

# **GET INVOLVED!**

*with the*

## **Associated Students at**

### **San Bernardino Valley College**



**valley college**

## **2006 – 2007 COMMITTEE POSITIONS**

## **What is the Associated Students (AS)?**

The Associated Students of San Bernardino Valley College offers students opportunities to share in college governance; to interact with professionals; to participate in social and cultural activities; and to create and administer their own programs and support systems that reflect diversity, instill self-reliance, ethical leadership and responsible action. Join now and discover your leadership potential through this invaluable hands-on experience.

## **How do I get involved?**

Join AS by applying to serve as an officer for the 2005-2006 academic year. If time is a concern, you may consider serving in a smaller capacity by being the Student Representative on one of Valley College's Shared Governance Committees.

## **What are the benefits of serving on AS?**

- Represent and advocate for students
- Learn how to problem-solve and face tough decisions
- Promote teamwork
- Get event programming experience
- Sell your ideas and overcome resistance
- Recognize the importance of attitude and responsibility
- Teach and coach others
- And more!

## **What committee positions are available for me to apply for on AS?**

- Accreditation Steering Committee
- Arts & Lectures Committees
- Budget Committee
- Curriculum Committee
- Disabled Services Committee
- Diversity & Equity Committee
- Enrollment Management Committee
- Facilities & Safety Committee
- Matriculation Committee
- Program Review Committee
- Research Committee
- Technology Committee
- Transfer Committee

See attached pages for a full description of each committee and meeting times and days.

## **Who is eligible to apply for AS committee positions?**

All officers and representatives of the AS shall meet the following minimum qualifications for candidacy:

- Be enrolled in a minimum of five units at San Bernardino Valley College and maintain that level throughout their term of office.
- Maintain a minimum cumulative GPA of 2.0 (as determined by semester grades) for their entire term of office.
- Available to attend AS meetings every Tuesday from 2:00 – 4:00 p.m.
- Be a student in good standing.
- Students who have previously served on AS for two years or more may not apply.

## **Application Process:**

1. Complete a Associated Students Committee Application.
2. Turn in completed application to the Office of Student Life located in the Campus Center.
3. After confirmation of your eligibility and qualifications, you may be contacted for an interview with the AS Interview Committee.
4. If selected, you will be notified within one week after the interview.

Questions? Contact:

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# San Bernardino Valley College Associated Students

## COMMITTEE APPLICATION

*\*Please attach a copy of your Student ID Card with current ASB Sticker and unofficial transcript.*

**Please turn in completed application to the Office of Student Life**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone#: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Cum. GPA: \_\_\_\_\_

Number of units in which you are enrolled this semester: \_\_\_\_\_

Committee sought (choose one): \_\_\_\_\_

### CANDIDATE'S STATEMENT

(This is the official statement which will be made available at the poll booths and may be released to the press.)

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Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY ELIGIBILITY VERIFICATION

GPA: ☐ Yes ☐ No      UNITS: ☐ Yes ☐ No      CURRENT ASB CARD: ☐ Yes ☐ No

**SBVC LIST OF COMMITTEES FOR 2006-2007****ACCREDITATION STEERING COMMITTEE - 1<sup>st</sup> Tuesday, 1:30-2:30pm****Charge**

The Accreditation Steering Committee prepares the self-study, prepares for the site visit, follows up on implementation of accreditation recommendations, performs assessments as needed, and prepares any follow-up reports or documentation.

**Membership**

Membership is comprised of the Dean of Research, Planning, & Development, eight faculty, four administrators, four classified staff, two students, the faculty union president or designee, and the classified union president or designee.

**BUDGET COMMITTEE – 2<sup>nd</sup> & 4<sup>th</sup> Thursday, 3-4:30pm****Charge**

The Budget Committee reports to the Vice President of Administrative Services and serves in an advisory capacity to the President regarding all aspects of the college's budget. The charge of the budget committee is to articulate and clarify the budget process for the campus community taking into account the campus planning process, interpret and distribute budget-related information, develop annual assumptions that apply to the development of the budget, develop strategies for reviewing and funding plans, create processes and make recommendations for the distribution of unspent funds, identify budgeting issues that need to be resolved, and periodically review the status of the institution's budgets.

**Membership**

Membership is comprised of the Vice Presidents of Administrative Services, Instruction, and Student Services, the Dean of Research, Planning, & Development, the chair of the and Program Review Committee, the Dean of Occupational Education (VATEA) the chair of the Senate Financial Policy Committee, 1 faculty member from each instructional and student service division, the ASB Treasurer, and two classified staff.

**CURRICULUM COMMITTEE – 2<sup>nd</sup> & 4<sup>th</sup> Monday, 2:30-4:00pm****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, approval of proposed programs, deletion of programs, review of degree and certificate requirements, assessment of curriculum as needed, and approval of prerequisites and co-requisites. .

**Membership**

Membership is comprised of the Vice President of Instruction (or the Vice President's designee) and the Dean of Occupational Education, a Curriculum Chair appointed by the Academic Senate, the Articulation Officer, the Matriculation Coordinator, at least two faculty members from each division, two students, and three classified staff: the Instructional User Liaison, the Curriculum Secretary, and the Catalog Data Specialist.

**DIVERSITY & EQUITY COMMITTEE – [combined Student Equity and Student Equity Plan with this committee on 3-15-06]****Charge**

The Staff & Student Diversity Committee is responsible for the development and monitoring of the College Student Equity Plan as a sub-committee, assessing and promoting an understanding of diversity (gender, race, ethnicity, age, disability) among faculty, staff, students, managers, and the community. The committee supports the inclusion of a diversity element in curriculum and program development and oversees the implementation of programs including but not limited to educational, cultural, recreational, and social events and activities.

**Membership**

Membership is comprised of three Vice Presidents, the Dean of Counseling & Matriculation Services, the Dean of Learning Resources, Instructional Dean, Dean, Workforce Development, CalWORKS, & Career College, Chair of Enrollment Management Committee or committee designee; Chair of Director of Admissions & Records and Records, Director of DSP&S, Matriculation Coordinator, Coordinator of the Transfer Center, two classified staff members, the AS

President and two additional students.

### **ENROLLMENT MANAGEMENT COMMITTEE - TBD**

#### **Charge**

The Enrollment Management Committee services in an advisory capacity to the President regarding enrollment planning. The Committee is responsible for reviewing internal and external trend data (assessment) 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, making recommendations regarding recruitment and retention strategies, for producing an annual Enrollment Management Plan, inclusive of these components. Sub-committees may be formed as needed.

#### **Membership**

Membership is comprised of the Vice President of Student Services, the Vice President of Instruction, the Dean of Student Development, Dean of Counseling & Matriculation, Director of Admissions & Records, Director of Financial Aid; chair of Diversity Committee; chair of Student Equity Sub-committee; Learning Resource Center faculty member, Matriculation coordinator, Public Relations Director, Director of Institutional Research, two instructional deans appointed by the VP Instruction, three classified appointed by CSEA, four faculty appointed by Academic Senate, at least two student service faculty, a representative from Professional Development, two student representatives, and any other interested parties.

### **FACILITIES & SAFETY COMMITTEE – 1<sup>st</sup> & 3<sup>rd</sup> Monday, 3 – 4:30pm**

#### **Charge**

The Facilities & Safety Committee serves as an advisory committee for all aspects of the college's business services and operations including, but not limited to, safety training, facilities assessments, the appearance of the campus, prevention of campus crises, emergency preparedness, space utilization (as needed as a sub-committee) and campus safety, particularly regarding hazardous materials. Reviews and submits the Facilities & Capital Outlay Plan. Subcommittees reporting to this committee are the Emergency Preparedness Committee and the Hazardous Materials Committee.

#### **Membership**

Membership is comprised of the Vice President of Administrative Services, the Director of Maintenance and Operations, the College Police Supervisor, Dean of Counseling & Matriculation, DSPS DIRECTOR, a representative from Professional Development, two students, eight faculty, and two classified staff.

### **SPACE UTILIZATION SUB-COMMITTEE – Temporarily Suspended**

#### **Charge**

The Space Utilization Sub-Committee, under the direction of the Facilities and Safety Committee, reports to the Vice President of Administrative Services. The purpose of the Space Utilization Sub-Committee is: to evaluate proposals that cross department or division boundaries regarding the conversion, reconfiguration, or reassignment of existing campus facilities (classrooms, offices, storage spaces, etc.) to make efficient use of space and resources; to assign space within new campus facilities for programs that were not yet identified when the new buildings were designed; and to address temporary and emerging space needs associated with campus construction. *[NOTE: During major construction projects where moves and adjustments are being made as part of the construction process, the Space Utilization process for reviewing needs will be temporarily suspended as they apply to construction issues.]*

#### **Membership**

Membership is the President, all Vice Presidents, Director of Maintenance & Operations, four classroom faculty, one non-instructional faculty, three classified (one each from student services, administrative services and instruction) and one student.

### **MATRICULATION COMMITTEE – 3<sup>rd</sup> Thursday, 2:30 -4:30pm**

**Charge**

The Matriculation Committee is authorized by the Academic Senate to develop the college Matriculation Plan, propose the budget for categorical matriculation funds, advice on policies, procedures, and implementation of matriculation components: admission, orientation, assessment, counseling, prerequisites, follow-up, training, and research.

**Membership**

Membership is the Vice President of Student Services, the Director of Admissions & Records, the Matriculation Coordinator, Chair of Enrollment Management Committee or committee representative; Dean of Counseling & Matriculation, Dean of Student Development, Institutional Researcher, a representative from Professional Development, Dept. Chairs from English, Reading, and Math, two students, and any interested faculty members.

**PROGRAM REVIEW COMMITTEE (modified 1-25-2006) – 2<sup>nd</sup> & 4<sup>th</sup> Friday, 1 – 3:00pm****Charge**

The Institutional 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 programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- ☐ Provide a full examination of how effectively programs and services are meeting departmental, 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, Students, and Administrative Services, the Dean of Research, Planning, & Development, two faculty representatives from each division, three members of the classified staff, two additional managers, and two students.

**RESEARCH COMMITTEE – 4<sup>th</sup> Friday, 1:30-3:00pm****Charge**

The Research Committee supports the accreditation, assessment, and planning processes of the institution. The committee prioritizes and filters requests for research consistent with campus goals, establishes a research/data collection calendar, and publishes and disseminates an annual report of research and data information. In addition, the committee assists in the development of a research agenda and advises on the prioritization of research tasks.

**Membership**

Membership is comprised of the Institutional Researcher, all vice presidents, Dean of Research, Planning, & Development, representatives from Curriculum, Matriculation, Program Review, and Basic Skills; at least four faculty, and any interested administrators, faculty, staff, or students. The Institutional Researcher and a faculty member will serve as co-chairs.

**TECHNOLOGY COMMITTEE – 1<sup>st</sup> & 3<sup>rd</sup> Wednesday, 1 – 2:00pm****Charge**

The Technology Committee writes the Technology Plan for the College, to be submitted to College Council. The plan includes:

1. methods to assess, explore and encourage innovative uses of technology both in administrative and academic computing,
2. goals for training faculty, staff, and administrators in the use of technology
3. guidelines for the dissemination of funds for hardware and software,

4. guidelines for the dissemination of recycled computers and other hardware,
5. recommendations for the minimum specifications for the purchase of technology
6. standards for technology infrastructure
7. standards for technology related building construction
8. guidelines for purchase and installation of technology in new construction
9. guidelines to maximize the effective use of District network resources for the SBVC Campus Community
10. accessibility to technology will be considered when developing goals, methods, recommendations, guidelines and standards

The Technology Committee members serve on one of two subcommittees: Academic and Administrative Technology.

### **Membership**

Membership is comprised of the Vice President of Instruction, Administrative Services, and Student Services, or their designees, an Instructional Dean with an interest in technology, a representative from District Computing Services, a member of the Distributed Education staff, at least one representative from the college Network Specialists, at least two faculty teaching online courses, at least two faculty utilizing instructional technology in the classroom environment, and any interested students.

## **OPERATIONAL / FUNCTIONAL COMMITTEE LIST**

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

### **OFFICE OF INSTRUCTION**

#### **ARTS AND LECTURES COMMITTEE**

##### **Charge**

The Arts and Lectures Committee plans and promotes a series of lectures and cultural events designed to enrich the instructional environment of the college.

##### **Membership**

Membership is the Dean of Learning Resources, and interested faculty, classified staff and students.

### **OFFICE OF STUDENT SERVICES**

#### **DISABLED SERVICES – meets twice each semester**

##### **Charge**

This committee serves as an advisory committee for all aspects of the college's Disabled Services Program.

##### **Membership**

Membership is the Dean of Counseling & Matriculation, the Coordinator of Disabled Student Services, the Director of Health Services, eight faculty, one classified, no less than one student and one community representative.

#### **TRANSFER CENTER COMMITTEE**

##### **Charge**

The Transfer Committee is responsible for the development and monitoring of the Transfer Center plan for the College. The committee further supports transfer functions through active involvement in attendance at events and advertising of transfer opportunities.

##### **Membership**

Membership of the Transfer Committee is comprised of the Dean of Counseling & Matriculation, Transfer Center Coordinator, five faculty representing different instructional divisions, one classified staff member, and two students.