

**San Diego  
Miramar College  
Governance Handbook**  
Last Update November 2017

**SUMMARY OF CEC APPROVED CHANGES TO THE COLLEGE GOVERNANCE HANDBOOK  
(As of November 30, 2017)**

1. Student Services Committee

- Revise committee goals and procedures
- Revise committee membership
- Dissolve Commencement Subcommittee

2. Professional Advancement Committee

- Added Student Services faculty member
- Removed Goal #3

3. Professional Development Committee

- Create Professional Development Committee
- Dissolve Staff Development Committee

4. Basic Skills Subcommittee

- Changed language to reflect changes to college structure (e.g. PLACe to Academic Success Center)

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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 Miramar College to implement a process wherein faculty, students, classified staff, and administration participate in collegial decision making and policy recommending activities.

## Mission

The 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 (CEC) 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 and can be grouped into three categories.

The first category provides planning and direction for the College, and includes

- Governance bodies and committees which make decisions about college policy and processes:
  - Academic Senate
  - The College President
  - Classified Senate
  - Associated Student Government
  - College Executive Committee (CEC)
  - Curriculum Committee
  
- Committees which make recommendations about procedural processes and implementation of adopted policy and processes:
  - 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 Advancement Committee
  - Staff Development Committee
  - Student Services Committee
  - Technology Committee

The second category consists of subcommittees that function as working groups responding to input from their parent committees. Although these working 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
- Distance Education
- Environmental Stewardship
- Honors
- Instructional Program Review/SLOAC
- Research
- Student Services Program Review/SLOAC
- Tenure and Promotion
- Website

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 committee chair, membership, goals, 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)
- Committee Goals
- Committee Procedures and Calendar
- Standing Subcommittees and/or parent 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 may be eligible for FLEX time.

## College Executive Committee

**Chair Eligibility** – Co-Chairs: Academic Senate President and College President

**Chair Election** – Designated by position

**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 President	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 Government 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, two 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 Subcommittees:** None

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Academic Affairs Committee

**Chair Eligibility** – Co-Chairs: Chair of Chairs and Vice President of Instruction

**Chair Election** – Designated by position

**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	Representative 3
Dean, School of Liberal Arts		School of Liberal Arts	
Dean, School of Public Safety		School of Public Safety	
Dean, School of BTCWI		School of BTCWI	
Dean of PRIELT		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:**

1. Discusses instructional operational issues including class scheduling, enrollment management and educational policy matters.
2. Facilitates enrollment procedures.
3. 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.
4. Implements, reviews, and makes recommendations to the pertinent sections of the San Diego Miramar College Strategic Plan.
5. 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 subcommittees will be given a regular place on the agenda to make reports to the parent committee.

**Standing Subcommittees:**

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/governance>

## Administrative Services Program Review Committee

**Chair Eligibility** – Vice President of Administrative Services

**Chair Election** – Designated by position

**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 subcommittee membership, goals, procedures and calendar in alignment with other college planning and review cycles

**Committee Procedures and Calendar:**

Committee will meet as needed.

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## 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 at the Academic Affairs meeting.

**Committee Procedures and Calendar:**

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

**Standing Subcommittees:**

None

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>



## College Governance Committee

**Chair Eligibility** – Academic Senate Vice President (i.e. President Elect or Past President)

**Chair Election** – Designated by position

**Chair Term** – Not Applicable

**Committee Membership\***

Administrators (1)	Classified Staff (3)	Faculty (5)	Students (2)
Representative	Representative 1	Academic Senate Vice President	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 Government, 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 Subcommittees:

None

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Curriculum Committee

**Chair Eligibility** – Faculty

**Chair Election** – Elected by committee

**Chair Term** – Two Years

**Committee Membership\***

Administrators (1)	Classified Staff (2)	Faculty (10)	Students (1)
Representative	Evaluator Representative	Committee Chair School of BTCWI School of Liberal Arts School of MBEPS School of Public Safety English Faculty Member Math Faculty Member Articulation Officer Counselor Non-classroom Faculty Member	Representative

\*The administrator is appointed by the College President. Classified membership includes at least one evaluator. Faculty membership includes the committee chair, recommendation elected by the committee; one faculty member from each school that offers instruction; an additional English faculty member; an additional math faculty member; the Articulation Officer; one counselor; and one additional non-classroom faculty member such as a librarian or counselor.

**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 curriculum proposals affecting Miramar College. 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 and guided by curriculum-related recommendations from 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 CCCC - Program and Course Approval Handbook

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

**Standing Subcommittees:**

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

**Parent Committee:**

- Academic Senate

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Diversity and International Education Committee

**Chair Eligibility** – Any Member

**Chair Election** – 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.

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>



## Facilities Committee

**Chair Eligibility** – Co-Chairs: Any Faculty Member and Administrative Member

**Chair Election** – Administrator: appointed by College President; Faculty Member: elected by committee

**Chair Term** – Two Years

**Committee Membership\***

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

**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 Subcommittees:**

Environmental Stewardship Subcommittee

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Faculty (Contract) Hiring Committee

**Chair Eligibility** – Co-Chairs: Same as Co-Chairs of Academic Affairs

**Chair Election** – Designated by position

**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**

- # 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.

#4A. Pending College President's approval, the FHC recommends that the criteria for automatically filling a vacated faculty position be one of the following:

- 1) a faculty member vacates a position for any reason prior to receiving tenure;
- 2) a tenured faculty member vacates a position and that person was the only contract faculty member who taught courses in that particular subject area (e.g. SOCO, BIOL, BUSE, CBTE) in the past year, and at least 1.0 FTEF (per semester) in that subject area was offered over the past year.

#4B. If a tenured faculty position is vacated for any reason other than that stated above, then the FHC recommends that faculty position be held vacant until such time that the next prioritized hiring list is created.

### **Standing Subcommittees:**

None

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Marketing and Outreach Committee

**Chair Eligibility** – Co-Chairs: Any Member and the Public Information Officer

**Chair Election** – PIO: designated by position; Member: elected by committee **Chair Term** – Two Years

**Committee Membership\***

Administrators (1)	Classified Staff (3)	Faculty (6)	Students (3)
Representative	Public Information Officer	School of MBEPS (1)	Representative 1
	Outreach Coordinator	School of Liberal Arts (1)	Representative 2
	Athletics Representative.	School of Public Safety (1)	Representative 3
		School of BTCWI (1)	
		School of PRIELT, Library Faculty(1)	
		Student Services Rep.	

**Committee Goals:**

The Marketing & Outreach Committee:

- o Ensures the effective and practical development and implementation of marketing and outreach strategies
- o Designs, implements and facilitates programs and projects affecting communications, outreach, and image of the college both on-campus and in the communities it serves
- o Assists departments and programs with the development of public relations materials
- o Provides input into Website Subcommittee to provide design and style parameters that best reflect College image and website marketing needs
- o 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 Subcommittees:**

None

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Planning and Institutional Effectiveness Committee

**Chair Eligibility** – Co-Chairs: Any Faculty Member & Administrative Member

**Chair Election** – Administrator: appointed by College President; Faculty Member: elected by committee

**Chair Term** – Three Years

**Committee Membership\***

Administrators (4)	Classified Staff (6)	Faculty (8)	Students (1)
VPI	Instructional Services Representative. (1)	Student Services Representative (1)	Representative
VPSS	Administrative Services Representative (1)	School of MBEPS (1)	
VPA	Public Information Officer	School of Liberal Arts (1)	
Dean of PRIELT	Student Services. Representative (1)	School of Public Safety (1)	
	Representatives (2)	School of BTCWI (1)	
		School of PRILET, Library Faculty (1)	
		Representatives At Large (2)	

**Steering committee:** VPI, VPSS, VPA, Research Subcommittee chair; Budget & Resource Development Subcommittee faculty co-chair; faculty and administrative co-chairs of Planning & Institutional Effectiveness Committee; Classified Senate representative

\* Faculty representation shall include at least one person from the Student Services division, one from each of the five Schools, plus two representatives at large. Faculty representation will also include the faculty co-chair of the Budget & Resource Development Subcommittee and the Chair of the Research Subcommittee, if that person is a faculty member.

### Committee Goals:

To ensure that the college integrated planning process is in alignment with the college mission, accreditation standards, and compliance with applicable Federal, State, and local requirements.

### Committee Procedures and Calendar:

The Institutional Effectiveness Committee will:

1. Coordinate, evaluate, and update the College Integrated Planning Process.
2. Review and update the planning calendar and work flow diagram of the College Annual Planning Cycle.
3. Provide leadership for the review of the College Master and Operational Plans and facilitate revisions and updates.
4. Regularly assess the College strategic plan.
5. Recommend revisions to the College Mission and Vision Statements congruent with analysis of the Strategic Plan assessment results.
6. Ensure that the Outcomes and Assessment process is aligned with the College Integrated Planning Process to facilitate student success.

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

### Standing Subcommittees:

Budget & Resource Development  
Research

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Professional Advancement Committee

**Chair Eligibility** – Tenured Faculty

**Chair Election** – Elected by committee

**Chair Term** – Two Years

**Committee Membership\***

Administrators (1) (non-voting)	Faculty (6)
Representative	School of MBEPS (1)
	School of Liberal Arts (1)
	School of Public Safety (1)
	School of BTCWI (1)
	School of PRIELT, Library Faculty (1)
	Evaluation Coordinator (must be tenured)
	Student Services Faculty

\*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 and Student Services. 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 Advancement 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.

**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 Subcommittees:**

Tenure and Promotion

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Professional Development Committee

**Chair Eligibility** – Co-Chairs- One Administrative Member and one Non-Administrative Member

**Chair Election** – Administrator: appointed by College President; Non-Administrative Member: elected by committee

**Chair Term** – Two Years

**Committee Membership\***

Administrators (3)	Classified Staff (4)	Faculty (7)
Associate Dean of Student Equity and Academic Success (SEAS)	Representative 1	FLEX Coordinator
Instructional Representative	Representative 2	Faculty Coordinator for Student Success
Non-Instructional Representative	Representative 3	Representative- School of Liberal Arts
	Representative 4	Representative- School of MBEPS
		Representative- School of BTCWI
		Representative- School of Public Safety
		Representative- Student Services

**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 and maintain a college-wide Professional Development Plan with alignment to campus and district planning, Accreditation Standards, and Title 5 Section 55730.
- Develop and manage applications for disbursement of professional development funds for faculty, classified staff, and administrators.
- Ensure link of funded Professional Development activities or events with a deliverable report on the positive contributions to the College.

**Committee Procedures and Calendar:**

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

**Standing Subcommittees:**

None

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Student Services Committee

**Chair Eligibility** – Co-Chairs: Any Member and the Vice President of Student Services

**Chair Election** – VPI: designated by position; Member: elected by committee

**Chair Term** – Two Years

**Committee Membership\***

Administrators (4)	Classified Staff (6)	Faculty (7)	Students (1)
VPSS	Admissions Staff	Classroom Faculty	Representative 1, rotates on annual basis
Dean of Student Development and Matriculation	Career Center Staff	Classroom Faculty	
Dean of Student Affairs	Financial Aid Staff	Non-classroom Faculty, Counseling	
Instructional Administrator	Health Services Staff	Non-classroom Faculty, DSPS	
	Instructional Staff	Non-classroom Faculty, EOPS	
	Outreach Staff	Non-classroom Faculty, Mental Health	
		Non-classroom Faculty, Transfer	

**Committee Goals:**

The purpose of this committee is to support the delivery of student-centered services focused on student success by:

1. Providing input on the implementation of the Student Success and Support Plan
2. Providing input on the implementation of the Student Equity Plan.
3. Providing input on the Student Services Program Review/ Student Learning Outcomes Assessment Cycle processes and evaluation.
4. Providing input on commencement and special activities.
5. Providing recommendations to the Vice President for Student Services.
6. Providing recommendations to the College Executive Committee.
- 7.

**Committee Procedures and Calendar:**

The committee will schedule monthly meetings during the fall and spring semesters.

The committee will receive scheduled updates from each Student Services unit.

Evaluate the committee's effectiveness, consistent with adopted guidelines.

**Resources**

Administrative Secretary, Office of the Vice President for Student Services (staff to committee)

Associate Dean, Student Equity and Academic Success

Faculty Coordinator for Student Equity and Academic Success

Campus Researcher

Student Services leadership personnel (department chairs, administrators, supervisors, program managers/ coordinators)

**Standing Subcommittees:**

Student Services Program Review/SLOAC

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>



## Technology Committee

**Chair Eligibility** – Co-Chairs: Any member and the Dean of PRIELT

**Chair Election** – Dean of PRIELT: designated by position; , Member: elected by committee

**Chair Term** – Two Years

**Committee Membership\***

Administrators (2)	Classified Staff (4)	Faculty (6)	Students (1)
Dean, School of PRIELT	Instructional Support Supervisor-AV	School of MBEPS (1)	Representative
Representative	Microcomputer Specialist Supervisor	School of Liberal Arts (1)	
	Instructional Computing Support Supervisor	School of Public Safety (1)	
	Representative	School of BTCWI (1)	
		Student Services Representative (1)	
		Representative (1)	

### **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 Subcommittee.
- Provide technology expenditure recommendations to the Budget and Resource Development Subcommittee.
- 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
- Budget and Resource Development Subcommittee 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 Subcommittees:**

Website Subcommittee - Oversight is shared with Marketing Committee.

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Academic Standards Subcommittee

**Chair Eligibility** – Any Member

**Chair Election** – Elected by committee

**Chair Term** – Two Years

**Committee Membership\***

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

**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/governance>

## Basic Skills Subcommittee

**Chair Eligibility** – Co-Chairs: Basic Skills Coordinator and Administrative Member

**Chair Election** – Administrator: appointed by College President; Basic Skills Coordinator: designated by position.

**Chair Term** – Two Years

**Committee Membership\***

Administrators (1)	Classified Staff (3)	Faculty (minimum 9)	Students (1)
VPI, VPSS, or Designee	Representative 1	Academic Success Center 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 Education 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 Faculty Coordinator for Academic Success. Additional faculty members will include the basic skills coordinator, two developmental math faculty, two developmental English/ESOL faculty, and one faculty at large from a Career Education discipline. Student membership shall include a representative from Associated Student Government.

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 Subcommittee
  - Design, implement and evaluate 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, including accelerated and co-requisite models
    - 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/governance>

## Budget & Resource Development Subcommittee

**Chair Eligibility** – Co-Chairs: Any Faculty Member and the Vice President of Administrative Services

**Chair Election** – VPA: designated by position; Faculty Member: elected by committee\*

**Chair Term** – Two Years

**Committee Membership**

Administrators (3)	Classified Staff (4)	Faculty (7)	Students (1)
VPA	Accounting Supervisor	District Budget Representative	Representative
VPI	Technology Support Representative.	Student Services Representative	
VPSS	Representative	CTE Representative	
	Representative	Representatives (4)	

\*The Committee will elect a faculty Vice-Chair at the second meeting of the current faculty Co-Chair's last year. The faculty Vice Chair will become the Committee's recommendation for the new faculty Co-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 a Career and Technical Education (CTE) program. Classified Staff representation shall include the Accounting Supervisor and one member from the technology support area. Student membership will be an Associated Student Government 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/governance>



## Curriculum Technical Review Subcommittee

**Chair Eligibility** – Not applicable

**Chair Election** – Not applicable

**Chair Term** – Not applicable

**Committee Membership\***

This is a non-decision making subcommittee made up of members from the Curriculum Committee.

Administrators (0)	Classified Staff (1)	Faculty (3-5)	Students (0)
	Evaluator	Curriculum Chair	
		Curriculum Technical Writer	
		Articulation Officer	
		<i>English Faculty Member recommended</i>	
		<i>Math Faculty Member recommended</i>	

### Committee Goals:

The Technical Review Subcommittee of the Curriculum Committee reviews course outlines, certificate and degree proposal drafts prior to submission to Curriculum Committee action, in an effort to eliminate many common problems that cause delays in obtaining final proposal approval.

Technical Review does not evaluate the merits of a proposal -- that remains the purview of the Curriculum Committee. Technical Review examines the following:

1. Course outline conformance with the standard outline template (completeness, enumeration, format).
2. Course numbering and title conformance to Program and Course Approval Handbook (PCAH) guidelines.
3. Interdepartmental subject matter overlap.
4. Catalog description, student learning objectives, course contents and instructional methodology conformance to PCAH guidelines.
5. Review of requested Curriculum Committee action(s)

### Committee Procedures and Calendar:

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

### Parent Committee(s):

Curriculum

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Distance Education Subcommittee

**Chair Eligibility** – Any Member

**Chair Election** –Elected by committee

**Chair Term** – Two Years

**Committee Membership\***

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

\*

**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/governance>





## Environmental Stewardship Subcommittee

**Chair Eligibility** – Any Member

**Chair Election** –, Elected by committee

**Chair Term** – Two Years

**Committee Membership**

Administrators (1)	Classified Staff (4)	Faculty (4)	Students (2)
Representative	Representative 1	Representative 1	Representative 1
	Representative 2	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. Make reports to all participatory governance groups on sustainability topics.
2. Mount campus-wide campaigns for recycling, sustainability in the classroom, or other related topics of campus interest.
3. Act as representative for campus sustainability issues to interested parties, such as District Board of Trustees, Miramar College Foundation, or other shared governance bodies.
4. Act as a liaison between the campus faculty, staff, managers, students and Facilities department or other campus groups involved with sustainability.
5. Participate in campus life annually with activities such as the ones proposed below:  
Host campus events to highlight or showcase sustainability issues; pursue sales of EST/campus sustainability products or hold ticketed events in order to sustain or increase funds in EST account; advocate for responsible campus environmental sustainability in all areas of campus life.

### **Committee Procedures and Calendar:**

The subcommittee will meet once a month or as scheduled.

### **Parent Committee(s):**

Facilities

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

## Faculty Equivalencies Review – Task Force

**Chair Eligibility** – Any Faculty Member

**Chair Election** –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/faculty/governance>

## Honors Subcommittee

**Chair Eligibility** – Any Member

**Chair Election** –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/governance>

## Instructional Program Review/ Student Learning Outcomes Assessment Cycle (SLOAC) Subcommittee

**Chair Eligibility** – Co-Chairs: Any faculty member and an instructional administrator

**Chair Election** – Administrator: appointed by College President; Faculty Member: elected by committee

**Chair Term** – Two Years

**Committee Membership\***

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

**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/Staff/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/governance>

## Research Subcommittee

**Chair Eligibility** – Any Member

**Chair Election** –Elected by committee

**Chair Term** – Three Years

**Committee Membership\***

Administrators (3)	Classified Staff (4)	Faculty (3)	Students (1)
VPI or Designee	Public Information Officer or Designee	Transfer Center Director or Designee	Representative
VPSS or Designee	Job Placement Officer or Designee	Career Education Faculty	
VPA or Designee	Representative	Representative	
	Campus-Based Research & Planning Analyst		

**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/governance>

## Student Services Program Review/SLOAC Subcommittee

**Chair Eligibility** – Any Member

**Chair Election** –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 subcommittee 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/governance>

## Tenure and Promotion Subcommittee

**Chair Eligibility** – Tenured Faculty (Same as Chair of Professional Advancement Committee)

**Chair Election** – Not Applicable

**Chair Term** – Two Years

**Committee Membership\***

Administrators (1)	Faculty (6)
	(School Rep's Must be Full Professors)
Admin. Rep. (non-voting)	School of Bus, Math, Science (1)
	School of Liberal Arts (1)
	School of Public Safety (1)
	School of TCWI (1)
	School of PRIELT, Library Faculty (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 Subcommittee 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 Advancement Committee).

**Parent Committee(s):**

Professional Advancement

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>



## Website Subcommittee

**Chair Eligibility** – Any Member

**Chair Election** – Elected by committee

**Chair Term** – Two Years

**Committee Membership\***

Administrators (1)	Classified Staff (3)	Faculty (3)	Students (1)
Representative	Public Information Officer	Instructional CTE Faculty (1)	Representative
	Web Designer	Instructional non-CTE Faculty (1)	
	Server Administrator	Student Services Faculty (1)	
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 Subcommittee by attendance or in writing to the Website Subcommittee 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 Budget and Resource Development Subcommittee.
- 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):**

Technology

**Link to Agendas and Minutes:** <http://www.sdmiramar.edu/faculty/governance>

Appendix I:

### **Installment of Miramar College Standing Committee Members and Chairs**

All standing committees will have a membership duration of 2 years with a limit of two consecutive terms 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.

Any campus employee or enrolled student may be a Standing Committee member. Voting membership for each Standing Committee is described in this Governance Handbook. Faculty may be appointed as non-voting members to fulfill their contractual obligation for committee service.

Standing Committee Chairs must have served on the committee as a voting member for at least two years to act as Chair. This may be reduced to one year in unusual circumstances. All standing committee and subcommittee chairs must be employed by SDCCD. **Students are not eligible to serve as chair or co-chair of any participatory governance committee. (CGC recommendation added Oct. 14, 2014.)**

Standing Committee Chairs term will be two years unless otherwise specified by the specific committee procedures as defined in this Governance Handbook, such as the 3-year terms of the PIEC faculty co-chair and the RSC Chair. (Exception example: Academic Affairs permanent Co-Chair is the VPI)

Standing Committee membership for the following year will be appointed by each Constituent Group's Senate and shall be determined during the Spring semester in accordance with the bylaws of each constituency. It is the responsibility of each committee Chair/Co-chair to update the constituency leaders about the membership, years of service, and to provide membership recommendations regarding additional interested participants to their respective Senates in a timely fashion.

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.

Succession planning:

During the first Spring Semester of a Chair's term of most committees with 2-year chair terms, and the second year spring semester of others with 3-year chair terms, the respective Standing Committees will make a recommendation for a Chair-Elect from committee members who have served at least one year and preferably two years as a voting member. The Chair-Elect will become the committee Chair at the end of the current Chair's term. The committee's recommendation will be approved by the 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 – Co-Chair
- Professional Advancement Committee
- College Governance Committee
- Staff Development Committee

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

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

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

Standing Committee voting and non-voting membership terms will be rotated to encourage participation of new members in committee work and its leadership in a manner so as to not renew more than one half of its membership during any rotation cycle.

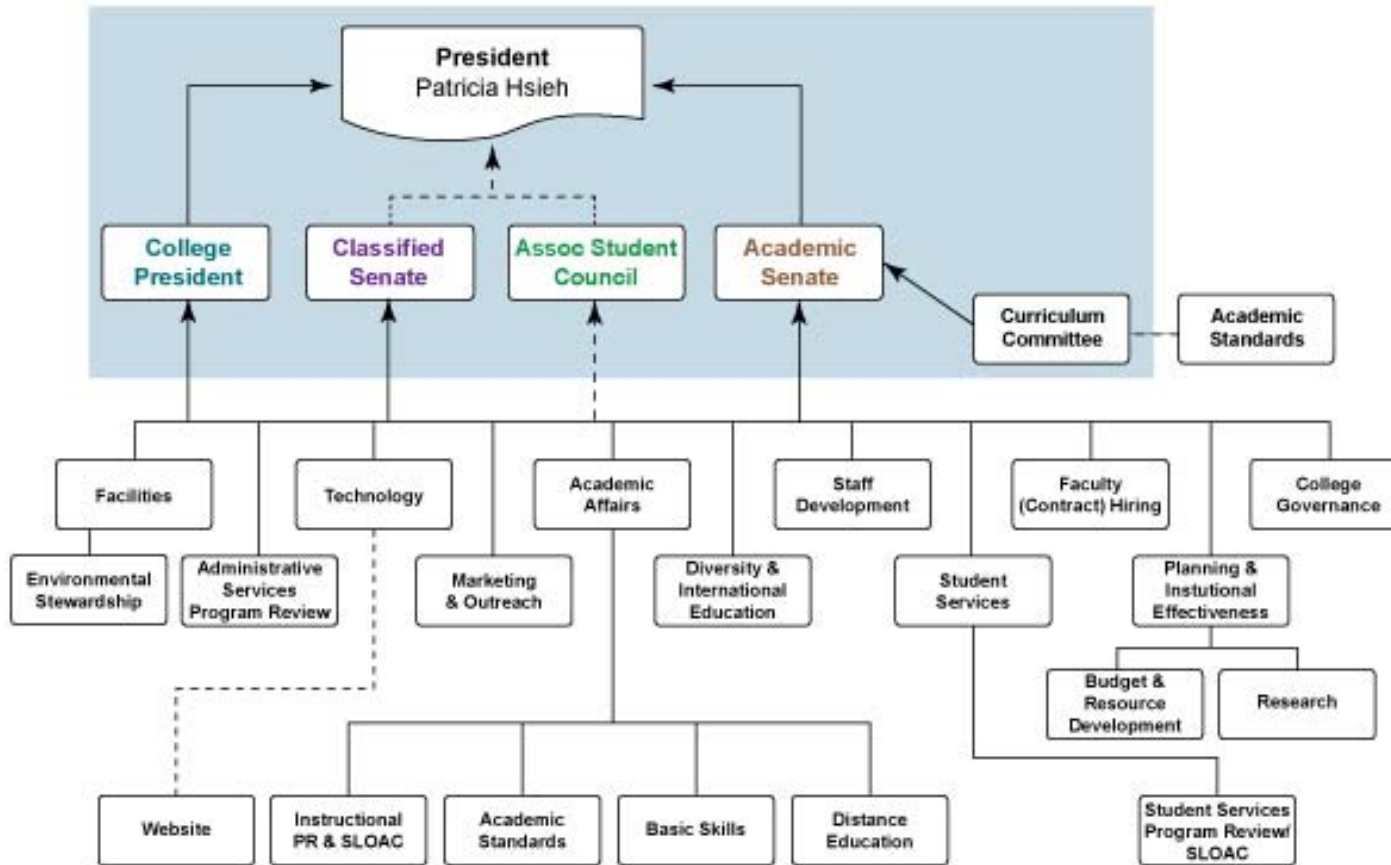
Committee service may be eligible for FLEX time. The Annual Fall FLEX shall include a Committee Member/Committee Chair/Co-Chair orientation.

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

**Appendix II**

Please refer to page 6 for description of committees and functions. Shaded region represents groups with decision-making functions.

## SAN DIEGO MIRAMAR COLLEGE Governance Structure



## 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)

<http://www.asccc.org>

[California Code of Regulations](http://ccr.oal.ca.gov)

<http://ccr.oal.ca.gov>

[District Policies and Procedures](http://www.sdccd.edu/public/district/policies)

<http://www.sdccd.edu/public/district/policies>

[The Ralph M. Brown Act](http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf)

[http://ag.ca.gov/publications/2003\\_Intro\\_BrownAct.pdf](http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf)

## Procedures for Changing The Model and The Handbook

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

Our governance model and structure are based on sound principles of deliberative participatory decision-making and include checks and balances for decisions to serve College-wide interests and the common good. Proposed changes can be initiated by decision-making bodies and standing committees and their functional subcommittees.

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 (CGC).
2. The CGC will review the changes and will generally ask the recommending party to attend the review meeting to provide clarification if needed.
3. If the CGC decides to recommend the change(s), then the CGC will forward it in writing to all four constituent groups for approval and then to the CEC for final College adoption.
4. If the CGC decides to not recommend the change(s), then
  - a. The CGC may provide suggestions, revisions and reasons for non-support of the changes as sent by the initiating recommending party.
  - b. The CGC will make a report of the proposed changes initiated by the recommending party and the suggestions and the Committee's recommendations available to the Associated Student Council, Academic Senate, Classified Senate, and College President.
  - c. The initiating recommending party is encouraged to attend the scheduled CEC meeting for discussions and deliberations before final College adoption.

### 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/Co-Chairs**

Committee Chairs shall organize the work of their committee by completing the following 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
  - c. Effectively deliberating in informed discussions
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. Post a hard copy of the Committee agendas at least 72 hours before each meeting in a publicly accessible established location, as well as on the committee website, and inform the campus community by email to the Miramar College DL and to:
  - a. All committee members
  - b. The Academic Senate President
  - c. The Classified Senate President
  - d. The Associated Student Government President
  - e. The College President
  - f. The College Governance Committee Chair
6. Provide draft minutes of the previous meeting in a timely fashion following a committee agreed upon timeline to the same list to whom the agenda is to be sent (above). Post a copy of the approved minutes on the committee website within 48 hours after the meeting.
7. Submit regular verbal reports to the constituency Senates updating on the committee work, at least once per year, at a time that is agreed upon with the constituency leader. Also, in accordance with the procedures described in this handbook under "Reporting", below, including:
  - a. See to it that verbal reports of the Committee's work are made by the appropriate committee members to their constituent group.
  - b. Distribute written reports in the form of draft minutes, approved minutes, and the committee recommendations to the same list as the Agendas (above).
8. Fill vacancies in a timely manner through a written request to the President of the appropriate constituent group from which the position was vacated.
9. 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, College President, Classified Senate, Associated Student Government and CEC.
10. 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 Government, 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, draft and approved minutes shall be submitted as indicated under items 5 and 6 of the section above on Duties of Governance Committee Chairs/Co-Chairs.

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

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* ([see Appendix V](#)) unless the Council or Senates stipulate another time. 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 Government, Academic Senate, Classified Senate, and College President along with CEC will assure timely processing of the Recommendation. Disputes shall be handled in the CEC.





**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): \_\_\_\_\_

<b>Recommending Committee:</b> _____  Date: _____	<b>Action Needed</b> (briefly describe): _____  _____	<b>Committee Chair or co-Chairs:</b>  Name: _____  Signature: _____  Name: _____  Signature: _____		
<b>Academic Senate</b>	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject	<input type="checkbox"/> No Opinion	Date: _____
<b>Classified Senate</b>	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject	<input type="checkbox"/> No Opinion	Date: _____
<b>Associated Students</b>	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject	<input type="checkbox"/> No Opinion	Date: _____
<b>Miramar Managers</b>	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject	<input type="checkbox"/> No Opinion	Date: _____
<b>CEC</b>	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject	<input type="checkbox"/> 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 #171208-1517 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	/ /
/	/	<b>College Executive Committee</b>	/ /