

ACADEMIC MUTUAL AGREEMENT COUNCIL

(Academic Senate Committee)

Purpose:

To discuss and mutually agree on decisions related to Academic and Professional matters.

Function:

1. To review President's Advisory Council's agenda prior to the President's Advisory Council's meeting and to identify academic and professional matters subject to mutual agreement.
2. To discuss views of the Academic Senate and the Vice President, Instruction, related to Academic and Professional matters.
3. To consider options and alternatives for resolution of academic and professional issues.
4. To arrive at a written determination of mutual agreement or non-agreement on all academic and professional matters.

Membership: (3)

1. President, Academic Senate
2. Vice President, Instruction
3. Vice President, Academic Senate

APPEALS COMMITTEE

(Operational Committee – Reports to Student Services)

Purpose:

The Appeals Committee exists to provide an opportunity for students with extenuating circumstances to challenge policies and procedures that have a negative impact on them, and to act on cases involving special or irregular circumstances. Members will serve as Suspension Hearing Panelists and on Grievance Review Committees, if appropriate.

Function:

1. To review exceptions, e.g., governing probation, dismissal, residence requirements, graduation requirements, the extension of incomplete grades, and financial aid and students who appeal their academic suspension from the College
2. To act upon the authority to make exceptions as outlined in the Administrative Regulations & Procedures.
3. To serve as members of the Grievance Review Committee where appropriate and Suspension Hearing Panelists when requested.

Membership: (6)

1. Dean, Student Services (Chair)
2. Representative from Instruction, appointed by the Vice President, Instruction
3. Two faculty, including at least one counselor appointed by the Academic Senate
4. Two educational advisors, at least one Financial aid advisor (Educational Advisors Rotate)

ASSESSMENT AND MATRICULATION COMMITTEE

(Academic Senate Committee)

Purpose:

To ensure that the eight components of both the credit and non-credit Matriculation Process (Admissions, Assessment, Orientation, Counseling & Advisement, Follow-up, Coordination and Training, Research and Evaluation, and Prerequisite, Co requisites, and Advisories on

Recommendation Preparation) contribute to student success and are implemented in compliance with state regulations.

Function:

1. Review and make recommendations regarding:
 - a. All matriculation components
 - b. The matriculation budget
 - c. Revision and update of the College's Matriculation Plan
2. Review and update all reports to and from the Chancellor's Office regarding all matriculation issues.
3. Ensure implementation of the College's Matriculation Plan, and develop effective matriculation component models in compliance with state policy and matriculation guidelines.
4. Annually review institutional programs which are part of implementation of the approved Matriculation Plan for both credit and non-credit programs.
5. Provide parameters and guidelines for assessment and placement, continually evaluate current assessment instruments, and study alternatives to existing assessment practices in consultation with appropriate departments.
6. Recommends to the Director, Research & Institutional Effectiveness, what information and data should be collected, stored, and analyzed for matriculation purposes.

Membership: (9)

1. Director, Assessment & Matriculation
2. Dean, Counseling
3. Five faculty appointed by the Academic Senate (to represent English, Math, Learning Assistance, AmLa, and Counseling)
4. Director, Research & Institutional Effectiveness (or designee)
5. One representative appointed by the Assistant Vice President, Community & Noncredit Education

BUDGET COMMITTEE

(Governance Committee – Reports to President's Advisory Council)

Purpose:

The Budget Committee is the primary governance body for developing, recommending and evaluating policies and processes relating to all aspects of College finances.

Function:

1. Develop and recommend policies and processes relating to overall resource generation and allocation.
2. Develop and recommend policies and processes for budget development.
3. Develop and recommend policies and processes for allocating discretionary revenue.
4. Evaluate effectiveness of policies and processes relating to all aspects of College finances.
5. Develop and recommend positions on statewide community college funding.

Membership: (12)

1. Vice President, Administrative Services (Chair)
2. Three managers (One from Instruction, one from Administrative Services, and one from Student Services)
3. Three faculty (Appointed by the Academic Senate)
4. Two Classified

5. One Confidential Employee
6. Two students (Appointed by Associated Students)

CAMPUS EQUITY AND DIVERSITY COMMITTEE

(Operational Committee – Reports to Vice President, Human Resources)

Purpose:

To foster a climate of equal opportunity, educational excellence, and success for all students, and to strengthen and expand the capacity of every officer and employee to demonstrate sensitivity to, and understanding of, the diversity of the students we serve. To foster a workforce that is diverse through equal employment opportunity for all, and through assuring that we do not discriminate unlawfully.

Function:

1. Develop updated and strengthen Employment Opportunity Plans and Student Equity Plans.
2. In terms of evaluating candidates for employment, ensure that every stage includes an evaluation of sensitivity to, and understanding of, the diversity of students we serve.
3. Establish a Diversity Training Program for members on hiring committees.

Membership: (11)

(Membership should be representative and must include representatives from DSP&S, Human Resources, and Student Services)

Chair of the committee to be a member of the Academic Senate Executive Board.

1. Six faculty members (appointed by the Academic Senate)
2. Director, Assessment
3. Director, Human Resources
4. Two classified representatives
5. One student representative (appointed by Associated Students)

COLLEGE CALENDAR COMMITTEE (Committee eliminated 6/06)

(Task Force - Reports to President's Advisory Council)

Purpose:

To develop and recommend the College's official calendar based on what is pedagogically sound and beneficial to the education of our students.

Function:

1. Develop the College calendar by October so the Board of Trustees can act in December for the succeeding year.
2. Review Title 5 regulations pertaining to the College calendar and keep current on any revisions and new regulations.
3. Coordinate the College calendar with the College district high schools and accommodate college starter enrollment whenever feasible.
4. Monitor fiscal and apportionment regulations so that calendar recommendations are in compliance with regulations and in the best interest of the College.

Membership: (9)

1. Vice President, Instruction (or designee) (Chair)
2. Vice President, Human Resources
3. Director, Admissions and Records
4. President, Academic Senate
5. Two faculty members appointed by the Faculty Association.

6. Two classified staff representatives
7. One student appointed by the A.S. President

CURRICULUM AND INSTRUCTION COUNCIL

(Academic Senate Committee)

Purpose:

The purpose of the Curriculum and Instruction Council is to make recommendations about educational assessment, design and delivery policies and procedures to the Academic Senate.

Function:

1. To recommend academic policies, procedures, and guidelines related to curriculum, assessment; the granting of credit, degree, certificate and general education requirements; and other related issues.
2. To review and make recommendations regarding the appropriateness and need of proposed programs and courses within programs, including adult education offerings.
3. To review and make recommendations regarding Community Education offerings.
4. To recommend instructional priorities for the college.
5. To place courses within disciplines.
6. To approve course and basic skills prerequisites.
7. To recommend assessment policies as they relate to prerequisites, selection of instruments, and the setting of cut-off scores.
8. To review and recommend associate degree requirements, CSU general education certification, and IGETC requirements.
9. To develop and recommend appropriate sections of Administrative Regulations and Procedures.

Membership: (11) (This committee will have a faculty chair or co-chair)

1. Vice President, Instruction, or designee (Co-Chair)
2. Assistant Vice President, Community & Noncredit Education or designee
3. Curriculum Liaison (Co-Chair)
4. One manager (appointed by the Vice President, Student Services)
5. President and Vice President of the Academic Senate (or designee)
6. Three faculty appointed by the Academic Senate (must have representation from noncredit Instruction)
7. One representative from Distance Learning Committee
8. One student appointed by the President, Associated Students

Note: One faculty appointee should be a counselor unless the Academic Senate President or Vice President is a counselor.

DISTANCE LEARNING COMMITTEE

(Academic Senate Committee)

Purpose:

The purpose of the Distance Learning Committee is to discuss, review, and evaluate distance learning modes of instruction, and recommend new opportunities for distance learning and teaching.

Function:

Evaluate and recommend approval of the mode of instruction for the Distance Learning Course Proposals, recommend policy changes pertaining to distance learning modes of instruction, provide a forum for sharing and collaboration among distance learning faculty and students, sponsor informational meetings, discussions, and workshops pertaining to distance learning modes of instruction by providing timely information to the campus and community, support the campus community by serving as a resource for the development of distance learning modes of instruction, evaluate and promote a variety of effective practices and standards for distance learning modes of instruction.

Membership: (10)

(This committee will have a faculty chair or co-chair.)

1. Dean, Library & Learning Resources (Co-chair)
2. Four Faculty appointed by the Academic Senate
3. Online Learning Faculty Mentor (Co-chair)
4. Coordinator of Online Learning Support Center
5. Disabled Student Programs & Services, Committee Resource
6. One student appointed by Associated Students
7. Instructional Dean, appointed by the V.P. of Instruction
8. One appointment by the Vice President of IET
9. Distance Learning/Electronic Reference Librarian

EDUCATIONAL DELIVERY COMMITTEE

(Task Force – Reports to the Academic Senate)

Purpose:

The purpose of the Educational Delivery Committee is dedicated to providing new opportunities for teaching and learning through alternative modes of instruction and special programs and helping to evaluate the effectiveness of the use of those modes and programs.

Function:

1. Provide yearly evaluation of Mt. San Antonio College's Special Programs delivering alternative modes of instruction.
2. Sponsor informational meetings, discussions, and workshops pertaining to alternative modes of instruction.
3. Promote alternative modes of instruction by providing timely information to the campus and community.
4. Support the campus community by serving as a resource for the development of alternative modes of instruction.
5. Evaluate and promote a variety of effective practices and standards for alternative modes of instruction.

Membership: (10)

(This committee will have a faculty chair or co-chair.)

1. Dean, Library and Learning Resources (Co-chair)
2. One representative from Disabled Student Programs & Services (Co-chair)
3. One representative from Distance Learning
4. One representative from Honors Program

5. One representative from Service Learning
6. One representative from Study Abroad
7. One representative from Summer Bridge
8. One representative from Tutorial Services/
9. One representative from Weekend Business College
10. One Student appointed by A.S. President

EDUCATIONAL DESIGN COMMITTEE

(Academic Senate Committee)

Purpose:

The Educational Design Committee serves as a standing committee of the Curriculum & Instruction Council. The mission of the Educational Design Committee is to facilitate consistency in the quality of curriculum management and to ensure that all general education courses meet the intent of Title 5 regulations.

Function:

1. Report and make recommendations to the Curriculum and Instruction to include:
 - a. Review of new and amended credit and non-credit course content and associated required technical information under Title 5.
 - b. Review of new and amended courses as they relate to majors and certificates and transfer.
 - c. Coordination of course proposals and review as appropriate.
 - d. Appropriate requisites
2. Review, approve, or deny general education courses via Educational Design Subcommittee for GE and Transfer Issues.
 - a. Educate and train the faculty on procedures in requesting general education course approval.
 - b. Implement the general education philosophy on campus by systematically reviewing all general education lists.
3. Approve reports for CSU and UC for recommendations to Curriculum & Instruction Council.
4. Recommend policy changes pertaining to curricular issues.
5. Implement state regulations and guidelines pertaining to the curriculum development process:
 - Train committee members, faculty, division deans, staff, as appropriate
 - Maintain and provide regulations update
 - Disseminate information
6. Review courses and programs maintaining compliance with external and internal policies.

Membership: **(15)** (This committee will have a faculty chair or co-chair.)

1. Curriculum Liaison (Co-Chair)
2. Dean, Instructional Services (Co-Chair)
3. Assistant Vice President, Community and Noncredit Education
4. Articulation Officer
5. Articulation Specialist
6. Director, Assessment & Matriculation
7. Eight faculty appointed by the Academic Senate
8. One student appointed by Associated Students

ENROLLMENT MANAGEMENT COMMITTEE -- COMMITTEE ELIMINATED 10/05

(Operational Committee – Reports to Vice President, Instruction)

Note: The committee needs to include language in the purpose and function statements that address academic programs.

Purpose:

The purpose of the Enrollment Management Committee is to develop and oversee an Enrollment Management Plan for the College that will provide policy, guidelines, and processes which will enable the College to efficiently and effectively provide student access, minimize unfunded FTES, and maximize fiscal resources.

Function:

1. To examine existing registration priorities, analyze data, and recommend appropriate changes.
2. To analyze data necessary to meet the Committee's purpose.
3. To develop strategies to address the challenges created by continually changing customer demographics.
4. To annually develop a written Enrollment Management Plan that provides for growth, decline, and stable enrollments; and which includes, but is not limited to the following, components:
 - a. Access
 - b. Registration Priorities
 - c. Scheduling
 - d. Maximizing Current and Future Resources
 - e. Credit and Continuing Education
5. To make recommendations to the Academic Mutual Agreement Council and President's Advisory Council, consistent with the College's governance structure.

Membership: (10) Membership to include Academic Senate, Instruction, and Student Services, but not the Classified Senate.

1. Vice President, Instruction (or designee) (Chair)
2. IT Representative (Attendance/accounting expertise)
3. Two representatives from Instruction, appointed by the Vice President, Instruction
4. Three Faculty, appointed by the Academic Senate
5. Student Services representative appointed by the Vice President, Student Services
6. Director, Admissions & Records
7. One student, appointed by the A.S. President

EQUIVALENCY COMMITTEE

(Academic Senate Committee)

Purpose:

The purpose of the Equivalency Committee is to collect and review new and amended Equivalencies to Minimum Qualifications for all faculty in all disciplines consistent with requirements and guidelines established by the Board of Governors and Statewide Academic Senate, and to make recommendations to the Curriculum & Instruction Council regarding the acceptance of these changes to established College equivalencies.

Function:

1. To collect, review, and record existing criteria, policies, and procedures relative to Equivalencies to Minimum Qualifications for all credit and non-credit faculty in all disciplines offered by the College.

2. To collaboratively involve stakeholders such as department chairs, assistant deans, division deans, program supervisors, and Human Resources personnel.
3. To collect, review and evaluate proposed changes to existing College equivalencies.
4. To develop a system to communicate appropriate and necessary information to the Human Resources Office for formal recording and filing.
5. To develop a formal system by which the implementation of equivalencies can be monitored.
6. To make recommendations to the Curriculum & Instruction Council consistent with the College's shared governance system.

Membership: (6) (This committee will have a faculty chair or co-chair.)

1. Academic Senate President, or designee (Chair)
2. Four faculty members appointed by the Academic Senate
3. One instructional manager appointed by the Vice President, Instruction

HEALTH AND SAFETY COMMITTEE

(Operational Committee – Reports to Vice President, Administrative Services)

Purpose:

The Health and Safety Committee exists for the purpose of providing education and resources pertaining to contemporary physical, mental health, and safety issues for the campus community. The goals of the Committee include:

- Raising awareness and use of campus and community health and safety resources.
- Increasing awareness of healthy lifestyle choices.
- Ensuring compliance with laws and regulations affecting safety.
- Maintaining safe working conditions.

Function:

1. To serve as the primary advisory body to the President's Advisory Council regarding health and safety issues.
2. To participate in the gathering and dissemination of health and safety information.
3. To study and make recommendations for the development, implementation, and facilitation of health and safety programs and services, including disaster preparation and training.
4. To facilitate communication of unsafe conditions, practices, and health concerns and recommend corrective action.
5. To review campus accident and injury reports and make recommendations as needed.

Membership: (10)

1. Director, Safety and Risk Management (Chair)
2. Director, Health Services
3. Director, Public Safety
4. Director, Maintenance
5. One faculty member (appointed by the Faculty Association)
6. Two classified staff members
7. One Physical Education designee
8. One student representative (appointed by Associated Students)
9. Representative from Human Resources with Staff Development Expertise

INFORMATION SECURITY WORK GROUP (COMMITTEE ELIMINATED 6/06)

(Operational Committee – Reports to the Chief Technology Officer)

Purpose:

The purpose of the Information Security Work Group is to protect the integrity and confidentiality of all data, network infrastructure, and system components maintained by the college. This will be done in compliance with all federal and state laws related to information security.

Function:

1. To establish an information security training program and conduct periodic reviews of the program.
2. To review and make recommendations regarding campus security policies and Administrative Procedures Section 3720.
3. To review new technologies as they relate to information security.
4. To test recovery procedures.
5. To periodically conduct an Information Security Audit and risk assessment and report on audit findings, including recommendations.
6. To protect against any anticipated threats or hazards to the security of college maintained information.

Membership:

Chair to be appointed by the Chief Technology Officer.

1. Two Systems Programmers
2. Data Base Administrator
3. Operations Scheduler
4. Director, Safety & Risk Manager
5. Two Network Administrators

INFORMATION TECHNOLOGY ADVISORY COUNCIL (ITAC)

(Operational Committee – Reports to Chief Technology Officer)

Purpose:

The ITAC is the primary advisory group for setting goals and providing direction to the College in development, integration, application and delivery of information and educational technologies.

Function:

1. To provide strategic leadership, guidance and advocacy on matters related to technology.
2. To review and act upon the recommendations of IT operational committees and task forces.
3. To review requests for technology and prioritize them based on the college mission.
4. To establish and maintain channels of communication amongst all campus constituents.
5. To assist the President and college leadership groups in long range planning for technology.
6. To establish and maintain short and long range strategic plans for technology.
7. To establish and maintain an annual evaluation of the institutional effectiveness of IT's activities.
8. To make recommendations for budget requests for technology based on the College goals.
9. To recommend and review technology policies and procedures.
10. To ensure that all electronic and information technology is accessible to individuals with disabilities.

Membership: (10)

1. Chief Technology Officer – Chair
2. Vice President, Student Services or designee
3. Two managers appointed by the
4. Two faculty appointed by the Academic Senate
5. One classified staff
6. One representative from the Educational Delivery Committee
7. One student appointed by the Associated Student President

INSTITUTIONAL EFFECTIVENESS COMMITTEE

(Governance Committee – Reports to President’s Advisory Council)

Purpose:

The Committee will have responsibility for assessment, evaluation, and coordination of activities leading to improvement of institutional effectiveness.

Function:

1. Supports ongoing connection between unit planning activities and institutional planning processes.
2. Determines data reports needed to support effective planning and evaluation activities at the unit level.
3. Regularly reviews the form and process for institutional program review (PIE) to ensure that they support ongoing unit planning and evaluation efforts.
4. Conducts annual review of Planning for Institutional Effectiveness (PIE) results to provide feedback to PAC regarding planning efforts across departments leading to improving institutional effectiveness.
5. Plans for systematic documentation of institutional planning efforts annually to prepare for accreditation.

Membership: (10)

1. Dean, of Instructional Services (Chair)
2. Coordinator of SLOs/AUOs Implementation Team
3. One representative from the Campus Equity &
4. Academic Senate President (Or Designee)
5. One representative from Student Services (Appointed by the Vice President, Student Services)
6. One representative from the Student Preparation & Success Council
7. Director, Research & Institutional Effectiveness
8. Director, College Information Systems
9. One representative from the Academic Senate (Appointed by the Academic Senate)
10. One representative from classified staff
11. One Student Representative (Appointed By Associated Students)

INSURANCE COMMITTEE

(Operational Committee – Reports to Vice President, Administrative Services)

Purpose:

The Insurance Committee investigates and makes recommendations to the Vice President, Administrative Services regarding comprehensive, cost-effective medical, dental, vision, life and related fringe benefit programs for the employees and retirees of the College.

Function:

1. To discuss compliance with Federal, State, and local laws and regulations affecting employee and retiree health benefits.
2. To study and make recommendations to employee groups regarding health plans and related fringe benefit programs.
3. To participate in the gathering and dissemination of information regarding health benefit programs and related issues.
4. To discuss health and insurance policies and provide recommendations.
5. To plan and organize annual open enrollment meetings and health fair.
6. To provide communications to employees and retirees of the campus community on health insurance and other voluntary programs.

Membership: (10)

1. Director, Risk Management (Chair)
2. Vice President, Human Resources, or designee
3. One Manager (appointed by the Management Steering Committee)
4. Three faculty (appointed by the Faculty)
5. Three classified staff (one from each Bargaining unit and one from the Confidential staff)
6. One Benefits Office Employee (Resource Person)

PRESIDENT'S ADVISORY COUNCIL

(Governance Committee - Reports to College President)

Purpose:

To ensure the long-term stability and success of the institution; the President's Advisory Council provides a forum to review and recommend the direction and focus for the College consistent with the College's Mission, Vision, and Core Values.

Function:

1. To periodically review and revise the College's Mission, Vision, and Core Values
2. To revise and recommend Strategic Goals for the College.
3. To deliberate, develop, oversee, and improve integrated processes for planning, budgeting, accreditation, and evaluation.
4. To ensure that the various planning processes are coordinated and consistent with the established direction and focus of the College.
5. To provide input and recommendations prior to the adoption of the Annual Plan and Budget of the College.
6. To periodically evaluate the College governance procedure and structure.
7. To participate in the development of recommended College priorities.

Membership: (14)

1. College President, Chairperson
2. Three Management Representatives (Appointed by the College President)
3. Five Faculty (Appointed by the Academic Senate)
4. Two Classified Staff
5. Confidential Staff Representative
6. Student Representatives (Appointed by the Associated Students President)

PROFESSIONAL DEVELOPMENT COUNCIL

(Operational Committee – Reports to Dean, Library & Learning Resources)

Purpose:

The Professional Development Council provides leadership and is responsible for the development of the College's staff and organizational development plan. It supports the College Mission through the alignment of local and state staff development resources with College goals.

Function:

1. To establish and meet staff and organizational development goals and objectives developed in alignment with College goals.
2. To set directions and make recommendations for staff and organizational development at the College.
3. To establish, sponsor, and support Professional Development Council Action Teams as needed to meet program objectives.
4. To establish and monitor the College's professional development program budget based upon an ongoing needs assessment process with additional input from program review and evaluation results.
5. To maintain guidelines and procedures for program and funding approval.
6. Evaluate the effectiveness of staff and organizational learning.

Membership: (10)

1. Director, Professional & Organizational Development (Co-Chair)
2. Four Academic Senate representatives including:
 - Executive Board Member (Co-chair)
 - Two Full-time Faculty Members
 - Part-time Faculty Member
3. Three classified representatives
4. One representative appointed by the Asst. Vice President, Community & Noncredit Education
5. One representative from the Management Steering Committee

SCHOLARSHIP COMMITTEE

(Operational Committee – Reports to Financial Aid)

Committee should review purpose and function statements. There is a need to clarify how all scholarships are coordinated.

Purpose:

To ensure that scholarships are appropriately and fairly distributed according to criteria specified by the donors.

Function:

To screen and select recipients for various scholarships, according to criteria specific by the donors.

Membership: (9)

1. Scholarship Coordinator (Chair)
2. One representative from the Foundation
3. Six faculty appointed by the Academic Senate
4. One student representative (appointed by Associated Students)

STUDENT PREPARATION AND SUCCESS COUNCIL

(Academic Senate Committee)

Purpose:

To review and recommend standards or policies regarding student preparation and success.

Function:

1. To review, develop and recommend to the Academic Senate policies and procedures related to student preparation and success.
2. To provide input to the campus decision-making process regarding policies and procedures impacting student preparation and success. Standards or policies regarding student preparation and success are defined as academic and professional matters. (Title 5, Article 2. Section 53200)
3. Monitor Key Performance Indicators related to Student Services.

Membership: (12)

1. Vice President, Student Services (Co-Chair)
- *2. Academic Senate President (Co-Chair) (or designee)
- *3. Three faculty members (appointed by the Academic Senate)*
4. One representative appointed by the Vice President of Instruction
5. Three representatives appointed by the Vice President, Student Services
 - Dean of Counseling (ongoing)
 - Director, Assessment (ongoing)
 - Director, Student Life (ongoing)
6. Three students appointed by the A.S. President

** One of the three faculty should be a counselor and one of the three faculty members must be a Senator.*

STUDENT EQUITY COMMITTEE

(Academic Senate Committee)

Purpose:

The purpose of the Student Equity Committee is to study, monitor, and make recommendations to appropriate bodies regarding the College's student equity plan and student equity issues and efforts.

Function:

1. Monitor submission, updates, implementation, and overall compliance of the Student Equity Plan submitted to the State Chancellor's Office.
2. Make recommendations regarding program and process improvement and needed

interventions, to governance committees relative to student equity issues of access and success, course completion/retention, graduation/ program completion, and transfer.

3. Assists the College community in broadening and deepening their understanding of student equity issues and concerns.
4. Serves as a catalyst to infuse the principles of student equity into the College's mission, vision and goals.

Membership: (10) (This committee will have a faculty chair or co-chair.)

1. Dean, Student Services – Co-Chair
2. Two faculty appointed by the Academic Senate (Co-Chair)
3. Two managers appointed by the Vice President, Instruction (one from credit and one from noncredit)
4. One representative from EOPS/Re-entry Center
5. One representative from DSP&S
6. Bridge Program Representative
7. One student appointed by Associated Students
8. Director of Public Information or designee