

Santiago Canyon College Academic Senate

8045 East Chapman
Orange, CA 92869

(714) 628-4831
FAX (714) 532-2055

SENATORS

Business and Career Education

Deeley, Steve 2016
Salcido, Andrew 2017

Continuing Education (OEC)

Quimzon, Eden 2017

Counseling & Student Services

Aguilera, Leonor 2017
Baldizon-Rios, Nena 2016
Crabill, Phillip 2016

Humanities and Social Sciences

Cannon, Cari 2017
Howell, Scott 2016
Dela-Cusack, Lisa 2017
Reed, Stephen 2017
Umali Kopp, Christine 2016

Fine & Performing Arts and Communication

Womack, Melinda 2016

Library

Freidenrich, Leah 2016

Mathematics and Sciences

Bailey, Denise 2017
Cummins, Shawn 2016
Hovanitz, Eric 2016
Taylor, Mike 2017
Frost, Alicia 2017

Adjunct

Matthews, Evangeline 2016
Lorton, Melinda 2016

EXECUTIVE BOARD MEMBERS

President

Evelt, Corinna 2016

Vice President

Mettler, Mary 2016

Secretary/Treasurer

DeCarbo, Michael 2016

Curriculum Chair

Wagner, Joyce 2016

AGENDA

1 September 2015

1:30 pm – 3:00 p.m.

Academic Senate Room A-211

I. Welcome

II. Approval of Minutes

A. 2 June 2015

B. Fall Retreat

III. Public Comments (2 minute limit per person)

IV. AS Executive Board Reports (15 minutes)

President, Vice President, Secretary/Treasurer, CIC Chair

V. ASG Report (5 minutes)

VI. Action (0 minutes)

First Reading

A. None

Second Reading

B. None

VII. Summary Reports Discussion (5 minutes total)

VIII. Discussion Items (45 minutes)

- A. **Unity Middle High School Partnership Presentation:** Dr. Erin Craig will give a presentation on the Unity Middle High School charter school and the proposed partnership with SCC. (1-10 +1) (10 minute presentation with 10 minute discussion)
- B. **Governance Handbook:** Review Revised SCC Collegial Governance Handbook and Flowchart. (10 minute discussion)
- C. **Faculty Service on Governance Committees:** A discussion about serving on governance committees and how to encourage faculty to participate in shared governance led by VP Mettler. (15 minute discussion)

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved 9/10/13)

Rancho Santiago Community College District BP2410 (previously BP9001) (Setting Policy)

Adopted 03/17/97

Revised March 28, 2011

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority.

The RSCCD Board of Trustees believes that a major trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups. For developing policies regarding the academic and professional matters numbered 1, 2, 3, 5, and 8, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other five academic and professional matters, the Board will consult with the faculty through the mutual agreement process previously agreed upon. At RSCCD, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the District Council. Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

***For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:**

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

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

4) Educational program development; 6) District and college governance structures, as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self study and annual reports; 9) Processes for program review; 10) Processes for institutional planning and budget development.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District website.

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e.

SCC Academic Senate Minutes – DRAFT
Senate Business Meeting June 2, 2015

Senators Present

Cari Cannon
Phillip Crabill
Lisa Dela-Cusack
Matthew Finnerty
Alicia Frost
Scott Howell
Evangeline Matthews
Mary Mettler
Craig Nance
Jolene Shields
Mike Taylor
Melinda Womack

Absent

Shawn Cummins
Steve Deeley
Elizabeth Elchlepp
Leah Freidenrich

Eric Hovanitz
Andrew Salcido
Christine Umali Kopp

Senate Executive Board

President Corinna Evett
Vice President Craig Rutan
CIC Chair Joyce Wagner
Sec/Treas. Michael DeCarbo

ASG Representative

None

Guests

Morrie Barembaum
Ruthe Babeshoff
Chrissy Gascon
Barry Resnick
Mary Walker

I Welcome

II Approval of Minutes

May 5, 2014 (Cannon/Deeley) approved without dissent August

III Public Comments

- 1 Professor Barembaum informed the Senate that the RSCCD District hired a consultant with a money order and it is unsure whether the Board approved the hire.
The Foundation approved a FiveDLearning contract in the amount of \$250,000.
FARSCCD President Resnick explained that at the last Foundation meeting the relationship between the hired consultant and FiveDLearning was not make explicit.
- 2 Retiring Professor Nance expressed his pleasure at working at SCC for 15 years.

IV AS Executive Board Reports

A President

- 1 Thanks to the ASG for the invitation to the end of year ASG Banquet.
- 2 Thanks to Mathew Finnerty, Elizabeth Elchlepp, Jolene Shields, Craig Nance, Craig Rutan, for their Senate service. A special thanks to Craig Nance for his service to faculty over his time at SCC and well wishes to him in his retirement.
- 3 A 2015-16 budget analysis prepared by President Weispfenning was circulated (Appendix 1)
The increase in funding at the State level is likely to take SCC out of deficit.
The District has budgeted an additional \$1 million in spite of promises that new safety expenses would be absorbed by Senate cuts
- 4 The perfected meeting matrix was circulated (Appendix 2)
- 5 The RSCCD Foundation will discuss adding a faculty member from each college at the next meeting.
- 6 The Saudi Arabia contract was approved by the District Counsel and will go forward to the Foundation for approval next week.
- 7 The Senate completed the Committee Commitment Survey.

B Vice President

- 1 Senator election results:

SCC Academic Senate Minutes – DRAFT
Senate Business Meeting June 2, 2015

Andy Salcido will serve as the Business CTE representative
Melinda Lorton will serve as the credit adjunct senator

C Secretary/Treasurer

No report

D CIC

- 1 June 5 is the deadline to launch new courses and quadrennials.
- 2 June 3, SAC there will be a meeting regarding variable units.
- 3 Friday there will be a conference call with the State Chancellor's office regarding the SCC Liberal Arts for Transfer Degree that was sent back.

V ASG Report – Vice President of Senate Peter Martin

No report

VI Action

First Reading:

None

Second Reading:

A Fall 2015 FLEX Calendar (Womack/Freidenrich)

- 1 The adjunct counselor meeting was modified to read from 6 to 9 p.m.
Approved without dissent

B Resolution S2015.7 (Wagner/Howell)

Support for the Creation of the Distance Education Program Committee

A typo was noted that the Committee would be a participatory reporting committee, not Senate.

Discussion

None

Approved without dissent

C Resolution S2015.8 (DeCarbo/Deeley)

Approval of Hiring Request Form Changes

Discussion

None

Approved without dissent

D Resolution S2015.6 (Cannon/Umali Kopp)

Support for Recognition of Psi Beta as a Co-Curricular Program

Discussion

None

The Resolution is approved without dissent

VII Summary Reports Discussion

VIII Discussion Items

A AB 86 Update

Interim Dean Mary Walker and Project leader Chrissy Gascon provided information about RSCCD involvement in AB 86 (Appendix 3)

- 1 President Evett asked whether the Perkins money was separated into two distinct credit and noncredit pots and was informed that as of now it is not clear.

SCC Academic Senate Minutes – DRAFT
Senate Business Meeting June 2, 2015

2 The Rancho Santiago steering committee will soon be voting on a permanent structure and is in discussion of the makeup of the executive board, President Evett strongly urged that a permanent faculty position be placed on the decision making board.

B SSSP Update

Dean, Counseling and Support Services Ruth Babeshoff provided an update on current and future efforts related to the SCC Student Success and Support Program Plan (Appendix 4)

1 Changes to the plan are created by a subgroup of the Student Success Committee and then brought forth for approval.

2 Counselors completed over 4000 comprehensive education plans.

IX Moved to adjourn (Rutan/Womack)

SCC Academic Senate Retreat Minutes – DRAFT
SCC Academic Senate Retreat August 9, 2015

Senators Present

Leonor Aguilera
Nena Baldizon-Rios
Denise Bailey
Phillip Crabill
Shawn Cummins
Steve Deeley
Lisa Dela-Cusack
Leah Freidenrich
Eric Hovanitz
Scott Howell
Stephen Reed
Andrew Salcido
Mike Taylor
Christine Umali Kopp
Melinda Womack

Senators Absent

Cari Cannon
Alicia Frost
Evangeline Matthews
Vice President Mary Mettler
Eden Quimzon

Senate Executive Board

President Corinna Evett
CIC Chair Joyce Wagner
Sec/Treas. Michael DeCarbo

Guests

Morrie Barembaum
Emma Breeden
Maria Chaidez

Veselka Danova
Vanessa Engstrom
Dora Escobar
Jim Granitto
Lacy Hedenberg
Scott James
Song Le Graham
DeAnna Kirchen
Melinda Lorton
Charlie Malone
Linda Martin
Danny Martino
Nidzara Pecenkoni
John Smith
Vivien Vu

I Welcome

II Introductions

- A President Evett presented the new faculty members and adjunct representative to the Senate.
- B Faculty members shared some highlights from summer.

III Address by SCC President Weispfenning

- A Good news on the budget front from the State, SCC will not operate in deficit this year.
- B Hiring:
 - 1 The State will fund the hiring of new faculty members.
 - 2 Continuing Education Faculty members will still not be considered part of the FON.
 - 3 The District will be hiring 16-17 new positions, in addition to replacements and retirements.
 - 4 Within a two year span, 20-25% of the faculty will be in their first two years.
 - 5 Regarding the hiring process:
 - a Growth can no longer be an assumption, enrollments are soft.
 - b Now is the time to look for faculty that can recruit students to SCC
 - c Look to hire faculty that will assist in the governance process.
 - d Rather than starting new programs, now is the time to strengthen what we have.
 - 6 Hiring pools are tightening up and it will be vital to fly positions as quickly as possible.
 - 7 The Chancellor also has expressed his desire to fly positions as soon as possible.
 - 8 The Board continues to look to hire diverse faculty members.
- C Bellvue would like to create a partnership to recruit SCC students to complete a BA degree through their on-line education program. (Mt. San Jacinto has entered into such a program)

IV Academic Senate Summer Happenings Update (President Evett)

- A Saudi Arabia Program update
 - 1 The Saudi program will last for three to five years starting this past June.

SCC Academic Senate Retreat Minutes – DRAFT
SCC Academic Senate Retreat August 9, 2015

- 2 Faculty members will be expected to uphold U.S. American laws.
 - 3 The Chancellor is looking to China, Indonesia, Mongolia and Thailand for further partnerships.
 - 4 Adding two faculty members to the RSCCD Foundation Board may appear on the September agenda.
 - 5 The Chancellor has repeatedly not expressed the Senate's concerns to the Board, and new channels of communication need to be explored.
 - 6 Jose Salario would like an MOU between the RSCCD Board and RSCCD Foundation Board.
- B District Council
- 1 Fiscal Resources Committee and changes to the Budget Allocation Model
 - a It was approved that Board election funds will now be returned to the Colleges.
 - b It was not approved that the District return savings to the Colleges.
The District Senate will present a revision in attempts to mitigate all concerns.
 - 2 Changes in AR 2510/2410 District Participatory Governance will be brought forth to the Senate.
 - 3 Safe Trek has been adopted and is available to for Students, Faculty, Staff and Administration.
This allows for a subscriber to be remotely monitored for safety.
 - 4 According to HR, new faculty hires district wide may be anywhere from 17 to 35.
- C Distance Education Committee was approved at College Council; the meeting date is yet TBD.
- D A new charter high school called Unity Middle College High School is seeking to collaborate for dual enrollment-like partnership with SCC.
Possible timeline: fall 2016 for partnership and spring 2017 for students to begin taking classes.

VI Creating and Maintaining an Equity-minded Culture Workshop

(Student Equity and Success Director Joseph Alonzo)

- A The Senate extended a thank you for providing continental breakfast at today's retreat.
- B Joseph Alonzo discussed his heritage, background and education; identifying himself as a member of many disproportionately impacted groups.
- C The Faculty were given cards and asked to anonymously write down any fears or concerns.
 - 1 New faculty members express concern about having their voice valued.
Seasoned faculty assured the new faculty that their voice and opinion was welcomed.
A discussion ensued about being genuine while also being mindful of not being tenured.
 - 2 Some expressed that student equity may possibly be reverse racism.
Some faculty explained that this seems to be a response to a relinquishment of privilege.
Some say there must be more sharing.
A key misperception is that there is the "taking away" from some and "given" to others.
 - 3 The goal of equity is to provide services to all students; to identify why some methodologies of instruction and service providing do not reach all students and to discover new methodologies and services that will reach those that are left out.
"Equity is not about equal treatment of all students. Rather, it is about equal outcomes achieved by individualizing the instruction and support for each and every student."
- D The Faculty were asked to share amongst themselves an experience with privilege; to identify an instance from their life where they felt someone held privilege over them and then an instance in which they held privilege over another.
- E The Faculty were then asked to answer, "Who are you?" and "How did you become you?" with the goal of illustrating that who we are as a person comes with our expectations and perceptions; thus our

SCC Academic Senate Retreat Minutes – DRAFT
SCC Academic Senate Retreat August 9, 2015

expectations and perceptions will influence how we see our students and the methods by which to reach them.

- F Faculty were asked to identify any practices/policies that resulted in an unequal outcome, the impact and how it was addressed.

7/27/15

Updates to Collegial Governance Handbook:

Removal of Student Learning Outcomes and Assessment Review Committee

Removal of Student Success Committee

Removal of Student Equity Plan Committee

Addition of Student Success & Equity Committee – page 20

Addition of Distance Education Program Committee – page 10

Update of Collegial Governance Framework

-including addition of new and removal of deleted committees – page 1

Collegial Governance Handbook



**SANTIAGO CANYON COLLEGE
COLLEGIAL GOVERNANCE HANDBOOK**

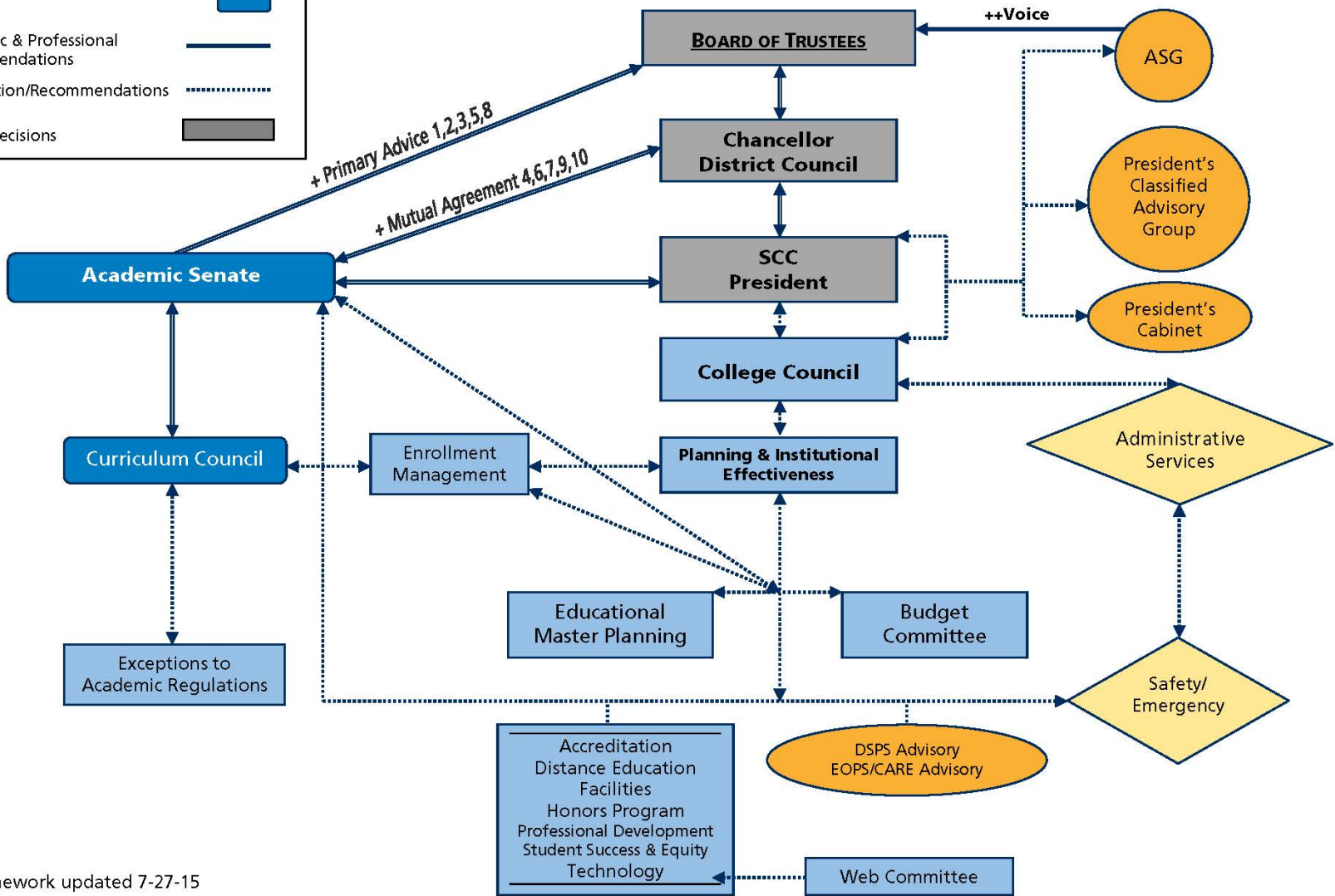
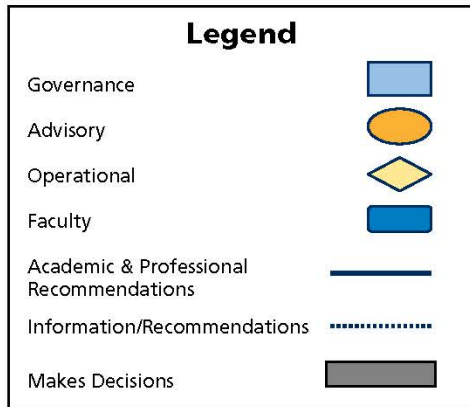
TABLE OF CONTENTS

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 Committee.....	14
Honors Program.....	15
Planning & Institutional Effectiveness	16
Professional Development Committee	17
Safety/Emergency Committee.....	18
Scholarship Committee	19
Student Success & Equity Committee.....	20
Technology Committee	21
Web Committee	22

Santiago Canyon College Collegial Governance Framework



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

By the end of the spring semester of each academic year, constituent groups will have solicited interest, made appointments, and notified representatives and alternates of their council and committee memberships for the following academic year.

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

Mission

The College Council shall review college practices, processes, and procedures and make recommendations to the college president concerning planning and resource allocation.

Responsibilities

- Review annually the mission and goal statements of the college and ensure a link between college planning and resource allocation
- Oversee and coordinate on an on-going basis the planning and allocation processes for the Educational Master Plan, including annual updates
- Analyze unexpected contingencies for college planning and budget impact
- Make recommendations for prioritization and disbursement of global resource allocations to the functional areas of the college, including, but not limited to:
 - General apportionment
 - State and Federal funds
 - TTIP, VTEA
 - Block grants
 - Categorical money
 - Discretionary funds
 - Externally imposed budgetary impacts
 - Redevelopment funds
- Review proposals for grants or external funding that impact the future budgets of the college and make appropriate recommendations

Chair

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

Membership

- 6 Faculty plus 1 alternate
- 4 Administrators
- 4 Classified Staff plus 1 alternate (*appointed by CSEA*)
- 1 Student plus 1 alternate
- 1 College President (ex. officio member)
- 1 Technology (non-voting)
- 1 Educational Master Planning Committee Representative (non-voting)

CURRICULUM & INSTRUCTION COUNCIL

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 with regard to curriculum; for example, establishing prerequisites, 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 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 Academic Senate President or designee will serve as chair.

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

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

Exercise Science

Fine and Performing Arts

Library

Humanities

Mathematics

Sciences

Social Sciences

*Director of Apprenticeship

*Dean (credit)

*Dean (non-credit)

*Support Services Assistant

*Graduation Specialist

*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 5-13-2014

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, grant funding requests, and additional funding 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.

Co-chairs

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

Membership

4 Faculty members (one from Continuing Education)

3 Classified members (one from Continuing Education) (*appointed by CSEA*)

4 Vice Presidents or designee (Administrative Services, Student Services, Academic Affairs, and Continuing Education)

1 Student

DISTANCE EDUCATION PROGRAM COMMITTEE (DEPC)

Approved by College Council 7-14-15

Mission

The mission of the Santiago Canyon College Distance Education Program Committee (DEPC) 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 the Distance Education Program
- 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

Co-chairs

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

Membership

Faculty DEPC members will be selected to adequately represent the faculty at large. Members will have one live or online synchronous meeting per semester and asynchronous conversations/meetings throughout the year.

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 (5)
- 1 At-large Faculty member
- 1 Student Services Project Manager
- 1 Classified representative (Student Services)
- 1 Student representative

EDUCATIONAL MASTER PLANNING COMMITTEE

Updated and approved by College Council 4/23/2013

Mission

This committee provides leadership for the cyclical revision of the Educational Master Plan (EMP), which is constructed from the plans of each department planning portfolio (DPP) from the areas of Academic Affairs, Student Services, and Administrative Services.

Responsibilities

- Collect DPP Plans and manage their integration into the EMP of the college
- Administer the Program Review Process
- Coordinate with the Accreditation and Curriculum Committees

Co-Chairs

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

Membership

10 Faculty, one from each of the following areas:

- Arts/Communication
- Humanities
- 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 Assistant Dean of Institutional Effectiveness and Assessment

1 Student

ENROLLMENT MANAGEMENT COMMITTEE

Updated and approved by College Council 3/25/14

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

Associate Dean of Admissions and Records or Designee

Registrar or Designee

3 Classified

1 Student

Faculty Membership:

2 faculty members from Arts, Humanities, Social Sciences and Library

2 faculty members from Business and Career Technical Education

2 faculty members from Mathematics and Sciences

1 faculty member from Continuing Education

Articulation Officer

Curriculum and Instructional Council Chair or Designee

Academic Senate President or Designee

1 Counselor

1 DSPS Faculty

1 Librarian

1 At-Large Member

EXCEPTIONS TO ACADEMIC REGULATIONS COMMITTEE

Updated and approved by College Council 6-11-13

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

Counseling faculty – 2

Other Discipline faculty – 2

FACILITIES COMMITTEE

Mission

The Facilities Committee reviews and recommends capital outlay projects and facility modifications, revises the college's five year facility plan for the district in context with the current Educational Master Plan, and makes recommendations on new facilities and facility modifications to the College Council.

Responsibilities

- Review requests from departments for facilities space and make recommendations to College council for approval and implementation
- Review and update the five-year Facilities Master Plan annually and forward any recommendations for changes to College Council for approval
- Review the annual State Scheduled Maintenance Program and recommend changes if necessary
- Address general issues related to custodial service, building maintenance, and utility usage

Chair

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

Membership

6 Faculty
Vice President of Administrative Services or designee
4 Classified (*appointed by CSEA*)
2 Students

HONORS PROGRAM COMMITTEE

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 to establish the standards, procedures, and policies of the Program.

Responsibilities

- Assist the Coordinator 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 and Counselor
- Review and make recommendations for the schedule of Honors classes as compiled by the Coordinator 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
- Review existing Honors courses during their triennial review
- Solicit course development from other disciplines
- Approve or deny requests for exception to program rules and regulations
- Interview and select valedictorian for commencement
- Select Honors scholarship recipients
- Assist with Honors Program Retreat/Reception
- Assist with selection of Honors Program students to participate in the Honors Transfer Council of California (HTCC) Research Conference

Chair

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

Membership

HPC members are selected based on experience with and knowledge of the Honors Program and/or Honors classes. The committee meets from 1:30-2:30 on the second Wednesday of the month. The membership includes the following:

Honors Program Coordinator

Honors Program Counselor

1 academic dean

1 faculty member from each of the following areas:

Arts

Biological Sciences

Humanities

Mathematics

Communication

Physical Sciences

Social Sciences

EOPS

At-large

Registrar

Transfer Center Coordinator (Classified)

One student representative

PLANNING & INSTITUTIONAL EFFECTIVENESS COMMITTEE

Updated and approved by College Council 11/26/13

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

- Review all college planning documents and 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

Assistant Dean of Institutional Effectiveness & Assessment

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

1 Student

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 Committee Chair or designee

Library

Student Services/Support Services Member

Student Success 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

SAFETY/EMERGENCY COMMITTEE

Updated and approved by College Council 6-11-13

Mission

The Safety/Emergency Committee develops and maintains the College Safety Plan and Emergency Plan that coordinates with district, state, and federal mandates.

Responsibilities

- Coordinate with local, state, and federal agencies and keep current with city and county regulations
- Formulate and coordinate emergency responses and oversee the scheduling of safety drills, staff training, and provision of required safety/emergency equipment

Chair

Co-Chairs: One committee member and one faculty member

Membership

2 Administrators

4 Faculty

4 Classified

1 Student

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 SUCCESS AND EQUITY COMMITTEE

Updated 7-27-15

Mission

The Student Success Equity Committee will recommend, coordinate, and initiate strategies which enhance student success and student equity at Santiago Canyon College. The committee will serve as a “hub” for student success initiatives such as the Student Success Support Program (SSSP); Basic Skills; and Student Equity.

Responsibilities

Responsibilities for promoting student success and equity may include:

- Exploring current research on student success and equity.
- Identifying and assessing student needs in order to enhance student success and student equity.
- Promoting or recommending instructional and student support programs and services.
- Integrating and coordinating student success initiatives, i.e., SSSP, BSI.
- Recommending professional development activities and topics.
- Recommending budget proposals to the Planning and Institutional Effectiveness Committee.

Chair

One faculty will serve as co-chair with the Vice President of Student Services or designee.

Membership

11 Faculty (one from each of the student success committees under the council)

- EOPS
- Math
- English
- Gen Ed/Transfer
- ACE
- Counselor
- Academic Success Center
- DSPS
- Continuing Education
- BSI Faculty Coordinator
- At Large

4 Administrators including the Student Equity Director

3 Classified (*appointed by CSEA*) including a Research Analyst

2 Students (*appointed 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

WEB COMMITTEE

Updated and approved by College Council 5/14/2013

Mission

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

Responsibilities

- Report to the Technology Committee.
- Collect data to inform the construction of the building principles that will serve as the framework for the infrastructure of the forthcoming website.
- Implement data collection methods to apply in the construction of information organization and web design layout of the forthcoming website.
- Construct the guiding principles of the infrastructure.
- Create interactive web design prototypes that visually reflect the data collected, meet the specified guiding principles and are compatible with the web engine.
- Develop an editorial calendar and criteria for posting enrollment, news and events on the college home page.
- Propose a calendar for keeping events current and the front page up to date.
- Identify and authorize an individual or core team to maintain time-sensitive information or announcements throughout the college website as needed.
- Set timelines for the design, development, and implementation of the new website.
- Make recommendations to the Technology Committee.
- Ensure the website stays current with new technology trends.
- Develop standardized publishing guidelines for content owners.
- Manage the design, graphics, placement of content, and functionality of the top-level website pages.
- Provide web-publishing training to Santiago Canyon College faculty/staff.
- Serve as the link between ITS and website content owners, addressing technical issues with website functionality.
- Monitor analytics of website usage to inform design decisions.
- Encourage content owners to keep websites current.
- Ensure that content meets accessibility requirements as prescribed by law.
- Periodically assess and evaluate website for accessibility and ease of use.

Chair

Co-Chairs: 1 faculty member and 1 administrator

Membership

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