

## SBVC College Council MINUTES August 22, 2013

Gloria Fisher, SBVC Interim President, Chair Jeremiah Gilbert, Academic Senate President, Co-Chair Brandon Brown Joe Cabrales Marco Cota Colleen Gamboa <i>A</i> Leticia Hector	Rick Hrdlicka Celia Huston Haragewen Kinde Sheri Lillard James Smith Scott Stark Cassandra Thomas
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TOPIC	DISCUSSION and ACTION
Approval of May 22, 2013 minutes	Rick motioned to approve the minutes, James second the motion, all were in favor and the minutes were approved.
Mission, Values and Vision Statement – G. Fisher/C. Huston	<p>The group was asked to review the mission, values and vision statement of the college with their constituent groups and bring the feedback to the next meeting for discussion.</p> <p>It was noted that the AP2225 did not include the current mission statement. Stacy will send out the current mission statement to the group and edits will be made in AP2225 during the review and edit process.</p>
Committee Evaluation Form – G. Fisher	<p>Dr. Fisher introduced the committee evaluation form used by the District Strategic Planning committee, and suggested dissemination of the evaluation form, or something similar to it, to the committees of our campus. Specifically to provide feedback and constructive criticism on the perception of those serving on committees.</p> <p>The dissemination of the form is not mandatory. James will work with Stacy on creating a couple of drafts and bring back to the group for review and feedback. Once the form is complete it will be made available online for accessibility to committee members.</p>

<p>Review of AP2225 – G. Fisher</p>	<p>Dr. Fisher opened the floor for discussion and review of the current AP2225. The groups discussion included the following changes to the current AP2225:</p> <ul style="list-style-type: none"> <li>• The mission statement needs to be updated to reflect the current mission statement.</li> <li>• The addition of the budget committee's charge, membership, and inclusion to the collegial consultation flow chart.</li> <li>• Insure that all committees have representation of all constituent groups in their membership (to be determined at the next meeting).</li> <li>• Update the <i>Matriculation Committee</i> to reflect correct committee name - <i>Student Success Committee</i>.</li> </ul> <p>Dr. Fisher asked the group to review the memberships, charges, along with the mission, philosophy, and vision within AP2225, make edits, and send them Electronically to Stacy who will make the edits to the document. The draft will be reviewed at the next meeting for further discussion.</p> <p>Discussion ensued whether the colleges' AP2225 should be addressed neutrally with CHC, or stand-alone. Dr. Fisher will look into the details and bring the information back to the group.</p>
<p>Reserve Funds – G. Fisher</p>	<p>Dr. Fisher informed the group that currently there is between \$1-5M in reserve funds (the exact amount is uncertain at this time) which she has commitment \$1M to fill some of the emerging urgent needs of the campus.</p> <p>Dr. Fisher stressed, this will in no way replace the process of Program Review. Program Review will follow their regular process of prioritizing the needs through their needs assessment process. When the time comes to make decisions for the use of reserve funds, Dr. Fisher will lay out some ground rules to which the group will use as a foundation for identifying appropriate expenses.</p> <p>Once the dollar amount of reserve funds are determined a more informed decision about what type of projects can be funded can be made.</p>
<p>Managers Ethics Statement – G. Fisher</p>	<p>James informed Dr. Fisher that he has ethic statements for Managers, Faculty, Classified Staff and Students. Celia requested the manager's ethic statement be posted on the website and Dr. Fisher requested he send an electronic copy of all the ethic statement to the group.</p> <p>Dr. Fisher charged the group with the review of each ethic statement for changes/modifications to bring back at the next meeting. She requested the group ponder whether they felt ethic statements for each group is necessary or if the ethic statements should be combined into one.</p>

<p>Communication Flow Chart – G. Fisher/C. Huston</p>	<p>Celia shared a draft Communication Flow Chart with the group based on feedback from ACCJC with regard to our communication process.</p> <p>Discussion of necessary edits ensued with regard to the flow and dissemination of information from constituent. Celia will make edits and the next draft will go to Academic Senate for review.</p> <p>Once the flow chart draft is finalized, Celia will bring it to the group for a final review. Dr. Fisher requested the group send any other edits to Celia via email and cc: the group.</p>
<p>Strategic Planning – J. Smith</p>	<p>James reported the committee is in the last stages of developing the Strategic Plan. He asked for volunteers to participate in the final draft to align measurable objectives with goals. Rick, Celia, Marco, and Joe volunteered to serve on the sub-committee.</p>
<p>Committee Reports:</p>	<p><u>Accreditation and Institutional Set Standards:</u> A rough draft of the Accreditation Report was complete over the summer, and this semester the committee will further develop the sub-standards by working with small groups in small sections. Once the sub-standards are finalized a full draft will be brought to this group for review, sent to the campus via email, and open campus forums to collect feedback.</p> <p><u>Short Term SLO Process:</u> The current SLO software is not performing optimally so a process has been established to use this semester to collect SLO data. All programs will be assessed using the “archival data system” which is SLO data that has been collected over the past six years.</p> <p>The second evaluation of Core Competencies should be ready before the next evaluating team site visit. In addition, a second assessment evaluation of programs will be in process during that time.</p> <p><u>Core Competencies Rubric:</u> Celia reported the goals and plans to continue the evaluation process of Core Competencies. She reviewed the short-term plan, which the data of Core Competencies is reported out, with the group. By spring 2015 the goal is to have all courses and programs on an ongoing assessment cycle.</p> <p>Dr. Fisher asked for a motion to approve the proposed reporting time line presented to the group, James motioned to accept the timeline process, Leticia second the motion, all were in favor and the motion was carried.</p>
<p><b>OTHER:</b></p>	

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4 COLLEGIAL CONSULTATION

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6 **MISSION STATEMENT**

7 Collegial Consultation is a process involving faculty, administrators, classified staff and students  
8 in deliberations regarding day-to-day and long-range planning and policies for the college. These  
9 deliberations lead to recommendations that the Chancellor carries forward to the Board of  
10 Trustees for final approval. In issues related to academic and professional matters the Board will  
11 rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy  
12 will be mutually agreed upon between the Governing Board, the Academic Senate,  
13 administration, staff and students.

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15 **PHILOSOPHY OF COLLEGIAL CONSULTATION**

16 Collegial Consultation is the democratic process utilized on campus in decision-making  
17 procedures. Successful Consultation creates an environment of awareness throughout the  
18 District by having each constituency represented throughout the process. To be effective,  
19 collegial Consultation must exhibit the following characteristics:

- 20
- 21 • Capacity to establish directions and goals
  - 22 • React to internal and external stimuli
  - 23 • Move with diligence and timeliness
  - 24 • Provide the campus community with an annual cycle of planning and budgeting
- 25

26 The process is designed to establish the goals, priorities, and objectives of the college. The  
27 exercise of administrative prerogatives must reflect these aims in order to perpetuate an  
28 environment of mutuality and trust.

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30 **PRINCIPLES OF COLLEGIAL CONSULTATION**

- 31
- 32 1. The Board of Trustees has final responsibility and authority for approval of college  
33 policies and review of Administrative Procedures; any individual may address the Board  
34 regarding these policies and procedures.
  - 35
  - 36 2. The Board of Trustees charges the Chancellor with the responsibility for Consultation of  
37 the institution; in turn, the Chancellor creates a structure and systematic process for  
38 decision-making.
  - 39
  - 40 3. The campus Consultation structure is charged with making recommendations on issues  
41 affecting the institution. The District Assembly or other constituent group may initiate  
42 discussion, review progress, or initiate a subcommittee to discuss needed policies or  
43 administrative regulations. The college and district units will review drafts and make final  
44 recommendations to the District Assembly through the constituent groups. Once a  
45 consensus is reached the Chancellor is charged with carrying the approved  
46 recommendations forward to the Board of Trustees.
  - 47
  - 48 4. The District recognizes the role of collective bargaining in certain aspects of policy  
49 development and implementation where salary, benefits, or working conditions are  
50 involved in the policy development.
  - 51
  - 52 5. The District recognizes the Academic Senates through its members has primary  
53 responsibility for making recommendations in areas of academic and professional  
54 matters.
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  - 56 6. The membership and interrelationships of committees give the Consultation structure an  
57 essential role in the decision making process.

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7. Broad participation from all segments of the District is encouraged; all four campus constituencies (faculty, management, classified, and students) are represented on Consultation committees except in areas of primacy related to academic and professional matters.
8. Each constituency represented on a committee appoints its own representatives, taking into account not only the needs of the constituency but also the broader needs of the college.
9. Any Collegial Consultation subcommittee, through minutes which are forwarded to its respective standing committee, makes recommendations to the constituent groups for review and then forwards its recommendation on items for District consultation through to the District Assembly. Subcommittees or ad hoc committees are not subject to the strict guidelines of the Brown Act since final action on recommendations take place through the Standing Committees and the District Assembly.
10. The college community as a whole is made aware of the consultation process and has access to it through constituency representation. A consistent effort is made to keep the campus informed through meeting announcements 72 hours prior to the meeting and publication and distribution of the minutes of the meetings. All minutes of college standing committees and the District Assembly will be posted in the college libraries.
11. Collegial Consultation is facilitated by communication, timely and appropriate notice of meetings, public deliberation, full campus participation and published records.
12. Each Collegial Consultation Standing Committee, subcommittee, and ad hoc committee is expected to take action minutes. Each subcommittee is charged with forwarding those minutes to their respective standing committee or constituencies, and to the library. In turn, standing committees are charged with review and action on minutes received from their respective subcommittees.
13. In matters of academic and professional standards, where the Board of Trustees finds compelling cause for not accepting the recommendation of the Academic Senate, the Chancellor shall deliver that rationale in writing delivered by registered mail to the Presidents of the Academic Senates following the action by the Board of Trustees. The Academic Senates shall be provided an opportunity to present their concerns to the Board of Trustees in an open Board meeting.
14. Members to Collegial Consultation committees on campus are appointed by their respective organizations after consultation with the Presidents: faculty by the Academic Senate, students by the Associated Students, classified staff by the CSEA, and administrators by the Presidents. Subcommittees formed by standing committees or ad hoc committees will consist of those members deemed appropriate by the constituencies in consultation with the Presidents. Ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees. Managers are invited to sit on academic committees Program Review and Curriculum.
15. Meeting times for each academic year will be set at the first meeting of the academic year and submitted to the Chancellor *or* Presidents for inclusion in the college master calendar. Any conflicts on meeting times will be settled by the Chancellor or Presidents in consultation with the leadership of the various constituencies.
16. Clerical support including taking, editing and distributing minutes; preparing and distributing agendas, preparing, reproducing and distributing documents as directed by the committee shall be provided by a designated responsibility center.

114 **STRUCTURE AND PURPOSE OF STANDING COMMITTEES**

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116 **DISTRICT ASSEMBLY**

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118 **Charge**

119 The District Assembly provides a forum for effective communication among representatives of the  
120 Academic Senates, Faculty Association, California School Employees Association (CSEA), the  
121 Associated Students, and the Management. The District Assembly will discuss issues of policy to the  
122 college community and assign those issues to appropriate committees for development of  
123 recommendations. The District Assembly is an advisory group to the Chancellor. (The College Council  
124 reviews the collegial Consultation Administrative Regulations annually and recommends revisions to the  
125 Chancellor and the college constituencies.)

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127 It is a function of the District Assembly to review all recommendations and to reach consensus prior to  
128 moving recommendations forward to the Board of Trustees.

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130 **Membership and Chair**

131 The composition of the District Assembly and the determination of the officers shall be included in the  
132 Bylaws of the District Assembly and this document will become a part of this administrative regulation.

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134 **Reporting**

135 All members of the District Assembly are responsible for making regular reports to their respective  
136 organizations. The minutes and official records of the District Assembly shall be recorded in compliance  
137 with the bylaws.

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139 **ACADEMIC CALENDAR**

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141 **Charge**

142 The Academic Calendar Committee will oversee the development of the annual academic calendar and  
143 will review optional calendars or other formats for offering academic programs for the District.

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145 **Membership**

146 The Academic Calendar Committee will be co-chaired by the District Business Manager and the  
147 Chairperson of the District Assembly. Each of the constituent groups of the campuses shall appoint one  
148 representative from each constituency on each campus to serve on the committee. The President of  
149 each college will make the management appointment.

150  
151 **Reporting**

152 The deliberations from this committee will be reported to the District Assembly where a recommendation  
153 will be made to the Chancellor for Board Action on any calendar. The minutes of this committee will be  
154 posted on the District Web.

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156 **DISTRICT INSTITUTIONAL PLANNING**

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158 **Charge**

159 The Institutional Planning Committee oversees the development and revision of the District mission  
160 statement as well as the annual update of the District goals and objectives. The committee also has  
161 oversight of the development and update of the District Facilities Plan, the District Technology Plan and  
162 accountability reports. The District Educational Master Plan is developed through this committee.

163  
164 **Membership**

165 The Chancellor will chair the Institutional Planning Committee. Each of the constituent groups, (faculty,  
166 classified, students) of the campuses shall appoint one representative from each constituency on each  
167 campus to serve on the committee. The President of each college will make the management  
168 appointment.

169  
170 **Reporting**

171 All members are responsible for making regular reports to their respective organizations. The  
172 administrators responsible for Board Policy recommendations that come from the standing committees  
173 will forward recommendations to the District Assembly for review and the Chancellor will forward the final  
174 recommendations to the Board of Trustees. The minutes of this committee will be posted on the District  
175 Web.

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177 **DISTRIBUTED EDUCATION COORDINATING COMMITTEE**

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179 **Charge**

180 The Distributed Education Coordinating Committee has the charge to develop the District component of  
181 the Strategic Technology Plan. This committee shall have the added responsibility of coordinating District  
182 support for distributed education offered at Valley College, Crafton Hills College, via KVCR, and the  
183 Professional Development Center. All programs offered in the District through distributed learning shall  
184 be a part of one of the two colleges with the appropriate review, and evaluation by the academic senate  
185 and the discipline being offered.

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188 **Membership**

189 The District Director of Distributed Education will chair the Distributed Education Coordinating Committee.  
190 Each of the constituent groups (faculty, classified, students) of the campuses shall appoint one  
191 representative from each campus to serve on the committee. The President of each college will make the  
192 management appointment. Members of this committee shall have involvement in distributed education.

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195 **Reporting**

196 All members are responsible for making regular reports to their respective organizations. The  
197 administrators responsible for Board Policy recommendations that come from the standing committees  
198 will forward recommendations to the originating committee for review. When consensus is reached, the  
199 Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this  
200 committee will be posted on the District Web.

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202 **ECONOMIC & WORKFORCE DEVELOPMENT COORDINATING COMMITTEE**

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205 **Charge**

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207 This committee shall have the responsibility for coordinating and aligning District responses to identified  
208 economic and workforce development needs. The committee shall review educational and training needs  
209 in the service area and recommend to the Chancellor the most appropriate blend of credit, non-credit, and  
210 not-for-credit programs and services to effectively address those needs. Existing offerings will be  
211 reviewed to ensure appropriate categorization based on current community needs and District goals for  
212 instructional programs. Training needs requiring rapid response will be primarily handled through the  
213 EDCT with updates provided to the committee on a regular basis. Credit and non-credit instruction shall  
214 be processed through the Colleges with requisite reviews and evaluation by the Academic Senates.

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217 **Membership**

218 The Executive Director of the Economic Development and Corporate Training division will chair the  
219 Economic and Workforce Development Coordinating Committee. The Director of the Applied  
220 Technologies Training and the Workforce Development Manager of EDCT and the Chancellor or his/her  
221 designee shall be on the committee. California School Employees' Association (CSEA) shall appoint a  
222 representative from classified staff.. The President of each college will make the management  
223 appointment. Faculty appointments shall be made by the Presidents of the Academic Senates at each  
224 college. Members of this committee shall have involvement in occupational education and/or economic  
225 development programs.

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228 **Reporting**

229 All members are responsible for making regular reports to their respective organizations. The  
230 administrators responsible for Board Policy recommendations that come from the standing committees  
231 will forward recommendations to the District Assembly and appropriate constituent groups for review and

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227 the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this  
228 committee will be posted on the District Web.

229

230 **ADMINISTRATIVE SERVICES ADVISORY COUNCIL**

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232 **Charges**

233 Administrative Services Advisory Council will review campus and District requests for expenditures of  
234 bond money. The responsibility of the Administrative Services Advisory Council will be to  
235 advise/recommend to the Board of Trustees the projects and priorities for expenditures of bond money.

236

237 **Membership**

238 The Executive Director of Facilities Planning will chair the Administrative Services Advisory Council. The  
239 Vice Chancellor of Fiscal Services and the Vice President of Administrative Services from each campus  
240 shall be on the committee. Each of the constituent groups (faculty, classified, students) shall appoint one  
241 representative from each campus to serve on the committee. KVCR shall appoint one representative to  
242 serve on the committee.

243

244 **Reporting**

245 All members are responsible for making regular reports to their respective organizations. The  
246 administrators responsible for Board Policy recommendations that come from the standing committees  
247 will forward recommendations to the District Assembly and appropriate constituent groups for review and  
248 the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this  
249 committee will be posted on the District Web.

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251 **DISTRICT BUDGET COMMITTEE**

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253 **Charge**

254 The Committee's responsibilities include the review and recommendations regarding District-wide  
255 processes related to budget development which may have a major impact on site operations or  
256 allocations. Committee discussions or review may include the following during any budget year:

- 257
- 258 1. Review and evaluation of current, projected or proposed Federal, State and local funding  
259 proposals affecting California Community Colleges and the related financial impact on the district.
  - 260 2. Review of District budgetary policies, administrative procedures, allocation model formulas and  
261 guidelines across the District. Protect the financial well-being of the District. Determine that  
262 procedures are responsive to strategic priorities as determined by the campuses and District  
263 Office. Union issues which are conducted as a part of labor negotiations are not a part of this  
264 Committee's responsibility.
  - 265 3. The review process will include both general fund unrestricted and restricted funding sources.  
266 The Committee will also review enrollment growth projections, and other workload measures.
  - 267 4. Review and make recommendations regarding District-wide budget assumptions (revenues,  
268 allocations, COLA and growth). Any District Budget Committee recommendations related to  
269 District-wide processes shall be advisory to the Chancellor.
  - 270 5. Promote budget awareness, communicate budget issues and may assist in budget and finance  
271 training activities District-wide.

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272 **Membership**

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- 274 1 Vice Chancellor, Fiscal Services  
275 1 Vice President Administrative Services from CHC  
276 1 Vice President Administrative Services from SBVC  
277 1 Management Appointment from CHC President  
278 1 Management Appointment from SBVC President  
279 2 Academic Senate Appointments from CHC



- 280 2 Academic Senate Appointments from SBVC
- 281 1 Classified Senate Member from CHC
- 282 1 Classified Senate Member from SBVC
- 283 1 ASB Member from CHC
- 284 1 ASB Member from SBVC
- 285 1 KVCR Representative
- 286 1 Executive Director of TESS
- 287 1 Executive Director of EDCT
- 288 1 Business Manager
- 289 1 Director of Fiscal Services
- 290 1 Human Resources Appointee
- 291 1 CTA Appointment
- 292 1 CSEA Appointment
- 293 1 CSEA Appointment from the District Office

### Reporting

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297 All members are responsible for making regular reports to their respective constituencies. The Vice  
298 Chancellor for Fiscal Services will forward all recommendations to the Chancellor and will bring feedback  
299 from the Chancellor back to the Committee. Final budget authority rests with the Chancellor who will  
300 make budget recommendations, when appropriate, to the Board of Trustees.

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302 The minutes of this Committee will be posted on the District website.

## SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE –

### MISSION STATEMENT

306  
307 ***San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning***  
308 ***opportunities accessible to a diverse student population. The college serves high school graduates***  
309 ***and those over eighteen years of age. In addition, the college provides a gateway to higher***  
310 ***education and vocational training for non-traditional populations, including: qualified high school***  
311 ***students; re-entry adults; immigrants; the educationally or financially challenged; and those who***  
312 ***cannot or choose not to attend the main campus.***

313  
314 The mission of San Bernardino Valley College is: to prepare students to transfer to four-year  
315 colleges and universities; to provide students with the knowledge and skills needed to succeed in  
316 business, industry and the professions; to advance the state and region's economic growth and  
317 global competitiveness through continuous workforce development; to work in partnership with  
318 the local community to improve the quality of life in the Inland Empire; and to prepare students for  
319 active participation in a multicultural society. The faculty and staff of San Bernardino Valley  
320 College are committed to student success and to teaching and service excellence.

### Educational Philosophy

322  
323 **We believe**

- 324 • That a well-educated populace is essential to the general welfare of the community.
- 325 • That a quality education empowers the student to think critically, to communicate clearly, and
- 326 to grow personally and professionally.
- 327 • That an enriched learning environment promotes creativity, self-expression, and the
- 328 development of critical thinking skills.
- 329 • That our strength as an institution is enhanced by the cultural diversity of our student
- 330 population and staff.

- 331 • That we must provide students with access to the resources, services, and technological  
332 tools that will enable them to achieve their educational goals.
- 333 • That we can measure our success by the degree to which our students become self-sufficient  
334 learners and contributing members of society.
- 335 • That plans and decisions must be data driven, and based on an informed consideration of  
336 what will best serve students and the community.
- 337 • That we must model our commitment to lifelong learning by maintaining currency in our  
338 professions and subject disciplines.
- 339 • That, as part of the collegial consultation process, all levels of the college organization must  
340 openly engage in sharing ideas and suggestions to develop innovative ways to improve our  
341 programs and services.
- 342 • That interactions between all members of the college community must be marked by  
343 professionalism, intellectual openness, and mutual respect.
- 344 • That we must hold ourselves and our students to the highest ethical and intellectual  
345 standards.
- 346 • That we must maintain a current, meaningful and challenging curriculum.
- 347 • That students succeed best when following an educational plan and when enrolled in classes  
348 that meet their interests and goals, and match their level of academic preparedness.
- 349 • That all members of our campus community are entitled to learn and work in an environment  
350 that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- 351 • That students learn best on a campus that is student-centered and aesthetically pleasing.
- 352 • That we must be responsible stewards of campus resources.
- 353

### **Vision Statement**

354 San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be  
355 regarded as the “alma mater” of successful, lifelong learners. We will build our reputation on the quality of  
356 our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our  
357 students and ourselves to high standards of achievement and will expect all members of the college  
358 community to function as informed, responsible, and active members of society.

359 *Final Revision 1-12-05*

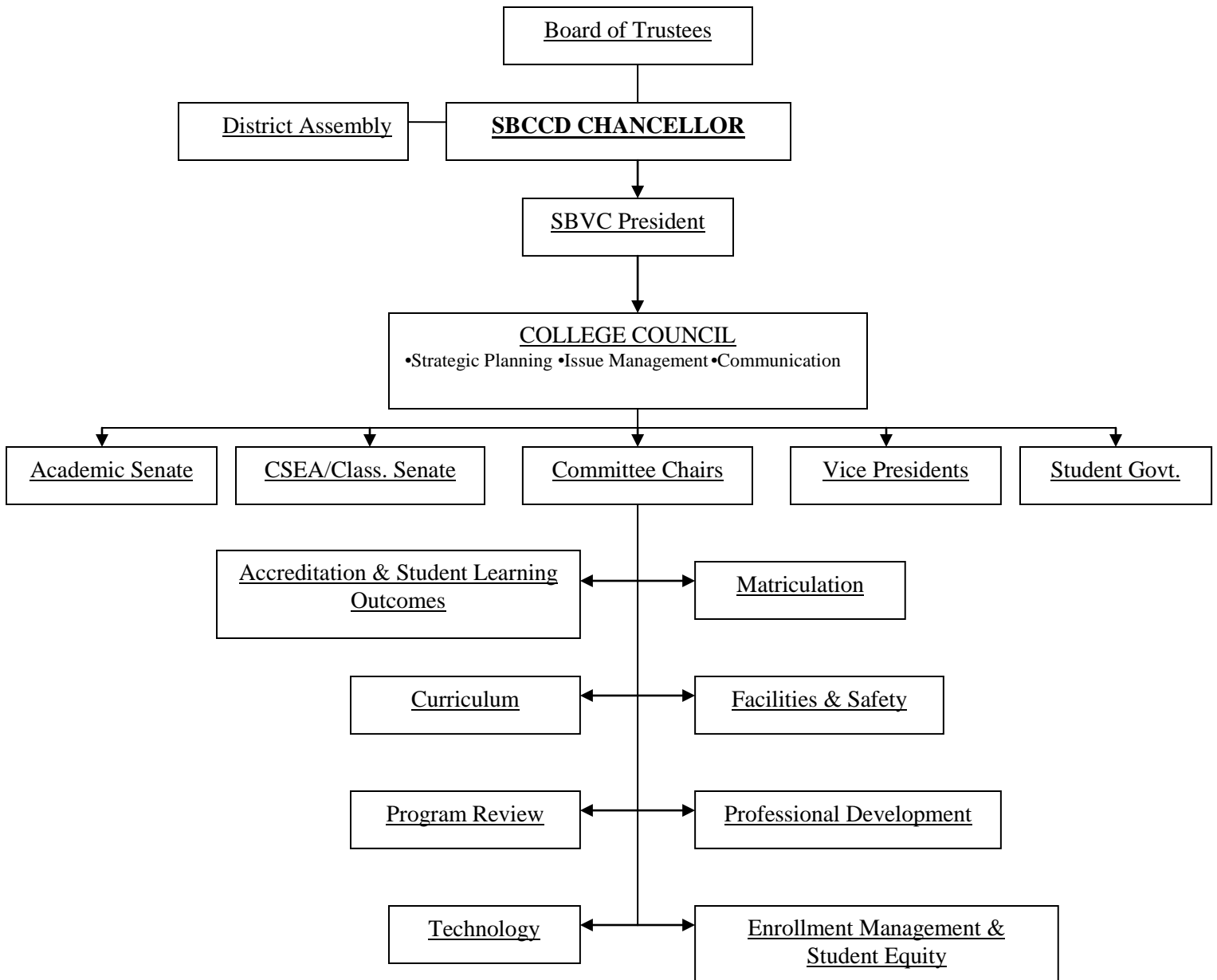
*Revised 1-25-06*

### **Governance Philosophy**

362 San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725.  
363 We acknowledge the rights and responsibilities accorded to all parties within the District to participate  
364 effectively in District consultation and support the establishment of procedures whereby faculty, staff, and  
365 students are ensured of appropriate consultation on matters affecting them.

366 We believe that groups of individuals working together to pool their knowledge, experience, and  
367 perspectives are an integral part of the decision making process at Valley College, and that the  
368 development of policies and procedures for college governance benefits greatly by involving those with  
369 appropriate expertise and those who will be most affected by those policies and procedures.

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**COLLEGE COUNCIL**

**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.

386 The issue management function takes place as campus issues are presented to the College Council and  
387 referred to the appropriate college committee for review, consideration, and recommendation to the  
388 President.

389  
390 The communication function is served by the College Council as the central communication venue for  
391 college governance issues including budget, in that all constituent groups are represented and are  
392 responsible for reporting and disseminating of information to their appointing body.

#### 393 394 **Membership**

395 Membership is comprised of the President, College Vice Presidents, the President of the Academic  
396 Senate, the Classified Senate President, the President of the Associated Students or designee, the CSEA  
397 President or designee, the Director of Research, and the chairs of the following committees: Enrollment  
398 Management & Student Equity, Accreditation, Curriculum, Facilities and Safety, Matriculation,  
399 Professional Development, Program Review, and Technology. The President serves as chair of the  
400 College Council unless otherwise agreed upon, at which point a faculty member and a manager will serve  
401 as co-chairs.

#### 402 403 **College Council Standing Committees**

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

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409 Should representation not occur in any group, the President will confer with the appropriate  
410 representative/President/designee to determine the best alternative to secure appropriate representation  
411 and participation from the absent group.

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413 Meetings: Unless otherwise noted, standing committees are not held during the summer.

### 414 415 **COLLEGIAL CONSULTATION COMMITTEES**

#### 416 417 **ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE**

##### 418 419 **Charge**

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

##### 426 427 **Membership**

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

#### 430 431 **CURRICULUM COMMITTEE**

##### 432 433 **Charge**

434 Under AB1725 the Academic Senate has the responsibility to make recommendations with respect to  
435 academic and professional matters. Curriculum is considered an academic matter and, therefore, the  
436 Curriculum Committee is authorized by the Academic Senate to make recommendations about the  
437 curriculum of the college, including approval of new courses, deletion of existing courses, proposed  
438 changes in courses, periodic review of course outlines, approval of proposed programs, deletion of  
439 programs, review of degree and certificate requirements, approval of prerequisites and co-requisites, and  
440 assessment of curriculum as needed.

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

446 **ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE**

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

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

464 **FACILITIES & SAFETY COMMITTEE**

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

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

476 **MATRICULATION COMMITTEE**

477 **Charge**  
478 The Matriculation Committee is authorized by the Academic Senate to annually review and update the  
479 College Matriculation Plan, proposed the budget for categorical matriculation funds, provide advice on  
480 policies, procedures, and implementation of matriculation components including admission, orientation,  
481 assessment, counseling, prerequisites, follow-up, training, and research.

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

488 **PROGRAM REVIEW COMMITTEE**

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

496

- 497 The purpose of Program Review is to:
- 498 • Provide a full examination of how effectively programs and services are meeting departmental,
  - 499 divisional, and institutional goals
  - 500 • Aid in short-range planning and decision-making
  - 501 • Improve performance, services, and programs
  - 502 • Contribute to long-range planning
  - 503 • Contribute information and recommendations to other college processes, as appropriate
  - 504 • Serve as the campus' conduit for decision-making by forwarding information to appropriate
  - 505 committees

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#### **Membership**

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

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### **PROFESSIONAL DEVELOPMENT COMMITTEE**

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514

#### **Charge**

515 The Professional Development Committee serves as an advisory committee for the college professional  
516 development programs, and as a resource for training needs across campus. The committee prepares  
517 and implements the state required three-year Professional Development Plan, and reviews it annually to  
518 assure that campus goals and objectives are being met. The committee allocates staff development  
519 funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming  
520 and communication of campus professional development programs. The faculty members on the  
521 committee serve as the campus sabbatical leave committee and make recommendations to the college  
522 president for proposed leave recipients. The faculty members also serve as the campus flex committee.

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#### **Membership**

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

528

### **TECHNOLOGY COMMITTEE**

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#### **Charge**

532 The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College  
533 Council. The Plan recommends methods to assess, purchase, install, and encourage use of new  
534 technology; technology funding priorities; and strategies for redistributing current resources. It sets  
535 standards and guidelines for the minimum specifications for new technology, for maintaining the current  
536 technology in new construction, and to maximize use of District network resources and instructional  
537 learning resources. Accessibility to technology will be considered when developing goals, methods,  
538 recommendations, guidelines, and standards. In addition, members serve as campus representatives on  
539 District Technology Committees.

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#### **Membership**

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

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### **ADDITIONAL COMMITTEES**

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549 A number of committees exist that have a specific purpose or function, but are not part of the formal  
550 collegial consultation process within College Council. These include:

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**OFFICE OF THE 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.

**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.

608 **TENURE REVIEW COMMITTEE**

609 **Charge**

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

616  
617 If the committee wants to use tenure procedures or materials as part of this evaluation, it can do so only  
618 with the consent of the affected faculty member. The two faculty members on the Tenure Review  
619 Committee who were appointed by the Senate and the bargaining unit shall serve as the peer evaluators  
620 for this evaluation. At the conclusion of this evaluation, the Tenure Review Committee shall meet and  
621 decide on a recommendation to the President of tenure or dismissal for the faculty member in question.  
622 All recommendations regarding fourth-year faculty members shall be submitted to the President by  
623 February 15. If the President and the committee disagree, they shall meet with the District Chancellor to  
624 present their differing points of view. The Chancellor shall have final authority to make a recommendation  
625 to the Board of Trustees (this charge and membership quoted directly from the current AGREEMENT  
626 between the SBCCD and the SBCCD Chapter CTA/NEA).

627  
628 Per the provisions of the CTA contract, the Tenure Review committee is also involved in providing  
629 remediation assistance to those faculty whose evaluations are less than satisfactory.

630 **Membership**

631 The College President appoints a tenured faculty member as the Tenure Review Coordinator who chairs  
632 the committee and the appropriate Vice Presidents or designees. The President of the Academic Senate  
633 and the college representative of the collective bargaining unit each appoint one tenured faculty member  
634 to serve on the Tenure Review Committee.  
635

636 **ONLINE COMMITTEE**

637 **Charge**

638 The Online Committee advises the Vice President of Instruction regarding issues related to online  
639 learning at the College. In addition, the committee assists discipline faculty in the preparation of distance  
640 education requests to the Curriculum Committee. The committee serves as a conduit of information  
641 among faculty, administration, and students by providing technological vision for issues related to online  
642 learning.  
643

644 **Membership**

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

646 **HONORS**

647 **Charge**

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

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

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661 **WORKFORCE DEVELOPMENT COMMITTEE**

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**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.

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**STUDENT SERVICES**

674 **CAMPUS LIFE AND COMMENCEMENT**

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**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.

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686 **DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY COMMITTEE**

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**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.

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696 **STUDENT POLICIES & SCHOLASTIC STANDARDS**

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**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**

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.

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708 **STUDENT SERVICES CABINET**

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**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.

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717 **STUDENT SERVICES COUNCIL**

718 **Charge**

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

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722 **Membership**

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

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726 **ADMINISTRATIVE SERVICES**

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728 **ADMINISTRATIVE SERVICES CABINET**

729 **Charge**

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

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734 **Membership**

735 Membership is comprised of the Vice President of Administrative Services and the Administrative  
736 Services Supervisors.

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772 Approved: 10/25/12

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4 **COLLEGIAL CONSULTATION**  
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6 It shall be the policy of this Board to embrace the concept of collegial consultation and to  
7 establish procedures to ensure faculty, management, classified staff, and students the right to  
8 participate effectively in collegial consultation in particular areas where they have their  
9 responsibility and expertise as specified in Title 5 regulations, while retaining its own right and  
10 responsibilities in all areas defined by state laws and regulations.

11  
12 The Board of Trustees of the San Bernardino Community College District recognizes the  
13 definition of "academic and professional matters" as stated in the Title 5 regulations: i.e.,  
14

- 15 1. Curriculum including establishing prerequisites and placing courses within disciplines;
- 16 2. degree and certificate requirements;
- 17 3. grading policies;
- 18 4. education program development;
- 19 5. standards or policies regarding student preparation and success;
- 20 6. district and college consultation structures, as related to faculty roles;
- 21 7. faculty roles and involvement in accreditation processes, including self-study and annual  
22 reports;
- 23 8. policies for faculty professional development activities;
- 24 9. processes for program review;
- 25 10. process for institutional planning and budget development; and
- 26 11. other academic and professional matters as mutually agreed upon between the  
27 Governing Board and the Academic Senate.  
28

29 The Board also recognizes its obligation, under Title 5 Regulations, to "consult collegially" with  
30 the Faculty Senate on these "academic and professional matters." Additional academic and  
31 professional matters may be added as specified in #11 only through formal resolution of the  
32 Board.  
33

34 The Board further recognizes that, under Title 5, it may choose to "consult collegially" through the  
35 option of "mutual agreement" on policy issues, or the option of "relying primarily on the advice  
36 and judgment of the senate" when adopting policies and procedures on "academic and profes-  
37 sional matters."  
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39 The Board of Trustees shall have the final responsibility for developing all policies governing the  
40 community college district, including academic and professional matters. For purposes of  
41 academic and professional matters, the Board shall rely primarily on the advice of the Academic  
42 Senate. If the Board has a compelling reason for not accepting the advice of the Academic  
43 Senate, it shall provide that reason in writing upon request of the Academic Senate. The decision  
44 of the Board on all policy shall be final.  
45

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47 References:  
48 Education Code §§ 70901 - 70902  
49 California Code of Regulation Title 5 §§ 53200 - 53204  
50 California Code of Regulation Title 5 §§ 51023.5 and 51023.7  
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52  
53 ADOPTED: 04/10/03  
54 AMENDED: 04/08/04  
55



# Committee Self-Evaluation

Name of Committee: \_\_\_\_\_

Year: \_\_\_\_\_

**Please think about the internal processes, external interactions, and work products or outcomes of this committee, and answer each of the following questions objectively.**

- How long have you served continuously on this committee?     1<sup>st</sup> year     2 years     3 years     ≥4 years
- On how many other committees did you serve this year?     0     1     2     3     4     5 or more
- Did you serve as chair or convener of this committee this year?     Yes     No
- Do you expect to serve on this committee again next year?     Yes     No     Unknown
- What is your primary function at SBCCD?     FT Faculty     PT Faculty     Classified     Confidential     Manager     Student

**Please indicate how often the committee's processes, interactions, and outcomes during the year reflected each of the following characteristics:**

	Almost Always	Often	Sometimes	Seldom	Almost Never	No Opinion
<u>Collaborative</u> : Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue						
<u>Transparent</u> : Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community						
<u>Evidence-Based</u> : Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote						
<u>Effective</u> : Working properly and productively toward the committee's intended results						
<u>Efficient</u> : Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner						

**Please enter this committee's most significant accomplishment this year:**

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**Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:**

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**Please indicate extent to which you agree/disagree with the following statements about your service on this committee overall this year.**

	Strongly Agree	Agree	Disagree	Strongly Disagree
I feel comfortable contributing ideas.				
My ideas are treated with respect, whether or not others agree with them.				
I have had sufficient opportunity to provide input into committee recommendations.				

**Please rate the following aspects of the committee's work overall this year.**

	Very Good	Good	Fair	Poor	Very Poor	No Opinion
Clarity of the committee's charge						
Quality of communication within the committee						
Quality of information flow from the committee to the constituency groups						
Quality of information flow from the constituency groups to the committee						
Quality of communication by the committee with the District community as a whole						
Access to data needed for deliberations						
Access to meeting space						
Access to other resources needed for the committee to work effectively						
Training or mentoring for you as a committee member						
Establishment of expectations or norms for committee members and convener(s)						
Adherence to expectations or norms for committee members and convener(s)						

**Thank you very much for participating in this important effort to improve committee work at SBCCD.**

## Fall-Out Money: Library Requests April 5, 2013

(Revised with input from Marie 4.5.13 10:32a m) (Patti Revision 4/5/13 11:35 a.m.)

Requests	Justification	COST
<b>2 Part-Time Classified Staff</b>	The newly hired Library Clerk position does not fully address the lack of staffing. Saturday hours will still need to be paid from overtime accounts without additional help.	<ul style="list-style-type: none"> <li>• <math>19 \times 14.31 \times 52 =</math></li> <li><math>\\$14,138.28 \times 2 =</math></li> <li><math>\\$28,276.56</math></li> <li>• (hours x rate x weeks per year x 2 clerks)</li> <li>• Plus benefits...?</li> </ul>
<b>eBook Subscription</b>	Part of Program Review requests and ranking.	EBSCO Perpetual ownership of eBooks Subject Sets: American History \$5,561 Biology & Life Sciences \$8,044 Total=\$13,605
<b>Barcode Scanners</b>	Needed for Patrons cards; books and materials all have barcodes.	\$1,225 for five MS9520 Scanners or \$1,260 for five MS9540 scanners.
<b>3 Receipt Printers</b>	Supports new World Share catalog system (OCLC) (checking items in-and-out; patron records; technical services)	\$759.84 includes 3 receipt printers; 3 black ribbons; 3 rolls paper; shipping. Bayscan Technologies.
<b>Update Book/Material Security System and Supplies Associated with System (security strips)</b>	Current system has been having problems and is 10-years old this June (2003).	<ul style="list-style-type: none"> <li>• \$23,000 new KNOGO gates, installation, and service contract for 1 year (Gaylord)</li> <li>• \$19,000 (Brodart)+service contract</li> <li>• \$19,000 (Demco)+service contract</li> </ul>
<b>Faculty Librarian Backfill for Ginny</b>	The "go-live" date for a new cataloging system shared with CHC is rapidly approaching and our librarian needs time to successfully implement the system.	<ul style="list-style-type: none"> <li>• <math>23 \times 43.16 \times 28 = \\$27,795.04</math></li> <li>• (hours x rate x weeks [6.4.12 -12.21.13])</li> </ul>
<b>Textbook Money for</b>		\$20,000 (split over fall

<b>2013-2014 Academic Year.</b>		and spring semesters)
<b>Reference Collection Materials</b>	Reference books are expensive and a concise way of locating information. Particularly nursing/medical books which support our nursing program.	\$7,500
<b>31 Student Chairs for Computers in Library Classroom (with rolling wheels)</b>	As chairs need replacing we would like to keep the continuity of what is in the open lab and replace them with the chairs currently in the Library classroom.	<ul style="list-style-type: none"> <li>• 31 x \$293 (plus tax &amp; s&amp;h) for "Strive" upholstered armless task chairs = \$9,083 (from KI furniture)</li> </ul>
<b>Automatic Counter: electronically counts patrons entering the building.</b>	Needed for statistic gathering.	Roughly \$320 DEMCO pg 765.
<b>iPad</b>	Need one iPad for Roving and Embedded Librarian. With the wireless system campus-wide, this offers the opportunity for librarians to serve the students on the second floor of the library or at such locations as the Veterans Resource Center.	\$695.15 includes case, insurance and keyboard.
<b>Mobile Information Desk (Demco)</b>	For librarian reference work at peak times at the front of library and on second floor( pg 384 DEMCO.)	\$2539.99 (not including tax and shipping)

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