

SBVC Committee Structure 2020-2022

Each faculty member is to serve on 1 committee for a 2-year cycle starting Fall 2020 and concluding Spring 2022. Below are the committees, specific membership requirements, and tentative meeting times. Please use this as a guide as fall schedules are prepared in the next month. Senators are expected to call a faculty meeting of their division to determine the best allocation of the division's human resources to the committee work of the college.

Once all of the required faculty committee assignments are made (Accreditation, Student Services and Success, Basic Skills, Curriculum, and Program Review), the division should assign no more than 20% of the remaining faculty to any one committee. This recommendation of the division is delivered to the Executive Committee of the Academic Senate. The Executive Committee is responsible for preparing its recommendation to the President of the college regarding the assignment of faculty committee work.

COMMITTEE CHARGE AND MEMBERSHIP

ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE

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.

*****at least 1 faculty per division***** (1st and 3rd Tuesdays, 1:00 – 2:30)

ARTS, LECTURES, and DIVERSITY COMMITTEE

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. (1st Wednesdays, 1:00 – 2:30)

BASIC SKILLS COMMITTEE

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

***** at least 1 faculty per division, including 1 faculty member from English, mathematics, and reading***** (2nd and 4th Tuesdays, 2:30 – 3:30)

BUDGET COMMITTEE

The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial wellbeing of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations. (3rd Wednesdays, 11:00 – 12:00)
3 faculty members

CAMPUS LIFE AND COMMENCEMENT

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

(Thursdays, 10:00 – 11:30)

CURRICULUM COMMITTEE

The Curriculum Committee is authorized by the Academic Senate to make recommendations about the curriculum of the college to the Board of Trustees, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, approval of proposed programs, deletion of programs, review of degree and certificate requirements, approval of prerequisites and co---requisites, and assessment of curriculum as needed. *****at least 10% faculty representation per division required***** (Mondays, 1:00 – 4:00)

ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE

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.

(1st and 3rd Tuesdays, 2:00 – 3:30)

FACILITIES & SAFETY COMMITTEE

The Facilities & Safety Committee serves as an advisory committee to college services and operations including, facilities, the appearance of the campus, sustainability practices, emergency preparedness, and campus safety training. The committee reviews and submits the Facilities& Capital Outlay Plan to College Council.*(1st Mondays, 3:00 – 4:30)*

GUIDED PATHWAYS

This Guided Pathways committee will discuss and address the critical aspect of the Guided Pathways plan at SBVC within the framework of the California Community College Guided Pathways Initiative. Committee membership will consist of faculty lead(s) from Guided Pathways, OER and DE, Professional development, one faculty per division, administrators, and classified professionals. *(2nd – 4th Tuesdays 3:00 – 4:30)*

HONORS COMMITTEE

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

(2nd Mondays, 3:00 – 4:00)

ONLINE COMMITTEE

The Online Committee advises the Vice President of Instruction regarding issues related to online learning at the College. In addition, the committee assists discipline’s faculty in the preparation of distance education requests to the Curriculum Committee. The committee serves as a conduit of information among faculty, administration, and students by providing technological vision for issues related to online learning. *(1st & 3rd Fridays, 1:00 – 2:30)*

PROFESSIONAL DEVELOPEMENT COMMITTEE

The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee is responsible for planning, programming, and the communication of campus professional development programs. The faculty on the committee serve as advisory to the sabbatical leave committee and the campus flex committee. (1st and 3rd Mondays, 2:00 – 3:00)

PROGRAM REVIEW COMMITTEE

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)

SCHOLARSHIPS

This Scholarship Committee reviews applications for scholarships and makes awards according to guidelines. (Thursdays, 2:00 – 3:00)

STUDENT POLICIES & SCHOLASTIC STANDARDS

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.

(Fridays, 9:30 – 11:00)

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

*****at least 1 faculty per division, including 1 faculty from counseling, English, mathematics, and reading***** (Thursdays, 3:00 – 4:30)

TECHNOLOGY COMMITTEE

The Technology Committee develops the Technology Plan for SBVC and submits it to the SBVC College Council. The Plan recommends methods to assess, purchase, install, and encourage use of new technology; technology funding priorities; and strategies for redistributing current resources. It sets standards and guidelines for the minimum specifications for new technology, for maintaining the current technology in new construction, and to maximize use of District network resources and instructional learning resources. Accessibility to technology will be considered when developing goals, methods, recommendations, guidelines, and standards. The members of this committee serve as liaisons to the District Technology Committees. (1st and 3rd Wednesdays, 1:00 – 2:00)

Other Items to Consider

How are non-administrative co-chairs selected?

- Curriculum, Honors, Program Review – Assigned by Academic Senate and have reassign time
- Accreditation and Student Learning Outcomes – Elected by Committee and has variable reassign time
- AP simply states there will be one administrative co-chair and one non-administrative co-chair

