

## **5.2. Tallying**

5.2.1. Two (2) members of the Executive Council assigned by the President shall be responsible for tallying and reporting voting results to the President of the Academic Senate. Roll call shall be used across all methods of attendance and the vote recorded and reported back to the President and attendees such that each vote is a part of the public record.

### **5.2.2. Storage and Archiving of Ballots**

5.2.2.1. The President of the Academic Senate and the Executive Council shall be responsible for establishing and maintaining an archive for written ballots for a period of one year.

5.2.2.2. Requests for access to archived written ballots by members of the Academic Senate and the public shall be made in writing to the President of the Academic Senate. Such access shall be supervised by two members of the Executive Council appointed by the President of the Academic Senate.

## **6. Committees**

### **6.1. Curriculum and Instruction Council (CIC)**

#### **6.1.1. Membership**

6.1.1.1. The CIC shall consist of ten to eleven (10-11) full-time faculty, including the College Articulation Officer, the Director of Learning Resources, and one faculty member selected by full-time faculty from each of the following six (6) areas: 1) English; 2) Social Sciences, Humanities, and Visual and Performing Arts; 3) Mathematics and Science; 4) Health and Physical Education; 5) Business, Computer Science and Media Arts; 6) Public Service, Child Development, and Industrial Arts; two (2) representative-at-large positions, one (1) with primary assignment at a non-IWV site, if none of the six (6) areas is represented by a non-IWV faculty member; and one (1) faculty member from Counseling if the Articulation Officer is not from Counseling.

6.1.1.2. A student selected through the standard College process, in consultation with the Associated Students of Cerro Coso Community College, shall serve as a voting member of the CIC.

6.1.1.3. Non-voting members of the CIC shall include the Vice-President Academic Affairs or designee and the Curriculum Assistant for Instruction or equivalent.

#### **6.1.2. CIC Chair**

6.1.2.1. In spring of each year, the CIC shall recommend to the President of the Academic Senate one of its experienced members as chairperson for the following year. The recommendation for the CIC Chair shall be approved by the Executive Council of the Academic Senate

6.1.2.2. The duties of the CIC chair and the quorum requirement for approval of course outlines for first and second readings shall be specified in the Cerro Coso Community College Curriculum Handbook.

### **6.2. Program Review Committee**

7.2.1. Program Review Committee is a sub-committee of the Institutional Effectiveness Committee that includes 4 faculty members and is chaired by the faculty member elected by the committee.

7.2.1.1. Members of the Program Review Committee shall be four (4) tenured members of the Academic Senate, who have been previously trained in the Program Review Process, no two (2) from the same discipline, and shall serve with the

Vice-President of Academic Affairs or designee and classified members of the IEC.

7.2.1.2. The Program Review Committee chair shall provide opportunities for faculty to be trained in the Program Review Process and shall provide Executive Council a current list of eligible faculty members at the beginning of the year.

7.2.1.3. The Program Review Committee chair shall notify the Academic Senate President when a Program Review has been successfully completed.

7.2.1.4. The Faculty Chair shall request the approved Program Review be placed on the Academic Senate Agenda by emailing the request to the Academic Senate President.

### **6.3. Academic Petitions Committee**

#### **5.4.1. Membership**

5.4.1.1. Members of the Academic Petitions Committee shall be full-time faculty representatives, selected each spring, from the following areas: 1) English; 2) Social Sciences, Humanities, Visual and Performing Arts; 3) Mathematics and Science; 4) Health and Physical Education; 5) Business, Computer Science, and Media Arts; 6) Public Service, Child Development, and Industrial Arts; 7) Primary assignment at a non-IWV site; 8) and Counseling.

5.4.1.2. At the beginning of the academic year, the committee shall elect one of its members to serve as the committee chair.

5.4.1.3 The Counseling member of the committee shall submit those petitions submitted by students through the Counseling Office to the APC Chair with the supporting documentation (including student academic histories) for review by the committee.

### **6.4. Honors Committee**

#### **5.5.1. Membership**

5.5.1.1. Members of the Honors Committee shall be full-time faculty who teach honors courses, the Honors Program Counselor, the Honors Program Coordinator (faculty position), and two (2) students from the Honors Program.

5.5.1.2. The members of the Honors Committee shall, each spring, recommend a faculty member as Honors Program Coordinator for the following calendar year.

### **6.5 Strategic Plan Committee**

#### **5.6.1 Membership:**

Members of the Strategic Plan Committee shall be four (4) full-time faculty members, no two (2) from the same discipline, shall serve with the Vice-President of Academic Affairs or designee.

### **6.6. Equivalency Committee**

#### **5.3.1. Membership**

5.3.1.1. Members of the Equivalency Committee shall be five (5) full-time faculty members, no two (2) from the same discipline.

5.3.1.2. The Chair of the Equivalency Committee shall be appointed by the Academic Senate President with the approval of the Executive Council.

5.3.1.3. Decisions of the committee regarding equivalency committee must be reached by a 4/5ths majority.

### **6.7. Calendar Committee**

#### **5.7.1. Membership**

5.7.1.1. Members of the Calendar Committee shall be four (4) full-time faculty members, no two (2) from the same discipline, one of whom shall be the Cerro Coso CCA College Chair.

5.7.1.2. The CCA College Chair shall serve as Chair of the Calendar Committee.

#### **6.8 Removal of Committee Members**

Committee members may be removed by the President and Executive Council for lack of attendance or failure to fulfill the responsibilities on the committee.

#### **7. Revision or Amendment of Standing Rules**

7.1. The Academic Senate Standing Rules may be revised or amended by a majority vote at a regular meeting of the Academic Senate provided revisions or proposals have been presented at a regular meeting before the regular meeting at which the vote is to be taken.

# Appendix A

## Facilities Committee

### Charge

In collaboration with district facilities team members and the college and its departments, to develop plans to identify, prioritize, integrate, acquire, and maintain the facilities and infrastructure of the college. The Facilities Committee assists with the development of long-term plans for supporting the space needs and the capacity for growth of the college in support of the educational master plan, institutional priorities as expressed in strategic goals, and integrated annual plans.

### Composition

- Director, Maintenance and Operations (administration) - chair
- Site Directors (administration) (2)
- Faculty representative, Career Technical Education (faculty)
- Faculty representative, Letters and Sciences (faculty)
- Faculty representative, Student Services (faculty)
- Classified representatives (2)
- KCCD District Office Facilities representative (1)
- Student representative (1)

### Evaluation and Assessment

Periodic evaluation and assessment is critical to the Facilities Committee to maintain our facilities to the highest standard and learning environment:

- Prioritize projects brought forward by evaluating where they are in the facilities 5 year planning, do the projects support current and or future programs offered by Cerro Coso Community College.
- Success of the approved projects and self-evaluation of the committee will be evaluated through project completion and college surveys.

# Appendix B

## Safety and Security Committee

### Charge

To protect the health and safety of employees, students, community members, and the environment; identify and address health and safety concerns and issues; and inform the college community of safety practices, procedures, and training related to health and safety. Cerro Coso Community College will make every reasonable effort to promote, create, and maintain a safe and healthful environment.

### Composition

- Program Manager, Safety and Security (administration) - chair
- Site Directors (administration) (2)
- Faculty representative, Career Technical Education (faculty)
- Faculty representative, Letters and Sciences (faculty)
- Faculty representative, Student Services (faculty)
- Classified representatives (2)
- Student representative (1)

### Evaluation and Assessment

Annual evaluation and assessment of the Safety and Security Committee is crucial for the safety of our students and staff.

- Evaluate safety and security by participating in drills and exercises to maintain preparedness at all times.
- Assessment will be determined by success of the drills and response time to complete the drill, additionally assessment will be through college surveys.
- Review of reoccurrence of incidents on campus and ability to respond to those incidents.
- Survey results from students and employees related to safety and security on camp

# Appendix C

## Technology Resource Team

### Charge

To recommend to the College Council technology practices, procedures, standards in planning the areas of instruction and information. TRT's goal is for the advancement of technology in the areas perceived as beneficial by college departments, faculty, staff, and students.

### Composition

- Director, Information Technology (administrator) - chair
- Faculty representatives (4)
- Classified representatives (4)
- Student representatives (1)

The following areas should be represented by the mix of members:

- Career Technical Education
- Letters and Sciences
- Web services
- Network administration
- CC Online
- Student services
- Interactive television

### Evaluation and Assessment

Continuous evaluation and assessment of the work of the Technology Resource Team are crucial for maintaining quality and pursuing institutional excellence and improvement.

- One of the recommendations that was brought forward from this year's self-evaluation is that we conduct an awareness survey, this survey could be part of a campus-wide committee awareness survey that is sent out to all staff/faculty and students each spring.
- Self-Evaluation of the TRT Committee. Each year, the success of the TRT Committee's own effectiveness will be evaluated through a self-reflection of the work and communications that TRT performed during the past year.

# Appendix D

## Student Success and Support Council

### Charge

Through the integrated efforts of academic and student services, to review and recommend strategies and initiatives designed to help students achieve success. The committee engages in research, analysis and dialogue to guide implementation of initiatives to ensure college access and improve student success.

### Composition

- Vice President, Student Services (administration) – chair
- Vice President, Instruction (administration)
- Director, Counseling and SSSP (administration)
- Director, Admissions & Records and Financial Aid (administration)
- Director, Distance Education (administration)
- Site Directors (2) (administration)
- Academic Senate President (faculty)
- Basic Skills Coordinator (faculty)
- Faculty Flex Coordinator (faculty)
- Faculty representative, Career Technical Education
- Faculty representative, Counseling
- Faculty representative, English
- Faculty representative, Letters and Sciences
- Faculty representative, Library
- Faculty representative, Math
- Classified representatives from instruction and from student services (2)
- Student representatives (2)

### Evaluation and Assessment

Successful completion of self-evaluation and the following required plans and reports:

- Student Success and Support plans and reports to the state
- Student Equity plans and reports to the state
- Basic Skills plans and reports to the state
- Achieving the Dream plans and reports

# Appendix E

## Accreditation Steering Committee

### Charge

To act as a standing committee to provide ongoing leadership to accreditation recommendations and action plans and provide leadership and direction in the creation of the required interim reports and accreditation self-evaluation report to the Accreditation Commission for Community and Junior Colleges (ACCJC). The purpose of the Accreditation Steering Committee is to

- provide accountability to Standard areas in the process of completing recommendations and actions plans
- participate in the development and review of the required interim reports
- participate as team leaders on assigned standards during the self-study process

### Composition

- Vice President, Instruction (administration) - chair
- Vice President, Student Services (administration)
- Vice President, Finance and Administrative Services (administration)
- Manager, Human Resources (administration)
- Director, Maintenance and Operations (administration)
- Director, Information Technology (administration)
- Site Directors (2) (administration)
- Director, Counseling Services and SSSP (administration)
- Academic Senate President (faculty)
- CCA College Chair (faculty)
- Curriculum and Instruction Council Chair (faculty)
- Faculty Flex Coordinator (faculty)
- Program Review Coordinator (faculty)
- Student Learning Outcomes Coordinator (faculty)
- Faculty Member, Counseling (faculty)
- Faculty Member, Library (faculty)
- Experienced College Council Member (faculty)
- Experienced Safety or Facilities Committee Member (faculty)
- Experienced TRT or Ped and Tech Committee Member (faculty)
- Experienced Budget Committee Member (faculty)



- CSEA President (classified)
- Classified Senate President (classified)
- Student Representative (1)

## **Evaluation and Assessment**

- Successful completion of Institutional Self-Evaluation Report and required interim reports

# Appendix F

## Budget Development Committee

### Charge

To recommend, through a transparent, collegial, and inclusive process, a tentative budget to College Council that addresses the college mission and supports the educational master plan, institutional priorities as expressed in strategic goals, and integrated annual plans.

### Composition

- Vice President, Finance and Administrative Services (administration) - chair
- Vice President, Instruction (administration)
- Vice President, Student Services (administration)
- Faculty representatives (3)
- Classified representatives (3)
- Student representative (1)

### Evaluation and Assessment

Evaluation and assessment by constituent groups of the budget development process and the linkage of resource allocation to planning is incorporated in the College's annual Strategic Planning Survey. Internally, the committee will be assessed through focused discussion (debrief) at the end of each budget development cycle. The focused discussion will address areas such as outcomes of Strategic Planning Survey (if applicable), member understanding of their role, reporting out to constituent groups, having sufficient information to fulfill responsibility, meetings having meaningful discussion, and areas for future improvement.

# Appendix G

## Institutional Effectiveness Committee

### Charge

To provide oversight to the college processes that develop and maintain sustainable continuous quality improvement in the areas of planning, outcomes assessment, program review, and accreditation. More specifically, the purpose of the Institutional Effectiveness Committee is to

- foster the collaboration of faculty, staff, and administration around institutional effectiveness initiatives.
- set and review the processes by which operational units in instruction, student services, and administrative services participate in annual integrated planning that supports the college's mission and institutional priorities, that uses the results of program review and outcome assessment, and that leads to resource allocation.
- develop documents and a schedule for annual integrated planning.
- identify evaluative approaches that yield results useful in institutional planning, resource allocation, and renewal.
- develop and implement regular evaluations of institutional planning, outcomes assessment, and program review and communicate results to internal and external constituents.
- provide oversight of the Outcomes Assessment Committee to ensure that assessment is ongoing, systematic, and used to assess and improve student learning and achievement.
- provide oversight of the Program Review Committee to ensure that program review is ongoing, systematic, and used to assess and improve student learning and achievement.

### Committee Membership

- Vice President, Instruction (administration) – chair
- College President (administration)
- Vice President, Finance and Administrative Services (administration)
- Vice President, Student Services (administration)
- College Institutional Researcher (administration)
- Academic Senate President (faculty)
- Faculty Flex Coordinator (faculty)
- Program Review Coordinator (faculty)
- Student Learning Outcomes Coordinator (faculty)
- Faculty representative from the Student Success and Support Council (faculty)
- Classified representatives from instruction and from student services (2)
- Student representative (1)

## Evaluation and Assessment

- Annual self-evaluation of the committee's planning goals, together with self-evaluations from the Outcomes Assessment Committee and the Program Review Committee, self-scored with a rubric.
- Biannual satisfaction survey of the college community covering mission, strategic plans, annual integrated planning, outcomes assessment, and program review.

# Appendix H

## Professional Development Committee

### Charge

To facilitate the expansion of knowledge, understanding, and creative expression for professional development of all Cerro Coso staff to allow for individual professional growth plans responsive to institutional goals. More specifically, the purpose of the Professional Development Committee is to

- determine for each academic year professional development needs among faculty, staff, and administration based on college strategic goals, planning initiatives, program review goals, faculty and staff evaluations, and surveys as appropriate
- establish annual professional development goals
- collaboratively propose a yearly calendar of events and activities to support the professional development goals
- publicize ongoing professional development events and activities throughout the academic year
- maintain appropriate records
- submit a summary of each academic year's professional development activities to the California Community Colleges Chancellor's Office
- conduct an annual self-evaluation

### Composition

- Vice President, Instruction (administration) – co-chair
- Faculty Flex Coordinator (faculty) - co-chair
- Administrative representative (1)
- Classified representatives (2)
- Faculty representatives (4)
- Student representative (1)

### Evaluation and Assessment

- Each event or activity sponsored by the professional development committee will be evaluated by an appropriate quantitative or qualitative method, such as a survey, focus group, written report, etc.
- The committee will also be evaluated through a self-evaluation that includes an annual review of assessed activities as well as through a biennial survey of faculty and staff satisfaction as part of the biennial Strategic Planning Survey

# Appendix I

## Outcomes Assessment Committee

### Charge

To provide oversight for the College's outcome assessment processes and documents in order to improve student learning and achievement. More specifically, the purpose of the Outcomes Assessment Committee is to

- ensure that outcomes assessment is ongoing, systematic, and used to assess and improve student learning and achievement
- promote ongoing, pervasive, and robust dialogue about student learning
- ensure the ongoing evaluation and fine-tuning of organizational structures to support student learning
- maintain student learning improvement as a visible priority in all practices and structures across the College
- ensure that student learning and administrative unit outcomes are specifically linked to program reviews

### Composition

- Student Learning Outcomes Coordinator (faculty) - chair
- Administrative representatives (2)
- Faculty representatives (6)
- Classified representatives (2)
- Student Representative (1)

At least one representative, from any group, should be from a campus other than the main campus

### Evaluation and Assessment

- Annual self-evaluation of the committee's goals, scored with a rubric by the Institutional Effectiveness Committee
- Annual satisfaction survey of the college community through the Strategic Planning Survey

# Appendix J

## Program Review Committee

### Charge

To provide oversight for the College's program review processes and documents in order to improve student learning and achievement. More specifically, the purpose of the Program Review Committee is to

- ensure that program review processes are ongoing, systematic, and used to assess and improve student learning and achievement
- oversee the review and refinement of the program review processes to improve institutional effectiveness
- ensure that the results of program review are used to continually refine and improve program practices resulting in appropriate improvements in student achievement and learning

### Composition

- Program Review Coordinator (faculty) - chair
- Administrative representatives (2)
- Faculty representatives (5)
- Classified representatives (2)
- Student representative (1)

### Evaluation and Assessment

- Annual self-evaluation of the committee's goals, scored with a rubric by the Institutional Effectiveness Committee
- Annual satisfaction survey of the college community through the Strategic Planning Survey