

SBVC College Council Minutes November 9, 2011

Deb Daniels, SBVC President, Co-Chair John Stanskas, Academic Senate President, Co-Chair Damon Bell (<i>leave</i>) Larry Buckley Marco Cota Colleen Gamboa Joyce Green Jim Hansen Leticia Hector Rick Hrdlicka Celia Huston	James Smith Cassandra Thomas Kevin White (guest)
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TOPIC	DISCUSSION and ACTION
Approval of October 19, 2011 Minutes	The minutes were approved with the following changes: Campus Technology: APA (spelling) to Apple IPADS to iPads
Committee Structure – D. Daniels	Two changes to the committee structure were addressed: (1) the addition of the Strategic Planning Task Force; (2) to make Basic Skills into a global committee that will link to the planning and student success model. After a brief discussion John requested Basic Skills be added as a new committee to the committee structure (as recommended by the Academic Senate). Consensus was to add Basic Skills as a committee and to charge the Basic Skills committee (once it has been established) with writing the committee charge. Discussion ensued about where Strategic Planning would fall under the committee structure, or whether it would require its own committee. It was concluded to move forward with planning and the committees as they stand to observe the most natural fit for Strategic Planning.

<p>Student Success Taskforce Recommendation – J. Stankas</p>	<p>John reported that he sent out the link to the recorded discussion at the Fall 2011 Plenary Session regarding the Student Success Task Force Recommendations with members of the task force to the campus (http://www.youtube.com/watch?v=-LdZAH82pw).</p> <p>Academic Senate will look at input regarding the Student Success Taskforce Recommendations in their meeting today. Another draft will be complete and sent to the Board of Governors in December for adoption in January.</p>
<p>Student Success Measures (Prerequisite) – J. Stankas</p>	<p>John handed out a summary of activities on the prerequisite discussion that took place on October 19th which the Academic Senate has adopted (see attachment). The summaries included instructional, student support, administrative and organizational considerations. Highlighted in the summaries are anticipated activities, items and funds needed to accomplish activities.</p> <p>After discussion, Deb recommended that the summary of activities be forwarded to the Basic Skills committee in an effort to operationalize. In addition, a review of the prerequisite challenge process has been forwarded to the matriculation committee. She asked that the Basic Skills committee take necessary action and give recommendations to determine funds needed. The group gave consensus to forward and charge the Basic Skills committee with presenting an action plan by the end of this semester.</p>
<p>Committee Assignments – D. Daniels</p>	<p>Deb handed out the committee assignment list and asked the group to review the meeting times listed, make suggestions and send to her by Monday so that the list can be updated and sent to John for fall 2012 (for the next 2 year term).</p>

OTHER

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Prerequisite Discussion: Summary of Activities October 19, 2011

Instructional Considerations

- Commitment to basic skills offerings (**in progress/done**)
- Specialized CTE focused classes for basic skills attainment
 - New curriculum or special focus classes with existing curriculum
- Creative ways to attain prerequisite, e.g., self-paced, web-based tutorial
- Scheduling short-term courses (summer, winter) & accelerated classes
- ***Fund one-time reassign time/stipend for curricular innovations to be implemented in the spring 2012 and/or fall 2012 semester. These include***
 - ***learning community initial implementation (try 2-4)***
 - ***creation of new curriculum that hastens student progress and***
 - ***creation of web-based/self-paced tutorials for post- or pre-assessment***
- ***Fund additional short-term, accelerated classes from basic skills through transfer requirements in reading, English and mathematics***

Student Support Considerations

- More tutors, counselors, library staff (**in progress**)
- Integrated student support through workshops, intrusive counseling, etc.
- Mandatory orientation and assessment (**done**)
- ***Fund one-time reassign time/stipend for intrusive counseling activities throughout the spring 2012 and fall 2012 semesters in an effort to change student culture regarding repetition, prerequisites and assessment***

Administrative Considerations

- Commitment of administration to student success (**in progress/done**)
- Accept low-enrolled classes for a given time-frame
- In catalog, schedule, and on-line – direct outreach re: prerequisites
- Evaluate prerequisite appeal process
- Collect data on retention and success
- ***For disciplines implementing new basic skills prerequisites fund low-enrolled classes for three consecutive semesters to ensure students are able to catch up and other students can progress***
- ***Charge Matriculation Committee to evaluate the prerequisite challenge process***
- ***Fund creation of visual pathways in a variety of media regarding enrollment processes***

Organizational Considerations

- Phase in plan through 6-year content review cycle (**Curriculum Committee/Senate**)
- Dialog between content experts and basic skills experts in review of Course Outline of Record (**part Senate work today**)
- Develop/adopt rubrics for prerequisite considerations (**Curriculum Committee/Senate**)

Any activity is expected to report back to the institution an evaluation of what has been done and the activities effectiveness. One-time additional money may be required to fund additional research on retention, persistence, success, and/or campus climate regarding these issues.

**SAN BERNARDINO VALLEY COLLEGE
COLLEGIAL GOVERNANCE**

Committee	Administrator/Chair(s)	Day of Week	Time	Meeting Place
College Council	Dr. Debra Daniels, Pres.	Wed.(each mth.)	1:30-3PM	Pres. Conf. Rm ADSS-207
Collegial Consultation Committees:				
Accreditation and Student Learning Outcomes Committee	Dr. Larry Buckley	Monday(?)	9:30-11AM	AD-200C
Curriculum Committee	Dr. Larry Buckley/Lecticia Hector	Mon (weekly)	1-4PM	HLS-231
Enrollment Management and Student Equity Committee	Damon Bell/Dan Angelo/Stephanie Briggs	Tues.(every 2 weeks)	3:30-4:30PM	AD/SS 102C
Facilities and Safety Committee	Jim Hansen, VP Adm. Serv./TBD	Mon.(1st & 3rd of mth.)	3-4:30PM	Pres. Conf. Rm ADSS-207
Matriculation Committee	Damon Bell/Marco Cota/TBD	Thurs.(3rd wk ea. mth.)	2:30-3:30PM	AD/SS 102C
Program Review Committee	Damon Bell/Celia Huston	Fri.(Bi-weekly)	1-4PM	LIB-109
Professional Development Committee	Dr. Larry Buckley/S. Courtney Hunter	Mon. (1st & 3rd)	2-3PM	LA-202
Technology Committee	Dr. Debra Daniels/Rick Hrdlicka	Wed.(1st & 3rd)	1-2PM	PS-130 (inside SSC)
Additional Committees: A number of committees exist that have a specific purpose or function, but are not part of the formal collegial consultation process within College Council.				
Office of the President	Dr. Debra Daniels, Pres.			
Program for the Advancement of Leadership of Mgrs (PALM)	Dr. Debra Daniels	Fri. (each mth.)	8Am-1PM	Pres. Conf. Rm ADSS-207
President's Cabinet	Dr. Debra Daniels	Tues.(weekly)	9-11AM	Pres. Conf. Rm ADSS-207
Scholarships	Joel Lamore	Thurs.(Varies)	Varies	Varies
Annual Awards Committee	Craig Petinak	Varies	Varies	AD/SS-200D
Arts, Lecture, and Diversity Committee	Dr. Debra Daniels	TBD	TBD	TBD
Instructional Services	Dr. Larry Buckley, VPI			
Instructional Cabinet	Dr. Larry Buckley	Thus. (weekly)	10-11:30AM	AD-200
Tenure Review Committee	Dr. Larry Buckley	TBD	TBD	TBD
Online Committee	Dr. Kay Weiss/Judy Jorgenson	Wed.(2nd)	3-4PM	AD-207
Honors	Dr. Larry Buckley/Joel Lamore	1 x semester	TBD	TBD
Workforce Development Committee	Dr. Larry Buckley	TBD	TBD	TBD
Student Services	Damon Bell, VPSS			
Campus Life and Commencement	Damon Bell - TBD	Wed.(each mth./wkly Grad)	1-2PM	CC-139
Disabled Stu Program and Serv (DSPS) Advisory Committee	Kathy Pryor	Fri.(TBD)	3-4PM	AD/SS-200C
Student Policies and Scholastic Standards	Dan Angelo	Fri. (weekly)	9-10:00AM	Pres. Conf. Rm ADSS-207
Student Services Cabinet	Damon Bell	Thus. (weekly)	10:30-12PM	CC-226
Student Services Council	Damon Bell	2 per yr., 1 per semester	3-4:00PM	AD/SS 102 Orientation Rm.
Administrative Services	Jim Hansen, VPAS			
Administrative Services Cabinet	Jim Hansen	Friday's (weekly)	10-11AM	ADSS-206B

Note: See sub-accounts for detail information for each "Collegial Consultation Committee" listed above

Committee Members	Admins./Chair(s)	Meeting Date(s):	Time	Meeting Place
College Council				
Dr. Debra Daniels, President of SBVC	Dr. Debra Daniels/ John Stanskas	08/24/11 09/28/11	1:30-3PM "	Pres. Conf. Rm, ADSS-207 "
Jim Hansen, VP of Administrative Services	Staff	10/19/11	"	"
Dr. Larry Buckley, VP of Instruction	Stacy Garcia	11/09/11	"	"
Damon Bell, VP of Student Services		12/14/11	"	"
Dr. John Stanskas, President of Academic Senate				
Cassandra Thomas, President of Classified Senate				
Joyce Green, President of the Associated Students or designee				
Colleen Gamboa, President of CSEA or designee				
Dr. James Smith, Director of Research				
Chairs of the following Committees:				
Dan Angelo, Enrollment Management & Student Equity				
Leticia Hector, Curriculum				
Jim Hansen, Facilities and Safety				
Marco Cota, Matriculation				
Courtney Hunter, Professional Development				
Celia Huston, Program Review				
Rick Hrdlicka, Technology				

College Council Standing Committees

The Standing Committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed).

Charge

The College Council has three primary functions: planning, issue management, and communication. The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Educational Strategic Plan, the EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President. The issue management function takes place as campus issues are presented to the College Council and referred to the appropriate college committee for review, consideration, and recommendation to the President. The communication function is served by the College Council as the central communication venue for college governance issues including budget, in that all constituent groups are represented and are responsible for reporting and disseminating of information to their appointing body.

Membership

Membership is comprised of the President, College Vice Presidents, the President of the Academic Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA President or designee, the Director of Research, and the chairs of the following committees: Enrollment Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation, Professional Development, Program Review, and Technology. The President serves as chair of the College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve as co-chairs. **College Council Standing Committees** The Standing Committees of College Council are appointed annually and have representatives from each of the constituent groups: faculty, staff, students, and managers. Each committee will be co-chaired by one non-manager (faculty or staff) and one manager (that assists with clerical support, copying, and dissemination of materials as needed). Should representation not occur in any group, the President will confer with the appropriate representative/President/designee to determine the best alternative to secure appropriate representation and participation from the absent group. Meetings: Unless otherwise noted, standing committees are not held during the summer.

Committee	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Accreditation and Student Learning Outcomes Committee	Accreditation Liaison Officer	Mondays (?)	9:30AM-11AM	AD-200C
Dr. Larry Buckley, Accreditation Liaison Officer	Dr. Larry Buckley, VP of Instruction			
One faculty member from each "Division":				
Dr. Susan Bangasser, Dean, Science				
Dr. Kay Weiss, Dean, Arts and Humanities				
?, AT, Transportation, & Culinary Arts				
?, Criminal Justice				
?, Business & Computer Tech				
?, Social Sciences, Hum Dev, & PE				
Dr. Zelma Russ, Dean, Student Success & Special Services				
Other interested faculty, administrators, staff and students:				
Horace Alexander				
Sue Crebbins				
Diane Dusick				
June Hill				
Guy Hinrichs				
Laura Leedahl				
Marty Milligan				
Geoffrey Schroder				
Reid Zadock				

Charge

The Accreditation and Student Learning 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.

Membership

Membership is comprised of the Accreditation Liaison Officer, at least one faculty member from each division and other interested faculty, administrators, staff and students.

Committee Members	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Curriculum Committee	Dr. Larry Buckley/Leticia Hector	08/29/11	2-4PM	HLS-231
Dr. Larry Buckley, VP of Instruction	Staff	09/16/11	"	"
Dr. Haragewen Kinde, one other manager , Dean, MathBus&CIT	Nicole Williams	10/03/11	"	"
Leticia Hector, Curriculum Chair, appointed by AS(Art&Hum)	2nd & 4th Monday's during fall sem	10/17/11	"	"
Two faculty members from each division		10/31/11	"	"
Kathy Adams, Faculty Chair, CD (SS, Hum Dev & PE)		11/14/11	"	"
Corrina Baber, Schedule & Catalog Data Specialist(Instruction Office)		12/05/11	"	"
John Banola, Faculty, PE (SS, Hum Dev. & PE)				
Lydia Barajas-Zapata, Faculty Chair, Modern Languages (Arts&Hum	Technical Review Committee Mtgs			
Lorrie Burnham, Faculty, Biology (Science)	1st, 3rd, & 5th Monday each mth.	08/22/11	1-4PM	HLS-231
Achala Chatterjee, Faculty, Water Supply Technology(Science)	during Fall semester	09/12/11	"	"
Janet Courts, Faculty, Accounting (Math,Bus & CIT)		09/26/11	"	"
Glenn Drewes, Faculty, Biology (Science)		10/10/11	"	"
JD Dulgeroff, Faculty, Economics (Math,Bus & CIT)		10/24/11	"	"
Virginia Evans-Perry, Faculty, Library (Lib & Learning Resources)		11/07/11	"	"
Dennis Jackson, Faculty, Pharmacy Technology(Science)		11/28/11	"	"
Dirkson Lee, Faculty, English (Arts & Humanities)				
Cindy Parish, Articulation officer				
Dr. Kay Ragan, Dean, Applied Technology				
Two students				

Charge

Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to academic and professional matters. Curriculum is considered an academic matter and, therefore, the Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college, 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.

Membership

Membership is comprised of the Vice President of Instruction (or designee) and one other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate, the Articulation Officer, at least two faculty members from each division, two students, and an Instruction Office staff member appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a resource to the committee.

Committee Members	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Enrollment Management and Student Equity Committee	Damon Bell			
Damon Bell, VP of Student Services	Dan Angelo/Stephanie Briggs	Tues.(every 2 weeks)	3:30-4:30PM	AD/SS 102C
Dr. Larry Buckley, VP of Instruction				
Dan Angelo, Dean, A&R (Student Services)				
Marco Cota, Matriculation & Assessment (Student Services)				
Dr. Gloria Fisher, Dean, Criminal Justice (Instruction)				
Joseph Nguyen, Director, Financial Aid				
Craig Petinak, Director, Marketing & PR				
Dr. James Smith, Director, Institutional Research				
Dr. Kay Weiss, Dean, Arts & Humanities (Instruction)				
Other interested faculty, administrators, staff and students				
Aguilar-Kitbutr, Aalisa				
Bailey, Denise				
Che, Yon				
Copeland, Mary				
Slaik, Don				
Jaramillo, Richard				
Kasouha, Abeir				
Lopez, Leonard				
Moore, Sandra				
Winter, Christie				

Charge

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.

Membership

Membership is comprised of the Vice Presidents of Instruction and Student Services or their designees, two Deans from Student Services, two Deans from Instruction, Director of Financial Aid, Directors of Marketing and Institutional Research, Matriculation Coordinator, and other interested faculty, administrators, staff and students.

Committee Members	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Facilities and Safety Committee	VP Adm. Services			
Jim Hansen, VP of Administrative Services	Jim Hansen	09/19/11	"	Pres. Conf. Rm ADSS-207
Fernando Martinez, Director of M&O	Co-Chair	10/17/11	"	"
Marie Mestas, Dean, Library & Learning Support Services	TBD	11/07/11	"	"
Kathleen A. Pryor, DSPS Coordinator	Staff	11/21/11	"	"
Chris Tamayo, District Police Supervisor	Janet Johnson	12/05/11	"	"
Students		02/06/12	"	"
		03/05/12	"	"
		04/02/12	"	"
Other interested administrators, faculty, staff, and students:		04/16/12	"	"
Elaine Akers		05/07/12	"	"
Carolyn Allen-Roper				
Vicente Alvarez				
Dr. Susan Bangasser				
Walter Chatfield				
Karen Deck				
Whitney Fields				
Mark Ikeda				
Mona Jackson				
Marianne Klingstrand				
Manuel Loera				
Lido Reyes				
Sarah Miller				
Tommi Ng				
Edward R. Perez				
Dr. Cory Schwartz				
Edward Szumski				
Alicia Tuwida				
Andre Wooten				

Charge

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

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

Committee Members	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Matriculation Committee	Damon Bell/Marco Cota/	Thurs. (3rd Thurs	2:30-3:30PM	AD/SS 102C
Damon Bell, VP of Student Services	TBD	every month)		
Dan Angelo, Associate Dean of A&R				
Marco Cota, Dean of Counseling & Matriculation				
?, Matriculation Coordinator				
Dr. James Smith, Institutional Research				
Diane Hunter, English Representative				
Paula Ferri-Millican, Reading Representative				
Jeremiah Gilbert, Math Representative				
Other interested administrators, faculty, staff and students				
Au, Algie N.				
Blumenthal, Kenneth				
Brown, Carol				
Delgado, Arleen				
Garcia, Helen				
Gilbert, Jeremiah				
Hunter, Diane				
Jones, Patricia				
Kinde, Dr. Haragewen				
Kanawati, Moustafa				
Marquis, Jeanne, G.				
Meyer, Stacy				
Mack, Gail				
Stanskas, Dr. Peter-John				
Weiss, Dr. Kathryn				
Trasporte, Catalina				
Wall, Patti				

Charge

The Matriculation Committee is authorized by the Academic Senate to annually review and update the College Matriculation Plan, proposed 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.

Membership

Membership is comprised of the Vice President of Student Services, Associate Dean of Admissions & Records, Matriculation Coordinator, Dean of Counseling and Matriculation, Institutional Research, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

Committee Members	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Program Review Committee	Damon Bell/Celia Huston	08/26/11	1-4PM	LIB-109
Damon Bell, VP of Student Services	Staff	09/09/11	"	"
Dr. Larry Buckley, VP of Instruction	Shari Blackwell	09/23/11	"	"
Jim Hansen, VP of Adm. Services		10/07/11	"	"
Six Managers		10/21/11	"	"
Herb English		11/04/11	"	"
Marie Mestas		11/18/11	"	"
Dr. Zelma Russ		12/02/11	"	"
Dr. Cory Schwartz		01/27/12	"	"
		02/10/12	"	"
		02/24/12	"	"
Seventeen Faculty Members		03/09/12	"	"
Andee Alsip		03/23/12	"	"
Paula Ferri-Milligan		04/13/12	"	"
Jesse Galaviz		04/27/12	"	"
Celia Huston		05/11/12	"	"
Edward Jones				
Kathy Kafela				
Kevin Kammer				
Denise Knight				
Sheri Lillard				
Michael Mayne				
Ed Millican				
Romana Pires				
Deanne Rabon				
Jose Recinos				
Yolanda Simental				
David B. Smith				
Sandra Waters				
Eight Classified Staff Members				
Shari Blackwell				
Rocio Delgado				
Melissa Heredia				
Rose King				
Caleb Losee				
Dena Murilo-Peters				

Two Students				

Charge
 The Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate instructional programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

- The purpose of Program Review is to:**
- Provide a full examination of how effectively programs and services are meeting departmental, 491 divisional, and institutional goals
 - Aid in short-range planning and decision-making 493
 - Improve performance, services, and programs 494
 - Contribute to long-range planning 495
 - Contribute information and recommendations to other college processes, as appropriate 496
 - Serve as the campus' conduit for decision-making by forwarding information to appropriate 497 committees

Membership
 Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; six managers, 17 faculty members, eight classified staff members, and two students.

Committee Members	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Professional Development Committee	Dr. Larry Buckley Website Manager	Mon. (1st & 3rd)	2-3PM	LA-202
?, Manager (designated by the President)				
S. Courtney Hunter, Professional Development Coordinator	S. Courtney Hunter			
?, Technology Committee Representative				
Interested faculty, administrators, and staff				
Marcia Alfano				
Ana Bojorquez				
Jay Danley				
Michael Durrett				
Vanessa Engstrom				
Laura Gomez				
Marion Meines				
Reginald Metu				
Dolores Moreno				
Dena Murillo-Peters				
Kathleen Pryor				
Gabriel Roseli				
Dr. Cory Schwartz				

Charge

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 prepares and implements the state required three-year Professional Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee.

Membership

Membership is comprised of one manager (designated by the President), Professional Development Coordinator, a representative of the technology committee, and interested faculty, administrators, and staff.

Committee Members	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Technology Committee	Rick Hrdlicka, Adm & Co-Chair Co-Chair	Wed. (1st & 3rd)/Mthly	1-2PM	PS-130 (inside SSC)
Dr, H. Kinde for Dr. Larry Buckley, VP of Instruction				
Jim Hansen, VP of Adm. Services	Dave Bastedo			
Damon Bell, VP of Student Services				
Steven Race, Audio Department Representative				
Jon Kyle, District Computing Services Representative				
Everett Garrick, District Computing Services Representative				
Anselmo Escobedo, College Network Specialists Representative				
Mark Byrd, College Network Specialists Representative				
Gabriel Roseli, College Network Specialists Representative				
Other interested faculty and staff				
Dan Angelo				
Mandy Batalo				
Ana Bojorquez (DSPS)				
Kristin Dillard				
Todd Heibel				
Cortney Hunter (Pro Dev)				
Jack Jackson				
Mona Jackson				
Joe Notarangelo				
Mike Powell				
Patti Wall				

Charge

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. In addition, members serve as campus representatives on District Technology Committees.

Membership

Membership is comprised of the Vice Presidents of Instruction, Administrative Services, and Student Services, or their designees; a representative from the Audio Department; a representative from District Computing Services, representative(s) from the college Network Specialists and all other interested faculty and staff in the campus community.

ADDITIONAL COMMITTEES
(Alphabetical)

Committee Members	Administrator/Chair(s)	Meeting Date(s)	Time	Meeting Place
Administrative Services Cabinet	Jim Hansen, VPAS	Friday's (weekly)	10-11AM	ADSS-206B
Karol Pasillas, Secretary II				
Janet Johnson, Administrative Coord.				
Fernando Martinez, M&O Coordinator				
Tracy Morrison, Cafeteria&Snack Bar Mgr				
Guillermo Parra, M&Grounds Supervisor				
Annual Awards	Craig Petinak	Varies based on committee member availability	Varies	AD/SS 200 D Instruction Conf. Rm.
Laura Cross			"	
Rose Garcia			"	
Laura Gowen				
Angela Grotke				
Kevin Kammer				
Tommi Ng				
Cecile Smith				
David Smith				
Michele Spahn				
Lisa Stroud				
Ed Szumski				
Patti Wall				
Arts, Lecture & Diversity	Dr. Debra Daniels/TBD	TBD	TBD	TBD
Campus Life & Commencement	Damon Bell/TBD	Wed.(each mth./wkly Grad)	1-2PM	CC-139
Gloriann Chavez				
Joyce Green, ASG President				
DSPS Advisory	Kathy Pryor	Fri. (TBD)	3-4PM	AD/SS 200C
SBVC Staff/Faculty Members:		09/23/11		
Elaine Akers, Coordinator, Health Services				
John Banola, APE Instructor, PE				
Ana Bojorquez, ACT Specialist, DSPS				
Aurora Casas, Mic Lab Tech, Class Senate Rep.				
James Hansen, VP of Administrative Serv.				
Fernando Martinez, M&O Coordinator				
Denise McCrary, Tech Prep Liaison, AT&T				

ADDITIONAL COMMITTEES
(Alphabetical)

Marie Mestas, Dean Lib & Learning Sup Serv.				
Marty Milligan, Learning Disabilities Specialist, DSPS				
SBVC Student Members:				
Bryce Green, New Visions Club				
Patricia Suarez, ASG-Student Support Serv Dir.				
Community Partnership Members:				
Alma Angelo, SB Adult School				
Cynthia Alexander, IRC				
Fran Bates, Director, Rolling Start				
Cathy Eckpo, Counselor, Dept. of Rehabilitation				
Craig Goldsberry, Teacher WORC, SBCUSD				
Roebert Hagen, Teacher WORC, SBCUSD				
Ben Jaurégi, Disability Program Mgr, LEHP				
Dr. Beth Jaworski, Director, SSD-CSUSB				
Helen Junker, East Valley SELPA				
Sandy Mortensen, CRY-ROP				
Jessica Rodriguez, Prog. Mgr., Workforce & Career Dev, Goodwill Southern CA				
Carrie Roberts, TPP				
Marion Telford, ROP				
Sandy Woods, Lighthouse for the Blind				
Cotie Williams, Program Coordinator, Possabilities				
Honors	Dr. Larry Buckley	1 x semester	TBD	TBD
Kathy Adams	Joel Lamore			
Amy Avelar				
Denise Bailey				
Sharon Chapman				
Jay Danley				
Jennifer Downey				
Glenn Drewes				
James Dulgeroff				
Paula Ferri-Milligan				
Leticia Hector				
Jack Jackson				
Sheri Lillard				
Joel Lamore				
Ed Millican				
Sandra Moore				

ADDITIONAL COMMITTEES
(Alphabetical)

Willene Nelson					
Romana Pires					
Michael Slusser					
Dr. John Stanskas					
Michael Torrez					
Ian White					
Instructional Cabinet					
Dr. Susan Bangasser	Dr. Larry Buckley	Thurs. (weekly)	10-11:30Am	AD-200	
Dr. Gloria Fisher	Server Update Laura Gowen				
Dr. Haragewen Kinde					
Dr. Kay Ragan					
Dr. Cory Schwartz					
Dr. John Stanskas					
Dr. Kay Weiss					
Online	Dr. Kay Weiss	Wed.(2nd)	3-4PM	AD-207	
Dawn Adler	Judy Jorgenson				
Diane Alblinger					
Maha Al-Husseini					
Michael Assumma					
Quincy Brewer					
Colleen Calderon					
Jack Jackson					
Kim Jefferson					
Patricia Jones					
Roger Sadler					
Nori Sogomonian					
Teri Strong					
Michael Torrez					
PALM	Dr. Debra Daniels, Pres.	10/07/11	8AM-1PM	Pres. Conf. Rm ADSS-207	
Dan Angelo, Asst Director A&R					
Dr. Susan Bangasser, Dean Science					
Damon Bell, VPSS		11/04/11	"	"	
Dr. Larry Buckley, VPI		12/02/11	"	"	
Gloriann Chavez, Director Bookstores					
Marco Cota, Director Accessment & Matic					
Herbert L. English, Director EOPSS&CARE					
Dr. Gloria Fisher, Dean Criminal Justice					

ADDITIONAL COMMITTEES
(Alphabetical)

Jim Hansen, VPAS				
Dr. Haragewen Kinde, Dean Math, Bus&CT				
Donna Hoffmann, Director of Resource Develop				
Rich Hrdlicka, Director Technology Services				
Courtney Hunter, Prof. Development				
Johnny Kates, Custodial Supervisor				
Fernando Martinez, M&O Coordinator				
Mark A. Merjil, Director CDC				
Marie Mestas, Dean Lib & Learning Sup Serv.				
Tracy Morrison, Mgr Food Serv/Cafeteria				
Joseph Nguyen, Director of Fin Aid				
Craig Petinak, Director of Marketing & PR				
Dr. Kathleen A. Pryor, Director DSP&S				
Dr. Kay Ragan, Interim Dean AT, Transp&CA				
Dr. Kathleen M. Rowley, Director Grant Dev& Mgmt				
Dave Rubio, Athletics				
Dr. Zelma Russ, Dean Stu Success&Special Serv.				
Dr. Cory Schwartz, Dean SS, Hum Dev & PE				
Dr. James Smith, Director Research Develop				
Dr. Kay Weiss, Dean Arts & Humanities				
? - Director SLO				
President's Cabinet	Dr. Debra Daniels, Pres.	Tues. (weekly)	9-11AM	Pres. Conf. Rm ADSS-207
Damon Bell, VPSS				
Dr. Larry Buckley, VPI				
Jim Hansen, VPAS				
Scholarships	Joel Lamore	TBD	TBD	TBD
Amy Avelar				
Kellie Barnett				
Yvonne Beebe				
Frank Dunn				
Leslie Gregory				
Kristin Hauge				
Donna Hoffmann				
Mike Lysak				
William McKee				
Roger Powell				
James Robinson				

ADDITIONAL COMMITTEES
(Alphabetical)

Michael Slusser					
Pmichele Spahn					
Priscilla Taylor					
Cassandra Thomas					
Mark Williams					
Student Policies & Scholastic Standards	Dan Angelo	Fri. (Weekly)	9-10:00AM	Pres. Conf. Rm ADSS-207	
Victoria Anemelu					
Magdalena Jacobo					
Tom Kinnaird					
Keith Lee					
Carolyn Lindsey					
Tamara Maurizi					
Patrick Meech					
Marty Milligan					
Violeta Obra					
Julie Tilton					
Julie Ulloa					
Donald Wilson					
One Student:					
Student Services Cabinet	Damon Bell, VPSS	Thus. (weekly)	10:30-12PM	CC-226	
Marco Cota	Staff				
Marie Mestas	Shari Blackwell				
Dr. Zelma Russ					
Student Services Council	Damon Bell, VPSS				
Aisa Aguilar-Kitibutr	Staff	2 per yr., 1 per semester			
Elaine Akers	Shari Blackwell	10/21/11			
Dan Angelo		03/16/12			
Marco Cota					
April Dale-Carter					
Herbert English, Jr.					
Angelita Gideon					
Kathy Kafela					
Marie Mestas					
Joseph Nguyen					
Kathi Pryor					

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ADDITIONAL COMMITTEES
(Alphabetical)

Deanne Rabon					
Dr. Zelma Russ					
Shailita Tillman					
Patti Wall					
Clyde Williams					
Tenure Review	Larry Buckley	Yearly	TBD	TBD	
Workforce Development	Larry Buckley	TBD	TBD	TBD	
Shailita Tillman					
Dr. Zelma Russ					

OFFICE OF PRESIDENT

PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)

Reporting to the President, Valley College managers (directors, deans, vice presidents) meet as needed with the President to review and discuss items as submitted to the College Council, and to study leadership theory and practice.

PRESIDENT'S CABINET

The President meets weekly in a staff meeting with the Vice Presidents to discuss operations and logistics.

SCHOLARSHIPS

Charge

The Scholarships Committee reviews applications for scholarships and makes awards according to guidelines.

Membership

Membership is comprised of the Foundation Director, and interested administrators, faculty, and classified staff.

ANNUAL AWARDS COMMITTEE

Charge

The Annual Awards Committee plans and implements the Annual "Spotlighting Our Success Faculty & Staff Awards Celebration" event each spring. This event recognizes outstanding employees and retirees from all areas of the campus. The committee organizes a campus-wide nomination and voting process that leads to organizing and coordinating all logistics related to the awards ceremony event. The committee chair is the Director of Marketing & Public Relations with guidance from the Office of the President.

Membership

Membership is comprised of at least one member from classified, faculty, management, Faculty Association and other interested individuals.

ARTS, LECTURES, AND DIVERSITY COMMITTEE

Charge

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.

ADDITIONAL COMMITTEES **(Alphabetical)**

Membership

Membership includes the Vice Presidents of Instruction and Student Services or designees, Dean of Humanities, and interested administrators, faculty, classified staff and students.

INSTRUCTIONAL SERVICES

INSTRUCTIONAL CABINET

Charge

The Instructional Cabinet reviews instruction related issues and concerns and advises the Vice President of Instruction.

Membership

Membership is comprised of the Vice President of Instruction and the deans reporting to the Vice President of Instruction.

TENURE REVIEW COMMITTEE

Charge

The Tenure Review Committee meets in January to review the four evaluations of each faculty member being considered for tenure. If all four evaluations of a faculty member are fully satisfactory, the Tenure Review Committee shall recommend that individual to the President for tenure. If the Tenure Review Committee has any doubts about a faculty member's overall performance, the committee shall, in consultation with the faculty member's supervisor, set up a new evaluation of him/her, to be conducted according to the evaluation procedure already in place in the District.

If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only with the consent of the affected faculty member. The two faculty members on the Tenure Review Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and decide on a recommendation to the President of tenure or dismissal for the faculty member in question. All recommendations regarding fourth-year faculty members shall be submitted to the President by February 15. If the President and the committee disagree, they shall meet with the District Chancellor to present their differing points of view. The Chancellor shall have final authority to make a recommendation to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT between the SBCCD and the SBCCD Chapter CTA/NEA).

Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing remediation assistance to those faculty whose evaluations are less than satisfactory.

Membership

The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate and the college representative of the collective bargaining unit each appoint one tenured faculty member to serve on the Tenure Review Committee.

ONLINE COMMITTEE

Charge

The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline 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.

Membership

Membership is comprised of interested faculty, administrators, staff, and students.

ADDITIONAL COMMITTEES **(Alphabetical)**

HONORS

Charge

The Honors Committee serves as an advisory committee to the vice President of Instruction relative to the college's Honors Program including the admission of students into the program, assessment of program effectiveness, the schedule rotation of Honors courses, proposals for new Honors courses, and the evaluation of existing Honors courses.

Membership

Membership is comprised of the Vice President of Instruction or designee, the Honors Coordinator, Honors Counselor, and interested administrators and faculty.

WORKFORCE DEVELOPMENT COMMITTEE

Charge

This Workforce Development Committee reviews recommendations from the Career and Technical Education (CTE) advisory committees. The committee participates in the Perkins Grant allocation process and makes recommendations to the Perkins Grant administrator.

Membership

Membership is comprised of the Perkins Grant Administrator and includes representation from vocational certificate and degree areas as well as other interested administrators, faculty, classified staff, and students.

STUDENT SERVICES

CAMPUS LIFE AND COMMENCEMENT

Charge

This 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.

Membership

Membership is comprised of the Vice President of Student Services, Director of Student Life, Student Activities Coordinator, ASG President, Student Services Dean, Director of Marketing, and interested administrators, faculty, classified staff, and students.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE

Charge

This Disabled Student Programs and Services (DSPC) Advisory Committee serves as an advisory committee to the Director of DSPS relative to the needs of students with disabilities.

Membership

Membership is comprised of the Dean of Student Services, Director of Disabled Student Services, Director of Health Services, and interested faculty, staff, and students.

STUDENT POLICIES & SCHOLASTIC STANDARDS

Charge

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.

Membership

ADDITIONAL COMMITTEES
(Alphabetical)

The membership is comprised of the Vice President of Student Services or designee, Associate Dean of Admissions & Records, interested faculty, a classified staff member from the Admissions and Records Office, and one student.

STUDENT SERVICES CABINET

Charge

The Student Services Cabinet reviews Student Services related issues and concerns in an advisory capacity to the Vice President of Student Services.

Membership

Membership is comprised of the Vice President of Student Services and all Deans reporting to the Vice President of Student Services.

STUDENT SERVICES COUNCIL

Charge

The Student Services Council meets on a periodic basis to discuss and review campus issues particularly applicable to student success.

Membership

Membership is comprised of the Vice President of Student Services and the Student Services leadership team.

ADMINISTRATIVE SERVICES CABINET

Charge

Reporting to the Vice President of Administrative Services, the Administrative Services Cabinet meets on a periodic basis to discuss and review campus related issues and advise the Vice President of Administrative Services.

Membership

Membership is comprised of the Vice President of Administrative Services and the Administrative

ADMINISTRATIVE SERVICES