two Co-Chairs as follows:

- One Faculty
- Vice President of Student Services (*or designee*)

Nine Faculty as follows:

- One faculty from each division
  - Arts, Humanities, and Social Sciences
  - Business and Career Technical Education
  - Counseling and Student Support Services
  - Institutional Effectiveness, Library and Learning Support Services
  - Mathematics and Sciences
  - Continuing Education
  - One At-Large Faculty
- One Equity Co-Coordinator or recommended designee
- One faculty from Psychological Services, Psychology or Counseling with a preference for training in threat assessment

Four Administrators (includes the administrator co-chair) as follows:

- Vice President of Student Services (*or designee*)
- Vice President of Academic Affairs (*or designee*)
- Director, Office of Student Equity and Success
- Associate Dean, Student Development

Two Classified Staff

Two Students

- One student appointed by the Associated Student Government (ASG)
- One student recommended by the Office of Student Equity and Success approved by ASG

## **STUDENT SUCCESS AND EQUITY COMMITTEE**

Updated and approved by College Council 02-26-19

### **Mission**

The Student Success and Equity Committee helps facilitate college-wide development, support, and implementation of programs, evaluations, policies, and procedures that are in line with Santiago Canyon College's vision of student access, success, equity, social justice, and multicultural education. The committee helps meet the goals and objectives of the credit and noncredit student equity and achievement program at Santiago Canyon College.

### **Responsibilities**

- Contribute to developing a shared vision for the college's student success and equity efforts.
- Promote a climate of humility, equity, and appreciation of diversity and inclusiveness in all aspects of the college.
- Support the work of the Office of Student Equity & Success.
- Provide advisement, advocacy, and recommendations within the College's collegial governance structure.
- Advise on equity, inclusion, and student success issues with college governance committees and groups.
- Review institutional and state success and equity data and make recommendations on activities and policies that focus on three major areas: 1) student equity, 2) completion and retention, and 3) student engagement.
- Update and submit the college's student success and equity-related plans that describe activities and procedures related to improving equity and success for specific populations at the college.
- Assist with a campus climate survey to assess the equity environment and explore opportunities for growth and development.
- Provide a venue for dialog in order to integrate college-wide student success and equity efforts that support the college's professional development efforts related to access, success, and equity.
- Advocate for the development and implementation of policies and procedures that facilitate the success of our diverse student body, faculty, and staff by identifying existing or emerging equal opportunity equity issues, advising college leadership in the development of responsive policies, and analyzing and recommending action based on relevant research and practices.
- Make recommendations to the Planning & Institutional Effectiveness Committee on the prioritization process of campus-wide allocation of resources (e.g. equipment, technology, personnel, facilities, funding).

## **STUDENT SUCCESS AND EQUITY COMMITTEE (CON't)**

### **Chair**

One faculty member and the Vice President of Student Services or designee will serve as co-chairs.

### **Membership**

13 Faculty, one from each of the following areas:

- AB 705 Representative
- ACE
- At Large
- Business Career Education
- Continuing Education
- Counselor
- DSPS
- English
- EOPS
- Gen Ed/Transfer
- Mathematics
- Student Equity Co-Coordinators

5 Administrators:

- Dean of Counseling
- Office of Student Equity and Success Director
- Vice President of Academic Affairs (*or designee*)
- Vice President of Student Services (*or designee*)
- Vice President of Continuing Education (*or designee*)

4 Classified including a Research Analyst & Financial Aid Representative (*appointed by CSEA*)

2 Students appointed by the Associated Student Government (ASG)

2 Students recommend by the Office of Student Equity & Success (*approved by ASG*)

## **TECHNOLOGY COMMITTEE**

Updated and approved by College Council 3-13-2012

### **Mission**

The Technology Committee promotes the use of technology to increase efficiency of college operations and to support teaching and enhance student learning.

### **Responsibilities**

- Maintain a technology plan that aligns with state recommendations
- Assess the technological needs and competencies of faculty, staff, and students
- Provide for staff and faculty technology training
- Make recommendations concerning acquisition, implementation, maintenance, and upgrading of technologies within a secure and robust infrastructure
- Communicate with college and district personnel
- Identify and promote resource procurement to advance technology and its use by students, faculty, and staff
- Recommend allocation of technology resources in accordance with the Educational Master Plan and Technology Plan
- Maintain a website to disseminate technology-related information to the SCC community

### **Chair**

One faculty member and one administrator will serve as co-chairs.

### **Membership**

7 Faculty  
2 Administrators  
3 Classified (*appointed by CSEA*)  
1 ITS Representative (non-voting member)  
1 Student

## **WEBSITE COMMITTEE**

Updated and approved by College Council 5/9/2017

### **Mission**

Maintain an evolving, user-friendly website that promotes Santiago Canyon College and facilitates College services.

### **Responsibilities**

#### General

- Report and make recommendations to the Technology Committee.
- Develop and recommend web related policies and standards.
- Oversee the Design and Underlying Technology.
- Ensure the website stays current with new technology/trends.
- Implement regular data collection methods.
- Use data collected to guide the framework and infrastructure of the college website.
- Create guiding principles to steer the framework and infrastructure decisions of the college website.
- Work with ITS to set timelines for web engine upgrade and new website deployments.
- Regularly assess the design of the website and make recommendations for improvement.
- Coordinate with SCC's graphic designer to update website images and graphics.
- Create web engine compatible design prototypes based on collected feedback.
- Serve as the liaison between District ITS, college governance groups and content owners.
- Identify and advocate for web needs and services for the college community.

#### Web Content

- Assign a core team of members to maintain a calendar of events and time-sensitive information or announcements throughout the college website.
- Develop and maintain standardized publishing guidelines for content owners.
- Ensure Signature Programs are provided space for promotion.

#### Training and Compliance

- Provide web-publishing training to Santiago Canyon College faculty and staff.
- Provide ADA accessibility training to all content owners to ensure the website is ADA accessible.
- Evaluate the website for ADA accessibility.

#### **Chair**

One member will serve as chair

#### **Membership \***

- 3 Faculty
- 2 Administrators
- 3 Classified
- 1 ITS Representative (non-voting member)
- 1 Student

\* One member shall be from continuing education