

310: STANDING COMMITTEES

311: There shall be ~~eight~~ **three** standing committees: a Committee Elections, a Committee on ~~Legislation~~ Education Policy and Procedures, and a Committee on Personnel Policy . ~~Student Services, a Committee on Career Technical Education, a Committee on or Equal Employment Opportunity, and three committees on policy. The three standing committees on policy shall be the Personnel Policy Committee, the Educational Policy Committee, and the Financial Policy Committee.~~ It shall be the duty of these committees to study and make recommendations concerning matters referred to them from the Senate or the Senate Executive Committee, and, in general, to concern themselves with matters affecting policy in the subject areas indicated by the titles of their respective committees. The officers of the standing committees shall consist of a chairperson who shall be appointed by the President of the Senate with the approval of the Senate ~~Executive Committee and such other officers as the committee itself shall deem proper for the conduct of its business.~~ (4/04/75) (6/09/84) The standing committees of the Academic Senate will be reviewed and appointed annually, no later than the last meeting in the Spring term. (4/15/15) Each senator will participate on at least one of the standing committees and will be appointed to the committee by the President and Committee Chairs before the second meeting of the Senate in the fall semester. (11/12/02) Committees shall meet the 4th Wednesday of the month during Fall and Spring semesters. (8.19.18) (12.2.20)

The chairperson of a standing committee may, with the approval of the committee, establish subcommittees and appoint committee members to the chair of such subcommittees as may be proper for the conduct of business.

~~**312:** Career Technical Education Committee: The Committee on Career Technical Education (CTE) shall report to the Academic Senate on all matters that deal with CTE, which would be significant to the college or the SBVC faculty.~~

~~The Committee on CTE shall:~~

- ~~1.—Present issues to the Academic Senate that directly involve staff or CTE Programs.~~
- ~~2.—Share information regarding CTE education with the senate and its committees.~~
- ~~3.—Act as liaison between faculty and administrators on issues pertaining to CTE education.~~
- ~~4.—Act as a resource for providing staff information on issues, grants and initiatives pertaining to CTE education. (revised 9/5/18) (12.2.20)~~

313: Elections Committee: The Elections Committee determines the need for elections, then conducts elections for faculty members to the Senate in conformity with these bylaws and the Constitution of the Academic Senate. Said elections include, but are not limited to,

the Academic Senate President, full-time faculty senators, adjunct faculty senators, the Curriculum Chair, the Honors Chair, the Program Review Chair, and the Outstanding Faculty and Outstanding Adjunct Faculty elections. (revised 12.2.20)

Senate President Election:

The Senate President is elected in the Fall for the following Fall. All full-time faculty members in good standing shall be allowed one vote. There is a two-year term for the Senate President.

Senate Membership:

Each division will appoint, or if necessary, elect senators to serve in the Academic Senate. Senate membership by division will consist of 10% of the number of total full-time faculty in that division. Senators are elected for a three-year term.

In addition to full-time faculty, ~~two~~ ~~three~~ at-large adjunct faculty may also serve on the Academic Senate. This election is held early in the Fall semester and adjunct faculty serve for the remainder of that academic year. Nominations and self-nominations are requested at the beginning of the Fall term. All current senators may vote in this election. (revised 12.2.20)

~~Faculty Committee Appointments:~~

~~The Elections Committee may support the President in the appoints appointment of full-time faculty to campus committees in fulfillment of their contractual obligations and maintain in the maintenance of a current list of faculty committee assignments. Committee appointments shall be completed by March for appointments beginning in fall, and October for appointments beginning in spring. Committee assignments are completed on a two-year cycle following the Policy and Procedure for Committee Assignments.~~

~~Division senators submit requests by faculty within their divisions for assignment.~~

~~Every effort is made to honor requests, but some changes may be made to ensure coverage for committees with minimum representation requirements.~~

~~The Elections Committee also tracks new faculty hires for committee assignments after one year of employment.~~

~~The Elections Committee may support the President in the appointment of Appoint Peer evaluators for full-time instructors being evaluated in Fall and Spring:~~

~~The Election Committee will follow the timeline provided by the Office of Instruction. develops a process to appoint peer evaluators and a timeline.~~

Outstanding Professors:

The Elections Committee conducts the election for Outstanding Professors (adjunct and full-time) in accordance with the Policy and Procedure for Selecting Outstanding Professors

Nominations for outstanding professors are requested via email in the Spring semester and voted on by faculty*

*Full-time faculty vote on the Outstanding Full-time and Outstanding Adjunct faculty member. Part-time faculty vote on the Outstanding Adjunct Faculty member.

In conducting the noted nominations, assignments and elections, the Elections Committee will perform these actions in ways that support the college's mission, and with particular appreciation for the anti-racist, no-hate education to promote open and transparent processes, as well as collegial inclusion. (revised 2/6/19, 12.2.20)

314: ~~Legislation~~ Educational Policy and Procedures Committee: The Educational Policy and Procedures Committee ~~on Legislation~~ shall:

1. report periodically to the Academic Senate on any legislative matters or proposals that would appear to have a significant bearing on the conduct of community college affairs.
2. ~~The purpose of the Legislative Committee is to~~ investigate pending and current community college legislation and to keep the faculty informed as to the state of this legislation.
3. ~~The goal of the Legislative Committee is to~~ ensure that relevant legislation does not go unnoticed by faculty and to provide all faculty, with an emphasis on cultural inclusivity, with the opportunity to make their voices heard in Sacramento.
4. ~~The objectives of the Legislative Committee are to~~ collect and integrate the diverse sources of information on legislation for dissemination to the faculty and to incorporate a diverse range of voices, perspectives, and input that truly reflect the campus community.
5. ~~The committee~~ may also serve as a liaison with the community college legislative advocate only after thorough and careful consultation with the Academic Senate, ensuring that all faculty voices are heard. (4/04/75) (6/01/88) (12.2.20)
6. ~~shall collect and integrate the diverse sources of information on education policy for dissemination to the faculty and to serve as a liaison among the Academic Senate and the campus.~~ These may include policies to be implemented either locally or at the state level, suggested positions on proposed policies or changes in

existing policies, and responses to assignments given by the Academic Senate.
(5/13/20) (12.2.20)

7. shall track, review, provide recommendations for, and report on Board and Administrative Policies for review by the Academic Senate

~~**315:** Student Services Committee: The Committee on Student Services shall report periodically to the Academic Senate on any and all matters or proposals that would appear to have significant bearing on, and be of interest to the Senate, regarding any and all Student Services policies and operations. (6/09/84) (12.2.20)~~

~~**316:** Equal Employment Opportunity Committee: The Committee on Equal Employment Opportunity shall report periodically to the Academic Senate on any matters dealing with Equal Employment Opportunity and be of significant interest to the Senate regarding Equal Employment Opportunity.~~

~~1. The goal of the Equal Employment Opportunity Committee is to assure effective implementation of the San Bernardino Valley College District Equal Employment Opportunity Policy, relative to the San Bernardino Valley College campus.~~

~~2. The objectives of the Equal Employment Opportunity Committee are to: a. Facilitate activities that will produce and maintain minority employee balance on the SBVC campus consistent with the ratio of their availability within the workforce. b. Maintain effective communication between the SBVC Academic Senate, the District Equal Employment Opportunity Officer, and the District Equal Employment Opportunity Advisory Committee.~~

~~3. The Equal Employment Opportunity Committee shall be responsible for:~~

~~a. Collaborating with the District Equal Employment Opportunity Officer at regular intervals for:~~

~~i. mutual sharing of information regarding District targets and goals;~~

~~ii. development of strategies for meeting specified Equal Employment Opportunity targets and goals, and~~

~~iii. evaluation of the effectiveness of strategies implemented in reaching the identified Equal Employment Opportunity targets and goals.~~

~~b. Attendance at meetings of the District Equal Employment Opportunity Committee to provide input for planning and/or implementation of Equal Employment Opportunity activities, relative to identified goals and objectives.~~

~~c. Initiating and/or participating in efforts to resolve faculty concerns and problems relative to Equal Employment Opportunity issues~~

- d. Acting as a resource to SBVC faculty for receiving and disseminating Equal Employment Opportunity information and materials.
- e. Maintaining current files of all policies, procedures, and guidelines regarding Equal Employment Opportunity and grievance (student, CTA, CSEA).
- f. Monitoring implementation of District notification procedures for employment opportunities.
- g. Monitoring the structure of selection and hiring committees, to ensure appropriate minority representation.
- h. Maintaining effective communication with the Executive Vice President to assure that employment, promotions, transfers, and assignments, etc. are implemented in keeping with Equal Employment Opportunity policies and procedures.
- i. Participating in human relations awareness training as provided by the District Equal Employment Opportunity Officer. (6/01/88) (12.2.20)

317: Financial Policy Committee: The Committee on Financial Policy shall report to the Academic Senate on all financial matters or proposals that would appear to have significant bearing on the Senate or the SBVC Faculty:

- 1.—The purpose of the Financial Policy Committee is to identify and monitor information about budget changes that occur that directly or indirectly affect the Senate or the SBVC Faculty.
- 2.—The goals of the Financial Policy Committee are to read and understand the budget and how it relates to each line item by the effect the district has on supplies, course materials, staffing, etc. on the SBVC Faculty.
- 3.—The charge of the Financial Committee is to identify budget trends and departures from trends, and provide input and feedback concerning the various financial issues facing the College. The financial policy committee serves as the liaison between the Faculty Senate and the San Bernardino Valley College budget committee.
- 4.—The objectives of the Financial Policy Committee are to:
 - a.—Read and understand (terminology) budget reports that yield the greatest information with which to denote changes in the decision-making process, and
 - b.—set up lines of communication that will enable the faculty to be able to monitor and understand the budget changes that are, or have occurred that directly influence programs, etc.

- c.—Use campus qualitative and quantitative data to support decision-making on budgetary needs.
 - d.—Advocate for equity-minded decisions. (revised 12.2.20)
- 5.—The methods to be used by the Financial Policy Committee to meet these objectives are to:
- a.—establish specific dates which, where, and by whom do we get reports of a relevant nature;
 - b.—list the consistent terminology of the school's accounting procedure; listing consistent data;
 - c.—develop a line by line technique of registering inputs and outputs of budget dollars, measuring month-to-month, year-to-year, etc., and
 - d.—establish communication with the Senate Committee on Legislation that may help:
 - i.—identify new legislation that has an effect on ADA-money incomes given to District
 - ii.—caps placed on budgets
 - iii.—payments as received by District from State and other agencies
 - iv.—significant planned cash outflows
 - v.—establish priority lists of dollar programs
 - vi.—request and interpret data from SBVC's institutional research team
 - vii.—Identify inequities in current and proposed budget models
 - viii.—Propose equity-minded budget recommendation (revised 12.2.20)

318: Educational Policy Committee: The Committee on Educational Policy shall collect and integrate the diverse sources of information on education policy for dissemination to the faculty and to serve as a liaison among the Academic Senate, the campus, and the District Assembly committee. These may include policies to be implemented either locally or at the state level, suggested positions on proposed policies or changes in existing policies, and responses to assignments given by the Academic Senate. (5/13/20) (12.2.20)

319: Personnel Policy Committee: The Committee on Personnel Policy shall:

1. report to the Academic Senate updates on the full- time obligation number (FON) at the District and SBVC
2. ~~and complete~~ facilitate the yearly Advancement in Rank process and report the outcomes. ~~The committee shall report out the yearly outcomes of Advancement in Rank.~~

3. ~~The committee shall~~ update the Academic Senate on personnel matters or proposals that would appear to have a significant bearing on the Senate or the SBVC Faculty. (12.2.20)
4. support the Tenure Committee/Sub-Committee and tenure review process as appointed in accordance with the contractual bargaining agreement
5. support the Academic Senate President in Faculty Committee and Peer Evaluation Appointments ensuring diversity, inclusivity, and representation to the fullest extent possible
 - a) Faculty Committee Appointments:
 - i) full-time faculty are appointed to campus committees in fulfillment of their contractual obligations
 - ii) committee appointments shall be completed by ~~March~~ October for appointments beginning in the following fall, and ~~October~~ September for appointments beginning in spring
 - iii) committee assignments are completed on a two-year cycle following the Policy and Procedure for Committee Assignments.
 - b) Peer Evaluation Appointments:
 - i) evaluation appointments will be made for full-time instructors being evaluated in the Fall and Spring semesters
 - ii) assignments will follow the timeline provided by the Office of Instruction
 - iii) assignments will be in made in accordance with the contractual bargaining agreement