#### ACADEMIC SENATE COMMITTEES

**The Work of the Committees**

Where do the tasks and responsibilities of Academic Senate committees originate?

* Fall and spring plenary session resolutions which are assigned by the Executive Committee to a specific committee, group, or individuals responsible for providing a response with approval of the Executive Committee.
* Directive of the Executive Committee.
* Directive of the President.
* Decision of the committee, subject to approval of the Executive Committee.
* Breakout presentations at fall and spring plenary sessions.

How should a committee proceed with its work?

* All projects should have prior approval of the President and the Executive Committee. Activities that require extraordinary funding (over $200), including extensive mailing and printing, must have prior approval of the President.
* The committee, under the leadership of the chair, should, at its first meeting, adopt its strategic plan for the year. (See also "Duties of the Committee Chair" below.)

How are committee members chosen?

* Committee members may be recommended by their local senate, the committee chair, the President or members of the Executive Committee. In addition, individuals may indicate their desire to serve on an Academic Senate committee. The Selection Process is described in detail below. The President, in consultation with the Executive Director and committee chairs, will make recommendations on committee membership to the Executive Committee, which approves committee membership at its September meeting.
* In selecting committee members, the chairs should observe adopted guidelines urging consideration of diversity, geographical location, and college size. See the Diversity Policy for more information.
* Committees generally have 3‑6 members including the chair. If a chair requests more members, the President may approve or deny the request.
* As a general rule, no more than half the members of a committee should be Executive Committee members. Also, an Executive Committee member should not expect to serve on more than one or two Academic Senate committees.
* The President will endeavor to distribute committee memberships among as broad a constituency as possible. Members from the field serve one-year terms and no more than two consecutive terms on a given committee, unless there are extenuating circumstances.
* Members should not promise acceptance to potential committee members but inform them that committee appointments are contingent on approval of the Executive Committee.

The following description of the appointment process appears in plenary session packets, on our website, and information provided to each chair. All chairs should be aware of the duties and obligations this document obliges them to fulfill.

Senate Committee Appointment Process

The Academic Senate continuously collects “Application for Statewide Service” forms” at Senate events such as plenary session and institutes and via the website. The Senate Office acknowledges the receipt of the application with a confirmation letter/email. This letter provides nominees with information about the appointment process as well as the timeline for appointments.

**Standing Committee**

In June, committee chairs review the list of interested faculty and select members based on criteria below. The committee chair may also search the Senate directory or solicit the local senate presidents for additional nominations.

Criteria for selection include:

* Diversity (i.e., regional, discipline, ethnicity, skill sets)
* Previous senate assignments (performance, frequency or recency of service)
* Location (If the committee is not one that requires geographical equity, the chair may select members with an eye to minimizing travel expenses.)

The committee chair will contact the selected faculty to confirm their willingness to serve. In August, the committee chair will present recommended members to the President for consideration and in September to the Executive Committee for approval since all appointments are subject to Executive Committee approval. Following approval of the recommended committee members, the chairs will contact those faculty they drafted to confirm approval. Names of faculty members who are not selected for a standing committee membership will be retained throughout the year as other needs may arise.

# Ad Hoc, Special Task Forces, Grant Readers, or Advisory Groups

Throughout the year, the Academic Senate receives requests for faculty to participate on a number of task forces or advisory groups. When such a request is received, the Senate Office reviews the list of faculty interested in serving on Senate committees for faculty that have the expertise needed on the task force or advisory committee. If no faculty on the list have the skills or expertise needed for the task force or advisory committee, the Senate Office contacts local senates for nominations. Names of potential appointees are given to the President for approval. Once the President has selected potential appointees, the Senate Office contacts the local senate president to confirm the nominee’s appointment. Then the faculty member is contacted.

Terms

According to Article V, Section 4, appointments to committees or special assignments shall be for no more than one year. At the end of the one-year term, faculty members must resubmit the Application for Statewide Service form if they would like to serve on the committee again. No faculty may serve on any one committee for more than two consecutive one-year appointments, unless the Executive Committee confirms exigent circumstances.

Duties of the Committee Chair

How does the chair develop a work plan for the committee?

* The committee chair, in consultation with the President, should identify specific goals for the committee, based on assigned resolutions, status of work done in previous years, and emergent needs. Consulting the committee flash drive to review meeting minutes and the annual report submitted by the previous chair offers a good starting place. These goals will be submitted for the Executive Committee meeting in August. Sometimes priorities have to be made, but the chair should always consult with the President as work progresses and when changes have to be made.
* As work progresses during the year, the chair must regularly update the strategic plan for the committee indicating which tasks have been completed and how the task was completed (i.e. Rostrum article, breakout session, etc.)
* Committees usually have a first meeting in August; because the committee members may not have been confirmed, the chair needs to make clear to participating members the tentative nature of their August participation.

How does the committee chair keep the Executive Committee and President informed of committee activities? Where are reports sent?

* First, the committee chair should always send copies (hard copies or electronic copies) of agendas, reports, and correspondence to the Executive Director. These copies contribute to the Academic Senate's archives and provide back up for the committee chair.
* The committee chair is responsible for reporting the meeting activities to the President within 10 days of the meeting. These reports are also sent by the committee chair to the Academic Senate Office for inclusion in the Executive Committee agenda and, once approved, for posting on the Senate website.
* The chair is responsible for archiving reports and other materials on the flash drive.

Issues of immediate concern should be communicated to the President without delay.

* Committees do not report, orally or in writing, or send their deliberations to bodies outside the Academic Senate, unless such reports, including position papers and other documents, have been approved by the Executive Committee or the plenary body.

How are meetings scheduled?

* The chair should schedule meetings at times and places taking into consideration cost factors and members' schedules. These meeting dates will be established at the beginning of the year after consultation with the committee members and will be posted on the Academic Senate website and should be changed only under extreme circumstances. The Senate Office should be notified of any changes to initial meeting dates.
* To reduce expenditures, the chair should also consider conducting meetings using electronic means (e.g., CCCConfer, teleconferencing, etc.). At each orientation, Executive Committee chairs will receive information about the latest options available to them.
* Prior to making any commitments to individuals or venues, the chair should share with the Executive Director any concerns about unusual expenses (cost of hotel room, cost of food, etc.). Alternatives may be available.

What are the chair's responsibilities to committee members?

* The committee chair should make sure that all committee members understand the travel and expense reimbursement policies of the Academic Senate, including the need for receipts, and the need to send the expense forms to the Academic Senate Office, and reports to the President.
* The committee chair should ask the Academic Senate Office to include on the Academic Senate mailing list committee members who would not otherwise receive Academic Senate material (i.e., those who are not Executive Committee members, delegates or senate presidents, heads of organization).
* The committee chair should distribute to all committee members a list of fellow committee members with home as well as college phone numbers, email and place addresses. This list should also be forwarded to the Academic Senate Office.

Committee chairs send their own agendas, meeting notices, and meeting minutes to their committees. While the Executive Director may serve as an ex officio member, it is NOT the responsibility of this individual to do this work under usual circumstances. With permission of the President, a committee chair may wish to make use of Academic Senate distribution lists to send local senate presidents, curriculum chairs or others time-sensitive information.

Are there suggestions for conducting effective committee meetings?

The chair should appoint a committee secretary to keep an accurate record of committee minutes and decisions.

* The chair should involve all committee members when assigning and distributing committee tasks and should avoid overburdening some individuals and overlooking others. Committee membership is an opportunity to cultivate statewide leadership.
* The chair should assign committee members to assume responsibility for writing portions of position papers in response to resolutions from the fall and spring plenary sessions, to draft policies or procedures, to contact speakers or presenters.
* Use the Ground Rules found in the section on Executive Committee Responsibilities.

What fiscal responsibilities does the chair have?

* The committee chair has a responsibility to review and comment on the Academic Senate’s own budget; specifically, the chair must be familiar with the allocations provided to that committee, to monitor those committee’s expenditures, and to review them when reported cumulatively over the year by the Treasurer. More immediately, the committee chair must promptly submit draft or officially adopted minutes or reports of the committee; **no chair or committee member can be reimbursed for incurred expenses without submission of the minutes or a report from the committee**.
* Committee chairs are responsible for communicating the Academic Senate expense reimbursement policy to committee members.

What obligation does the chair have to next year’s committee?

* The chair must write an annual report. Each chair’s responsibility is to the Academic Senate and the faculty it represents, as well as to the Executive Committee that carries out the Senate’s charges. Thus, each chair has a responsibility to communicate clearly with successive committees what has been accomplished, what has only been partially addressed, what remains to be completed, what possibilities lie ahead. The annual report contains that information and launches subsequent chairs.
* Prior to each plenary session, chairs will be asked to submit a Status Report on resolutions assigned to their committee. These reports are submitted to the field to ensure progress on adopted resolutions.
* The chair must maintain and turn in the flash drive created for that committee. This flash drive minimally contains: committee minutes, agendas, goals, membership, papers in progress, resolution status, and annual reports. This flash drive will be given at Orientation to the Executive Director who will transmit it to the individual who will serve as chair the following year.

Committee Expectations

How should a committee chair prepare for the fall and spring plenary sessions?

* The chair should report on the progress of work being done.
* The chair should recommend resolutions, as appropriate to the work of the committee.
* The chair should suggest breakouts and discussions as appropriate.
* The chair should designate a committee member, if possible, to take notes for the committee record or for reporting in a forthcoming *Rostrum* article.
* The chair should work with committee members to write a relevant article for the *Rostrum*, explaining some of the issues to be addressed in forthcoming breakouts sponsored by the committee.

What other reports are expected of the committee chair?

* The chair should distribute minutes and a report of every meeting to the President and the Executive Committee. The chair should also provide regular report*s* to the Executive Committee, detailing work in progress.
* The chair should prepare a final report of committee accomplishments for the Academic Senate Annual Reportfor action at the June Executive Committee meeting. (See Annual Reports Section of this manual.)

What are the responsibilities of the committee and its membership?

* Committees serve as an advisory group to the Executive Committee.
* Members should work with the chair to further the work of the committee rather than pursue private or unrelated agendas.
* Members should make every attempt to attend all meetings as scheduled.
* Members should be honest about the workloads they can bear, declining membership if unwilling to assume their fair shares of the duties and obligations.
* Members should bring to bear their particular experiences in fulfilling the assigned tasks.

**Task Forces, Subcommittees and Ad Hoc Committees of the Academic Senate**

Why are there task forces, subcommittees and ad hoc committees of Academic Senate committees?

* A project may be too large for a single committee or have overlapping concerns with another committee; or, conversely, one or two individuals on a committee may assume the primary responsibility for an assigned task while other members attend to other work.
* The expertise of someone not on the full committee may be needed and that individual may be asked to join committee members in working on a special project.
* Some urgent matters may arise from inter-segmental, Consultation Council or system advisory committees requiring immediate attention of experts from the field as well as from Executive Committee members. These tasks are usually of shorter duration but might not be driven by specific resolutions.

What are some task force, subcommittee and ad hoc committee procedures?

* Subcommittees and ad hoc committees report to their parent committees or to the committee chair, who then reports to the full committee, the Executive Committee, or the President, as needed.
* Expenses for task forces, subcommittee and ad hoc committee work must be approved by the President.

Committee Charges

Note: Some committees may be assigned hiatus status for a period of time by the Executive Committee.

**Standing Committees**

### Accreditation and Assessment Committee

The Accreditation and Assessment Committee informs and makes recommendations to the Academic Senate Executive Committee and the faculty regarding accreditation and assessment issues. The committee supports faculty in the creation of self evaluation reports by gathering and disseminating effective practices for accreditation, institutional evaluation, and accountability. The committee distributes information regarding faculty roles in accreditation via listservs, publications, and institutes, and collaborates with outside groups to provide information to faculty throughout the state. The committee provides input to the President regarding interaction with accrediting commissions and other appropriate organizations. The committee advises the President about concerns regarding regional and federal accreditation policy and processes. Under the direction of the president, the chair and/or members of the committee provide assistance to local academic senates and the faculty in general who request assistance with accreditation and/or assessment issues. The committee gathers effective practices for assessment and supports faculty in evaluating and improving the assessment process.

*Articulation and Transfer Committee*

The Articulation and Transfer Committee is responsible for the review of intersegmental issues regarding articulation and/or transfer, such as IGETC, LDTP, UC Streamlining, and related legislation. The Committee informs and makes recommendations to the Academic Senate Executive Committee and the faculty regarding intersegmental policies and procedures. The Committee works closely with the Counseling and Library Faculty Issues Committee on issues of concern to both.

### Basic Skills Committee

The Counseling and Library Faculty Issues Committee is responsible for development and review of policies, procedures, administrative requirements and general information regarding counseling and library issues; discussion of current counseling and library programs; and consensus development on issues through study and research. The committee presents position statements and policy recommendations to the Academic Senate Executive Committee.

### Counseling and Library Faculty Issues Committee

The Counseling and Library Faculty Issues Committee is responsible for development and review of policies, procedures, administrative requirements and general information regarding counseling and library issues; discussion of current counseling and library programs; and consensus development on issues through study and research. The committee presents position statements and policy recommendations to the Academic Senate Executive Committee.

### Curriculum Committee

The Curriculum Committee is charged to make recommendations to the Executive Committee on issues related to the development, review, and implementation of curriculum both at the college and state level. The committee distributes information through institutes, the website, and listservs, as well as senate publications. Under the direction of the president, the chair and/or members of the Curriculum Committee provide technical assistance to local college curriculum committees, academic senates, and the faculty in general. Note: Resolution 15.03 S94 charged the Senate with appointing a library science member and noted past recommendations to the Senate to appoint a counselor, articulation officer, vocational education and basic skills faculty.

*Equity and Diversity Action Committee (EDAC)*

The Equity and Diversity Action Committee (EDAC) responds to resolutions from the session that deal with the issues of equity and diversity in hiring, equal opportunity, and cultural diversity in the curriculum. The EDAC committee recommends strategies that promote student equity and student success, including effective teaching and student learning styles and fostering a campus climate conducive to faculty diversity and student achievement. The Committee advises the Executive Committee on guidelines, laws and regulations relating to equal opportunity and cultural diversity and promotes the integration of equity and diversity issues in appropriate ASCCC activities.

*Faculty Development Committee*

The Faculty Development Committee advises the Executive Committee on policies and processes and develops papers and resources related to faculty development for local senates and others. The Committee supports local faculty development committees and provides guidance to enhance faculty participation in the areas of faculty development policies and innovations in teaching/learning strategies and practices. The Committee advocates through breakout sessions and senate publicationsthe importance of faculty development activities, critical issues related to student success and quality faculty teaching and learning, and of the need for appropriate levels of funding for such activities. (Revised 2/2011).

*Governance and Internal Policy Committee*Develop recommendations to the Executive Committee for the Board of Governors and the CCC Chancellor’s Office regarding changes to policy or the development of new policies as they apply within the California Community College System.

1. Research or compile and publish as needed information and recommendations on governance and policy issues at local colleges and districts.
2. Coordinate communication with and as appropriate disseminate information to local senates on matters of governance, local policy, and California Community College system policy.
3. Develop and disseminate information and tools to local colleges and districts for use in responding to governance and policy issues regarding both local and systemwide matters.

This committee was formed in 2012 - 13 during a re-organization of the Senate's standing committees and was not re-instituted in 2013 -14.

*Note: Formerly* [*Educational Policies Committee*](http://asccc.org/directory/educational-policies-committee-0)*.*

## Leadership Development Committee

The Leadership Development Committee seeks to strengthen and enhance the work of academic senates by empowering faculty leaders. It does so by:

Providing information, workshops, and institutes to enhance the talents and skills of current and potential academic senate leaders;

Encouraging the full participation of all community college faculty in leadership activities; and

Identifying state and local community college issues that would benefit from progressive thinking and focused leadership, and developing positions on those issues, by recommending policy and/or positions to the Academic Senate for California Community Colleges.

In addition, the Leadership Development Committee plans and organizes the Vocational Leadership Institute, and collaborates with the Executive Committee in planning and organizing the Leadership Institute.

This committee was formed in 2012 - 13 during a re-organization of the Senate's standing committees and was not re-instituted in 2013 -14.

*Note: Formerly* [*Relations with Local Senates Committee*](http://www.asccc.org/directory/relations-local-senates-committee-0) *and* [*Occupation Education Committee*](http://www.asccc.org/directory/occupational-education-committee-0)*.*

## Legislation and Educational Policy Committee

The LEP Committee monitors, analyzes and prepares responses to reports and efforts from outside the California Community College System and to state and federal legislation where academic and professional matters are included as content or intent in the documents, bills or efforts. Analyses and recommendations are provided to the Officers or Executive Committee for evaluation, approval or recommendation to the field.

This committee was formed in 2012 - 13 during a re-organization of the Senate's standing committees and was not re-instituted in 2013 -14.

*Note: Formerly the* [*Future of California Community Colleges*](http://www.asccc.org/directory/future-california-higher-education-ad-hoc-committee)

### Legislation and Governmental Relations Committee

The Legislative and Governmental Relations Committee is responsible for providing the President with background information on all legislation related to academic and professional matters. Through research and analysis, and representation on appropriate advocacy groups, the Committee will provide the President and the Executive Committee with recommendations on such legislation. The Committee is also responsible for providing legislative alerts to the local senates, identifying liaison persons to contact legislators, and providing support to local senates regarding California's legislative process as it has bearing on academic and professional matters. It is the goal of the Committee to provide the President and the Executive Committee with the resources to ensure that the Senate is recognized as the voice of authority with the Legislature and Governor's Office in the areas of academic and professional matters.

## Noncredit Committee

The Academic Senate Committee on Noncredit will serve as a resource to the President and Executive Committee on issues related to instruction, counseling, student services, and program development in noncredit and the role of faculty in noncredit instruction as related to governance and local participation in academic and professional activities.

### Occupational Education Committee

The Occupational Education Committee provides a forum for discussion of current vocational education issues, develops consensus on those issues and recommends policy and positions to the Executive Committee and the General session. The Committee develops and implements strategies to increase the number of occupational education faculty on their local Senates.

### Publications Committee

The Publications Committee is responsible for soliciting and reviewing contributions for The Rostrum and The Forum, reviewing and approving the layout designs for the publications, development of the publications budget, and reviewing the publications policies to reflect current needs.

### Relations with Local Senates Committee

The Relations with Local Senates Committee serves to augment the work of the Executive Committee in its efforts to provide an opportunity to share information on issues of concern at the local and state levels. While members of the Relations with Local Senates Committee should be conversant with pertinent statutes and strategies for effective academic senates, their work will be primarily as liaisons and conduits for information and requests for assistance.

### Research Committee

The charge of the Research Committee is to enable research support for assigned goals of the standing committees, to assess project requests, and to work with committee chairs to link them to available and project-appropriate researchers screened by the committee. The State Academic Senate's Research Committee is dedicated to supporting faculty research efforts in areas such as accreditation and program review.

### Standards and Practices Committee

The Standards & Practices Committee is charged with reviewing, acting on, and monitoring various activities as needed and assigned by the President or the Executive Committee of the Academic Senate. The Standards & Practices Committee's activities include, but are not limited to, conducting Disciplines List hearings, monitoring compliance with the Full Time/Part Time Ratio (75/25 rule), reviewing the faculty role in accreditation, screening faculty Board of Governors applications, analyzing and reviewing suggested changes in Executive Committee policies and Senate Bylaws and Rules, and administering designated awards presented by the Academic Senate. As assigned by the President or Executive Committee, the committee chair or designee will assist local academic senates with compliance issues associated with state statutes and their implementation.

### Standards, Equity, Access, and Practices Committee

### The Standards, Equity, Access, and Practices (SEAP) Committee works at promoting equal opportunity for the inclusion of diverse voices and opinions of faculty and students. SEAP is responsible for the following: Resolutions that deal with the issues of equity, access, and diversity Recommending actions to promote inclusion of all faculty in Academic Senate activities Supporting local senates in recruiting and encouraging faculty with different backgrounds to serve on Academic Senate standing committees Reviewing and conducting Disciplines List hearings Screening faculty Board of Governors applications Analyzing and reviewing suggested changes in Executive Committee policies, Academic Senate bylaws, rules and procedures Administering designated awards presented by the Academic Senate.

### This committee was formed in 2012 - 13 during a re-organization of the Senate's standing committees and was not re-instituted in 2013 -14.

### Student Learning and Support Committee

The Student Learning and Support Committee provides guidance for faculty in areas related to learning and assessment. The committee gathers effective practices for assessment and supports faculty in evaluating and improving the learning process. The committee distributes information via the SLO listserv and through institutes and senate publications. The committee continuously solicits feedback and regularly updates documents specific to student learning and assessment including the SLO Terminology Glossary. The committee also provides SLO Coordinator training throughout the state. Under the direction of the President, the committee provides assistance to local college academic senates and the faculty in general who request assistance with SLO and assessment issues.

This committee was formed in 2012 - 13 during a re-organization of the Senate's standing committees and was not renewed in 2013 - 14.

### Technology

The Technology Committee is responsible for considering issues surrounding existing and emerging technologies and the implications for teaching and learning. It has additional responsibilities for making recommendations to the Executive Committee on such technologies and implications for the Academic Senate in fulfilling its communication and representative responsibilities

##### Operational Committees

### Budget and Finance Committee

The Budget and Finance Committee is responsible for making recommendations to the Executive Committee for the annual budget for each subsequent year and making recommendation on fiscal policies and procedures. This committee is also responsible for the review of budget performance and revision of the budget, if necessary. The Treasurer shall report on a periodic basis to the Committee. The Committee shall approve the Senate Investment Policy and shall approve investments.

### Elections Committee

The Elections Committee is responsible for the delegate credential sign-in registration, providing election information, overseeing the nominations process, and collecting and tabulating of ballots at the fall and Spring Session of the Academic Senate.

For more information about the responsibilities of the [Elections Committee](http://www.asccc.org/sites/default/files/Elections%20Procedures%20UpdatedOK.doc), see the Elections Manual.

### Resolutions Committee

The Resolutions Committee charge is to provide accurate and timely documents of the resolutions that eventually are adopted at the Senate Sessions. The process begins with Senate Committees that submit resolutions to the Executive Committee, which in turn adopts resolutions for submission to Area meetings where more resolutions may be written. A resolution document is in the packet at the Session and additional resolutions are developed there and printed at the Session. A final document for Plenary Session deliberation is prepared including resolutions and amendments.

For more information about the responsibilities of the [Resolutions Committee](http://www.asccc.org/sites/default/files/Resolutions%20ManualOK.doc), see the Resolutions Manual.

##### Ad Hoc Committees

### Distance Education Ad Hoc Committee

The Distance Education Ad Hoc Task Force is established to review, prioritize, and recommend to the Executive Committee policies and practices regarding distance education needs that are within the purview of the Academic Senate. The Committee will interact with existing standing committees, as appropriate, write resolutions as needed, and provide recommendations to the Executive Committee.

### Future’s Ad Hoc Committee

The Ad Hoc “Future of California Higher Education” Committee is charged with advising the president and the executive committee regarding the on-going role of the California community college system within California higher education. The committee will review public policy documents such as the *California Master Plan for Higher Education* and AB1725, resolutions of the Academic Senate for California Community Colleges, and recent public policy research and position papers in order to foreground and emphasize those policies and practices that will best serve all citizens of California as the California community college system educates and prepares the citizens of the state for life in the twenty-first century.

*Outreach and Recruitment Committee*

The Outreach and Recruitment Committee helps the President expand the pool of faculty volunteers for Academic Senate committees and other related statewide service. This Committee seeks to develop an ongoing pool of qualified community college faculty applicants that represents diversity to include racial/ethnic background, sex, geographical area, college/district, and discipline. Membership: Initially chaired by the Academic Senate Vice President and includes in the membership the Relations with Local Senates Chair, and one representative from each area (not on the Executive Committee). As of 2009-2010, two former EDAC members will also serve on the Committee.

*Professional Development College Ad Hoc Committee*

Task force will design a faculty Professional Development College Program that provides continuing education units for training related to the legislated purview of faculty in California community colleges to supplement local professional development offerings, including but not limited to training in research-based principles of effective instruction, and that supports the Student Success Task Force professional development recommendations and the work of the Chancellor’s Office Professional Development Committee, and promotes participatory governance in our colleges.

*Textbook Ad Hoc Committee*

The Textbook Ad Hoc Committee is charged with bringing forward concepts to address the issue of high textbook costs for students for the Academic Senate to consider as possible legislative proposals. The Committee will use its paper *Textbook Issues: Economic Pressures and Academic Values* and discussions with the Student Senate for California Community Colleges as resources in the development of such proposals.