

SBVC Committee Structure 2020-2022

Each faculty member is to serve on 1 committee for a 2-year cycle starting Fall 2020 and concluding Spring 2022. Below are the committees, specific membership requirements, and tentative meeting times.

There were several steps taken in the assignment process to maintain accuracy, meet committee membership requirements and respect faculty choice as much as possible. A summary of the process is provided below.

- Requested faculty to provide their first, second and third choices for committee assignment
- Reconciled faculty list with Human Resources to confirm which faculty required assignment
- Assigned faculty their first choices whenever possible
- **Why didn't I get the committee I wanted? When committee guidelines were not met, minimum membership not met or maximum membership exceeded, faculty were re-assigned to meet such needs. Please see the email for the process to request for a different assignment. Not all requests can be accommodated as explained in this bullet.**
- When faculty were reassigned, all attempts were made to re-assign within the same day and time frame.
- When faculty did not provide their preferred committee assignment, they were assigned according to their previous assignment for AY 2018-2020 or according to membership needs of a committee.

COMMITTEES

ACCREDITATION AND OUTCOMES COMMITTEE (*1st and 3rd Tuesdays, 1:00 – 2:30*)

The Accreditation and Outcomes Committee prepares the self-study, prepares for the accreditation team site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow--up reports or documentation. The committee monitors the development and assessment process for student learning outcomes in courses, programs, and general education requirements. The committee generates and regularly reviews guidelines and best practices for all aspects of the student learning process.

***at least 1 faculty per division**

ARTS, LECTURES, and DIVERSITY COMMITTEE (*1st Wednesdays, 1:00 – 2:30*)

The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures and cultural events designed to celebrate our diversity and enrich the instructional environment of the college.

BASIC SKILLS COMMITTEE (*2nd and 4th Tuesdays, 2:30 – 3:30*)

The Basic Skills Committee creates the planning documents, oversees the implementation of the campus basic skills plan, and prepares the college's basic skills report.

*** At least 1 faculty per division, including 1 faculty member from English, mathematics, and reading**

BUDGET COMMITTEE (3rd Wednesdays, 11:00 – 12:00)

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial wellbeing of the college and to operate successfully within our budget. The Budget Committee makes data--driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations.

***3 faculty members campus wide- contact Senate President for assignment**

CAMPUS LIFE AND COMMENCEMENT (Thursdays, 10:00 – 11:30)

The Campus Life and Commencement Committee monitors and serves as the primary clearing house for student activities on the campus, including Commencement. The committee develops a campus wide master calendar in coordination with the Director of Marketing.

***No more than two faculty per Division**

CURRICULUM COMMITTEE (Mondays, 1:00 – 4:00)

The Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college to the Board of Trustees, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co--requisites, and assessment of curriculum as needed.

***at least 10% faculty representation per division required**

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

(1st and 3rd Tuesdays, 2:00 – 3:30)

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's cabinet regarding enrollment. The Committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both plans are forwarded to College Council for review.

FACILITIES & SAFETY COMMITTEE (1st Mondays, 3:00 – 4:30)

The Facilities & Safety Committee serves as an advisory committee to college services and operations including, facilities, the appearance of the campus, sustainability practices, emergency preparedness, and campus safety training. The committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

GUIDED PATHWAYS COMMITTEE (2nd and 4th Tuesdays, 3:00-4:30)

This Guided Pathways committee will discuss and address the critical aspect of the Guided Pathways plan at SBVC within the framework of the California Community College Guided Pathways Initiative. Committee membership will consist of faculty lead(s) from Guided Pathways, OER and DE, Professional development, one faculty per division, administrators, and classified professionals.

HONORS COMMITTEE (2nd Mondays, 3:00 – 4:00)

The Honors Committee serves as an advisory committee for all aspects of the college's Honors Program including the admission of students into the program, requirements for completion, and Honors courses and curriculum, and aids the Honors Coordinator and Honors Counselor in promoting the program, providing enrichment opportunities for honors students, and maintaining connections with important honors organizations that provide standards for honors programs.

DISTANCE EDUCATION COMMITTEE (formerly ONLINE) (1st and 3rd Fridays, 1:00 – 2:30)

The Distance Education Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline's faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing technological vision for issues related to online learning.

PROFESSIONAL DEVELOPMENT COMMITTEE (1st and 3rd Mondays, 2:00 – 3:00)

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee is responsible for planning, programming, and the communication of campus professional development programs. The faculty on the committee serve as advisory to the sabbatical leave committee and the campus flex committee.

PROGRAM REVIEW COMMITTEE (Fridays, 9:00 – 11:00)

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees

***at least 10% faculty representation per division required**

SCHOLARSHIPS (Thursdays, 2:00 – 3:00)

This Scholarship Committee reviews applications for scholarships and makes awards according to guidelines. ***Limit 2 faculty per division**

STUDENT POLICIES & SCHOLASTIC STANDARDS (Fridays, 9:30 – 11:00)

The Student Policies and Scholastic Standards Committee serves as an advisory committee for the development and implementation of academic policies such as but not limited to petitions related to admissions, probation, disqualification, and graduation requirements.

STUDENT SUCCESS AND SUPPORT COMMITTEE (Formerly MATRICULATION COMMITTEE) (Thursdays, 3:00 – 4:30)

The Student Success Committee is authorized by the Academic Senate to annually review and update the College's Student Success Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation, assessment, counseling, prerequisites, follow--up, training, and research.

***at least 1 faculty per division, including 1 faculty from counseling, English, mathematics, and reading**

TECHNOLOGY COMMITTEE (1st and 3rd Wednesdays, 1:00 – 2:00)

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. The members of this committee serve as liaisons to the District Technology Committees.