SBVC College Council MINUTES December 11, 2013

Gloria Fisher, SBVC Interim President, Chair Jeremiah Gilbert, Academic Senate President, Co-Chair Brandon Brown *A* Joe Cabrales *A* Marco Cota *A* Colleen Gamboa *A* Rania Hamdy Leticia Hector *A*	Rick Hrdlicka Celia Huston Haragewen Kinde Sheri Lillard *A* James Smith Scott Stark Cassandra Thomas

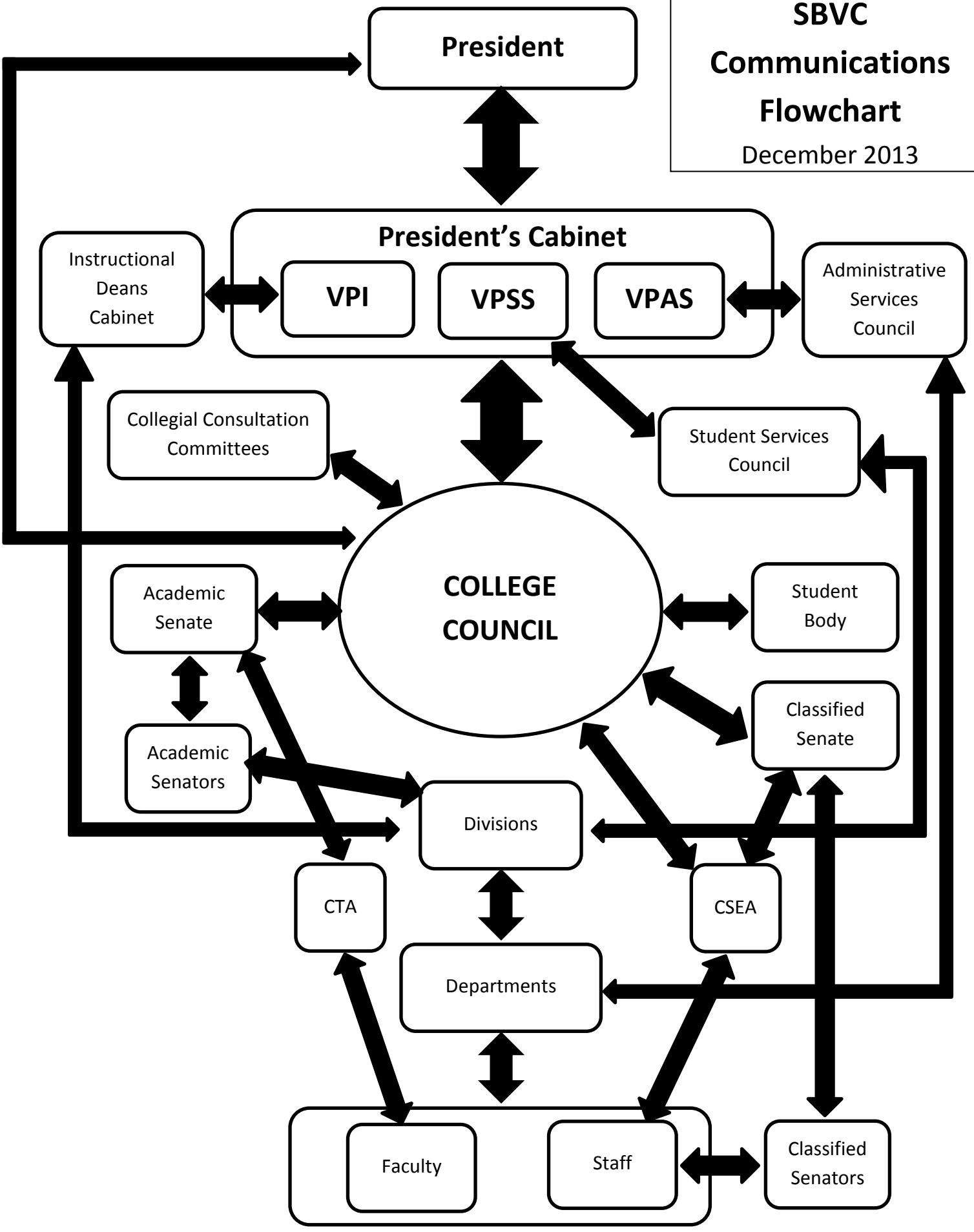
TOPIC	DISCUSSION and ACTION
Approval of November 13, 2013 minutes	Rick motioned to approve the minutes with the correction to the date listed on minutes, James second, all were in favor and the minutes were approved.
College Hour – G. Fisher	Dr. Fisher announced her interest in having a *College Hour* on campus and the implementation of it this spring semester. *College Hour* will be held every Monday and Wednesday from 1-2 p.m. should this group vote to approve it. *College Hour* is a time for students to connect with the campus and campus activities while courses are not held during an hour time frame, 2 days of the week. The schedule will change from semester to semester depending on the class schedule. Dr. Fisher requested a motion to approve the adoption of College Hour at this campus. Rick motioned to approve, Casey second, all were in favor and the motion carried.
Communication Flowchart – C. Huston	Celia reviewed the communication flowchart with the group. The group discussed the flowcharts appearance and Celia made modifications to the flowchart on the spot. The document has been approved by the managers and will be shared with Academic Senate at their next meeting. Dr. Fisher requested a motion to approve the adoption of the communication flowchart, Celia motioned, Rick second, all were in favor, and the document was approved as modified (see attached). Dr. Fisher requested the group share the document with their constituencies.

Organizational Handbook – G. Fisher	Dr. Fisher revisited discussion of the *Organizational Handbook,* as discussed in previous meetings, and asked the group to review the document with their constituent groups for input and bring feedback to this group at the January meeting as a means to start the process for developing the *Organizational Handbook*. Once the first draft has been complete it will go through the process of approval for adoption. Should there be no response to the requested at the next meeting, Dr. Fisher will assign the task to an ad hoc committee.
Request for funding form – G. Fisher	Dr. Fisher presented the draft *Request for Funding* form for the due process of requesting emerging, one-time funding through College Council. Discussion of edits and recommendation of approval path, cover sheet with directions and notification mechanism ensued. Stacy will make modifications to the application and bring the 2nd draft for review at the next meeting.
AP 3570 Smoking – J. Gilbert/G. Fisher	Jeremiah presented the current smoking policy (BP3570) and reviewed proposed changes of language to include electronic cigarettes with the group. Dr. Fisher requested a motion to approve the change of language to the smoking policy (BP3570) as presented by Jeremiah (attached). James motioned, Scott second, all were in favor and the motion carried. The BP will be presented at the next District Assembly meeting.
Committee Evaluation form update – J. Smith	James presented the revised committee self-evaluation survey as discussed in previous meetings. The survey is currently online. After a brief discussion on dissemination of the survey and data collection, the group consented to have James send the link for the survey to the committee chairs who will be charged with sending the survey to committee members for participation, and survey results will automatically go back to James for data collection. This will be done once a semester for evaluation of committees.
Strategic Planning – J. Smith	The Strategic Plan is in the final stages, the committee will meet one more time to finalize the draft and a brochure will be made.
Campus Needs Funding Flowchart – S. Stark	Scott reviewed the *Campus Needs Funding Flowchart* with the group and requested input from the group. Discussion regarding recommended edits and clarification of the process ensued. Dr. Fisher requested a motion to approve the flowchart with recommended edits. Rick motioned, Scott second, all were in favor and the motion carried.
SBVC Fund Balance Report – S. Stark	Scott reviewed the fund balance with the group.

AP2225 – J. Gilbert • Program Review • Basic Skills	Jeremiah proposed changes to the committee charge and membership of Program Review (see attached) within the AP2225. After a brief discussion, Dr. Fisher requested a motion to approve the proposed changes as presented by Jeremiah. Celia moved, Rick second, all were in favor and the motion carried. Jeremiah proposed changes to the committee charge and membership of Basic Skills (see attached) within the AP2225. After a brief discussion, Dr. Fisher requested a motion to approve the proposed changes as presented by Jeremiah. Celia moved, James second, all were in favor and the motion carried.
Committee Reports	Rick shared with the group that Campus Technology has started its move to the new Campus Technology portables on campus.
OTHER:	

SBVC Communications Flowchart

December 2013



San Bernardino Valley College
Organizational Handbook

2013-2014

DECISION-MAKING AND PARTICIPATORY GOVERNANCE
Published Fall, 2013

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I. BACKGROUND & OVERVIEW

Overview

The *San Bernardino Valley College Organizational Handbook* provides a formal resource to faculty, staff, students, and managers on all matters related to governance processes of the College. This document will provide information about how decisions are made—*i.e.,* the many structures and paths available to impact decision-making—with the intent of equipping each member of the campus community with the knowledge needed to participate in the myriad of opportunities available.

Terminology and Legal Authority

As a California community college, San Bernardino Valley College ~~(CHC)~~ is mandated to operate under the principle of participatory governance. Education Code 70902(b) (7) mandates that the Board of Governors adopt regulations that "...ensure faculty, staff, and students... the right to participate effectively in district and college governance." Title 5 regulations implementing this mandate (sections 53200 et seq., 51023.5, and 51023.7) require that the governing board "consult collegially" with the Academic Senate on academic and professional matters, and that staff and students have the opportunity to "participate effectively" in the development of procedures and recommendations that have a significant effect on them (see the Local Practice section below).

The term "shared governance" does not itself appear in law or regulation. Rather, it is used in connection with those college processes involving faculty, staff, and students in decision-making. The term "governance" also refers to the role of a community college's board of trustees. Board-adopted policies that protect the rights of faculty, staff, and students to "participate effectively" in decision-making by making recommendations to the board do not replace the board's governance role. Neither do these policies abrogate the College President's responsibility for making decisions, given that s/he is solely accountable to the Board of Trustees for the outcomes of all decisions made.

In addition, the College President is responsible for establishing timelines and institutional priorities, developing structures and processes, providing information, and ensuring that certain policies are in place and that procedures are followed. District executives and the College President are the critical links between constituencies and the Board of Trustees, and usually serve as the designees of the board in governance matters. Therefore, by virtue of the position, the College President serves as ex officio on all shared governance committees.

While the term "shared governance" is commonly used, the San Bernardino Community College District more often uses the term "collegial consultation" in policies and procedures. The Community College League of California (CLCC) and the State Academic and Classified Senates encourage use of the more precise term, "participatory governance." For more information, visit the CCLC website at http://www.ccleague.org/i4a/pages/index.cfm?pageid=3359 or read the position paper representing the view of the California Community Colleges Classified Senate (4CS) available at http://www.ccccs.org/documents/positionpapers/shared_govn.pdf. A copy of the text of the applicable Education Code and Title 5 sections can be accessed from the website of the State of California's Office of Administrative Law located at http://www.oal.ca.gov.

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Local Practice

The San Bernardino Community College District's Board of Trustees has adopted a policy for collegial consultation (BP 2225) in which it embraces the concept, and requires the establishment of procedures "…to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations…."

Faculty

In shared governance at SBVC, the Academic Senate represents faculty members. With respect to academic and professional matters, the Board has adopted a standard in which it will *rely primarily upon* the Academic Senate's recommendations. According to Title 5, section 53200, these academic and professional matters are as follows:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and college governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self-study and annual reports
- Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as are mutually agreed upon between the Governing Board and the Academic Senate

When Academic Senate recommendations in these academic and professional matters are *not* followed by the Board of Trustees, the Chancellor must formally provide the reasons in writing to the Academic Senate President upon request.

The College President will normally accept the recommendation of the Academic Senate regarding academic and professional matters. Only in exceptional circumstances or for compelling reasons will the recommendations not be accepted. In such instances, the College President will deliver the rationale for his or her decision in writing to the President of the Academic Senate.

Classified Staff and Managers

Representatives of classified staff and managers (the two groups included under the term "staff" in Title 5 section 51023.5(a)(1)) are appointed to serve on all shared-governance committees at SBVC. The regulations require that both groups:

> …be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff. (Title 5 section 51023.5(a) (4))

In such matters, the Board will not take action until staff has had the opportunity to participate, except in "unforeseeable, emergency situations." Moreover, the "recommendations and opinions of staff are [to be] given every reasonable consideration" by the Board, the President, and the shared-governance committees on which their representatives serve.

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Through their knowledge of student needs, and position in operational, instructional, and technical areas, classified staff members serve on committees, councils and task forces as stakeholders. Representing their constituents' perspective, classified staff members provide a unique insight to help guide the decisions made in the governance process.

Managers serve on committees, councils and task forces as initiators, facilitators, and resource persons as well as representatives of their constituency group. At times their role is also to provide staff support. Manager members are also responsible to implement and enforce the policies and procedures approved through shared governance processes.

Students

Student representatives also are appointed to serve on all shared-governance committees at SBVC, which adheres to the Title 5 requirement that:

> Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures. (Title 5 section 51023.7(a) (1))

In such matters, as with staff, the Board will not take action until students have had the opportunity to participate, except in "unforeseeable, emergency situations." Moreover, the "recommendations and positions developed by students are [to be] given every reasonable consideration" by the Board, the President, and the shared-governance committees on which their representatives serve. Finally, in addition to providing the college with valuable student input on a broad range of institutional functions, student participation in governance provides SBVC students an important opportunity to become more engaged in the campus community, to learn about civic responsibility, and to understand how complex institutions function.

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II. PARTICIPANTS IN SHARED GOVERNANCE

Participatory governance is characterized by inclusiveness, rigorous dialogue, and shared decision-making involving all constituents. Recognized San Bernardino Valley College constituencies include:

- Faculty
- Classified staff
- Students
- Management

Faculty

All faculty appointments to college governance bodies are made by the Academic Senate. The Board or its designees will consult collegially with the Academic Senate with respect to academic and professional matters as defined by law. Faculty appointments to standing committees and councils are for two-year terms of service unless otherwise noted in the committee/council charge and membership; additional terms are subject to Senate approval. Whenever possible, the Senate will alternate new appointments to ensure continuity on committees and councils.

Classified Staff

Each shared-governance committee with classified staff representation must have an appointee from both CSEA and the Classified Senate, though sometimes the two constituencies agree to appoint a single staff member.

Students

Student members are appointed by the Student Senate of the SBVC Associated Students to serve on shared district and campus committees, task forces, and advisory bodies. The ~~CHC~~ Student Senate appoints members at the beginning of each academic year, though due to attrition or the lack of student volunteers, vacancies may occur. Student appointments are for one year.

Management

While Title 5 includes managers in staff, it also requires that they be categorized separately from non-management staff for the purposes of participation in governance. Administrators may either be appointed to committees by the President or serve *ex officio*. Depending on the manager's committee load, a designee may be assigned. If this is the case, it is important that the committee members are informed that the designee is serving in lieu of the manager named in the membership list. Section X of this handbook includes a description of the membership of each committee.

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III. INCLUSIVENESS IN EFFECTIVE GOVERNANCE

Introduction

Participatory governance can occur effectively only if there is shared responsibility by all the constituencies that are impacted by the decisions made. To develop a campus climate that encourages and supports participation in governance, certain facilitative steps must be taken. These steps may be specific to each of the constituencies, or they may apply to the college community in general.

Facilitating Effective Participation

Facilitating Effective Faculty Participation

The full participation of faculty is critical to shared governance. Faculty members are largely responsible for the central functions of the college, including curriculum, education program development, program review, planning, and many other academic and professional matters. Though the work calendars for faculty include time for committee participation and leadership, some faculty choose not to participate because they see their role as instructors or service providers as more central. The Academic Senate can facilitate participation by closely communicating with faculty to determine their strengths, interests, preferences, and the amount of time they have available for committee participation. For certain committees, the Senate may wish to identify replacement members before the end of an incumbent's term to facilitate shadowing and mentoring before full participation is expected. Faculty in particular disciplines or divisions may wish to discuss their strategic representation on particular committees, sharing the workload so that no one person is overburdened. In addition, managers must ensure that faculty members have the flexibility to engage in their vitally important role in shared governance.

Faculty vacancies on committees should be reported to the Academic Senate at the earliest opportunity to ensure a timely replacement.

Facilitating Effective Classified Staff Participation

Classified staff members provide the logistical and technical help that is so crucial to facilitating both student success and smooth college operations. They often hold jobs that leave them little flexibility in their schedule. For this reason, manager support for their participation in governance is vital. Allowing staff members time for committee service and preparation away from the workstation, desk, or duties facilitates their participation in governance, and helps committees by ensuring their access to the valuable experience and fresh perspective that classified employees bring. Some other steps managers might wish to consider include the following:

- Talk with staff members about their interests, and make suggestions for committee membership.
- Ask staff representatives to report committee activities at division or department meeting agendas.
- Encourage staff to read, review, and respond to drafts of important college-wide documents, such as the Educational Master Plan.

It is important to note that the President has conveyed in a written directive to all managers her expectation that they "facilitate participation in college governance activities by classified staff members under their supervision, to the extent feasible."

Classified staff vacancies on committees should be reported to the Classified Senate or CSEA as applicable at the earliest opportunity to ensure a timely replacement.

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Facilitating Effective Management Participation

Managers often serve on multiple committees, since they are operationally responsible for carrying out many of the tasks recommended by committees. In addition, many committees list managers as *ex officio* members. If a scheduling conflict arises for a given meeting, a management representative may send a designee, but must make it clear to the committee chair that s/he is doing so. However, if an appointed manager has to send a designee on more than an occasional basis, it may be appropriate to ask the President to designate another appointee.

Management vacancies on committees should be reported to the President at the earliest opportunity to ensure a timely replacement.

Facilitating Effective Student Participation

Student involvement in participatory governance is vital, but it is sometimes difficult to accomplish. Students have class and work schedules to accommodate, limited knowledge of governance and their role, and may lack confidence. A student representative may stop attending committee meetings because of other demands, leaving the students without a representative voice. For these reasons it is important that the committee chair either acts as or appoints a student mentor. (The responsibilities of the student mentor are listed in a section below.) Chairs can also facilitate students' participation by asking directly for their input, providing reinforcement for their contributions, and ensuring that communication with committee members occurs in a student-friendly way. For instance, students may not have access to Outlook, so it is important that alternate methods are also used for meeting announcements and other communication. A guide sheet to help chairs facilitate student participation is provided in Appendix A of this handbook.

Student vacancies on committees should be reported to the Director of Student Life at the earliest opportunity to ensure a timely replacement.

Facilitating Effective Participation by All Areas of the College

It is important for employees in all Areas of the college—Instruction, Student Services, Administrative Services, and the President's Area—to have adequate opportunities to participate in governance activities. Moreover, all other things being equal, each Area's committee participation ought to be roughly at parity with the number of college employees in that Area, although on some committees it makes sense for an Area to have a disproportionate number of representatives (e.g., Instructional representatives on the Curriculum Committee). Assigning each new member a mentor will promote the effectiveness of the committee and support the effectiveness and retention of new members.

Monitoring Participation and Evaluating Effectiveness

An annual census of committee participation by constituency and Area is conducted by the President's Office. In addition, a committee self-evaluation instrument will be completed annually by each major committee, and the results will be compiled in a report by the Office of Institutional Effectiveness, Research, and Planning (OIERP). Finally, questions related to governance will be included in the annual climate survey, and the results will be analyzed and broadly shared by the OIERP. The Crafton Council will monitor participation and effectiveness of committees, and use data to improve governance processes and structures as needed.

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IV. COMMITTEE RESPONSIBILITIES

Members

1. Attendance and active engagement: Attend and participate actively in all meetings if it is at all possible. If a member must miss a meeting, he or she should let the convener know ahead of time, and must ask another member to share his or her meeting notes and materials.
2. Sharing: Share notes and materials with other members who request them.
3. Representation: Members should consider themselves fully empowered to act on behalf of their constituents; only rarely should they have to check with their constituents before acting, and then only if they feel inadequately informed regarding their constituents' interests related to the issue at hand.
4. Communication: Communicate frequently with constituents and colleagues, informing them of progress and soliciting their input at every stage, and then express their issues and concerns in meeting deliberations. This two-way continuing communication is crucial to the success of the work and of the implementation process that will follow. Nothing in the final product should surprise anyone who has taken the trouble to listen to committee members.
5. Institutional perspective: In deliberations, consider not just what would be good for a particular constituent group or office or set of associates, but what would be good for the institution and its students as a whole.
6. Subcommittees
   a. Each member of a subcommittee should attend and participate fully in its meetings.
   b. Each subcommittee should designate one member as convener/reporter, who schedules the meetings, keeps records of deliberations and actions, and reports back in writing to each committee meeting on subcommittee progress.
   c. Each subcommittee should meet regularly and productively until its task is completed.
   d. Each subcommittee should feel free to call on other resource people as needed.

Convener/Chair

Typically, management co-chairs are appointed by (who?). Other co-chairs are appointed (by whom?) The convener or chair is responsible for convening the initial meeting and for the following:

1. Convene and chair meetings and keep members informed of the schedule.
2. With input from all committee members, decide on the committee's ground rules, e.g. what constitutes quorum, meeting times, conduct, attendance, absence notification protocol, etc., and ensure that these ground rules are adhered to in subsequent meetings.
3. If Brown Act rules apply, ensure that they are followed. (As of publication of this handbook, the only groups at Crafton that are required to abide by the Brown Act are the Academic Senate and Student Senate. In general, the Brown Act applies only to committees formed by action of the Board of Trustees.)
4. Review the charge, operational rules, processes and procedures, and logistics of the committee to ensure shared understanding.
5. Maintain a written record of the results of each committee meeting and make it available to all members, other planning committee conveners, the President, and the campus community.
6. Develop information and materials and distribute them to members as needed.
7. Facilitate progress by keeping the committee on task, and ensuring that everyone gets the chance to be heard.
8. Provide clerical and logistical support, including duplicating, mail, etc.
9. Present reports on committee progress to interested groups as appropriate.
10. Assign a faculty, staff, or management member to mentor any student member(s).
11. Notify the appropriate constituency group when a vacancy occurs.

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Student Mentor

The Student Mentor is the committee chair or a member who is designated to work closely with each student member to ensure that s/he has the opportunity to learn about shared governance. Responsibilities of the mentor include the following:

1. Explain the expectations of Committee membership.
2. Explain the committee's "charge" and role in decision-making.
3. Explain the committee structure.
4. Share mentor contact information and preferred method of communication.
5. Invite the student to subcommittee meetings (if applicable and feasible).
6. Review and discuss the committee's actions after each meeting.
7. Give the student responsibilities (e.g., to lead a breakout group, or to act as scribe in a discussion).
8. Model positive communication and social skills.
9. Check in with the student regularly, encouraging questions.
10. Establish goals for the student's participation.
11. Listen carefully, noticing the student's comfort level with participation.
12. Contact the student who stops attending. In the event that a student misses a meeting or scheduled appointment, the mentor should try sending them a quick "I'm concerned about you" email and copying the Director of Student Life.

A complete list of mentoring tips is provided in Appendix A of this handbook.

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VI. OPERATIONAL RULES

Quorum

The term "quorum" refers to the minimum percentage or number of members of a committee who must be present before the members can conduct valid business. While a quorum for legislative bodies is a majority of the members, for voluntary associations it can be less than a majority. Many committees set quorum as those present, to ensure that the work of the committee proceeds regardless of how many show up. Committees should decide what their quorum will be at the first meeting of the academic year, and should revisit the ground rule annually.

Open vs. Closed Meetings

Any individual may attend and fully participate in meetings designated as open. The vast majority of committee meetings at Crafton are open. However, some committees review and discuss confidential information as part of their charge, and meetings of these groups may be designated as closed. An example is the Financial Aid Term Dismissal Committee. Nonmembers of such a committee may not attend unless the committee invites them.

Committee Decision Models

Committees may choose to use one of the common decision models described below. There are advantages and disadvantages to each model. Consensus is the preferred model at Crafton for shared-governance committees, because it tends to produce results with the widest buy-in across constituency groups, but developing consensus often takes considerable time. Majority vote yields a clear-cut decision relatively quickly, but may obscure the opinions and viewpoints of dissenting members. A mixed model allows committees to adopt majority rule for some decisions and consensus for others, but the situations to which each model applies must be carefully defined and the rules must be applied consistently. Committees should choose which decision model they will use at the beginning of the year and should discuss it annually.

Committees may find it helpful to adopt ground rules that expedite dialogue, regardless of the model chosen. Examples of some typical ground rules are listed below:

- The group has a shared and mutually agreed-upon charge, mission, or purpose.
- The group values civil, respectful, and honest communication.
- Opinions are backed up whenever feasible by high-quality information and relevant evidence.
- Creativity is encouraged.
- Opposing viewpoints are equally valuable. Disagreements are framed as expressions of different perspectives or positions that must be considered.
- All viewpoints are carefully examined.

Majority Vote. Majority vote is a decision rule that selects an alternative that has the support of a majority, that is, more than half the votes. If there are more than two choices on which to vote, a committee can elect instead to use plurality, a decision rule that selects the option with the most votes.

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Consensus. Consensus is a way to use discourse to arrive at a shared understanding and a mutually agreeable path of action for the greater good. A formal process of achieving consensus ideally requires serious treatment of the considered opinions of all members. Attention should be given to dissenting opinions, so that issues can be fully examined. Consensus does not mean unanimity, however: Dissent on minor points, or even mild dissent on a major point, is to be expected. As long as all representatives have had a chance to speak their minds, a few dissenting opinions should not keep the group from finding a solution acceptable enough to all for the committee to move forward.

Example of One Method for Generating Consensus

1. Clarify the problem or question being addressed.
2. Determine the essential criteria for a good solution (e.g., organization, cost, scale, scope, and acceptance). Ensure that all members understand and buy into the essential criteria.
3. Brainstorm a range of alternative solutions.
   a. Do not evaluate the alternatives during brainstorming.
   b. Record all alternatives in a comprehensive list that can be seen by everyone.
4. Take a straw poll to check for the possibility of early agreement. If there is only a little disagreement, determine and if possible resolve the reasons for the disagreement.
5. Evaluate alternatives according to the essential criteria.
   a. If any alternatives require further research, carry out that research.
   b. Rule out any alternatives that fail to meet the criteria or are rejected by the committee after reflection.
6. Make a decision, which might involve combining or modifying the remaining alternatives to elicit the support of as many committee members as possible.

Mixed Model. Committees may find that a mixed model for decision-making, in which consensus applies in certain prescribed situations and majority rule applies in others, works best for them. It is important that committees make a careful, proactive decision on which decision model is to be used for which situations, that those situations are mutually exclusive, and that the rule is thereafter applied consistently. For instance, the Scholastic Standards Committee may agree to consensus for most committee decisions, but majority vote for readmissions.

Note that using majority vote as a failsafe method to resolve a lack of consensus is not an appropriate application of the mixed model. Most of the time, such an approach merely serves to undermine members' confidence in the collaborative decision-making process.

Meeting Notifications

Agendas for all meetings must be available to all members no later than the day prior to the meeting (unless the Brown Act, which requires earlier posting, applies to the committee). Meeting announcements can be posted on the committee website, and committee members may be notified via email, Outlook announcement, or other mutually agreed-upon method.

Minutes or Summaries

Whether or not a specific group is governed by the Brown Act, college governance committee deliberations, votes, and decisions, as well as the method used to arrive at them, should be public. In the interests of transparency and shared understanding, all college governance councils and committees will record and post written committee minutes. Committees may post minutes on the "Committees" webpage of the college website under the appropriate committee name.

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VII. GOVERNANCE STRUCTURE

The charts on the follow pages describe the reporting structures for all committees and departments in the college. Constituency groups represented on the college's various committees and councils provide input through clearly defined channels. As a result of broadly shared input, the implementation of our decisions is more effective, and the campus community develops a shared sense of mission and purpose. It is important to note that individuals and groups who are not committee members may also be heard in any committee by requesting permission to speak, thus broadening the opportunities for dialogue across the campus governance structure.

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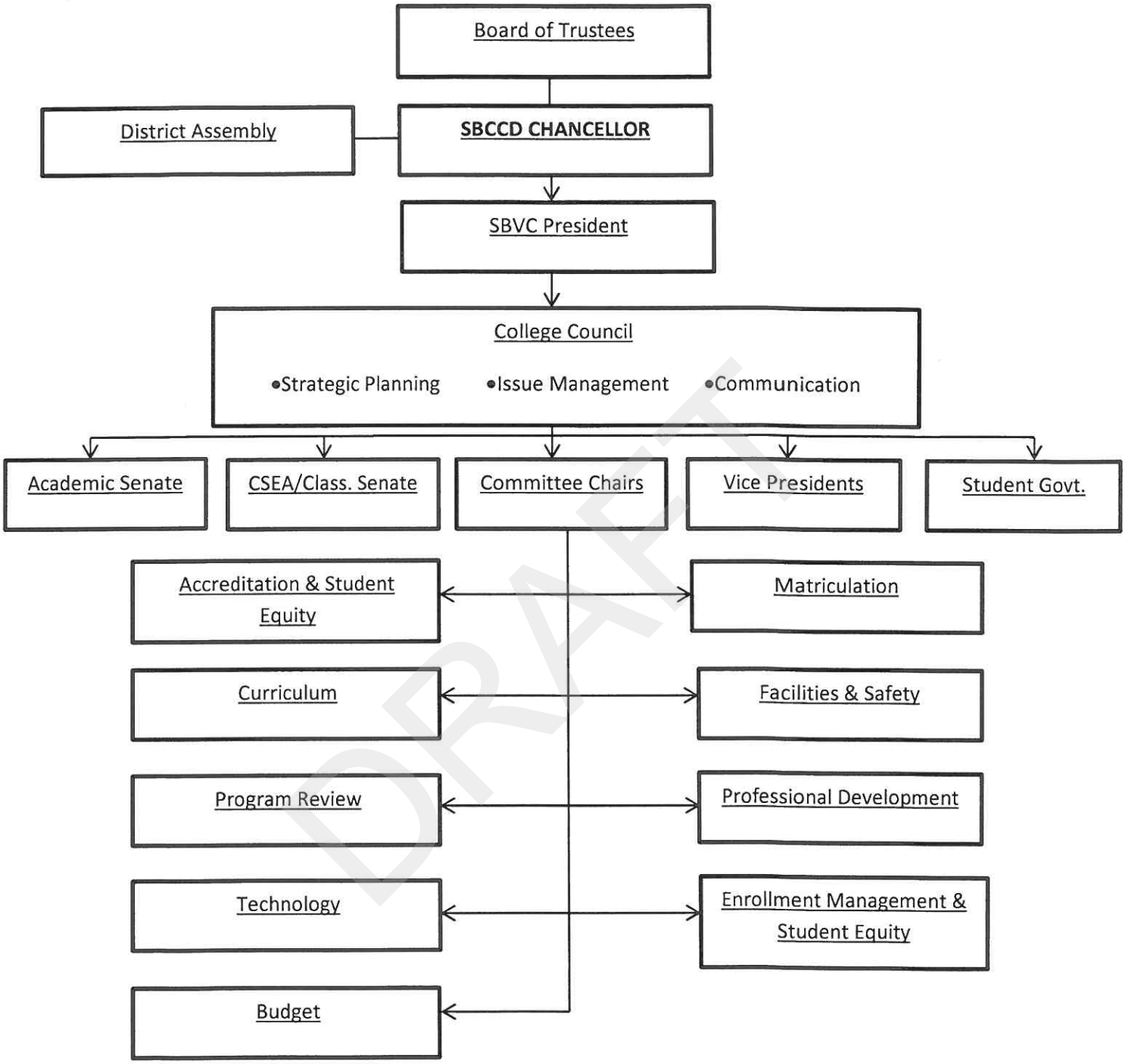
Board of Trustees
District Assembly
SBCCD CHANCELLOR
SBVC President
College Council
•Strategic Planning
•Issue Management
•Communication
Academic Senate
CSEA/Class. Senate
Committee Chairs
Vice Presidents
Student Govt.
Accreditation & Student Equity
Matriculation
Curriculum
Facilities & Safety
Program Review
Professional Development
Technology
Enrollment Management & Student Equity
Budget

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE **2225**

COLLEGIAL CONSULTATION

MISSION STATEMENT

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

PHILOSOPHY OF COLLEGIAL CONSULTATION

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

- Capacity to establish directions and goals
- React to internal and external stimuli
- Move with diligence and timeliness
- Provide the campus community with an annual cycle of planning and budgeting

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

PRINCIPLES OF COLLEGIAL CONSULTATION

1. The Board of Trustees has final responsibility and authority for approval of college policies and review of Administrative Procedures; any individual may address the Board regarding these policies and procedures.

2. The Board of Trustees charges the Chancellor with the responsibility for Consultation of the institution; in turn, the Chancellor creates a structure and systematic process for decision-making.

3. The campus Consultation structure is charged with making recommendations on issues affecting the institution. The District Assembly or other constituent group may initiate discussion, review progress, or initiate a subcommittee to discuss needed policies or administrative regulations. The college and district units will review drafts and make final recommendations to the District Assembly through the constituent groups. Once a consensus is reached the Chancellor is charged with carrying the approved recommendations forward to the Board of Trustees.

4. The District recognizes the role of collective bargaining in certain aspects of policy development and implementation where salary, benefits, or working conditions are involved in the policy development.

5. The District recognizes the Academic Senates through its members has primary responsibility for making recommendations in areas of academic and professional matters.

6. The membership and interrelationships of committees give the Consultation structure an 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.

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STRUCTURE AND PURPOSE OF STANDING COMMITTEES

DISTRICT ASSEMBLY

Charge

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

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

Membership and Chair

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

Reporting

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

ACADEMIC CALENDAR

Charge

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

Membership

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

Reporting

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

DISTRICT INSTITUTIONAL PLANNING

Charge

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

Membership

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

Reporting

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

DISTRIBUTED EDUCATION COORDINATING COMMITTEE

Charge

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

Membership

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

Reporting

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

ECONOMIC DEVELOPMENT COORDINATING COMMITTEE

Charge

This committee shall have the responsibility of coordinating District support for economic development classes and activities offered through the Professional Development Center. All not-for-credit classes offered at or through the PDC shall be coordinated with either San Bernardino Valley College or Crafton Hills College. Credit and non-credit programs offered in the District through economic development efforts shall be a part of one of the two colleges with the appropriate reviews and evaluation by the Academic Senate.

Membership

The District Business Manager will chair the Economic Development Coordinating Committee. The Director of the Professional Development Center shall be on the committee. The President of each college will make the management appointment. Members of this committee shall have involvement in occupational education and/or economic development programs. Faculty appointments shall be made by the Presidents of the Academic Senates at each college.

Reporting

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

ADMINISTRATIVE SERVICES ADVISORY COUNCIL

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Charges

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

Membership

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

Reporting

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

DISTRICT BUDGET COMMITTEE

Charge

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

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

Membership

1 Vice Chancellor, Fiscal Services
1 Vice President Administrative Services from CHC
1 Vice President Administrative Services from SBVC
1 Management Appointment from CHC President
1 Management Appointment from SBVC President
2 Academic Senate Appointments from CHC
2 Academic Senate Appointments from SBVC
1 Classified Senate Member from CHC Appointed by CSEA
1 Classified Senate Member from SBVC Appointed by CSEA
1 ASB Member from CHC

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1 ASB Member from SBVC
1 KVCR Representative
1 Executive Director of DETS
1 Executive Director of PDC
1 Business Manager
1 Director of Fiscal Services
1 CTA Appointment
1 CSEA Appointment
1 CSEA Appointment from the District Office

Reporting

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

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

SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE –

MISSION STATEMENT

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

The mission of San Bernardino Valley College is: San Bernardino Valley College provides quality education and services that support a diverse community of learners.

Educational Philosophy

We believe

- That a well-educated populace is essential to the general welfare of the community.
- That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- That an enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- That our strength as an institution is enhanced by the cultural diversity of our student population and staff.
- That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.
- That plans and decisions must be data driven, and based on an informed consideration of what will best serve students and the community.

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- That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- That, as part of the collegial consultation process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- That interactions between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.
- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.
- That students succeed best when following an educational plan and when enrolled in classes that meet their interests and goals, and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- That students learn best on a campus that is student-centered and aesthetically pleasing.
- That we must be responsible stewards of campus resources.

Vision Statement

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

Final Revision 1-12-05

Revised 1-25-06

Governance Philosophy

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

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

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.

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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.

COLLEGIAL CONSULTATION COMMITTEES

ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

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.

CURRICULUM COMMITTEE

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.

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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.

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

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.

FACILITIES & SAFETY COMMITTEE

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.

STUDENT SUCCESS COMMITTEE

Charge

The Student Success Committee is authorized by the Academic Senate to annually review and update theCollege 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.

PROGRAM REVIEW COMMITTEE

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.

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The purpose of Program Review is to:

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

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.

PROFESSIONAL DEVELOPMENT COMMITTEE

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.

TECHNOLOGY COMMITTEE

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.

Budget Committee

ADDITIONAL COMMITTEES

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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.

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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.

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.

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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

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.

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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

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 Services Supervisors.

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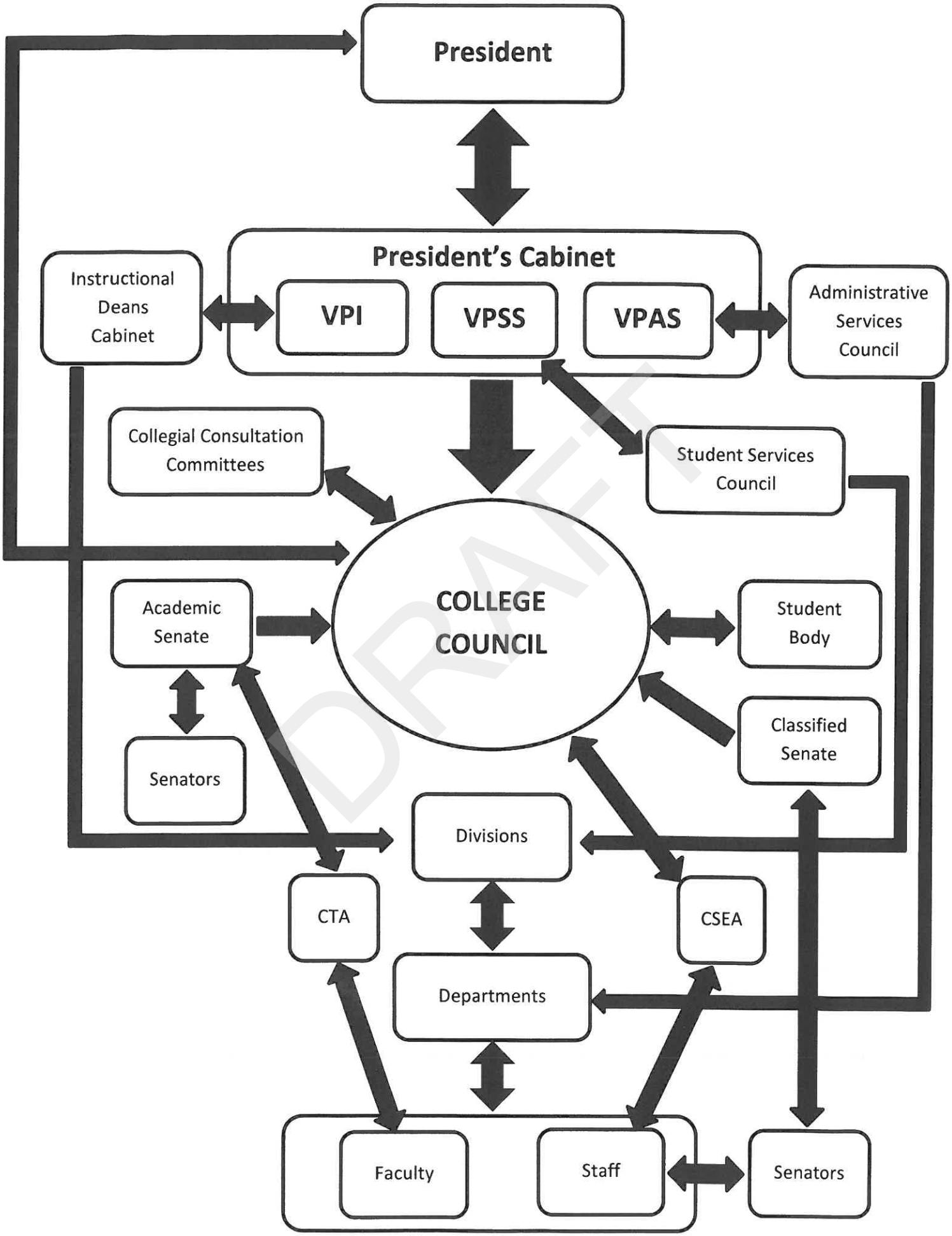
AMENDED: 5/13/10


President
President's Cabinet
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VPI
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Administrative Services Council
Collegial Consultation Committees
Student Services Council
COLLEGE COUNCIL
Academic Senate
Student Body
Classified Senate
Senators
Divisions
CTA
CSEA
Departments
Faculty
Staff
Senators
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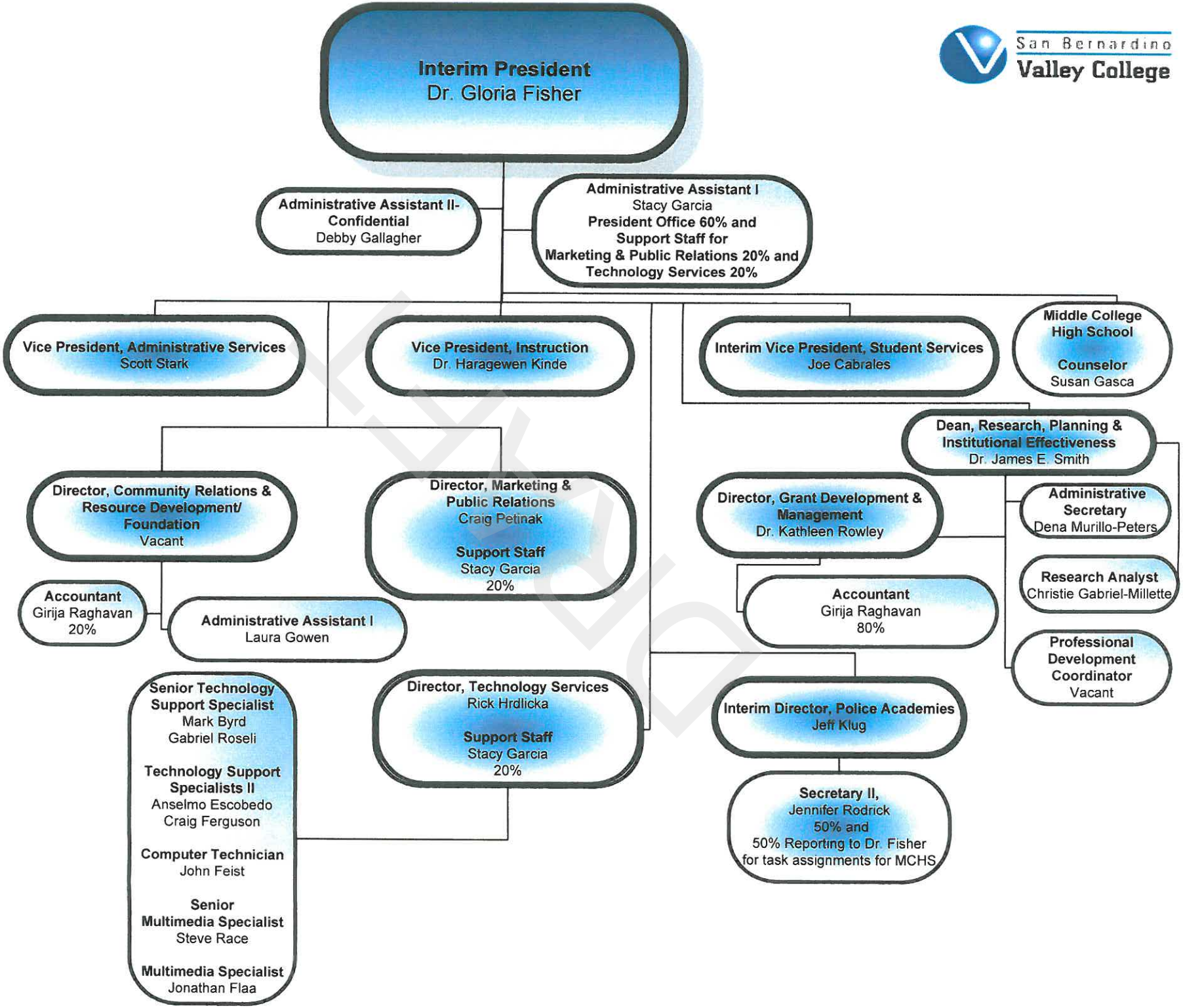
10/23/2013

San Bernardino Valley College



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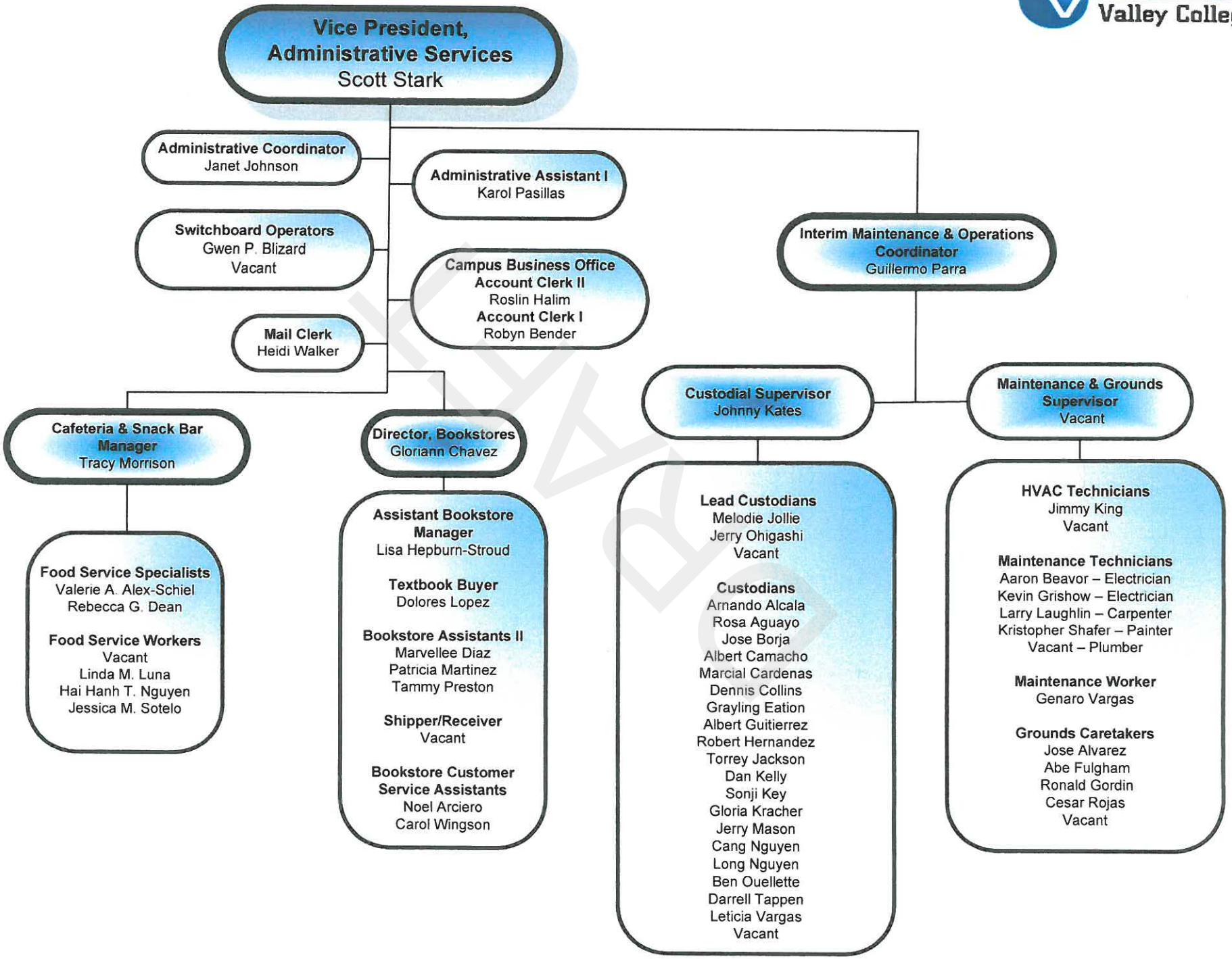

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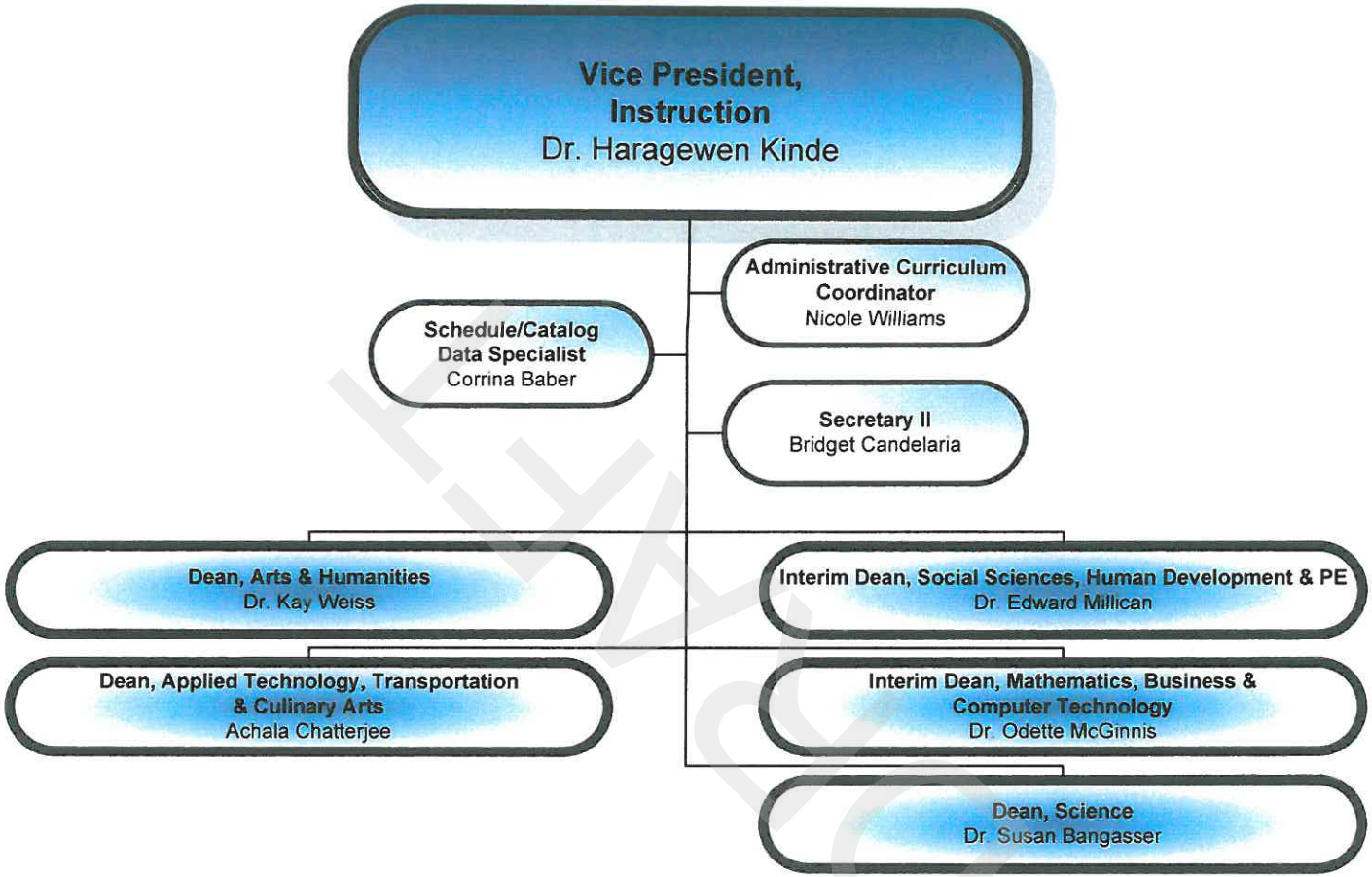

10/23/2013

San Bernardino Valley College

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Dr. Haragewen Kinde

Dean, Applied Technology, Transportation & Culinary Arts
Achala Chatterjee

Administrative Secretary
Cecile Smith

Secretary II
VACANT

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Tarif Halabi
Richard Jaramillo
Kevin Kammer
Chef Stacy Meyer
Eddie Sanker

Faculty
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Guy Hinrichs
Manuel Loera
Berchman Melancon
Eddie Sanker
Mark Williams
Donald Wilson

Lab Assistant
VACANT

Tool Room Supervisor
VACANT

Tool Room Specialists
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Moses Valenzuela Gonzalez
Phuong D. Nguyen

Student Services Technician II
VACANT

CTE Transition
Achala Chatterjee

Perkins
Achala Chatterjee

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Linda Tymchek

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Dr. Helen Garcia
Magdalena Jacobo
Kimberly Jefferson
Edward Jones
Joel Lamore
Dirkson Lee
Yvette Lee
Alma Lopez
Susan Mattson
William McKie
Dolores Moreno
Joseph Notarangelo
Dr. Edward Perez
David Rosales
Michael Slusser
Dr. Nori Sogomonian
James Stewart
Julie Tilton

Laboratory Technician
Rance Freeman

Assessment Technician
Caleab Losee

Theater Technicians
Ryan Bethke
Michael Gonzales

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Dr. Odette McGinnis

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Kristin Dillard
Michael Durrett
Ann Gibbons
Dr. Jeremiah Gilbert
Mona Jackson
Moustafa Kanawati
Dr. Abeir Israeil
Chongui Keith Lee
Michael Mayne
Dr. Reginald Metu
Dr. Zadock Reid
David Smith
Mary Lou Vasquez

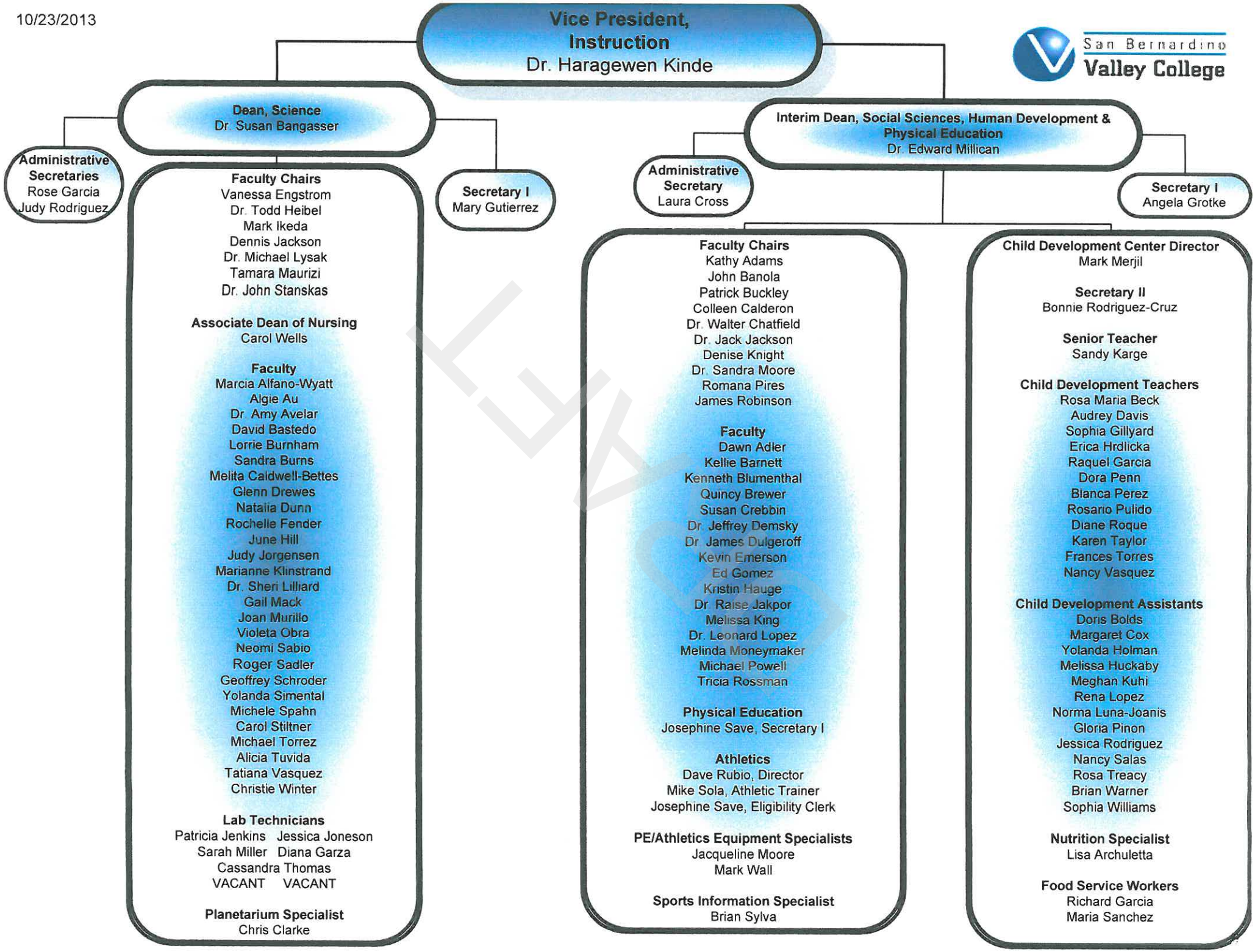
HIS STEM PASS GO Grant Project Director
VACANT

Counselors
Daniele Ramsey
Berenice Manzo

Tutorial Coordinator
Rose King

Secretary I
Hisbirkia Samarin (substitute)

10/23/2013


Vice President, Instruction
Dr. Haragewen Kinde
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Dean, Science
Dr. Susan Bangasser
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Rose Garcia
Judy Rodriguez
Secretary I
Mary Gutierrez
Faculty Chairs
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Dr. Todd Heibel
Mark Ikeda
Dennis Jackson
Dr. Michael Lysak
Tamara Maurizi
Dr. John Stanskas
Associate Dean of Nursing
Carol Wells
Faculty
Marcia Alfano-Wyatt
Algie Au
Dr. Amy Avelar
David Bastedo
Lorrie Burnham
Sandra Burns
Melita Caldwell-Bettes
Glenn Drewes
Natalia Dunn
Rochelle Fender
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Judy Jorgensen
Marianne Klinstrand
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Neomi Sabio
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Geoffrey Schroder
Yolanda Simental
Michele Spahn
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Michael Torrez
Alicia Tuvida
Tatiana Vasquez
Christie Winter
Lab Technicians
Patricia Jenkins Jessica Joneson
Sarah Miller Diana Garza
Cassandra Thomas
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Planetarium Specialist
Chris Clarke
Interim Dean, Social Sciences, Human Development & Physical Education
Dr. Edward Millican
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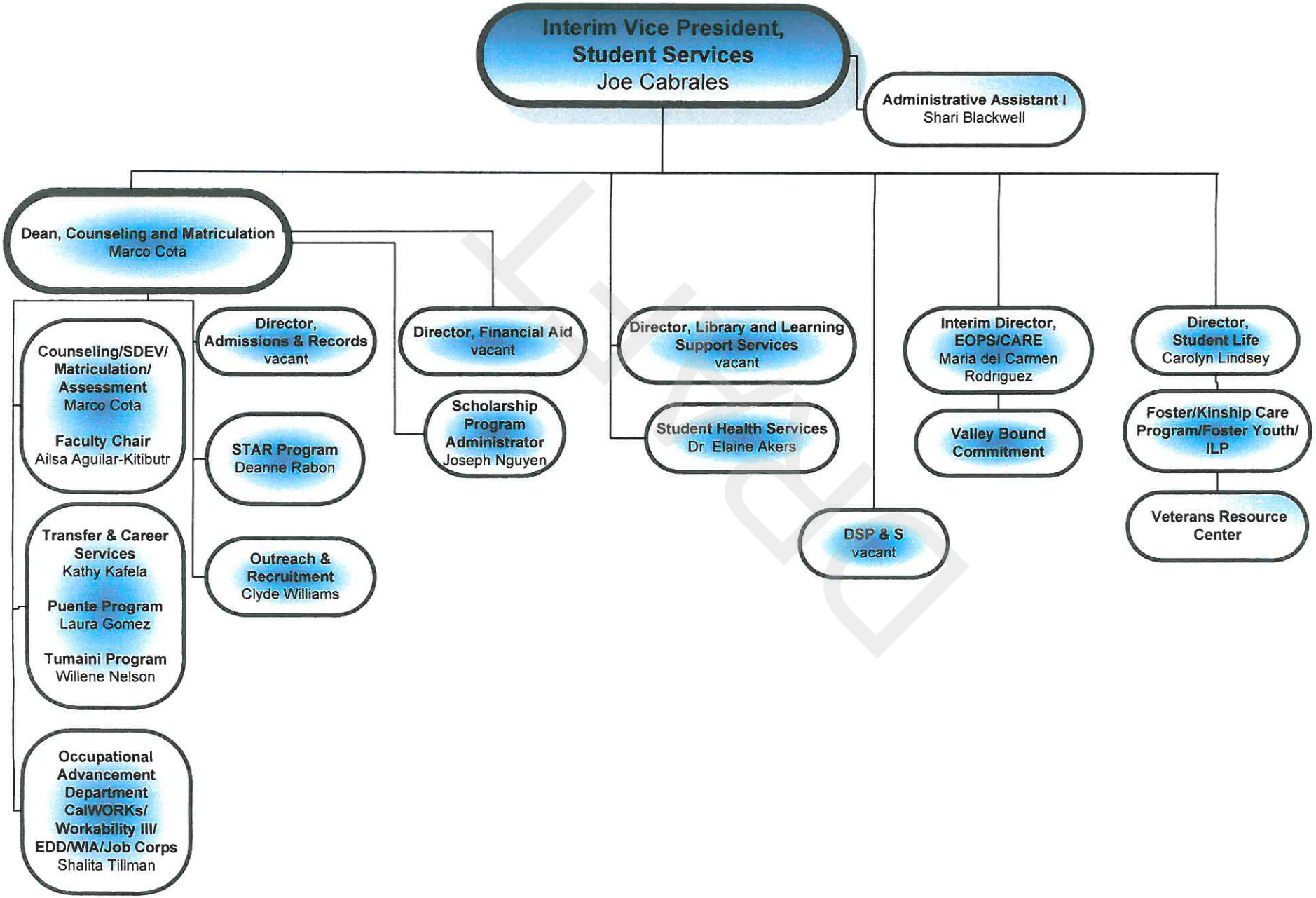
Romana Pires
James Robinson
Faculty
Dawn Adler
Kellie Barnett
Kenneth Blumenthal
Quincy Brewer
Susan Crebbin
Dr. Jeffrey Demsky
Dr. James Dulgeroff
Kevin Emerson
Ed Gomez
Kristin Hauge
Dr. Raise Jakpor
Melissa King
Dr. Leonard Lopez
Melinda Moneymaker
Michael Powell
Tricia Rossman
Physical Education
Josephine Save, Secretary I
Athletics
Dave Rubio, Director
Mike Sola, Athletic Trainer
Josephine Save, Eligibility Clerk
PE/Athletics Equipment Specialists
Jacqueline Moore
Mark Wall
Sports Information Specialist
Brian Sylva
Child Development Center Director
Mark Merjil
Secretary II
Bonnie Rodriguez-Cruz
Senior Teacher
Sandy Karge
Child Development Teachers
Rosa Maria Beck
Audrey Davis
Sophia Gillyard
Erica Hrdlicka
Raquel Garcia
Dora Penn
Blanca Perez
Rosario Pulido
Diane Roque
Karen Taylor
Frances Torres
Nancy Vasquez
Child Development Assistants
Doris Bolds
Margaret Cox
Yolanda Holman
Melissa Huckaby
Meghan Kuhi
Rena Lopez
Norma Luna-Joanis
Gloria Pinon
Jessica Rodriguez
Nancy Salas
Rosa Treacy
Brian Warner
Sophia Williams
Nutrition Specialist
Lisa Archuletta
Food Service Workers
Richard Garcia
Maria Sanchez

San Bernardino Valley College



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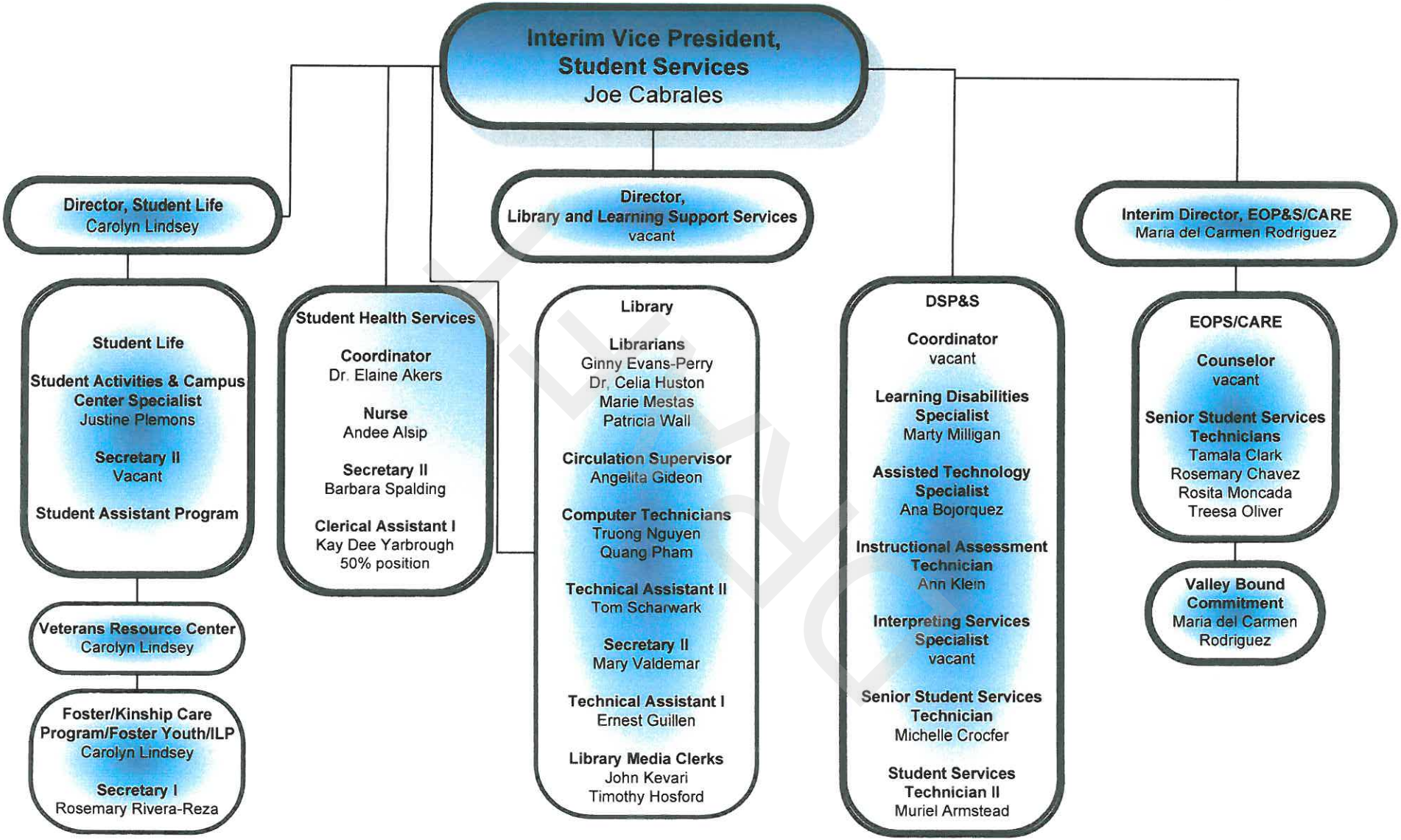

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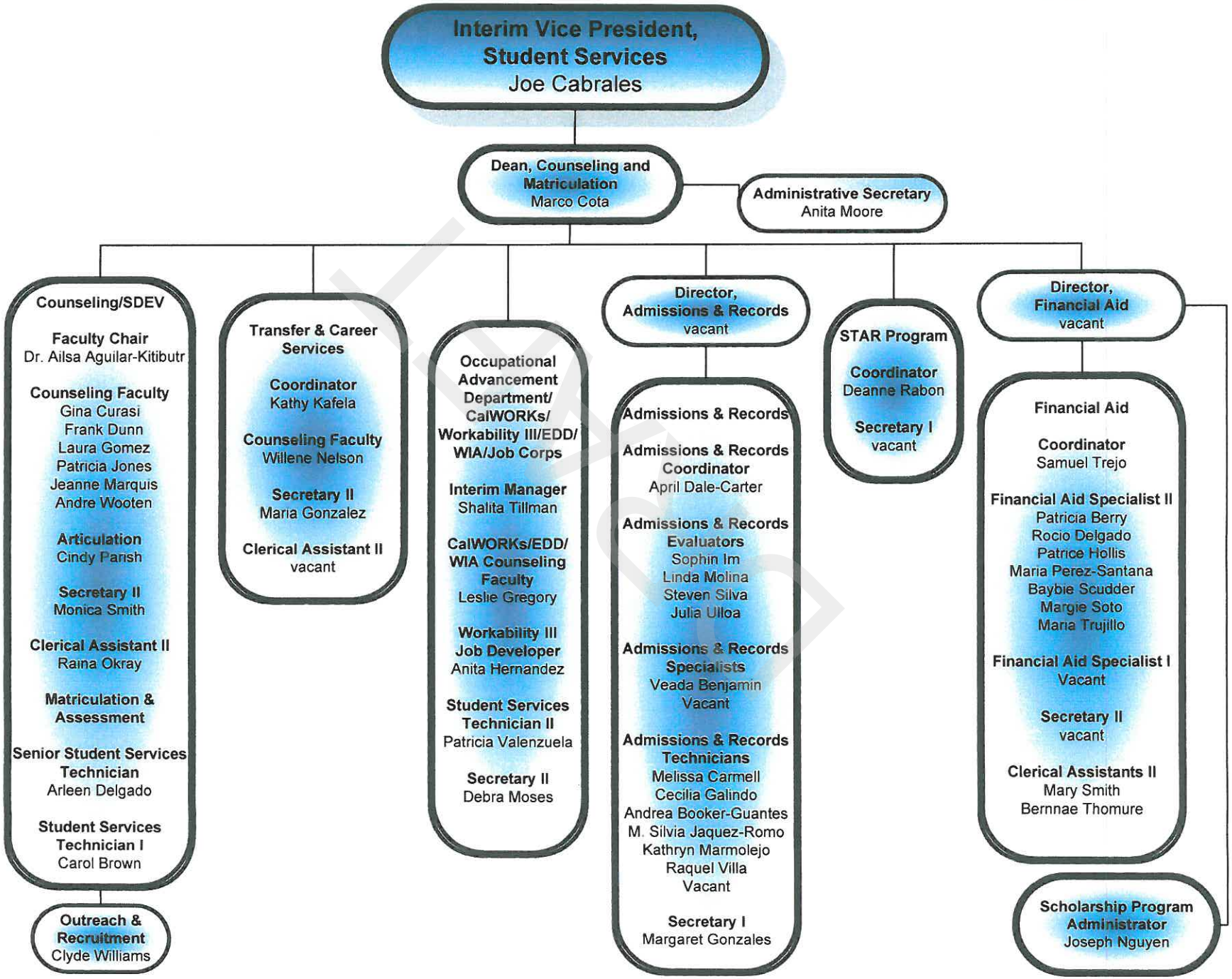

VIII. GOVERNANCE GROUPS

College Governance

San Bernardino Valley Council

Charge: The San Bernardino Valley Council is the central deliberative collegial consultation body at San Bernardino Valley College. Its fundamental purposes are providing information, facilitating communication, and solving problems related to shared governance. The primary functions of the San Bernardino Council are as follows:

1. Function as a clearinghouse for potential or actual shared-governance issues.
2. Provide information to and model best practices for shared-governance committees.
3. Serve as a forum for discussion of the progress of identified shared-governance committees that report to it.
4. Assume oversight and maintenance of the *SBVC Organizational Handbook*.
5. Monitor Policies and Administrative Regulations related to shared governance, and recommend modifications thereof, or new Policies or Administrative Regulations, as needed.
6. Coordinate the systematic evaluation of governance and administrative structures, processes, and services.
7. Recommend resolutions of or guidelines on larger shared-governance questions at SBVC.
8. Coordinate campus training in shared-governance principles and practice.
9. Promote integration of plans by monitoring alignment among them, and recommending corrective action when necessary.

The San Bernardino Valley Council meets twice per month.

Membership: President; President, Academic Senate; Vice President, Academic Senate; President, Classified Senate; CSEA representative; President, Student Senate; Vice President of Student Services, Vice President of Instruction; Vice President, Administrative Services. The Dean of Institutional Effectiveness, Research & Planning serves as a resource person as needed.

Term: Two years

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Constituent Group Governance

Academic Senate

Charge: The SBVC Academic Senate, in accordance with the provisions of Title 5 of the California Code of Regulations, functions as the body representing the views and needs of the faculty of Crafton Hills College on all academic and professional matters as identified in Title 5, §53200 (c). In addition, the Academic Senate serves as the agency that represents the faculty whenever consultation or interaction with the District or the college administration is necessary, excepting matters that fall under the exclusive authority of the faculty bargaining agent. The Academic Senate meets twice per month.
Membership: Twenty-eight faculty elected to serve as representatives in four unit areas: Humanities and Social Sciences; Math, Science, Health and Physical Education; Career and Technical Education; and Student Support; a part-time faculty senator; Past-President, Academic Senate. The Executive Board of the Academic Senate is comprised of the President, Vice President, Treasurer, Secretary, Historian and Past-President and President-Elect in alternating years.
Term: Two years for officers; one year for members

Classified Senate

Charge: The SBVC Classified Senate promotes the voice of classified professionals on non-collective bargaining issues; provides the President of the college with recommendations and views on matters affecting the classified staff and the conduct, welfare, and growth of the college. The Classified Senate and the Executive Committee of the Classified Senate both meet monthly.
Membership: All permanent classified staff members are voting members of the Classified Senate. Eight classified staff members are elected as senators to represent their functional units designated by their location on campus. The Executive Board of the Classified Senate is comprised of the President, Vice President, Secretary, Treasurer, and Parliamentarian.
Term: Two years

Student Senate

Charge: The SBVC Student Senate is committed to the effective participation in all areas of concern to the Associated Students of San Bernardino Valley College (ASSBVC). Thus, through independent action the Student Senate shall participate in the formation and improvement of educational programs, protect full freedom of assembly and expression in the college community; articulate and represent the student interest in the governance of the campus. The SBVC Student Senate also provides services and coordinates activities for students and advances our common interests and concerns as students and citizens. The Student Senate meets weekly.
Membership: All of the ASSBVC are non-voting members of the Student Senate. The Student Senate is comprised of seven elected positions: President, Vice President, Vice President of External Affairs, Vice President of Academic Affairs, Secretary, Treasurer and Student Trustee; and twelve appointed positions: Social Events Officers (2), Inter-Club Council Officer (2), Publicity Officer, Activism Officer, Equity and Diversity Officer, Editor in Chief, and At Large Officers (4).
Term: One Year

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IX. COMMITTEES

Committees are organized in four broad categories.

1. San Bernardino Valley Council Committees have representation from staff, student, faculty, and administrative groups, and report to the Crafton Council.
2. Functional committees may or may not have broad representation, depending on the charge. The charge of a functional committee may be information-sharing, have an advisory function, or have a purpose that is not clearly delimited.
3. Constituency committees report to Student Senate, Academic Senate, or Classified Senate as appropriate.
4. Ad Hoc Committees or Task Forces are typically convened for a time-limited period. Depending on their purpose, they may or may not have broad representation for all constituencies.

San Bernardino Valley
Council Committees

For committees reporting to San Bernardino Valley Council, two co-chairs shall serve to lead committee work. One co-chair shall be a manager appointed by the President. The second co-chair will be elected by the committee and may be a member of the faculty, classified staff, or student body.

Budget Committee

Charge: The SBVC Budget Committee reviews, identifies, and makes recommendations on the process of institutional planning as related to budget development, identifies strengths and weaknesses within the relationship between the college's budget and Educational Master Plan, advocates execution of the budget efficiently and effectively toward the achievement of optimal performance levels across all segments of the campus community, and makes the budgeting process transparent to the campus community.
Membership: Vice President, Administrative Services; Vice President of Student Services, Vice President of Instruction; one manager; two classified staff (one for the Classified Senate executive team); five Faculty (one from the Academic Senate executive team); and one Student Senate appointee.
Term: Two years (for appointees)

Educational Master Plan Committee

Charge: The Educational Master Planning Committee develops, reviews, and revises the Educational Master Plan with input from appropriate constituencies. It meets twice per month.
Membership: Two Vice Presidents (VPAS, VPSS, or VPI); President, Academic Senate or designee; President, Classified Senate or designee; one CSEA representative; President, Student Senate or designee; Planning and Program Review Committee Faculty member; Director, Resource Development and Grants; three additional faculty; one Instructional Dean; Dean, Institutional Effectiveness, Research & Planning.
Term: Two years (for appointees)

Institutional Effectiveness, Accreditation, and Outcomes Committee

Charge: The Institutional Effectiveness, Accreditation, and Outcomes Committee will facilitate sustainable continuous quality improvement of the organization. The members will:

1. Fulfill their responsibilities as described in *Committee Responsibilities* in the *CHC Organizational Handbook*.
2. Become knowledgeable about Accreditation processes and standards and serve as a resource to the campus.
3. Guide the accreditation process for the entire college, including:
   a. Development of timelines, policies, and procedures for accreditation within the guidelines provided by ACCJC (Accrediting Commission for Community and Junior Colleges).

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   b. Recommend and support training for faculty, staff, and management with regard to accreditation standards, policies, and procedures.
4. Guide the Outcomes Assessment process for the entire college, including:
   a. Develop a college assessment plan that is easy to use and meaningful
   b. Develop best practices for creating and assessing outcomes (SLOs, SAOs, ILOs)
   c. Provide meaningful feedback, suggestions, and guidance on the outcome assessment process for the purpose of improvement
   d. Coordinate training for faculty, staff, and management with regard to outcomes and their assessment.
5. Provide a forum for on-going dialogue with regard to Accreditation and Outcomes Assessment (SLOs/SAOs).
6. Recommend staff and faculty membership of Accreditation subcommittees to the President.
7. Serve as co-chairs of accreditation standard subcommittees.
8. Recommend to the President a list of qualified candidates for the task of editing Accreditation reports.
9. Review and provide input on midterm, follow-up, and other special reports to the Commission. If requested by the ALO, help draft such reports.
10. The committee co-chairs will coordinate the preparation of the self-study. The standards subcommittee co-chairs will coordinate the preparation of their respective sections of the self-study with input from the committee and the ALO.
11. Report to the San Bernardino Valley Council.
12. Encourage members of the college community to serve on accreditation teams.

Membership: Accreditation Liaison Officer (***co-chair***); Vice President, Instruction or designee; Vice President, Student Services or designee; Vice President, Administrative Services or designee; Dean, Institutional Effectiveness, Research and Planning; two Deans (including one each from Instruction and Student Services,); a minimum of eight faculty (including the Instructional Assessment Specialist, one Academic Senate Executive Member, and at least one faculty from Student Services); one Classified Senate representative; one CSEA representative; and one Student Senate appointee.
Term: Two Years (for appointees)

Institutional Review Board (IRB) Committee

Charge: The IRB Committee coordinates the external research (i.e. any research project or study which is outside the normal day-to-day operations of Crafton) being conducted on campus involving San Bernardino Valley students or employees. The purpose of the IRB committee is to protect students, employees, class time, employee time, student rights, and College liability. The IRB will ensure that the study participants are fully aware of the nature of the research, their rights, receive informed consent, and that the research aligns with the mission, vision, core values and goals of San Bernardino Valley College. The committee may also seek the advice of outside experts if a proposal is outside of their expertise. The IRB committee will meet on an as needed basis to provide feedback to proposals in a timely manner. Committee members will be required to receive appropriate training and external certification (e.g.: NIH, CITI, etc.) specific to the process of reviewing research proposals and protecting the rights of human subjects. **Membership:** Faculty Co-Chair from a research related field; Dean of Institutional Effectiveness, Research & Planning Co-Chair; a minimum of two additional faculty; one Classified Senate representative; one CSEA representative; and one Student Senate appointee. As recommended by the Code of Federal Regulations (§56.107), every effort will be made to ensure that the committee includes both males and females and a mix of racial and cultural diversity.
Term: Two years.

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Planning and Program Review Committee

Charge: The charge of the Planning and Program Review (PPR) Committee is to advance continuous, sustainable quality improvement at all levels of the institution. Toward that end, the committee conducts a thorough and comprehensive review of each unit at the college on a cyclical basis and oversees the annual college-wide planning process. The results of planning and program review inform the integrated planning and resource allocation process at the college, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the President, and determine and implement improvements to the PPR process.
Membership: Two Vice Presidents (VPAS, VPSS, or VPI); Vice President, Academic Senate (co-chair); five additional faculty (at least one from Student Services and one is recommended from each of the instructional divisions); one classified representative; one Student Senate appointee; Dean, Institutional Effectiveness, Research and Planning (co-chair).
Term: Two years (for appointees)

Professional Development / Flex Advisory Committee

Charge: The Professional Development Committee provides supports and development opportunities to all employees of the college, which allows them to continue to learn and to develop and update their skills. Faculty on the committee also serve as the college's Flex Advisory Committee, which reviews flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets twice per month.
Membership: Faculty, classified staff and management are represented on the committee.
Term: One Year (for appointees)

Safety Committee

Charge: The goal of the Safety Committee is to help the San Bernardino Community College District eliminate workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and promoting awareness and participation in emergency response programs. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. The committee reviews all safety-related incidents, injuries, accidents, illnesses, and deaths; makes suggestions to management for prevention of these accidents; conducts quarterly workplace inspections, identifies hazards, and recommends methods for eliminating or controlling hazards; annually evaluates the college's workplace safety and health programs for effectiveness; and makes suggestions to management for improvements. The Safety Committee meets monthly.
Membership: Vice President, Administrative Services; Director, Facilities, Maintenance and Operations; Coordinator, Health and Wellness Center; one faculty and/or classified staff representative from the Public Safety and Services Department; Biological Sciences or Physical Sciences Departments; District Police; Disabled Students Programs and Services; and Human Resources; Classified staff representative appointed by CSEA and faculty representative appointed by SBCCTA, one Student Senate appointee, and one District Environmental Health and Safety representative.
Term: One year (for appointees)

Student Success, Engagement, Enrollment Management, and Matriculation (SSEEMM) Committee

The Enrollment Management, Student Success and Engagement Committee is charged with developing and overseeing a comprehensive Enrollment Management Plan, Basic Skills Initiative Plan, the Student Success Plan and the Student Equity Plan for the college. Specifically the Enrollment Management, Student Success, and Engagement Committee addresses the recruitment, admission, retention, and success of all students, including the development of

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student support services and curriculum for transitioning basic skills students to higher levels of learning. The Enrollment Management, Student Success, and Engagement Committee meets twice per month. The established meeting times are the first and third Friday of each month from 10:00 am to 11:30 am.
Membership: Two representatives each from Admissions and Records, Arts and Science, Counseling, CTE, Tutoring; one representative each from DSPS, EOPS/CARE/CalWORKS, Financial Aid, Library, Research and Planning, Student Life, Title V, STEM; three additional representatives from the division of Math, English Reading, and Instructional Support; the Dean of Student Services/Counseling and Matriculation; the Vice President of Instruction; the Vice President of Student Services; and two students. Within the membership, there shall be a minimum of two managers, two faculty, two classified staff, and two students.
Term: One Year

Technology Planning Committee

Charge: The Technology Planning Committee is charged with developing and overseeing a comprehensive technology plan for the college. The Technology Planning Committee meets quarterly.
Membership: One Dean each from Instruction and Student Services; Director, Facilities, Maintenance and Operations; Director, Technology Services; Coordinator, Tutoring Center; Department Network Specialist; Web Developer; one faculty representative; one Classified Senate representative; one CSEA representative; one Student Senate appointee; one representative each from District Computing Services and the Educational Technology Committee.
Term: One Year (for appointees)

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Functional Committees

Office of the President Functional Committees

Note that standing committees in Instruction might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

Management Team

Charge: Management Team is a regular meeting of all college management to discuss and review campus issues with the President. Management Team meets monthly.
Membership: President; Vice Presidents; Deans; Directors; other Managers.
Term: Ongoing

President's Cabinet

Charge: President's Cabinet is a regular meeting of the Vice Presidents to discuss and review campus issues with the President. President's Cabinet meets twice per month.
Membership: President; Vice President, Instruction; Vice President, Student Services; Vice President, Administrative Services.
Term: Ongoing

STEM Pathways Steering Committee

Charge: The STEM Pathways Steering Committee advises the Project Director of the HSI-STEM Pathways grant; communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The STEM Pathways Steering Committee meets quarterly.
Membership: HSI-STEM Pathways Project Director; STEM Pathways Coordinator; STEM Transfer Services Coordinator; STEM Alternative Learning Strategies Coordinator; Vice President, Student Services; Vice President, Instruction; Vice President, Administrative Services; Dean, Counseling and Matriculation; Dean, Math, English, Reading and Instructional Support; Articulation Officer; one faculty each from the Physical Sciences; Biological Sciences, Mathematics and Computer Science; two Classified Staff representing the Physical and Biological Science department; one Student Senate representative.
Term: Duration of the Grant

Title V Steering Committee

Charge: The Title V Steering Committee advises the Project Director of the Title V grant; communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The Title V Steering Committee meets quarterly.
Membership: Title V Project Director; Title V Activity Director; Vice President, Student Services; Vice President, Instruction; Dean, Counseling and Matriculation; Director, Disabled Students Programs and Services; Director, Student Life; President, Academic Senate; Faculty Chair, Mathematics Department; Faculty Chair, English Department; Instructional Assessment Specialist; Vice President, Administrative Services (*ex officio*); one Student Senate representative.
Term: Duration of the Grant

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Office of Instruction Functional Committees

Note that standing committees in Instruction might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

Instructional Management Team

Charge: Instructional Management Team is a regular meeting of all instructional management to discuss and review issues impacting instruction. Instructional Management Team meets twice a month.
Membership: Vice President, Instruction; Instructional Deans
Term: Ongoing

Instructional Team

Charge: Instructional Team is a regular meeting of all instructional management and staff to discuss and review issues impacting instruction. Instructional Team meets once per month.
Membership: Vice President, Instruction; Instructional Deans; Instructional Administrative Assistants and Secretaries; Catalog/Data Specialist.
Term: Ongoing

Career and Technical Education Advisory Committees

Charge: Career and Technical Advisory Committees advise the various Career and Technical departments in the development of curriculum and the needs of the related industries. Each occupational program that receives funding under the Carl D. Perkins Vocational and Technical Education Act (VTEA) is required to establish such an advisory committee. These committees act in an advisory capacity only. Responsibility for decision and action rests with the college district's Board of Trustees, the Chancellor, and staff of the college. Regulations require that advisory committees meet at least once each academic year.
Membership: Each advisory committee is comprised of a group of citizens, usually from four to 15, who are selected to represent a specific occupational field.
Term: Flexible

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Student Services Functional Committees

Note that standing committees in Student Services might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

Academic Exceptions Committee

Charge: The Academic Exceptions Committee reviews academic petitions based on extenuating circumstances and hears appeals. The Academic Exceptions Committee meets weekly on Thursdays from 1:30p to 3:00p on an as needed basis.

Membership: Admissions & Records Coordinator (Committee Chair, Student Mentor); Dean, Student Services and Student Development; EOP&S, CARE, CalWorks Manager; Learning Disabilities Specialist; Counselor; One faculty member each: Mathematics; Public Safety & Services; Foreign Language OR English; and Anatomy & Physiology; and one Student Senate representative.

Term: 2 years (for appointees; members may be reappointed).

EOPS/CARE/DSPS Advisory Committee

Charge: Each EOPS/CARE/DSPS program is mandated by regulations to have an advisory committee appointed by the President of the college upon recommendation of the Director, EOPS/CARE and Director, Disabled Students Programs and Services. The purpose of the advisory committee is to assist the college in developing and maintaining effective EOPS/CARE/DSPS program services. Regulations require that the committee meet at least once each academic year.

Membership: The advisory committee includes representation from college personnel, one student each from EOPS/CARE and DSPS, feeder high schools, community and business sector and four-year colleges and universities in the Crafton Hills College service region.

Term: One year

Financial Aid Appeals Committee

Charge: The Financial Aid Appeals Committee advises the Director of Financial Aid regarding appeals related to term dismissal and other appeals related to financial aid. The Financial Aid Appeals Committee meets twice monthly on Tuesday from 10:00 am until noon.

Membership: Director, Financial Aid; one Academic Counselors and two Instructional Faculty member as appointed by the Academic Senate; one additional Student Services manager.

Term: One year (for appointees)

Student Crisis Intervention Committee

Charge: The Student Crisis Intervention Committee develops and implements plans to provide a framework for the college's reactions when crises occur. It is designed to set in motion certain safety and communications processes; focus on prevention, intervention, and rehearsed reactions; carry out an intervention plan that will attempt to resolve crises in and out of the classroom involving students; and conduct an institutional post evaluation and follow-up. The Crisis Intervention Committee meets monthly.

Membership: Vice President, Student Services; Vice President, Administrative Services; Dean, Counseling and Matriculation; Coordinator, Health and Wellness Center; Director, Disabled Student Programs and Services; two Academic Senate representatives; one representative from College Police.

Term: One Year (for appointees)

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Student Services Council

Charge: The Student Services Council provides a forum for effective communication among representatives of the various departments within Student Services. It meets to discuss and coordinate the different services provided by each department. The council is designed to discuss activities, problems and resolutions involving these departments, budget items and facilities. The Student Services Council meets monthly (fourth Monday of the month).

Membership: Vice President, Student Services (chair); Dean, Counseling and Matriculation; Dean, Student Services and Student Development; Director, Financial Aid; Director, Student Life; Coordinator, Health and Wellness Center; Coordinator, Disabled Student Programs and Services; Title V Activities Director; Director, EOPS/CARE; representative of Student Services Classified Staff Council; Student Senate representative.

Term: One year (for appointees)

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Constituency Committees

Academic Senate Constituency Committees

Note that internal standing committees of the Academic Senate do not necessarily involve appointed representation from the other constituency groups.

Chairs Council

Charge: Chairs Council is authorized by the Academic Senate to develop and recommend processes including, but not limited to, departmental budgeting, planning and program review, scheduling and facilities use, and syllabi recommendations.
Voting Members: Faculty Chairs and one Counselor
Non-voting Members: Vice President, Instruction and three Instructional Deans.
Meeting Days and Times: 1st and 3rd Friday at 9am
Term: Two years

Curriculum Committee

Charge: The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, review of degree and certificate requirements, approval of changes in degree and certificate requirements, and approval of prerequisites and co-requisites.
Voting Members: Faculty members as appointed by the Academic Senate including the faculty member holding the position of SBVC Articulation Officer and a faculty representative from the Educational Technology Committee.
Non-voting Members: Vice-President of Instruction, Instructional deans and the dean of counseling, Admission and Records Evaluator, Curriculum Secretary, Schedule/Catalog Data Specialist and a student representative.
Meeting Days and Times: 2nd and 4th Monday at 2pm
Term: Three years

Educational Policies Committee

Charge: The Educational Policies Committee is authorized by the Academic Senate to develop proposals for new policies and reviews proposed changes in existing policies that directly affect the educational programs of the college.
Voting Members: Faculty members as appointed by the Academic Senate.
Meeting Days and Times: 2nd and 4th Wednesday at 4pm
Term: One year

Educational Technology Committee

Charge: The Educational Technology Committee is authorized by the Academic Senate to develop and recommends policies involving the use of technology for education. Reviews and revise as necessary the process by which online instructors and course are evaluated. The committee reviews and approves DE instructors and courses. Develops and provides content for the SBVC DE portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college's online program. It also advises the Curriculum Committee in matters involving distributed education, including periodic reviews of all distributed education courses.
Membership: Faculty members as appointed by the Academic Senate (one member will also serve as the ETC representative to the Curriculum Committee).
Non-voting Member: Vice President, Instruction or designee.
Voting Members: Faculty Chairs and one Counselor.

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Meeting Days and Times: 1st and 3rd Wednesday at 1pm
Term: One year

Honors Steering Committee

Charge: The Honors Steering Committee is authorized by the Academic Senate to make recommendations regarding student admission, standards, curriculum, activities and other issues pertinent to the College Honors Institute.
Voting Members: Faculty members as appointed by the Academic Senate
Non-voting members: Instructional Deans, Director of the College Honors Institute (if non-faculty)
Meeting Days and Times: 1st Monday at 3pm
Term: One year

Student Senate Constituency Committees

Note that internal standing committees of the Student Senate do not necessarily involve appointed representation from the other constituency groups.

Elections Committee

Charge: The Elections Committee is convened annually by the ASSBVC President to administer Student Senate elections each spring.
Membership: ASSBVC Vice President of External Affairs, open to all students.
Term: One year

Events Council

Charge: The Events Council plans and executes events for students throughout the year.
Membership: Vice President of Campus Activities, and all appointed officers; open to all students.
Term: One year

Executive Council

Charge: To oversee organizational and internal issues including but not limited to personnel issues, Brown Act compliance, Parliamentary Procedure compliance, budgetary recommendations, bylaw and constitution compliance, appointments, discipline, and travel. Will act in a recommending capacity only. Exceptions to this will be at the discretion of the Student Senate President through Executive Order.
Membership: President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Academic Affairs, Vice President of Finance, and Student Senate Adviser.
Term: One year

Interclub Council

Charge: The Interclub Council is a collective body with representatives from all chartered student clubs and organizations at San Bernardino Valley College. It discusses issues of importance to clubs and makes recommendations to the Student Senate regarding funding requests from student clubs and organizations.
Membership: ASSBVC Interclub Council Chair; one representative from each chartered SBVC student club or organization.
Term: One year

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AD HOC Committees / Task Forces

An *ad hoc* committee or task force is a temporary group representative of all campus constituencies. Ad hoc committees or task forces are created for a one-time purpose (e.g., to correct an issue of non-compliance with regulation, as in the General Education Task Force established in 2003) or to focus on specific subject or emerging trend impacting community colleges. These groups are created with a deadline by which they must complete their work, after which they dissolve. Ad hoc committees or task forces are charged at the discretion of the College President. Recommendations to establish an ad hoc committee or task force can be made to the College President by any shared governance structure or concerned member of the SBVC community. According to board policy, "ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees." For a list of current ad hoc committee or task forces, please contact the President's Office.

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X. Bargaining Units

San Bernardino Community College District Teachers Association (SBCCTA)

Charge: The San Bernardino Community College District Teachers Association (SBCCTA) is the exclusive bargaining unit for full and part-time faculty employed at the San Bernardino Community College District. SBCCTA represents members of the District faculty in their relations with their employer, and is the exclusive representative of the faculty in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.

Membership: All faculty are eligible for membership in SBCCTA. Members who pay association dues are active members eligible to vote in all elections, hold elective office or appointed positions, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association. Non-members are assessed an agency fee and are not entitled to active member benefits.

California State Employees Association (CSEA)

Charge: The California State Employees Association (CSEA), Local 291 is the exclusive bargaining unit for classified staff employed at the San Bernardino Community College District. CSEA represents members of the District classified staff in their relations with their employer, and is the exclusive representative of the classified staff in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment. In accordance with California Education Code, Section 70901.2, CSEA has the right to appoint classified staff to any college or district task force, committee, or other governance group.

Membership: All classified staff members are members of CSEA.

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XI. Appendices

Appendix A: Mentoring Guidelines for Maintaining Student Leader Participation on College Committees

1. **Assign a Faculty/Staff/Administrator to mentor the student.**
   Being the only student on a committee full of faculty, classified staff and/or college administrators can be pretty intimidating. By assigning mentors to all students for their committee experience, you'll not only provide a trusted guide for them to go to throughout their time on the committee and increase their chances of building positive relationships with the group, you'll also ensure that the students will have a clear understanding of the decisions in which they are participating.

Explain expectations of Committee membership.
Student schedules can be very busy, so if there's a way for them to know what's expected of them as committee members ahead of time, they are more likely to make realistic assessments about whether or not they can meet those expectations. Things like dates, times, locations, duration of the commitment (i.e. one semester, one year, etc.), and group norms are all key items students will take into consideration before deciding to make a long-term time commitment.

2. **Explain the committee's "charge" and role in decision-making.**
   There's nothing worse than sitting in a meeting without knowing what its purpose is and how what is being discussed impacts "the bigger picture." Make sure that the mentor tells the student the committee's reason for existence and how the group's input will be used.

3. **Explain committee structure.**
   a. Who is the Committee Chair? Who is the Vice Chair? What do they do on campus? Explaining who the committee members are and why their opinions are important to the issue at hand will help the student make the transition from "student" to "group member" much faster and easier.

   b. Explain and discuss agenda items, and typical topics the committee considers, and share a brief history of the committee, if it is available, and the committee's importance in the governance structure.

4. **Share your contact information and preferred method of communication.**
   If you are the assigned mentor, make it a point to share your email address, phone number, and/or any other information the student might need to reach you in case he or she has questions. Also, tell the student the best times to contact you and which times to avoid. Ask the student or his or her Advisor for the Advisor's contact information and preferred method of communication as well.

5. **Invite them to subcommittee meetings (if possible).**
   Student committee members will be more effective and provide better input if they are given the opportunity to explore all facets of the committee on which they are serving. If time and resources permit, asking a student to sit in on at least one subcommittee meeting will help her or him gain a broader perspective on the issue at hand.

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6. **Explain your actions after each meeting.**
   If you are the mentor, talk to the student about why you did particular things, the options you weighed, and the items you had to consider before taking action.

7. **Give them responsibilities.**
   Students are more likely to feel vested in the committee process if they are able to contribute to and share in the workload. If you are the mentor, assign them a variety of tasks, including some that you know they can handle and some that might challenge them. Walk them through the assignments, help them figure out their approach, and talk about the results after the tasks are completed.

8. **Model positive communication and social skills.**
   Even though they may not act like it, students ARE watching our every move. They are observing what mentors say and do to create their own ideas of what professional behavior is and should be. If you are the mentor, do your best to speak and act in ways that will make you appear intelligent, agreeable, and sane=-=.

9. **Ask questions and check in regularly.**
   Some students may be too shy to speak up in the midst of a committee discussion. In the event that you as a mentor hear a term, acronym, or phrase with which the students may not be familiar, don't be afraid to lean over and ask them if they understood the item or write them a quick note to see if they have any questions on what they just heard. Additionally, make it a point to check in with them regularly after the meetings to make sure they don't have any questions or concerns.

10. **Establish goals for the student's participation.**
    How much do the students know about the subject in question at the start of their committee involvement? How much would they like to learn about it? When or how often should you monitor their progress to meet those goals? How can you as a mentor help them get there? Ask students to create benchmarks of understanding in a formalized structure that they can also use in other areas of their lives to assess their personal development.

11. **Listen.**
    Students may have ideas or concerns from their perspective that committee members may not have considered. Additionally, the student's involvement on the committee may spark an interest in the subject matter that a mentor may be able to help develop.

Dealing with Disappearing Students

To help maintain student accountability, please copy the Director of Student Life (epaddock@craftonhills.edu) on as much written communication as possible. In the event that a student misses a meeting or scheduled appointment, try sending him or her quick "I'm concerned about you" email and copying the Director. The Director will follow up with the student and try to resolve any issues. If the student cannot meet the commitment, the Director and Student Senate President will assign another student to replace the one in question.

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Appendix B: Template for Committee Meeting Agenda

San Bernardino Valley College Agenda	Date: Time: Location:
Members:	

TOPIC	DISCUSSION	FURTHER ACTION
Call Meeting To Order:		
Report: (min) Name:		
Old Business: (min) I. A. B. II. III.		
New Business: (min) I. A. B. II. III.		
Public Comment (min)		
Announcements: (min)		
Adjourn:		
Mission Statement: To advance the education and success of students in a quality learning environment.	**Vision Statement:** To be the premier community college for public safety and health services careers and transfer preparation.	**Values:** creativity, inclusiveness, excellence, and learning-centeredness.

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Appendix C: Template for Committee Meeting Minutes

San Bernardino Valley College Minutes	**Date:** **Time:** **Location:**
Members Present:	**Members Absent:**

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes:		
Old Business	• • •	
New Business	• • •	
Other Business	• •	
Next Meeting:		

Mission Statement: To advance the education and success of students in a quality learning environment.	**Vision Statement:** To be the premier community college for public safety and health services careers and transfer preparation.	**Values:** creativity, inclusiveness, excellence, and learning-centeredness.

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SAN BERNARDINO VALLEY COLLEGE

REQUEST FOR FUNDING – COLLEGE COUNCIL (RESERVE FUNDS)

Name: _____ Phone: _____

Dept. /Div.: _____ Position: _____

Total funds requested: _____ Date requested to receive funds: _____

Proposal for request of funds:

Please provide an itemized budget:

☐ I understand that this request is for funding only and all other documentation/approvals must follow the appropriate processes already in place (i.e. Board Approval, contract submission and set-up) and this request for is for one-time funds only appropriated for emerging urgent needs.

Applicant's Signature: _____ Date: _____

College Council use only: Recommendation

Date received: _____ Date of Committee Action:_____ ☐ Approve ☐ Deny Amount $ _____ Comments:

President's Approval: _____ Date: _____

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE PROCEDURE 3570

SMOKING

A. Smoking shall be permitted only in designated areas. Look for "Tobacco Use Area" signs at each campus.

Smokers must:

- Respect the rights of non-smokers.
- Smoke only in designated smoking areas.
- Make sure their smoke does not enter buildings.
- Extinguish cigarettes in appropriate containers.

Non-Smokers must:

- Respect the rights of smokers.

B. Notice of the Policy

- Notice of the Smoking Policy of the campus will be published in appropriate District publications and in notices distributed to students, staff, and those renting District facilities.
- Appropriate signage will also be placed throughout the campus.

C. Enforcement

- Violations of this section may be punished by a fine of $50.00.
- Enforcement shall be the responsibility of the District Police Department.
- Any person who desires to register a complaint hereunder may initiate enforcement consideration with the District Police Department.

Approved: 10/25/12

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD POLICY 3570

SMOKING

A. Smoking of any form of tobacco or non-tobacco products, including electronic cigarettes, is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the District, unless a tobacco use area has been designated.

B. This policy allows for the establishment of procedures to comply with California Code of Regulations Government Code Section §7597.

C. This policy and these regulations apply to employees, students, visitors and other persons who use the facilities on the campuses or centers that are part of San Bernardino Community College District.

Reference:
Government Code Section 7597

Approved: 11/15/12

San Bernardino Valley College

Committee Self-Evaluation Survey (DRAFT-2.1)

This survey is part of an effort to improve campus committee's effectiveness. It will be available for your feedback at the end of each (semester/year.) Please take a moment to let use know how we can improve. Your responses will remain confidential.

1. **Identity the name of the committee in the space below:**

2. **What is your primary function at SBVC?**

- ○ *FT Faculty*
- ○ *PT Faculty*
- ○ *Classified*
- ○ *Confidential*
- ○ *Manager*
- ○ *Student*

3. **Year:**

4. **How long have you served continuously on this committee?**

- ○ *1 Year*
- ○ *2 Years*
- ○ *3 Years*
- ○ *4 or more years*

5. **On how many other committees did you serve this year?**

- ○ *1*
- ○ *2*
- ○ *3*
- ○ *4 or more*

6. **Did you serve as chair or co-chair of this committee this year?**

- ○ *Yes*
- ○ *No*

7. **Do you expect to serve on this committee again next year?**

- ○ *Yes*
- ○ *No*
- ○ *Don't know*

As you answer the questions below, consider the internal processes, external interactions, and work products/outcomes of this committee.

8. **How often has the committee's processes, interactions, and outcomes during the year reflected the following characteristics: They committee...**

	strongly agree	*agree*	*disagree*	*strongly disagree*	*n/a*

Transparent: proceedings are well documented and available for campus review.	○	○	○	○	○
Collaborative: is inclusive and open to input from all with respect for diverse opinions.	○	○	○	○	○
Relevant: engages in meaningful dialogue.	○	○	○	○	○
Engaged: is involved in effective and meaningful communication with the campus and District.	○	○	○	○	○
Productive: works properly and productively toward its intended results.	○	○	○	○	○
Efficient: makes efficient use of time to produce results.	○	○	○	○	○
Evidence-Based: relies on accurate information rather than speculation and anecdote.	○	○	○	○	○

11. Please indicate the extent to which you agree/disagree with the following statements about your service on this committee 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	○	○	○	○
The committee's charge was clearly defined.	○	○	○	○

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

	Very good	*Good*	*Fair*	*Poor*	*Very poor*	*No opinion*
Quality of information flow from the committee to the constituency groups	○	○	○	○	○	○
Quality of communication within the committee	○	○	○	○	○	○
Effective input to campus policy makers	○	○	○	○	○	○
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 and norms for committee members	○	○	○	○	○	○
Adherence to expectations and norms by committee members	○	○	○	○	○	○
Adherence to expectations and norms by the committee chairs	○	○	○	○	○	○

9. Please enter this committee's most significant accomplishment(s) this year. (500 character max.)

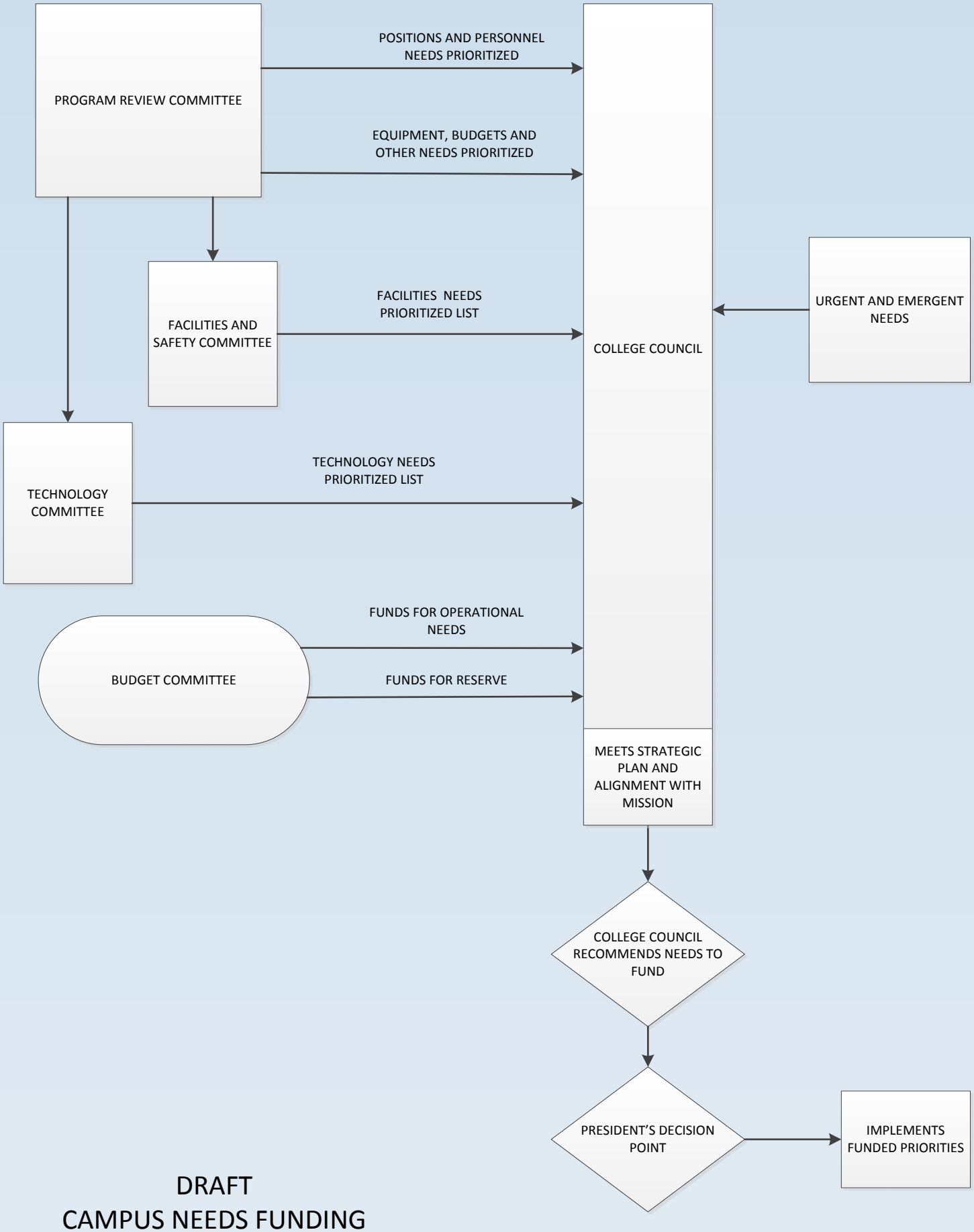
10. **Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work: (500 character max.)**

13. **Please include any additional comments below: (500 character max.)**

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

Powered by snap

Reset Submit



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CAMPUS NEEDS FUNDING
FLOW CHART 11-20-13

Basic Skills Committee (AP2225)

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

Membership:
Membership is comprised of the Vice President of Instruction, at least one faculty member from counseling, English, mathematics, and reading, and other interested faculty, administrators, staff and students.

Location in AP2225:
Additional Committee - Instructional Services

Program Review Description/Charge
For Academic Senate Approval

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

The purpose of Program Review is to:

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

at least 10% faculty representation per division required *(Fridays, 9:00 – 11:00)*

The proposed language for Program Review in the accreditation document:
For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program review is conducted by authorization of the SBVC Academic Senate, and according to the guidelines contained in the SBCCD Administrative Procedures (AP 2225). Membership is comprised of at least 3 Vice Presidents, or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student.

Proposed change to AP 2225:
For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies.
The purpose of Program Review is to:

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

Membership
Membership is comprised of at least 3 Vice Presidents, or their designees, as appointed by the President, 10% faculty representation by Division, at least 3 classified staff members as appointed by Classified Senate/CSEA, and one student.