San Diego
Miramar College
Governance Handbook
Updated October 2013

SUMMARY OF APPROVED CHANGES TO THE COLLEGE GOVERNANCE HANDBOOK (Fall 2012-Fall 2013)

Approved by the College Executive Committee, Fall 2012-Fall 2013
Daphne Figueroa, Co-Chair, College Executive Committee (Fall 2012-Spring 2013)
Buran Haidar, Co-Chair, College Executive Committee (Fall 2013)
Patricia Hsieh, Co-Chair, College Executive Committee

1. Curriculum Committee (Approved Fall 2012)

    - Revise membership

2. FLEX Committee (Approved Fall 2013)

    - Formerly a sub-committee of Staff Development, this committee has been moved directly under the Academic Senate, due to Ed Code stipulations that FLEX is a program designed for Instructional Faculty, only
    - Revise membership

3. Technology Committee (Approved Spring 2013)

    - Revise membership
    - Revise Committee Goals & Procedures

    a. Website sub-committee (Approved Spring 2013)

    - Revise membership

4. Basic Skills Subcommittee of Academic Affairs Committee (Approved Spring 2013)

    - Revise membership

5. Research Subcommittee of PIEC (Approved Spring 2013)

    - Revise Membership
    - Revise Committee Goals & Procedures

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Preamble

In compliance with AB-1725 (1988) and the California Code of Regulations §§ 51023, 51023.5, 51023.7, it shall be the policy of the Miramar College to implement a process wherein faculty, students, classified staff, and administration participate in collegial decision making and policy recommending activities.

Mission

This Governance Structure at Miramar College is designed to:

1. Implement the mission of the college through compliance with AB-1725.
2. Provide the opportunity for input from all college constituencies.
3. Base the decision making process on open communication and shared information.
4. Create a process to promote open communication between the constituencies.
5. Encourage all to hear and respect the needs and expectations of faculty, staff, students, and administrators in a consensus-building atmosphere.

Guiding Principles

The Miramar Governance procedures are based on the following key assumptions:

1. This governance structure has been established first and foremost to further the educational goals of Miramar College students. To accomplish this, we value and depend upon the commitment and communication of everyone. Therefore, this model invites the participation of the students, faculty, classified and administrative staff of Miramar College through their officially recognized constituent groups, respectively: the Associated Students, the Academic Senate, the Classified Senate and the College President. Conflict resolution, if any, shall take place in a collegial and professional manner.

2. The governance structure of Miramar College should remain dynamic, flexible and modifiable to accommodate campus needs as well as changing situations, policies, laws and responsibilities defined at the District and State levels.

3. The governance structure is designed to implement the Miramar College mission and goals. Thus, the campus goals will be the focus for all decision making.

4. This governance model has been developed to facilitate decision-making and to comply with AB-1725 (1988) and Title 5, §§ 51023, 51023.5, and 51023.7 of the California Code of Regulations. The model upholds the San Diego Community College District's Policy BP 2510, which mandates the following:
   a. In issues involving the eight academic and professional matters listed below, the Miramar College President (as the designee of the Board) will rely primarily on the advice of the Miramar College Academic Senate.
      1) Curriculum, including establishing prerequisites and placing courses within disciplines
      2) Degree and certificate requirements
      3) Grading policies
      4) Educational program development
      5) Standards or policies regarding student preparation and success
      6) District and college governance structures, as related to faculty roles (refers to number, make up and nature of committees in the governance structure and the role faculty plays in these)
      7) Faculty roles and involvement in accreditation processes, including self study and annual reports
      8) Processes for institutional planning and budget development

   b. The Miramar College President (as the designee of the Board) must reach mutual agreement with the Miramar College Academic Senate on issues involving the following three academic and professional matters:
      1) Policies for faculty professional development activities
      2) Processes for program review
      3) Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senates.

5. Issues on which mutual agreement must be reached are brought to the College Executive Committee (CEC). On AB-1725 matters, the right to vote is given only to the Academic Senate President and the College President with the Associated Student Council and Classified Senate representatives providing input. On non-AB-1725 “All Campus” matters, each of the four constituent groups has an equal input. The College Executive Committee will make every effort to reach full consensus on non-AB-1725 “All Campus” matters, but if this cannot be achieved then the College President will decide the issue.

6. CEC is a "legislative" body and operates pursuant to the Ralph M. Brown Act (hereafter referred to as "the act") per Section 54952 (b). In short, this means that:
   a. All meetings of the CEC will be open and public, except for closed session meetings per Section 54954.5 of the act.
   b. All agenda items and any other writings will be published, disseminated to the membership and posted in an area accessible to the public (during normal working hours) no less than 72 clock hours in advance of any regularly scheduled meeting.
   c. No action will be taken on any matters that are not on the posted agenda unless the provisions for late-breaking or continued items or "emergency situations" are met in accordance with Section 54954.2(b) of the act.

7. The Miramar College Academic Senate is also a "legislative" body that will operate pursuant to the Ralph M. Brown Act (as delineated above). Therefore:

   a. All meetings of the Miramar College Academic Senate will be open and public, except for closed session meetings per Section 54954.5 of the act.
   b. All agenda items and any other writings will be published, disseminated to the membership and posted in an area accessible to the public (during normal working hours) no less than 72 clock hours in advance of any regularly scheduled meeting.
   c. No action will be taken on any matters that are not on the posted agenda unless the provisions for late-breaking or continued items or "emergency situations" are met in accordance with Section 54954.2(b) of the act.

8. The College standing committees and committees of the Academic Senate come under the Brown act as they are “Advisory Standing Committees”. These committees function to gather information, analyze and make proposals, and develop reports and recommendations to the constituent groups through a process of research and collegial discussion. These committees make recommendations to the College President, the Academic and Classified Senates and the Associated Student Council in accordance with the operating procedures outlined in this Handbook and, at the request of the leadership of any of the constituent groups, the chair (or their designee) will provide information or present a report to that group. All recommendations will then forward to CEC for final resolution.

9. Members of college standing committees and Academic Senate committees are charged with consulting, polling, informing and representing their constituencies.

10. All meetings shall be open to everyone and any member of the college community is invited to attend any meeting as a non-voting guest at any time.

11. Each constituent group will establish selection criteria and appoint representatives to the standing committees. They will also fill vacancies and replace members who do not attend meetings regularly.

Overall Structure

The Miramar College Governance Organizational Structure includes committees with different functions and responsibilities. The first category provides planning and direction for the College. The second category is composed of working groups that respond to input and report to other committees as shown in the organizational structure chart. The third category of committees is standing committee that includes not only members from the Miramar Campus but also from the Community and the District.

The first category includes:

°Committees which make decisions:

- Academic Senate
- The College President
- Classified Senate
- Associated Student Council
- College Executive Committee (CEC)
- Curriculum Committee

°Committees which make recommendations:

- Academic Affairs Committee
- Administrative Services Program Review Committee
- Chair's Committee
- College Governance Committee
- Diversity and International Education Committee
- Facilities Committee
- Faculty (Contract) Hiring Committee
- Marketing Committee
- Planning and Institutional Effectiveness Committee
- Professional Development Committee
- Staff Development Committee
- Student Services Committee
- Technology Committee

The second category of committees is functional work groups responding to input, and reporting to the appropriate committees as shown in Appendix II. Although these work groups are non-decision making they retain the autonomy to function as an acting body specific to their purpose, unless otherwise directed by their parent committees.

- Academic Standards
- Basic Skills
- Budget & Resource Development
- Commencement
- Distance Education
- FLEX
- Honors
- Instructional Program Review/SLOAC
- Research
- Student Services Program Review/SLOAC
- Tenure and Promotion
- Website
- All Ad Hoc Committees & Task Forces

(See Appendix II: The Miramar College Governance Organizational Structure chart.)

The last category of committees on the campus includes membership not only from Miramar College but also from the community or district offices. Some examples are:

- Hourglass Field Association
- Miramar College Foundation
- Review of Services Committee
- Citizen's Advisory Council
- Safety Committee

Membership, procedures, and decision-making processes of these groups are often determined by agreements with external partners or special bylaws. However, there is formal participation of each constituency in these groups, sometimes including voting membership. Should any proposed action of any of these groups appear to conflict with academic/professional prerogatives, these matters will be referred to CEC for input and consultation.

Committee Membership and Goals

The Chair, membership, goals/issues, and procedures for CEC and each of the standing committees are described in the following pages. (See Appendix I: Installment of Committee Members and Chairs)

Each entry described below will include the following sections:

- Chair: Eligibility - Election process - Term*
- Committee Membership (Administrators, Classified Staff, Faculty, and/or Students)
- Committees Goals
- Committee Procedures and Calendar
- Standing Sub-Committees

*Depending on the Committee, some Chairs are a permanent appointment due to position or they are elected as described.

All committees that have District counterparts should recommend Faculty representatives from their membership to attend these meetings. These recommendations will be reviewed by the Academic Senate for appointment. They will report to the respective committees and to the Senates as needed. This additional committee work is eligible for FLEX time.

College Executive Committee

Chair Eligibility – Co-Chairs: Academic Senate President and College President
Chair Election – designated by position held
Chair Term – Not Applicable
Committee Membership - Is designated by position held. There is no membership tenure on the CEC.

Administrators (4)	Classified Staff (2)	Faculty (2)	Students (2)
College President	Classified Senate:	Academic Senate:	Associated Students:
VPI	President	President	President
VPSS	VP	VP or Past Pres.	VP
VPA			

Committee Goals:

The CEC is the decision-making body for the eleven Academic and Professional Matters as defined by Title 5 and District Policy BP 2510. Issues on which mutual agreement must be reached are brought to the College Executive Committee (CEC). On AB-1725 matters, the right to vote is given only to the Academic Senate President and the College President with the Associated Student Council and Classified Senate representatives providing input. On non-AB-1725 "All Campus" matters, each of the four constituent groups has an equal input. The College Executive Committee will make every effort to reach full consensus on non-AB-1725 "All Campus" matters, but if this cannot be achieved then the College President will decide the issue.

More specifically, the CEC:

1. Discusses academic and professional matters as outlined in AB-1725 prior to them becoming action items, and to allow for input on these issues from all constituent groups.

2. Makes decisions on action items defined as AB-1725 academic and professional matters as follows:

a. **Rely primarily matters:**

- 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 (refers to number, make up and nature of committees in the governance structure and the role faculty plays in these)
- Faculty roles and involvement in accreditation processes, including self study and annual reports
- Processes for institutional planning and budget development

b. **Mutual agreement matters:**

- Policies for faculty professional development activities
- Processes for program review
- Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senates.

c. **Voting**

In the eight rely primarily and three mutual agreement matters all action items require, and are limited to, <u>two</u> votes. One vote is given to the College President and one vote is given to the Academic Senate President. Voting on action items may take place on only those items which have already been voted upon by the Academic Senate.

3. Helps negotiate compromise when mutual agreement has not been attained.

4. Refers academic and professional matters (as outlined above) to the Academic Senate or the appropriate standing committee(s) for review and recommendations.

5. Refers "all campus" issues to the appropriate standing committee(s) for review, recommendations and/or implementation as appropriate.

6. Recommends the formation of ad hoc committees to study issues that do not fall under the duties of any of the standing committees.

Committee Procedures and Calendar:

1. As a decision-making body, the CEC will operate under the Ralph M. Brown Act.
   a. Agendas will be posted 72 hours in advance
   b. Meetings will be open to the public to allow all interested or affected parties to hear and respond to the committee's decisions

2. The CEC will meet as often as necessary to conduct business, meeting no less than once per month at a regularly scheduled time.

3. The CEC will divide its agenda in the following manner:

a. The first section (Section One) of normal business will include those items which are "all campus" in nature. Any items that are specific to those areas defined by CEC Committee Goals, Part 2 (above) will be moved to Section Two of normal business. Additionally any items in question will also be moved to Section Two. All four constituent groups will have input on all Section One business. The College Executive Committee will make every effort to reach full consensus but if this cannot be achieved then the College President will decide the issue.

b. The second section (Section Two) of normal business will contain any business pertaining to issues defined by CEC Committee Goals, Part 2 (above). The Academic Senate President and the College President will have one vote each in Section Two business.

4. The CEC will provide oversight and evaluation of all college planning and decision-making. This includes ensuring the evaluation processes detailed within this handbook and the College Strategic Plan are assessed.

5. **Definition of terms**

a. ***Rely primarily***:

As required by AB-1725, the College President, as the Board's designee, shall rely on the Academic Senate's recommendations on the eight matters listed in CEC - Goals 2. a. above. The decision-making process shall include input from other constituent groups on decisions that significantly impact those groups.

b. ***Mutual agreement***:

As required by AB-1725, decisions on the three mutual agreement issues must be mutually agreed upon by the Academic Senate and the College President, as the Board's designee. The decision-making process shall include input from other constituent groups on decisions that significantly impact those groups. If the Academic Senate and the Board's designee cannot reach mutual agreement, both the Academic Senate and the College President have the right to take their recommendations directly to the Board. At this time, if the Board and the Academic Senate cannot mutually agree on the decision, the Board must provide, in writing, its reasons for not accepting the recommendations of the Academic Senate.

c. ***All Campus:***

Includes issues and topic areas that do not fall under the "Rely Primarily" and "Mutual Agreement" areas as defined by CEC Committee Goals, Part 2 (above). Since many aspects of College business may contain components that impact multiple areas, any areas or issues that are not easily determined to be AB-1725 issues will be referred to CEC Section Two for clarification. (See Appendix III: **Glossary** for additional terms and definitions)

Standing Sub-Committees: None

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=CEXC

Academic Affairs Committee

Chair Eligibility – Co-Chairs: Chair of Chairs and Vice President of Instruction
Chair Election – designated by position held
Chair Term – Not Applicable
Committee Membership*

Administrators (8)	Classified Staff (3)	Faculty (minimum of 16)	Students (3)
VPI	Representative 1	Articulation Officer	Representative 1
VPSS	Representative 2	Counseling Chair	Representative 2
Dean, School of MBEPS	Representative 3	School of MBEPS (4)	Representative 3
Dean, School of Liberal Arts		School of Liberal Arts (4)	
Dean, School of Public Safety		School of Public Safety (4)	
Dean, School of BTCWI		School of BTCWI (4)	
Dean of Library		Library Chair	
Dean of Student Affairs			

***THE VOTING MEMBERSHIP** consists of all campus Deans, VPI, VPSS, all department chairs and the articulation officer. Faculty voting membership shall be a minimum of 4 faculty from each Instructional School.

Committee Goals:

Discusses instructional operational issues including class scheduling, enrollment management and educational policy matters.
Facilitates enrollment procedures.
In consultation with the VPI and the School Deans, establishes the annual goals and objectives for the Instructional division, based on the goals and objectives from each School as determined through the San Diego Miramar College Integrated Planning process.
Implements, reviews, and makes recommendations to the pertinent sections of the San Diego Miramar College Strategic Plan.
Reviews and recommends revisions to the Instructional Division Plan as part of the San Diego Miramar College Integrated Planning process.

Committee Procedures and Calendar:

Committee will meet no less than once per month at a regularly scheduled time.

Standing Sub-committees will be given a regular place on the agenda to make reports to the parent committee.

Standing Sub-Committees:

Academic Standards - Oversight is shared with Curriculum Committee.
Basic Skills
Distance Education
Honors
Instructional Program Review / SLOAC

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=AAFR

Administrative Services Program Review Committee

Chair Eligibility – Vice President of Administrative Services
Chair Election – Not applicable
Chair Term – Not applicable
Committee Membership

Administrators (2)	Classified Staff (3)	Faculty (3)	Students (1)
VPA	Representative 1	Representative 1	Representative
Representative	Representative 2	Representative 2	
	Representative 3	Representative 3	

Committee Goals:

Develop Miramar College Business Services program review and review process, develop potential sub-committee membership, goals, procedures and calendar in alignment with other college planning and review cycles.

Committee Procedures and Calendar:

Task Force will meet as needed

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=ASPR

Chair's Committee

Chair Eligibility – Faculty Department Chair (Title: Chair of Chairs)
Chair Election – Elected by Committee
Chair Term – One Year
Committee Membership - All Faculty Department Chairs*

*Assistant Chairs and Program Directors are invited, non-voting members

Committee Goals:

This Committee is for the open discussion of issues that may need to be brought to the attention of the body and discussed prior to inclusion of the Administration Constituency.

Committee Procedures and Calendar:

Committee will meet as needed, convened by Chair at the request of its membership.

Standing Sub-Committees:

None

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=CHRS

Classified Staff Hiring – Task Force

Chair Eligibility –
Chair Election –
Chair Term –
Committee Membership

Administrators ()	Classified Staff ()	Faculty ()	Students ()

Committee Goals:

Committee Procedures and Calendar:

Standing Sub-Committees:

Currently Under Construction

College Governance Committee

Chair Eligibility – Academic Senate Vice President (President Elect or Past President)
Chair Election – designated by position held
Chair Term – Not Applicable
Committee Membership*

Administrators (1)	Classified Staff (3)	Faculty (5)	Students (2)
Representative	Representative 1	Representative 1	Representative 1
	Representative 2	Representative 2	Representative 2
	Representative 3	Representative 3	
		Representative 4	
		Representative 5	

***If committee work is required when the entire committee is not available, a steering committee comprised of the administrative representative, one classified, one faculty, and one student representative shall act for the Committee. The Faculty member of this steering committee will be the chair of the Committee.**

Committee Goals:

The College Governance Committee will monitor, facilitate and, whenever necessary, evaluate the operation of the governance plan as outlined in this Handbook. The Committee will be responsible for the following:

1. Review governance issues for the campus and make recommendations if more than one committee should review an issue.
2. Interpret Title 5 as it applies to faculty, staff, and students.
3. Review and make recommendations regarding changes to the model as outlined in this Handbook.
4. Review and make recommendations regarding changes to this Handbook.
5. Provide an annual evaluation of the governance structure and its operating effectiveness.

Committee Procedures and Calendar:

1. Any group or individual may request the Committee to review a matter.
   a. Requests should be made in writing.
   b. The requesting party should plan to attend the review meeting to offer clarifications
2. All recommendations will be reported to the Academic Senate, the Classified Senate, the Associated Student Council, and the College President, through normal channels to CEC.
3. Procedures for requesting changes to the governance model or this Handbook are outlined in Appendix IV: "Procedures For Changing The Model And The Handbook".
4. The Committee will maintain the status of the College Governance membership.

Committee will meet no less than once per month at a regularly scheduled time.

Standing Sub-Committees:

None

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=CGOV

Curriculum Committee

Chair Eligibility – Faculty
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Classified Staff (2)	Faculty (9)	Students (1)
Representative	An Evaluator	School of MBEPS (1)	Representative
	Representative	Math (1)	
		School of Liberal Arts (1)	
		English (1)	
		School of Public Safety (1)	
		School of BTCWI (1)	
		Articulation Officer	
		A Counselor	
		Library/Technology or other Non-teaching Faculty (1)	

*The administrator is appointed by the College President. Classified membership includes at least one evaluator. Faculty membership includes one faculty member from each school, an additional math and English faculty member, one counselor, and the Articulation Officer.

Note: this is a decision-making committee of the Academic Senate. Committee membership is for six years. This is not a maximum limit because it is recognized that the bulk of knowledge necessary on this committee requires well-informed membership. Student membership will rotate on an annual basis.

Committee Goals:

This committee is the campus approval authority for all Miramar College curriculum proposals. It follows district policies issued by the District curriculum Instructional Council, state policies issued by the California Community Colleges Chancellor's Office and state law and regulations set forth in California Education Code and Title 5 of the California Code of Regulations. The committee will also be informed by the Academic Senate for California Community Colleges. The committee reviews and approves new curriculum as well as revisions of current curriculum such as courses, programs, certificates, and degrees, including distance education components in collaboration with discipline experts.

Committee Procedures and Calendar:

Committee procedures are specified in SDCCD Policy 5300 and Procedure 5300.2 and the CCCCO - Program and Course Approval Handbook

Committee will meet no less than once per month at a regularly scheduled time.

Standing Sub-Committees:

Academic Standards - Oversight is shared with Academic Affairs Committee
Curriculum Technical Review*

*** Recommendation from CGC: Please create a handbook page for this subcommittee, and submit to CGC for review.**

Parent Committee:

Academic Senate

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=CURR

Diversity and International Education Committee

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Classified Staff (3)	Faculty (6)	Students (1)
Representative	Representative 1	Representative 1	Representative
	Representative 2	Representative 2	
	Representative 3	Representative 3	
		Representative 4	
		Representative 5	
		Representative 6	

* **Student membership rotates on annual basis**.

Committee Goals:

1. To promote cooperative interactions between and among people of diverse cultural, racial, ethnic, and religious backgrounds with varying abilities and orientations.
2. To promote intercultural understanding and the view that cultures are equal in value.
3. To promote activities, approaches and programs that increase global awareness, celebrate diversity, and foster inclusiveness.
4. To address issues related to International Education, including study abroad opportunities for students and teaching abroad opportunities for faculty.
5. To form an events planning task force as necessary.

Committee Procedures and Calendar:

Committee will develop and review the campus diversity plan in consultation with campus constituent groups.
Committee will contribute to and review the diversity section of the Human Resources plan in the College-Wide Master Plan.
Committee will review the College Strategic Plan to make sure that it is inclusive of goals from the campus diversity plan.

Committee will meet twice a month or as scheduled.

Standing Task Force:

Diversity and International Education Events – Task Force

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=DIEC

Facilities Committee

Chair Eligibility – Co-Chairs: Any Faculty Member and Administration Member or Designee appointed by College President
Chair Election – Recommendation, faculty co-chair elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (3)	Classified Staff (3)	Faculty (6)	Students (1)
VPA	Plant Ops. Officer	Representative 1	Representative
VPI	Representative 2	Representative 2	
VPSS	Representative 3	Representative 3	
		Representative 4	
		Representative 5	
		Student Services Rep.	

*Committee membership for administrators is designated by position held and shall include the VPAS, VPI & VPSS. Classified representation shall include the campus Plant Operations Officer. Faculty representation shall include one person from the Student Services division. Student membership rotates on an annual basis.

Committee Goals:

Functions in the governance process by addressing a broad range of campus facilities issues. Reviews all plans and makes recommendations for the construction, remodeling, and/or reassignment of existing facilities. Facilitates RFP process for use of campus property. Studies and recommends development of future facilities including classrooms, laboratories, faculty and staff office space, and grounds. Studies existing facilities and recommends alterations and improvements. Works with the Safety Committee on issues of emergency preparedness and general campus safety concerns.

Committee Procedures and Calendar:

Committee will meet no less than once per month at a regularly scheduled time.

Standing Sub-Committees:

Environmental Stewardship Task Force - Oversight shared with Staff Development Committee

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=FACI

Faculty (Contract) Hiring Committee

Chair Eligibility – Co-Chairs: Same as Co-Chairs of Academic Affairs
Chair Election – designated by position held
Chair Term – Not Applicable
Committee Membership - Voting members consist of the voting members from Academic Affairs and the members of the Academic Senate Executive Committee.

Committee Goals:

The committee will develop and prioritize a contract faculty hiring list annually.

Committee Procedures and Calendar:

The following procedures apply to the process of generating the Contract Faculty Ranking Priority List to include all Contract Faculty employed at San Diego Miramar College.

General Procedures/ Please refer to the schedule below.

1. By the October meeting date, the Contract Faculty Hiring Committee (CFHC) will have reviewed and determined the ranking criteria, proposal and procedure to be used for that academic year.

2. Within one week after the October meeting date, each department will provide the proposed positions to the VPI's office in order to gather the necessary qualitative data for the Contract Faculty Hiring Proposal. The qualitative data will be provided by the VPI's office to the departments who requested the information within one week. Faculty Hiring Proposal must be completed and returned to the VPI's office one week after.

3. The co-chair of Faculty Hiring will work to shared the pre-filled data with each proposal's department Chair and area Dean or VPSS within two weeks after all the oral presentations have been heard at Contract Faculty Hiring Committee.

4. Within two weeks after all the oral presentation have been heard at Contract Faculty Hiring Committee, all the qualitative criteria scores must be submitted to the VPI's office for summation.

5. During the December meeting, the Contract Faculty Hiring Committee will meet to review the tally of all criteria for all positions and make a recommendation of the Contract Faculty Ranking Priority List to Academic Senate by their last meeting date of the semester. The ranking list prepared at the meeting remains effective until the next ranking meeting held during the Fall semester is determined.

6. Once the ranked list is determined, alterations may not be made to the list unless extenuating circumstances occur which were not present during this list establishment cycle. The committee shall determine and agree a situation is "extenuating" by a simple majority paper ballot vote.

7. Should extenuating circumstances occur, the CFHC will meet to discuss and determine with a 60% paper ballot vote whether or not to create a new list of positions not yet approved by the president of the college.

Additional Hiring Committee Policies

1. When a faculty transfers from another SDCCD college to San Diego Miramar College, the program/service area loses its similar position on the respective ranking list if such exists.

2. It is expected that the process of filling a vacant or new faculty position will begin as soon as possible following the approval of the president and district to proceed with the search process. If a department/program takes longer than one academic year to fill the vacant or new position, the delay alone will not result in that vacant or new position being assigned to another program on the priority list, either in the academic year in which the position was approved for hire or in the subsequent academic year. However, at the end of that subsequent academic year, the position's priority on the list will expire and must be resubmitted for consideration for the next hiring cycle. Chairs and Deans will be required to report to the Faculty Hiring Committee once per year on the hiring-process status of all new and vacant faculty positions.

#3. Each school can alter any position from one discipline within the school to a "Replacement" or "New Hire" position in another discipline with the mutual agreement of both programs' faculty, the school faculty, the school dean and the Miramar College Faculty Hiring Committee.

Contract Faculty Hiring Committee Schedule

Date	Tasks
First Thurs. in Sept.	Review Ranking Criteria, Proposal and Procedure to be used for this academic year (If we need to)
First Thurs. in Oct.	Review Ranking Criteria, Proposal and Procedure to be used for this academic year (If we need to). Ranking Criteria, Proposal and Procedure need to be approved no later than at this meeting
Second Thurs. in Oct.	Department Chair need to inform the VPI office regarding the Subject area for the Faculty Hiring Proposal that will be submitted.
Third Thurs. in Oct.	VPI office will provide Chair of Chairs with necessary data. The co-chair of Faculty Hiring will work to shared the pre-filled data with each proposal's department Chair and area Dean or VPSS by Nov. 15, 2012
Fourth Thurs. in Oct.	Complete Faculty Hiring Proposal and submit to VPI office for posting and others to review your proposal Committee Membership will be confirmed.
First Thurs. in Nov.	Oral Presentation for all proposal, 5 min per proposal
Third Thurs. in Nov.	Criteria 6 and 7 will be scored by each member and submitted to the VPI's office.
First Thurs. in Dec.	Tally meeting to vote on approving the Contract Faculty Ranking Priority List

The face-to-face meeting dates are in bold.

Standing Sub-Committees:

None

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=HIRE

FLEX Committee

Chair Eligibility – Faculty FLEX Coordinator (non-voting)
Chair Election – Designated by position held
Chair Term – Not Applicable
Committee Membership

*Administrators (1)	Faculty (4)
VPI or designee	School of Liberal Arts (1)
	School of BTCWI (1)
	School of MBEPS (1)
	School of Public Safety (1)

Committee Goals:
Plans and Implements Miramar College FLEX Calendar of Events

Committee Procedures and Calendar:
Committee will meet as needed to effectively implement the College FLEX Calendar.

Parent Committee(s):
Academic Senate

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=FLEX

Marketing and Outreach Committee

Chair Eligibility – Co-Chairs: Any Member and the Public Information Officer
Chair Election – Recommendation, member co-chair elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Classified Staff (3)	Faculty (6)	Students (3)
Representative	PIO	School of MBEPS (1)	Representative 1
	Outreach Coord.	School of Liberal Arts (1)	Representative 2
	Athletics Rep.	School of Public Safety (1)	Representative 3
		School of BTCWI (1)	
		School of Library (1)	
		Student Services Rep.	

***The Public Information Officer, Outreach Coordinator and a representative from Athletics shall be members. Faculty representation shall include one person from each school/division and student services. Student membership will be an Associated Student designee.

Committee Goals:

The Marketing & Outreach Committee:
Ensures the effective and practical development and implementation of marketing and outreach strategies
Designs, implements and facilitates programs and projects affecting communications, outreach, and image of the college both on-campus and in the communities it serves
Assists departments and programs with the development of public relations materials
Provides input into Website Sub Committee to provide design and style parameters that best reflect College Image and Website marketing needs
Provides input to District Marketing and Outreach Committee.

Committee Procedures and Calendar:

Committee will meet no less than once per month at a regularly scheduled time.

Standing Sub-Committees:

Website Sub-Committee - Oversight shared with Technology Committee

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=MKTG

Planning and Institutional Effectiveness Committee

Chair Eligibility – Co-Chairs: Any Faculty Member & any Administrator as designated by the College President
Chair Election – Recommendation, Faculty co-Chair elected by Committee
Chair Term – Three Years
Committee Membership*

Administrators (4)	Classified Staff (6)	Faculty (8)	Students (1)
VPI	Instructional Svcs. Rep. (1)	Student Services Rep. (1)	Representative
VPSS	Admin. Svcs. Rep (1)	School of MBEPS (1)	
VPA	PIO	School of Liberal Arts (1)	
Representative	Student Svcs. Rep. (1)	School of Public Safety (1)	
	Representatives (2)	School of BTCWI (1)	
		School of Library (1)	
		Senate Rep's (2)	

Steering committee: Administrative Services Program Review Chair, Instructional and Student Services Program Review/SLOAC subcommittee co-chairs; Research subcommittee chair; Budget & Resource Development subcommittee chair; faculty and administrative co-chairs of Institutional Effectiveness Committee

*Committee membership for administration is designated by position held and shall include the Vice Presidents of Administrative Services, Instruction, and Student Services, plus one administrative designee (to include Program Review/SLOAC subcommittee co-chairs if they are not already represented by the three VP's). Faculty representation shall include at least one person from the Student Services division, one from each of the five Schools, plus two Academic Senate designees (to include the faculty Instructional and Student Services Program Review/SLOAC subcommittee co-chairs and faculty chair of Budget & Resource Development subcommittee. Faculty representation will also include Chair of the Research subcommittee, if that person is a faculty member). Classified Senate representation shall include one person from Instructional Services, one from Administrative Services, one from Student Services & the PIO, plus two Classified Senate designees. Student membership will be an Associated Student designee.

Committee Goals:

To develop, coordinate, direct and evaluate the college integrated planning process and to ensure alignment with the ACCJC accreditation standards and compliance with Title 5 regulations and Education Codes.

Committee Procedures and Calendar:

The Institutional Effectiveness Committee will:

1. Establish and update the planning calendar and work flow diagram of the College Annual Planning Cycle.
2. Coordinate and evaluate the College integrated planning process including alignment of the decision-making functions of the College governance committees within that process.
3. Review the College Strategic Plan and the College Annual Planning Cycle and recommend revisions and updates.
4. Review the College model of integrated planning and alignment of the College Division and Operational plans and their timeframes within the Strategic Plan.
5. Review and forward all integrated planning documentation and recommendations through the participatory governance process.
6. Establish, review, and evaluate a mechanism for assessment and timeline for data collection and analysis to evaluate attainment of the Strategic goals.
7. Recommend revisions of the College Mission congruent with analysis of the Strategic Plan assessment results.

Committee will meet no less than once per month. The steering committee will meet additionally as needed.

Standing Sub-Committees:

Budget & Resource Development
Research

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=INEF

Professional Development Committee

Chair Eligibility – Tenured Faculty
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Faculty (5)
(non-voting)	(School Rep's Must be Full Professors)
Representative	School of MBEPS (1)
	School of Liberal Arts (1)
	School of Public Safety (1)
	School of BTCWI (1)
	School of Library (1)
	Evaluation Coordinator (must be tenured)

***Tenure is required for Faculty Committee membership. Campus Evaluation Coordinator is a tenured faculty member and must be certified by the District's Affirmative Action Office as per Article XV of in the current bargaining unit Contract with the San Diego Community College District to sit in evaluation for Promotion or Tenure recommendations. Additionally there must be (1) full professor faculty member from each school. Administrator is appointed by the College President and is a non-voting member as per Academic Senate Bylaws.

Given the "Right to Privacy" issues that exist for any employee there are components of the Committee's business that come under the Rules for Closed Sessions in the Ralph M. Brown Act Section 54957. The Committee will adhere to the rules governing closed sessions.

Committee Goals:

The duties of the Professional Development Committee shall be as follows:

1. Salary Advancement and Sabbaticals
   a. Review applications and make recommendations on sabbatical leaves for faculty.
   b. Review sabbatical reports from faculty and recommend acceptance.
   c. Review professional growth plans and professional completion forms for faculty and make recommendations for approval.
2. Evaluate Faculty Employees for Promotion and Tenure recommendations as provided for in the current Bargaining Unit Contract with the San Diego Community College District.
3. Review and make recommendations on issues of Ethics and Professionalism.

Committee Procedures and Calendar:

It will recommend to the Academic Senate at least two Faculty members to participate in, and report on the District Professional Council as defined by the Bargaining Unit Contract with the District.

Committee will meet no less than once per month at a regularly scheduled time.

Standing Sub-Committees:

Tenure, Promotion and Review

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=PDEV

Staff Development Committee

Chair Eligibility – Co-Chairs, one Faculty, one Classified
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Classified Staff (4)	Faculty (4)
Representative	Representative 1	Representative 1
	Representative 2	Representative 2
	Representative 3	Representative 3
	Representative 4	Representative 4

Committee Goals:

Provide assistance for Miramar College personnel in the development of personal growth plans. Provide information about classes, conferences, workshops, and other programs for the betterment of classroom instruction, student support services and enhanced job performance. Develop plans for disbursement of travel funds for faculty and classified staff. Form and assist the FLEX subcommittee.

Committee Procedures and Calendar:

The Committee will recommend to the Academic Senate at least one member to participate in, and report on the District Calendar and Staff Development Committee.

Committee will meet no less than once per month at a regularly scheduled time.

Standing Sub-Committees:

Environmental Stewardship Task Force - Oversight shared with Facilities Committee
FLEX

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=SDEV

Student Services Committee

Chair Eligibility – Co-Chairs: Any Member and the Vice President of Student Services
Chair Election – Recommendation, member co-chair elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (2)	Classified Staff (3)	Faculty (6)	Students (3)
VPSS	Student Svcs. Supervisor (1)	Non-Instructional Faculty (5)	Representative 1
Dean of Matric/Student Affairs	Student Svcs. Staff (1)	Instructional Faculty (1)	Representative 2
	Representative		Representative 3

*The administrative representatives will be the VPSS and the Dean of Matriculation/Student Affairs. Faculty representation shall include five Non-Instructional Faculty members to include a broad representation from Student Services areas and one Instructional Faculty member. Classified representation shall include 3 members with at least one supervisor and one staff from Student Services areas. Student membership rotates on an annual basis.

Committee Goals:

This committee supports the development and implementation of services for Students with a campus wide perspective from Students, Staff, Faculty, and Administration. The committee goals are:

1. Facilitate and foster a caring learning environment to promote successful student outcomes.
2. Develop materials and systems for providing students with information necessary to assure successful choices of programs and courses.
3. Facilitate and foster a campus environment that promotes student health and wellness through a Health Services subcommittee.
4. Update and implement the College Matriculation Plan through a matriculation subcommittee.
5. Coordinate commencement through a graduation subcommittee

Committee Procedures and Calendar:

It will recommend to the Academic Senate at least one member to participate in, and report on the District Student Services Council.

Committee will meet no less than once per month at a regularly scheduled time.

Standing Sub-Committees:

Graduation Committee
Student Services Program Review/SLOAC

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=SSVC

Technology Committee

Chair Eligibility – Co-Chairs: Faculty and the Dean of Library and Technology
Chair Election – Recommendation, faculty co-chair elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (2)	Classified Staff (4)	Faculty (6)	Students (1)
Dean, School of Library & Tech.	AV Technician	School of MBEPS (1)	Representative
Representative	Microcomputer Specialist Super.	School of Liberal Arts (1)	
	Administrative Computing Support Specialist	School of Public Safety (1)	
	Representative	School of BTCWI (1)	
		Student Services Rep. (1)	
		Representative (1)	

*The Committee will include the Instructional School Dean of Library & Technology, the Audio/Visual Technician, the Microcomputer Specialist Supervisor, the Administrative Computing Support Specialist, six faculty representatives, one from each Instructional School, one member of student services, one Administrative Representative, one classified member at-large, one faculty member at-large, and one Student.

Since this committee is composed of a large group who may not all be able to participate at every meeting the minimum Quorum is five (5) members. This shall include at least one Administrator, two Faculty and two Classified. At all times, the entire membership shall be subject to all committee agendas, minutes and correspondence.

Committee Goals:

The mission of the Technology Committee is to provide organization, recommendations, direction, and standards for campus technology. The structure of this Committee will rely upon the operational role of the administrator to orchestrate the continued development of the on-going Technology Plan, to advocate and support Instruction and Services utilizing technology, and to coordinate funding resources to maximize technology implementation campus wide. All the above listed members are voting members but the Committee will rely heavily upon the Administrator's capacity to organize and implement recommendations.

The Committee will:

- Develop and update 3-year Instructional Technology Plan
- Establish technology standards and procedures for the College
- Assist technology needs and priorities to support all instruction, services, and administration
- Provide technology direction and oversight for the Website Sub-Committee
- Provide technology expenditure recommendations to the Planning and Budget Committee.
- Provide direction and guidelines for Audio/Visual Department to ensure adequate Audio/Visual support.
- Coordinate technology training efforts with the Staff Development Committee.
- Coordinate and assist with technology planning efforts in Strategic, School and Department planning.
- Provide technology data, reports and assistance for Accreditation.

Committee Procedures and Calendar:

The Committee Chairs are the advocates for the Committee and will carry forward Committee recommendations to the following committees as appropriate:

- All Standing Committees for review and input as needed
- Planning and Budget Committee for technology expenditure recommendations, and
- College Executive Committee through normal Senate/Council channels.

The Committee will review and revise annually the 3-year Technology plan annually. The plan will include the following components:

- What technologies will best meet campus and program needs;
- Priorities for implementing these technologies into the classrooms and work places, and;
- The status of existing campus technologies;

The Committee may establish short term task forces to accomplish much of its work, as needed.

Additionally the Committee will invite District IT to committee meetings.
Committee will meet no less than once each month.

Standing Sub-Committees:

Website Sub-Committee - Oversight is shared with Marketing Committee.

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=TECH

Academic Standards – Subcommittee

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Classified Staff (2)	Faculty (6)
VPI or Designee	Evaluator (1)	Articulation Officer
	Representative	Counselor (2)
		Instructional Faculty (3)

*The administrator shall be the VP of Instruction or his/her designated representative. Faculty representation shall include the articulation officer and five other faculty members appointed by the Academic Senate to include two counselors, at least one Career-Technical Education (CTE) faculty member and two other instructional faculty members. At least one classified staff representative shall be an evaluator.

Committee Goals:

The Academic Standards Committee is responsible for instructional and curricular issues related to college-wide academic or interdisciplinary program requirements. This includes but is not limited to: adjudication of student petitions pertaining to these requirements; review and oversight of interdisciplinary degrees and certificates; review and oversight of general education patterns and district requirements; and review of Advanced Placement, International Baccalaureate, and other external sources of academic credit for applicability to general education requirements. The committee also serves as the reviewing and recommending body for the Academic Affairs Committee and Curriculum Committee on issues related to the implementation of college- and district-wide academic policy and procedure, evaluation of coursework from other institutions, and the application of credit from previous educational experience.

Committee Procedures and Calendar:

The committee meets as needed, but at least twice per semester. The committee reviews all outstanding student petitions and acts on other matters related to its goals/issues at each meeting. Fifty percent of the membership plus one shall constitute a quorum. A Disability Support Programs and Services (DSPS) expert will be present at all meetings in which a petition based upon the educational limitations imposed by a student's disability is adjudicated, or when requested by the student or any member of the committee. Copies of student petitions are distributed to all committee members prior to the meeting at which they are reviewed. Student petitioners are invited to address the committee during the meeting in which their petitions are considered. The committee discusses and votes on each student petition individually. Decisions on student petitions are made by majority vote. As petitions, by definition, are requests for exceptions to existing college policy, there is no inherent right to appeal committee decisions.

Parent Committee(s):

Academic Affairs
Curriculum

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=ASTD

Basic Skills – Subcommittee

Chair Eligibility – Basic Skills Coordinator and Administration Member or Designee appointed by College President
Chair Election – Recommendation, faculty co-chair elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Classified Staff (3)	Faculty (minimum 9)	Students (1)
VPI/VPSS or Designee	Representative 1	PLACe Coordinator	Representative
	Representative 2	Basic Skills Coordinator	
	Representative 3	Dev. Math Faculty (2)*	
		Dev. English/ESOL Faculty (2)*	
		Counseling Faculty (2) (EOPS, DSPS, General Counseling)	
		Career/Tech Faculty Rep.	

*Administration representation shall include the Vice President of Instruction or the Vice President of Student Services or designee. Faculty representation shall include two Counselors (from DSPS, EOPS, and or general counseling) and the Coordinator of the PLACe. Additional faculty members will include the basic skills coordinator, two developmental math faculty (to include the Math Lab Coordinator), two developmental English/ESOL faculty (to include the English/ESOL Lab Coordinator), and one faculty at large from a Career/Technical discipline. Student membership shall include a representative from Associated Student Council.
The first order of business each fall semester will be to determine and list the membership using the above criteria.

Committee Goals:

1. Goal: Focus college efforts on student learning and success of those assessing into basic skills classes
2. Mission of Sub-Committee
   Design and implement a research–based plan for Miramar College's basic skills students to address both academic and social integration into the college community by:
   a. identification of basic skills students
   b. follow up strategies
   c. placement of basic skills students in appropriate classes
   d. instruction in the basic skills classes
   e. support for instruction
   f. support services and programs

Committee Procedures and Calendar:

Committee will meet twice a month or as needed.
Committee will recommend resources in support of Basic Skills students.

Parent Committee(s):

Academic Affairs

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=BSIT

Budget & Resource Development – Subcommittee

Chair Eligibility – Faculty
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership

Administrators (3)	Classified Staff (4)	Faculty (7)	Students (1)
VPA	Accounting Supervisor	District Budget Rep.	Representative
VPI	Technology Support Rep.	Student Services Rep.	
VPSS	Representative	Vocational Rep.	
	Representative	Non-Voc. Rep.	
		Additional Rep's (3)	

The Committee will elect a Vice-Chair at the second meeting of the current Chair's last year. The Vice Chair will become the Committee's recommendation for the new Chair the following year. Committee membership for administrators are designated by position held and shall include the Vice Presidents of Administrative Services, Instruction and Student Services. Faculty representation shall include the Academic Senate designee to the District Budget Council (If this is the Academic Senate President they will be a non-voting member) and at least one person from the Student Services division, and one from CTE. Classified Staff representation shall include the Accounting Supervisor and one member from the technology support area. Student membership will be an Associated Student designee.

Committee Goals:

To review the budget allocation and resource development models on this Campus. This process includes:

1. Assisting with development and dissemination of annual updates of the college funding sources.
2. Identifying potential funding sources for program/service needs.
3. Reviewing information regarding potential funding sources as identified by the campus and/or grants office.
4. Reviewing & prioritizing the college annual program review-generated campus requests for funding.
5. Reviewing emergency requests for funding and facilitating identification of funding sources.

Committee Procedures and Calendar:

The Budget and Resource Development Subcommittee will:

1. Participate in the college budget development process.
2. Establish general budgetary calendars and assist the Planning and Institutional Effectiveness Committee (PIEC) in development of the college annual planning calendar.
3. Develop, update, and distribute college requests for funding (RFF's) procedure and forms.
4. Coordinate dissemination of RFF with Instructional and Student Services Program Review/SLOAC subcommittees and with Administrative Services Program Review Committee.
5. Develop and implement criteria for review and prioritization of specific budget requests from program/service areas.
6. Review College, District and State funding reports, annually.
7. Work closely with campus representatives on the District Budget Council (DBC) to maintain knowledge of the District budget development process.
8. Provide oversight for budget revision due to extenuating circumstances.
9. Develop, update and implement a budget request appeal process.
10. Meet no less than once per month at a regularly scheduled time

Parent Committee(s);

Planning and Institutional Effectiveness Committee

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=BRDS

Commencement – Subcommittee

Chair Eligibility – Dean of Student Affairs
Chair Election – Designated by position held
Chair Term – Not applicable
Committee Membership

Administrators (2)	Classified Staff (3)	Faculty (3)	Students (2)
Representative 1 (Dean of Student Affairs)	Representative 1	Representative 1 (Student Services Faculty)	Representative 1
Representative 2	Representative 2	Representative 2 (Instructional Faculty)	Representative 2
	Representative 3	Representative 3	

Committee Goals:
Plan and implement Miramar College Commencement Ceremonies.

Committee Procedures and Calendar:
Committee will meet as needed to effectively implement Commencement Ceremonies.

Parent Committee(s):
Student Services

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=GRAD

Curriculum Technical Review – Subcommittee

Chair Eligibility –
Chair Election –
Chair Term –
Committee Membership

Administrators ()	Classified Staff ()	Faculty ()	Students ()

Committee Goals:

Committee Procedures and Calendar:

Parent Committee:
Curriculum Committee

Currently Under Construction

Distance Education – Subcommittee

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Classified Staff (1)	Faculty (4)	Students (1)
Dean, Library	SDCCD Online Rep.	Distance Ed. Faculty 1	Representative
		Distance Ed. Faculty 2	
		Distance Ed. Faculty 3	
		Other Faculty Rep.	

*Membership shall include the Dean of Library Science & Technology; faculty representation that includes at least 3 distance education qualified faculty, Classified should represent SDCCD Online. Student membership rotates on an annual basis.

Committee Goals:

Monitors State and District distance education policy matters. Discusses instructional issues. Provides for a means of assisting instructors by producing best practices and guidelines. Provides for a means of assisting Student Services Faculty and Staff with best practices for their online needs.

Committee Procedures and Calendar:

The subcommittee will meet once a month or as scheduled.

Parent Committee(s):

Academic Affairs

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=DETF

Diversity and International Education Events – Task Force

Chair Eligibility –
Chair Election –
Chair Term –
Committee Membership

Administrators ()	Classified Staff ()	Faculty ()	Students ()

Committee Goals:

Committee Procedures and Calendar:

Parent Committee:
Diversity and International Education Committee

Currently Under Construction

Environmental Stewardship – Task Force

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership

Administrators (1)	Classified Staff (4)	Faculty (4)	Students (2)
Representative	Representative 1	Representative 1	Representative
	Representative 2	Representative 2	
	Representative 3	Representative 3	
	Representative 4	Representative 4	

Committee Goals:
Develop the support needed to make a successful move towards responsible environmental sustainability in the following areas:

1. Reduction of Energy (reduction of consumption & Energy Efficiency)
2. Bookstore (buying green and reducing waste)
3. Cafeteria (buying green & reducing waste)
4. District Recycling
5. Reprographics- Buying Green paper (FSC certified) & Reducing Waste
6. Stockroom- Buying Green & Reducing waste
7. Green Building & Eco-friendly Landscaping
8. Sustainability in the Curriculum

The Task Force will develop recommendations for the potential processes, calendar, and other related activities as needed to bring this Task Force into the status of standing sub-committee

Committee Procedures and Calendar:
The Task Force will meet twice a month or as scheduled.

Parent Committee(s):
Facilities
Staff Development

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=ESTF

Faculty Equivalencies Review – Task Force

Chair Eligibility – Any Faculty Member
Chair Election – Recommendation, elected by Task Force
Chair Term – Two Years
Committee Membership*

Administrators (1)	Faculty (4)
VPI or Designee	School of MBEPS (1)
	School of Liberal Arts (1)
	School of Public Safety (1)
	School of BTCWI (1)

*Memberships shall include the Vice President of Instruction or their designee, one tenured Faculty from each instructional school. The Task Force may seek non-voting advisory membership from discipline experts within the District.

Committee Goals:

The Task Force shall further develop membership, goals, procedures and processes to establish the necessary elements for this to become a standing committee.
The Task Force will fulfill the requirements of Education Code 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are least equivalent to the to the minimum qualifications…" list as maintained by the Academic Senate for California Community Colleges (ASCCC) and the System Office (CCCCO).
The Task Force shall be available to screening committees as a resource regarding equivalency determinations and to further clarify criteria and review recommendations of the screening committees as needed.
The Task Force will review the State, District, and local equivalency laws, regulations, and procedures and recommend necessary changes to the Academic Senate. The Task Force will also review any proposals by the ASCCC to provide guidance to the Miramar College Academic Senate voting delegate.

Committee Procedures and Calendar:

Task Force will meet on an as needed basis and at least once per semester to review procedures and proposals by the ASCCC. It shall make its recommendations directly to the Academic Senate President for implementation. If such implementation is of an urgent nature the President shall normally implement it as recommended, with a follow-up review by the Academic Senate Executive Committee. In all other cases the Academic Senate Executive Committee shall review the recommendation and direct the President accordingly.

Parent Committee(s):

Academic Senate

Link to Agendas and Minutes: http://www.sdmiramar.edu/cmte/cmteTemplate.asp?cmte=FERT

Honors – Subcommittee

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by subcommittee
Chair Term – Two Years
Committee Membership

Administrators (1)	Faculty (3)
Representative	Representative 1
	Representative 2
	Representative 3

Committee Goals:
Plan and implement Miramar College Honors Program

Committee Procedures and Calendar:
Committee will meet as needed to effectively implement the College Honors Program.

Parent Committee(s):
Academic Affairs

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=HNRS

Instructional Program Review and SLOAC* – Subcommittee

Chair Eligibility – Co-Chairs: Any Faculty Member and an Instructional Administrator as designated by the College President
Chair Election – Recommendation, faculty co-chair elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (2)	Faculty (6)
Instructional Division Representatives (2)	School of MBEPS (1)
	School of Liberal Arts (1)
	School of Public Safety (1)
	School of BTCWI (1)
	Representatives (2)

*One faculty representative from each of the Instructional School divisions that offer courses (i.e. all but the School of Library and Technology), two faculty members at large and two administrators from the Instructional division. One faculty member (elected by the committee) and one instructional administrator (designated by the College President) shall serve as co-chairs.

Committee Goals:

1. Facilitate instructional program review cycle and the Student Learning Outcomes Assessment Cycle.
2. Provide support and serve as resource to chairs, faculty, and administrators in completing Instructional Program Review and SLOAC processes and reports.
3. Update forms and recommend changes to processes and timelines for instructional program review and SLOAC processes, as needed to comply with accreditation standards and the college's integrated planning process.

Committee Procedures and Calendar:

1. Faculty/Administrators complete program review and SLOAC reports as per the college's annual planning cycle.
2. The committee meets at least once per month during the academic year to conduct regular business.
3. The committee reports to Academic Affairs as needed.

Parent Committee(s):

Academic Affairs

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=AAPR

*** SLOAC = Student Learning Outcomes Assessment Cycle**

Research – Subcommittee

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by committee
Chair Term – Three Years
Committee Membership*

Administrators (3)**	Classified Staff (3)	Faculty (3)	Students (1)
VPI or Designee	PIO or Designee	Transfer Center Director or Designee	Representative
VPSS or Designee	Job Placement Officer or Designee	Career/Tech Faculty	
VPA or Designee	Representative	Representative	
Campus-Based Research & Planning Analyst			

*Three administrators to include the Vice-Presidents of Instruction, Student Services, and Administration(**) Until such time as a Miramar Campus-Based Researcher is a permanent member of the Classified Staff, the administrators membership was adjusted to allow the District Classified Campus-Based Research and Planning Analyst to serve on the subcommittee by taking one of the management slots; three faculty to include the Transfer Center Director (or designee), one from a career/technical discipline, and one other; three classified members to include the Public Information Officer or designee, the Job Placement Officer or designee, and one other. Student membership will be an Associated Student designee. The Campus-Based Research and Planning Analyst will also sit on the District Research committee.

Committee Goals:
To promote and facilitate a culture of evidence and collaborative inquiry in which accurate data and information are generated and developed into useful information for:

1. Institutional assessment
2. Integrated planning
3. Improving student learning and institutional effectiveness

Committee Procedures:
Key activities supporting the goals include:

1. The ongoing development of the annual "Miramar College-wide Research Agenda".
2. Management of internal and external research requests following established protocols.
3. Support and facilitation of research and delivery of data and information in instructional programs, student services, administrative services, and outreach/marketing.
4. Maintenance of the Research Subcommittee and the Institutional Research web pages.
5. Collaboration with the San Diego Community College District Office of Institutional Research and Planning.

Parent Committee:
Planning and Institutional Effectiveness

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=RSCH

Student Services Program Review/SLOAC – Subcommittee

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (2)	Classified Staff (2)	Faculty (2)	Students (2)
Student Svcs. Admin.	Supervisory Student Services Staff	Student Services Faculty 1	Representative 1
Instructional Admin.	Representative	Student Services Faculty 2	Representative 2

*One Student Services Administrator, One Instructional Administrator, One Classified, and one Supervisory Student Services Staff, two Student Services Faculty, and two Students,

Committee Goals:

Develop Miramar College Student Services program review and review process, develop potential sub-committee membership, goals, procedures and calendar in alignment with other college planning and review cycles.

Committee Procedures and Calendar:

The Task Force will meet as needed to effectively develop and conduct an annual Student Services program review.

Parent Committee(s):

Student Services

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=SSPR

Tenure and Promotion – Subcommittee

Chair Eligibility – Tenured Faculty (Same as Chair of Professional Development Committee)
Chair Election – Not Applicable
Chair Term – Two Years
Committee Membership*

Administrators (1)	Faculty (5)
	(School Rep's Must be Full Professors)
Admin. Rep.	School of Bus, Math, Science (1)
(non-voting)	School of Liberal Arts (1)
	School of Public Safety (1)
	School of TCWI (1)
	School of Library (1)
	Evaluation Coordinator (must be tenured)

*Tenure is required for Faculty Committee membership. Campus Evaluation Coordinator is a tenured faculty member and must be certified by the District's Affirmative Action Office as per Article XV of in the current bargaining unit Contract with the San Diego Community College District to sit in evaluation for Promotion or Tenure recommendations. Additionally there must be (1) full professor faculty member from each school. Administrator is appointed by the College President and is a non-voting member as per Academic Senate Bylaws.

Given the "Right to Privacy" issues that exist for any employee there are components of the Committee's business that come under the Rules for Closed Sessions in the Ralph M. Brown Act Section 54957. The Committee will adhere to the rules governing closed sessions.

Committee Goals:

The duties of the Tenure and Promotion Sub-Committee shall be as follows:
Evaluate Faculty Employees for Promotion and Tenure recommendations as provided for in the current Bargaining Unit Contract with the San Diego Community College District.

Committee Procedures and Calendar:

Committee will meet as needed (to be determined by the Professional Development Committee).

Parent Committee(s):

Professional Development

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=TNPR

Website – Subcommittee

Chair Eligibility – Any Member
Chair Election – Recommendation, elected by committee
Chair Term – Two Years
Committee Membership*

Administrators (1)	Classified Staff (3)	Faculty (3)	Students (1)
Representative	PIO	Instructional CTE Faculty (1)	Representative
	Web Designer	Instructional non-CTE Faculty (1)	
	Server Administrator	Student Services Faculty (1)	
Accessibility Specialist **			

***Membership is to include the Public Information Officer, an Administrative Representative, the Web Designer, the Server Administrator, one Instructional CTE Faculty, one Instructional non-CTE Faculty, one Student Services Faculty and one Student Representative and one Accessibility Specialist.
** Accessibility Specialist may be filled by any category of employee or student though typically would be Faculty or Classified Staff. Addition of specialist does not replace named positions (i.e., PIO, Web Designer, Server Administrator) but may be in addition to them.

Committee Goals:

To develop and manage a vital comprehensive college Internet presence.
Responsibilities to include:

1) Guidelines & Procedures
2) Content Management
3) Design consistent with college image

Committee Procedures and Calendar:

Recommendations for the Campus Website should be brought through the Marketing Committee or directly to the Website Committee by attendance or in writing to the Website Committee Chair.

The Committee will establish and recommend guidelines and procedures for the development, maintenance and evolution of the Campus website.

- Major structure and design concerns will be approved by normal channels at the Marketing Committee and CEC as needed.
- Recommendations for Website technology concerns will be made to the Technology Committee and the Planning and Budget Committee.
- Procedural and technical implementation decisions will be made by the committee and implementation will be done by the appropriate Campus, District and Contractor personnel.

At any time CEC has complete authority over decisions made by this committee.

The Committee will also be an advocate for promoting the systemic integration of Miramar College's Web Presence. This may include, but is not limited to, working with Staff Development to provide appropriate web development training venues, working with faculty and staff one-on-one, assisting with security issues, providing content and structure guidelines and resolving issues or conflicts as they arise, or channeling them to the appropriate venue for resolution.

Committee will meet no less than once per month.

Parent Committee(s):

Marketing
Technology

Link to Agendas and Minutes: http://www.sdmiramar.edu/faculty/committee-detail?cid=WEBC

Appendix I:

Installment of Miramar College Standing Committee Members and Chairs

All standing committees will have a membership duration of 4 years with the exception of Curriculum Committee and those committees which have positional assignments (Example; Academic Affairs is composed of Dept. Chairs, Deans, VPs etc.) Curriculum Committee will have a membership term of 6 years.

Standing Committee Chairs must have served on the committee as a member for at least two years to act as Chair. This may be reduced to one year in unusual circumstances. All Standing Committee and Sub-Committee Chairs must be employed by SDCCD.

Standing Committee Chairs term will be two years unless otherwise specified by the specific committee procedures as defined in this Governance Handbook. (Exception example; Academic Affairs permanent Co-Chair is the VPI)

Any campus employee or enrolled student may be a Standing Committee member. Voting membership for each Standing Committee is described in this Governance Handbook.

Standing Committee membership for the following year will be appointed by each Constituent Group's Senate and shall be determined during the Spring semester. It is the responsibility of each committee and any interested participants to provide membership recommendations to their respective Senates by Spring Break.

The respective Senates will provide membership appointments for all committee positions prior to the end of the Spring semester. Committee Chairs will report non-attendance of its members to the respective Constituent Group for member replacement by each respective Constituent Group. Non-attendance is defined as failure to attend 3 consecutive meetings. This may be waived in extenuating circumstances such as a sabbatical or medical leave. In the event someone resigns from a committee that person will be replaced by their constituent group. The new person will complete the term of the original member.

During the last Spring Semester of a Chair's term the respective Standing Committees will make a recommendation for a new Chair. This recommendation will be approved by the Constituent Groups through their respective Senates and CEC. The College President and Academic Senate President will approve Standing Committee recommendations for faculty appointments to Chair the following committees:

Academic Affairs – Co-Chair
Curriculum Committee
Budget and Resource Development Subcommittee
Professional Development Committee
College Governance Committee
Staff Development Committee

In all the other Standing Committees, all four Constituent Groups will have equal input on Chair recommendation approvals at CEC.

CEC shall give its Chair Appointment approvals prior to the end of each Spring semester for those committee's whose Chair term is up.

Transition to this system shall include allowing the new time lines enough time to be functionally implemented.

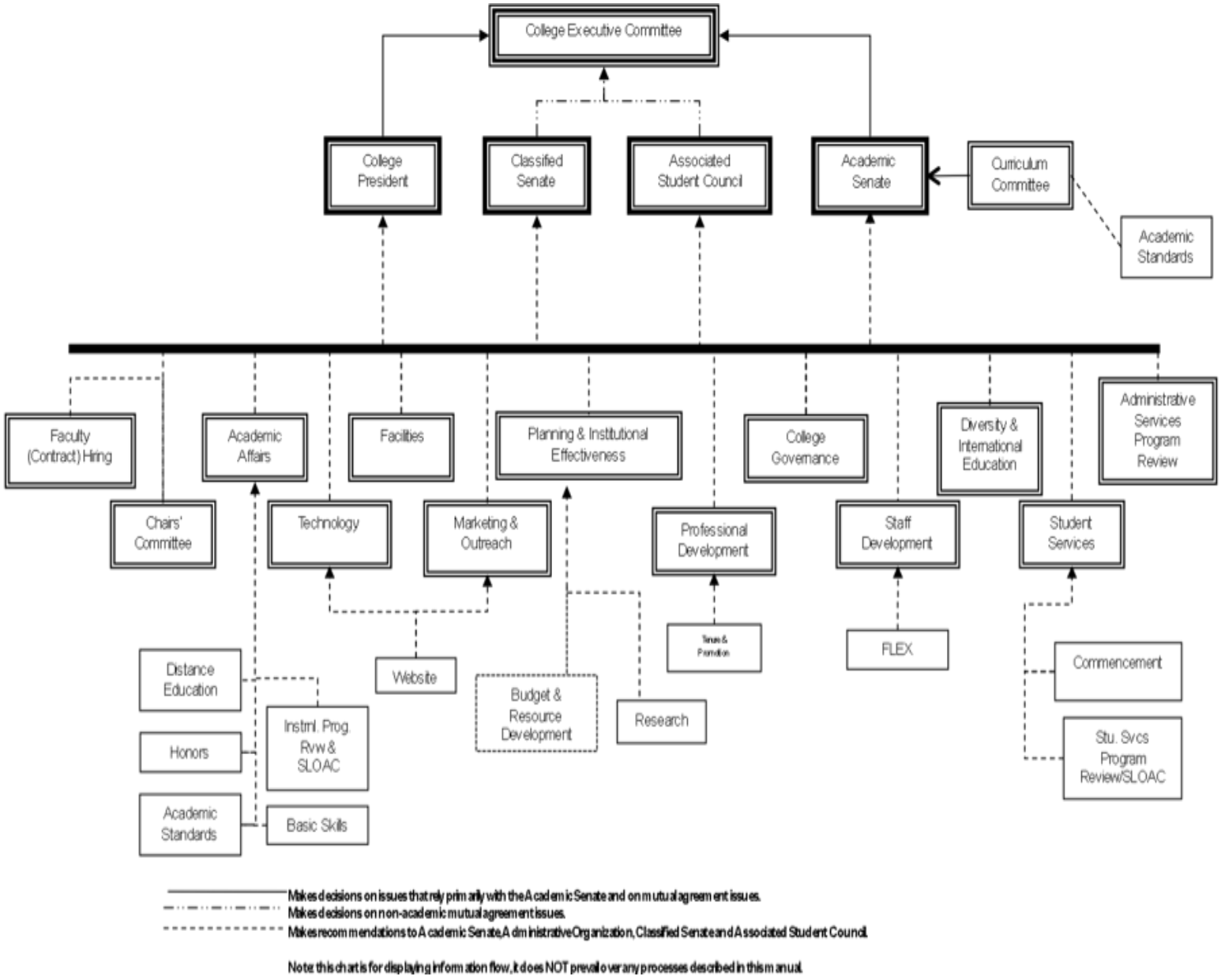
The Standing Chair terms shall be so staggered so as to have only half of the Chairs rotating out during any annual cycle.

Standing Committee membership terms will be rotated so as to not renew more than one half of its membership during any rotation cycle.

Committee membership can apply to FLEX time. Additionally the Annual Fall FLEX shall include a Committee Member/Committee Chair orientation.

Student membership to all committees will be by recommendation from the Associated Student Council and shall rotate annually unless otherwise specified above.

Miramar College Shared Governance
Organizational Structure
(Revised, based on May 2012 changes)



Appendix II

Appendix III

Glossary and Resources

AB-1725	Refers to Assembly Bill 1725 (1988) as implemented in Title 5 California Code of Regulations.
Standing Committee	Any committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body.
Strategic Planning	The College Governance Handbook defines the structure of governance and order of authority within the legally mandated consultation process at Miramar College. The College Strategic Plan guides the planning, review, and evaluation processes along with the short and long-range calendars for implementation. The College Strategic Plan and associated divisional and operational plans then contain the product of all college planning and are the basis for all decision making following the structure laid out in the College Governance Handbook. (Inserted in appendices)
Constituency Group	One of four groups who represent the entire body of Miramar College. This includes the Academic Senate, the Associated Student Council, the Classified Senate, and the College Administration. These groups are represented by their respective presidents and all are elected with the exception of the College President. This means the College President may vote without further process, but the other three representatives may need to solicit the will of their respective constituency groups prior to voting unless otherwise allowed for in their specific bylaws.
The Model	The structure of governance for Miramar College contained within this handbook, “Miramar College Governance Handbook”

The Academic Senate for the Community Colleges of the State of California	http://www.asccc.org
California Code of Regulations	http://ccr.oal.ca.gov
District Policies and Procedures	http://www.sdccd.edu/public/district/policies
The Ralph M. Brown Act	http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

Appendix IV

Procedures For Changing The Model And The Handbook

How to Route Issues

Issues can be brought up by any individual or group and taken directly to the appropriate committee for review and recommendations. If the originator is unclear as to which committee to go to, the issue should be brought to the attention of the College Executive Committee or any Senate for appropriate forwarding. In addition, the CEC or any Senate should request joint committee meetings and recommendations or review by several separate committees whenever appropriate.

The College Governance Committee may also be asked by the initiator and/or any Senate to review issues so as to ensure that all of the appropriate committees have been included in the process. Any committee may also recommend to CEC or any Senate that another committee be asked to review an issue.

All committee recommendations shall be routed using the San Diego Miramar College Governance Committee Recommendations and Routing Form (see Appendix V). Although it is not required, it is **highly** recommended that the recommending Committee Chair, or appropriate person(s), attend the Senates, Council and CEC meetings for any clarification and to provide timely due process of the recommendation.

Lastly, any issue needing clarification or due process that relates to any of the following areas must eventually be routed to the Academic Senate:
Curriculum
Degree and Certificate Requirements
Grading Policies
Educational Program Development
Standards or Policies regarding student preparation and success
District and College Governance Structures
Accreditation
Planning and Budget Development
Faculty Professional Development
Any other Academic or Professional matter

Duties of Governance Committee Chairs

Committee Chairs shall organize the work of their committee by completing the follow tasks:

1. Each Fall, and as necessary thereafter, review the committee purpose, goals, issues and procedures with the members and direct the committee to establish goals for the Calendar Year.
2. Submit the Committee's yearly goals and issues to the College Executive Committee. These annual goals will be reviewed for coordination with the College Strategic Plan.
3. Review with committee members their responsibilities, which must at a minimum include:
    a. Preparing for, and attending each meeting (or send a proxy)
    b. Representing the constituent group from which the member was appointed.
4. Schedule and call meetings, prepare agendas, establish a meeting format and direct and participate in the discussion of committee business at each meeting. Meetings shall not occur less than one per month, unless the committee's purpose and goals clearly require fewer.

5. Submit Committee agendas and previous minutes draft at least 72 hours before each meeting to:
    a. All committee members
    b. The Academic Senate President
    c. The Classified Senate President
    d. The Associated Student Council President
    e. The College President
    f. The College Governance Committee Chair
    Note: you may post the agenda and minutes to the respective Committee's web page and notify the persons above via E-Mail.
6. Submit reports in accordance with the procedures described in this handbook under "Reporting", including:
    a. See that verbal reports of the Committee's work are made to each constituent group by the appropriate committee members.
    b. Distribute written reports in the form of draft minutes, approved minutes, and the Recommendation form to the same list as the Agendas (above).
7. Fill vacancies in a timely manner by indicating a written request to the President of the appropriate constituent group from which the position was vacated.
8. Forward, in writing, all recommendations for changes in committee composition or purpose to the College Governance Committee for review and subsequent recommendation to the Academic Senate and CEC.
9. Set aside one committee meeting per year (to be determined jointly with the College Governance Committee Chair) in order to participate in the annual evaluation of the Miramar College Governance Structure.

Reporting

The work of the Standing Committees will be reported to all four constituent groups both verbally and in writing.

Verbal Reporting

Verbal reports should be made by the appropriate committee member at the next Associated Student Council, Academic Senate, and Classified Senate meetings unless the Council or Senates stipulate another time.

Written Reports

Written reporting shall take three forms: agendas, minutes and the Recommendations and Routing Form. Each constituent group should receive copies in a timely manner and maintain an organized file for reference.

Agendas should include standard items (approving past minutes, review of old business items, etc), as well as a new list of topics for discussion.

Agendas and previous draft minutes shall be submitted at least 72 hours before each meeting to:

a. All committee members
b. The Academic Senate President
c. The Classified Senate President
d. The Associated Student Council President
e. The College President
f. The College Governance Committee Chair

Note: The agendas and minutes may be posted to the respective Committee's web page and E-mailed to the persons listed above.

Minutes should include a summary of the discussions, as well as a description of any conclusions and recommendations.

Minutes shall be distributed or web posted in draft form, and marked as such, within 72 hours of the meeting within which they will be approved. An approved set, or notification that the draft has been accepted without modification, should be distributed or web posted within 5 working days after the meeting within which they were approved.

Written recommendations will be submitted at the next Academic Senate, Associated Student Council, and Classified Senate meetings on the San Diego Miramar College Governance Committee Recommendations and Routing Form unless the Council or Senates stipulate another time. (see Appendix V). They will then be further carried to the next College Executive Committee meeting unless CEC stipulates another time.

The Academic Senate is responsible for approving all AB-1725 matters in accordance with the Board of Trustees stipulations regarding "mutual agreement" and "rely primarily". In all other matters the Associated Student Council, Academic Senate, Classified Senate, and College President along with CEC will assure timely processing of the Recommendation. Disputes shall be handled in the CEC.

How to Make Changes to the Model and/or the Handbook

Any change to the model must be agreed upon by all four constituent groups. The approval process is as follows:

1. All recommendations for changes are to be sent in writing to the College Governance Committee.
2. The Committee will review the changes and will generally ask the recommending party to attend the review meeting to provide clarification if needed.
3. If the Committee decides to recommend the change(s), then:
    a. The Committee will forward it in writing to all four constituent groups for approval.
    b. Approvals, comments and revisions will be sent back to the College Governance Committee in writing within three weeks.
    c. If there is disagreement or changes made by one group, the College Governance Committee will continue to work with the four groups until there is complete agreement. If that cannot be accomplished, step four procedures will be followed.
4. If the Committee decides to not recommend the change(s), then
    a. The Committee may provide suggestions to the recommending party for revision and reason for non-support.
    b. The Committee will make a report of the suggestions and the Committee's recommendations available to the Associated Student Council, Academic Senate, Classified Senate, and College President .
    c. The recommending party can then take their suggestion(s) to CEC for further discussion and deliberation.

Appendix V – **CAUTION – If you print this form for use, do not print the entire document.**

San Diego Miramar College

Governance Committee Recommendations and Routing Form

Synopsis of Committee Recommendation: (Attach text with rationale, such as committee minutes, if applicable) **TIME SENSITIVE?** ☐ **Yes** ☐ **No**

1. Rely Primarily: (Check all that apply)

- ☐ Curriculum
- ☐ 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
- ☐ Processes for Institutional Planning and Budget Development

2. Mutual Agreement: (Check all that apply)

- ☐ Policies for Faculty Professional Development
- ☐ Processes for Program Review
- ☐ Other Academic and Professional Matters as Mutually Agreed Upon

3. Other (please describe): _____

Recommending Committee:	**Action Needed** (briefly describe):	**Committee Chair or co-Chairs:**
_____ Date: _____		Name:_____ Signature: _____ Name:_____ Signature _____

Academic Senate	☐ Accept	☐ Reject	☐ No Opinion	Date: _____
Classified Senate	☐ Accept	☐ Reject	☐ No Opinion	Date: _____
Associated Students	☐ Accept	☐ Reject	☐ No Opinion	Date: _____
Miramar Managers	☐ Accept	☐ Reject	☐ No Opinion	Date: _____
CEC	☐ Accept	☐ Reject	☐ No Opinion	Date: _____

☐ **PLEASE SEE ATTACHED COMMENTS**

Signatures:

Academic Senate President _____ **Date** _____

Miramar College President _____ **Date** _____

Classified Senate President _____ **Date** _____

Associated Student Council President _____ **Date** _____

Routing #131001-1240 **Received by:**_____ **Date** _____

Miramar College
Governance Committee
Recommendation Reporting Form

Committees make recommendations rather than decisions. The Committee Chair will submit this form and attachments, as necessary, to ensure that each recommendation is forwarded and considered.

Committee Name | Committee Chair

Recommendation Topic | Date of Committee Meeting

RECOMMENDATION AND EXPLANATION:

Date Submitted To:		Action Taken and Date of Action (discussed, accepted, referred to, etc.)	
/ /	Academic Senate President		/ /
/ /	Associated Student Council President		/ /
/ /	Classified Senate President		/ /
/ /	College President		/ /
/ /	**College Executive Committee**		/ /