College Governance Handbook

Approved by Miramar College
April 27, 2021

Updated for Spring 2026

Change Log

Date	Description	Editor	Minutes/origin
2021-04-27	College Governance Handbook approved for implementation in Fall 2021.	P. Lundburg/ L. Murphy/ S. Young/ S. Azai	Approved at 4-27-21 CC Meeting
2021-11-09	Initial Process published	P. Martin	Approved at 11-9-21 CC Meeting
2022-06-13	Change to Planning, Research, and Institutional Effectiveness Committee (add Program Review Outcomes Assessment Co-chair as voting member; change name to PIER)	D. Miramontez/ D. Sheean	Approved at 5-24-22 CC Meeting
2022-06-13	Change to Guided Pathways Steering Committee (remove co-chair, add one faculty at-large position, add "designee" language for AS President)	A. Gonzales/ L. Brewster	Approved at 5-24-22 CC Meeting
2023-02-08	Change to Guided Pathways Steering Committee (add Associate Dean of Academic Success & Integrated Support Services; add "Instructional Services" and "Student Services" to classified designees; add Counseling Chair; add ACP Lead of Leads; add Researcher as ex officio)	A. Gonzales/ L. Brewster	Approved at 12-13-22 CC Meeting
2023-02-08	Change to IDEA Committee (add Black/Ethnic Studies designee under faculty membership)	C. Carrasquillo Jay	Approved at 12-13-22 CC Meeting
2023-02-08	Change to SEEM Committee (updated Chairs sections, membership section, purpose/charge, and responsibilities)	M. Wolfson/ K. Reinstein	Approved at 12-13-22 CC Meeting
2023-02-08	Change to Technology Committee (changed "Administrative Services Designee" to "Designee" and changed "Public Information Officer" to "Designee" under Classified Professionals)	K. Hill	Approved at 12-13-22 CC Meeting
2023-02-08	General Edit (add "To reduce persistent vacancies for members from specific school/division/department, upon third call to fill a committee vacancy, it will be open to any member of any school/division/department, within the respective constituency."; add "Ex Officio members' attendance at committee meetings is voluntary (i.e. not required)")	P. Martin	Approved at 12-13-22 CC Meeting
2023-02-09	Distinction between functional/non-functional changes added to document	K. Hill	CGT Discussion
2023-06-07	Merged Academic Success Committee and Success in English, ELAC, and Math Committee. Retained faculty representation in English, ELAC, and Math. Changed name to Success Across the Curriculum Committee.	M. Rillo	CGHCF
2023-06-07	Change to CFHPC (Updated Meeting requirements, from monthly to "Committee will meet at least once each semester, with subsequent meetings as needed per the discretion of the Committee Chair.)	M. Rillo	CGHCF
2023-06-07	Change to CFHPC (Removed Academic Senate President as a committee member)	M. Rillo	CGHCF
2023-06-07	Change to Technology Committee (Membership reflects updated reorganization of Technology Services)	M. Rillo	CGHCF

2023-06-07	Change to Curriculum Committee (Added to procedures: membership term lengths to Additionally members may serve additional terms beyond the standard term limits...)	M. Rillo	CGHCF
2023-06-07	General Edit (Adding or clarifying language on term limits, sabbaticals, adjunct service, roles of committee members, and overall clarity and currency of the CGH. Language was added to streamline process, namely which committees must adhere to the Brown Act.)	M. Rillo	CGHCF
2023-06-07	Eliminated Guided Pathways Steering Committee	M. Rillo	CGHCF
2023-06-07	Eliminated Student Services Committee	M. Rillo	CGHCF
2023-08-24	GPSC and SSC pages added back in with note: "Propose eliminating the GPSC and SSC and fold work into a newly created student success committee. Will support boarder collaboration and input on student success initiatives such as student equity and guided pathways."	M. Kunst	Approved at 5-23-23 CC meeting
2023-08-24	Fixed Table of Contents	M. Kunst	
2024-01-10	Change to Distance Education Standards Committee	M. Kunst	CGHCF (Approved at 12-12-23 College Council)
2024-01-10	Change to Enviornmental Sustainability Committee	M. Kunst	CGHCF (Approved at 12-12-23 College Council)
2024-01-10	Change to Marketing and Outreach Committee	M. Kunst	CGHCF (Approved at 12-12-23 College Council)
2024-01-10	Change to PIER Committee	M. Kunst	CGHCF (Approved at 12-12-23 College Council)
2024-01-10	Change to PROA Committee	M. Kunst	CGHCF (Approved at 12-12-23 College Council)
2024-01-10	Change to clarify term limits	M. Kunst	CGHCF (Approved at 12-12-23 College Council)
2024-02-28	Corrected error to Distance Education Standards Committee	M. Kunst	
2024-06-04	Change to Contract Faculty Hiring Prioritization Committee	M. Kunst	CGHCF (Approved at 5-28-24 College Council)
2024-06-04	Change to Enrollment Management Committee	M. Kunst	CGHCF (Approved at 5-28-24 College Council)
2024-06-04	Change to Recruitment Announcement Language (page 19, last bullet)	M. Kunst	CGHCF (Approved at 5-28-24 College Council)
2024-06-04	Updated "School of Planning, Research, Innovative Effectiveness, Library and Technoloy (PRIELT)" to "Office of Institutional Effectiveness and Institutional Research." Updated "PRIELT Designee," under faculty, to "Library Designee," on applicable committee memberships.	M. Kunst	CGHCF (Approved at 5-28-24 College Council)
2024-06-04	Removed Guided Pathways Steering Committee, Student Services Committee, and Success Across the Curriculum Committee	M. Kunst	Approved at 5-23-23 College Council

2024-06-24	Added Student Success Committee (merger of GPSC, SSC, and SACC)	M. Kunst	Approved at 4-9-24 College Council
2024-06-24	Updated "College-wide Decision-making Structure Chart" on page 67.	M. Kunst	
2024-10-22	Change to Student Success Committee, switched from co-chair model to tri-chair model	M. Kunst	Approved at 10-22-24 College Council
2025-01-14	Added International Education Committee	M. Kunst	Approved at 12-10-24 College Council
2025-01-14	Change to IDEA Committee, under "Administrators" section of the committee membership, removed "Associate Dean of Academic Success and Integrated Support Services," and replace with "Dean, Equity and LEAD."	M. Kunst	Approved at 12-10-24 College Council
2025-01-14	Change to Professional Development committee, added "ASRE Designee" to represent adjunct faculty.	M. Kunst	Approved at 12-10-24 College Council
2025-01-14	Change to BRDS Committee membership, "Business Office Accounting Supervisor" now "Director of Administrative Services" and move from classified professional to administrator column; add "classified designee"; change "PRIELT Designee" to "Academic Services Designee"	M. Kunst	Approved at 12-10-24 College Council
2025-01-14	Change to Facilities, Health, and Safety Subcommittee. Add "Director Facilities & Operations" under administrator column; add "Occupational, Environmental Health, and Safety Coordinator" under classified professionals' column; change "Library/ASC designee" to "Academic Services Designee" under faculty column.	M. Kunst	Approved at 12-10-24 College Council
2025-08-27	Removed "Alternate" from College Council membership structure; removed "Alternate" definition from "Role of Committee Members."	M. Kunst	Approved at 8-26-25 College Council
2025-08-27	Removed "Guided Pathways Coordinator" and "Professional Development Coordinator" positions from Student Success Committee membership structure.	M. Kunst	Approved at 8-26-25 College Council
2025-08-27	Removed "Professional Development Coordinator" position from Professional Development Committee structure; changed co-chair to "Any member elected by committee"; changed "ASRE Designee" to "Adjunct At-Large Designee."	M. Kunst	Approved at 8-26-25 College Council
2026-02-12	Change to Enrollment Management Committee membership	M. Kunst	Approved at 2-10-26 College Council
2026-02-12	Updated language throughout handbook to reflect new school of Academic Services	M. Kunst	Approved at 2-10-26 College Council

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

College Mission

San Diego Miramar College's mission is to prepare students to succeed by providing quality instruction and services in an environment that supports and promotes success, diversity, inclusion, and equity with innovative programs and partnerships to facilitate student completion for degrees/certificates, transfer, workforce training, and/or career advancement.

Vision

San Diego Miramar College will be the center of education, innovation, and services to support our diverse students and community.

San Diego Miramar College, in keeping with this vision, supports and emphasizes the following guiding values:

- Access to learning and support services, for all students to successfully achieve their educational and career goals
- A culture that embraces and promotes equity, inclusion, civility, responsibility and~~,~~ sustainability, from a global perspective
- Diversity, equity, inclusion, and success of our students, classified professionals, faculty, administrators, and programs that reflect our community
- Creativity, innovation, flexibility, and excellence in teaching, learning, and services
- The ability to recognize and respond to opportunities and challenges emerging from a complex and dynamic world
- Strategic resource and partnership development to support curriculum and program innovation
- Collaboration and partnerships
- Effective participation in governance with respect and professionalism, through intentional, purposeful, and effective communication embraced by the college community
- Transformative processes that include a culture of evidence, data-driven decision making, collaborative inquiry, and action for promoting student success

Purpose of Governance Structure

San Diego Miramar College strives to enhance student success, improve the student experience, and ensure equitable access and outcomes for all students. Effective participatory governance will support these outcomes and will create a trustworthy recommendation-making process. This handbook is designed to clarify the role of faculty, classified professionals (including supervisors), students, and administrators in participatory governance at San Diego Miramar College. It provides guidance on the roles and responsibilities of all members of the college community, whether one is serving on a governance body or not. It also describes the recommendation and decision-making process, and how members of college constituency groups and governance bodies participate in that process.

The governance structure at San Diego Miramar College is designed to:

1. Implement the mission of the College through compliance with AB 1725 (1988).
2. Provide the opportunity for input from all college constituencies.
3. Ensure appropriate consultation and feedback.
4. Create a process to promote open communication between the constituencies.
5. Base the recommending process on open communication and shared information.
6. Encourage all to hear and respect the needs and expectations of faculty, classified professionals, students, and administrators in a consensus-building atmosphere.
7. Ensure diverse opinions and perspectives in governance.

Guiding Principles

The San Diego Miramar College 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 San Diego Miramar College students. To accomplish this, we value and depend upon the commitment and communication of everyone. Therefore, this model invites the effective participation of the faculty, classified professionals, students, and administrators of San Diego Miramar College through their officially recognized constituent groups, respectively: the Academic Senate, the Classified Senate, the Associated Student Government, and the College President. Conflict resolution, if any, shall take place in a collegial and professional manner (see District Board Policy 7150: Civility and Mutual Respect).
2. The governance structure of San Diego 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 San Diego Miramar College mission and goals. Thus, the campus goals will be the focus for all recommendations.
4. This governance model has been developed to facilitate recommendations and to comply with AB 1725 and Title 5, §§ 51023, 51023.5, and 51023.7, of the California Code of Regulations, 70902(b)(7) of the California Education Code, and Accreditation Standards.

San Diego Miramar College Governance and Organizational Structure

The Board of Trustees, Chancellor of the District, and the College President provide leadership in carrying out the mission of the District and the College. The Board of Trustees has decision-making authority over all policy matters and designates the operation of the District to the Chancellor who delegates authority to the College President for the operation of the College. The San Diego Miramar College governance and organizational structure has four distinct components:

Administrative matters; labor relations managed at the District level; Academic and Professional Matters; and participatory governance.

- **Administrative Matters**
  Administrative matters that do not fall in the participatory governance category and can derive from a variety of sources, including administrative units, college committees, individuals, and community members, are forwarded to the College President for routing to the appropriate recommending body.
- **Labor Relations**
  Labor relations is outlined in the Educational Employees Relations Act and managed at the district level.
- **Academic and Professional Matters**
  As defined in California Ed Code, Title 5, §§ 53200-53206, all Academic and Professional Matters are in the purview of the Academic Senate.
- **Participatory Governance**
  Participatory governance as set forth in AB 1725 (1988) requires the participation of all four constituency groups.

Participatory Governance

For the inclusion of all four constituency groups in participatory governance, San Diego Miramar College has established the College Council as the official recommending body for the College. The College recognizes that diverse opinions and values are important and that the knowledge and experience of faculty, classified professionals, students, and administrators are essential to the successful operation of the College. Therefore, participation in governance is encouraged, expected, and supported by the College and serves as an opportunity for, and responsibility of all employees. In addition to the constituency roles in participatory governance committees, the statue specifically assigns these rights and responsibilities.

Faculty

The Academic Senate is established by Board Policy 0210 as the mechanism through which the faculty voice their formal and effective participation in making recommendations to the administration of the College and to the Governing Board (Board of Trustees) on formation and implementation of District and College policies on Academic and Professional Matters (10+1) and on other District policies and procedures as stipulated in Title 5, §§ 53200 and 53203 as well as those contained in statute or other regulations.

The Board of Trustees recognizes the authority of the Academic Senate as representing the position of the faculty regarding Academic and Professional Matters in accordance with applicable state laws and regulations. The Board of Trustees or its designee(s) will consult collegially with the Academic Senate, as duly constituted, with respect to the following Academic and Professional Matters as defined by law.

1. Curriculum, including the establishment of 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 governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation processes,
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other Academic and Professional Matters as mutually agreed upon between the Board of Trustees and the Academic Senate, which includes, but is not limited to, faculty hiring processes.

Classified Professionals

The Classified Senate is established as the mechanism through which the classified professionals voice their formal and effective participation in making recommendations to the administration of the College. As stipulated in Title 5, § 51023.5, classified professionals "shall be provided with opportunities to participate in the formulation and development of District and College policies and procedures, and in those processes for jointly developing recommendations for action by the Governing Board (Board of Trustees), that the Governing Board reasonably determines, in consultation with staff, have or will have a significant effect on staff". The College Council and participatory governance committees are the venues through which classified professionals are given that opportunity at San Diego Miramar College in alignment with Board Policy 2510.

Students

Students are represented through the Associated Student Government of San Diego Miramar College. As stipulated in Title 5, § 51023.7, and by Board Policy 2510, students participate in college policies and procedures that have a direct impact on them to include the following:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Courses or programs that should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt; and
10. Any other District and College policy, procedure, or related matter that the District Governing Board determines will have significant effect on students.

Administrators

Managers shall have the opportunity to participate in the formulation of college policies and procedures and other areas.

Commonly used Abbreviations for Schools/Divisions at San Diego Miramar College

- Business Technical Careers Workforce Initiatives (BTCWI)
- Liberal Arts (LA)
- Mathematics, Biological, Exercise and Physical Sciences (MBEPS)
- Office of Institutional Effectiveness and Institutional Research (IE/IR)
- Public Safety (PS)
- Academic Services (AS)

Evaluation Methods and Cycle for the College Governance Handbook

Per Accreditation Standards (IV.B. and IV.A.), the San Diego Miramar College Governance Organizational Structure and Processes are evaluated in order to ensure continuous improvement of the institution. As per the College Governance Committee (CGC) recommendation (2018), currently the evaluation method for the College Government System is operating in a three-year cycle. In alignment with the current evaluation cycle for the College Government System, it is recommended by College Council that the College Governance Handbook (CGH) follow the same three-year cycle for input, feedback, vetting, recommendations and implementation of changes.

Participatory Governance
Committee Processes and Roles

The College participatory governance 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 Council for final resolution.

All meetings of participatory governance committees shall be open to everyone, and any member of the college community is invited to attend any meeting as a guest at any time. Members of committees are charged with consulting, polling, informing, and representing their constituencies. Each constituent group will establish selection criteria and appoint representatives to participatory governance committees. The respective constituency groups will also fill vacancies and replace members who do not attend meetings regularly. To reduce persistent vacancies for members from a specific school/division/department, upon the third call to fill a committee vacancy, it will be open to any member of any school/division/department, within the respective constituency. (This would not be true of vacancies slated for specific positions.)

The College Council, Academic Senate, Associated Student Government, Classified Senate, and the Curriculum Committee are required to adhere to the full text of the Ralph M. Brown Act (the Act). All other committees not listed above are not bound by the Act as they are bodies which make recommendations to parent committees that are legally bound. Nonetheless, Miramar College recommends that all committees follow the spirit of the Act in order to promote transparency, clarity, and trust. Committee Chairs and other members are encouraged to attend the annual Participatory Governance Academy to learn more about the Brown Act. Additional information can also be found via the links below.

The Brown Act (California Attorney General's Office):
https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf

A primer on the Brown Act from the First Amendment Coalition:
https://firstamendmentcoalition.org/facs-brown-act-primer/

The form the Academic Senate is using to enable remote attendance/teleconferencing for meetings while complying with the Brown Act:
https://docs.google.com/forms/d/e/1FAIpQLSdaTdPat8L3NXyF4mxgY520RpatnSAF-pBdtfcJOZZ8SPwpCQ/viewform?usp=sf_link

Role of the Chair/Co-Chairs

The role of the Chair/Co-Chairs of any governance committee is important in managing the business of that body. Most importantly, the Chair/Co-Chairs are responsible for ensuring all committee members have an opportunity to voice their opinions and ideas, and for cultivating an inclusive and welcoming environment for discussions. In terms of committee meeting~~s~~ duties, the Chair/Co-Chairs are responsible for the following:

- Each Fall at the start of the academic year, and as necessary thereafter, review the committee's purpose, goals, and procedures with the committee members and direct the committee to establish goals for the coming academic year.

- At the beginning of each academic year, the first committee meeting agenda should include a review of committee purpose, the current committee membership roster, and members' terms of service. After this review, it is the responsibility of the committee Chair/Co-Chair to update the constituency manager (i.e. the Chair of the Committee on Committees, the President's Office, etc.) about committee membership and service term changes.

- Review committee member responsibilities with all committee members (see section below on Role of the Committee Member).

- Schedule meetings and develop agendas (see Appendix B for meeting Agenda Template), incorporating awareness of the College's master calendar.

- It is recommended that committee chairs plan meeting calendars with the San Diego Miramar College master calendar in mind. This is the official calendaring system for governance meetings, housed in the College President's office. It contains scheduling information for planning campus-wide meetings and events in relation to participatory governance across the College and the District within the academic calendar.

- Work to ensure scheduling of items to facilitate timely discussion and processing within the participatory governance system, especially in those instances where items must be forwarded to the District Governing Board (Board of Trustees) or designees for approval.

- Ensure that draft minutes of the previous meeting are provided and approved in a timely fashion following a timeline agreed-upon by the committee; confirm a copy of the approved minutes is posted on the college website within 48 hours after the meeting minutes are approved.

- Provide regular reports (verbal or written) to the constituency bodies providing updates on the committee's work at a time that is agreed upon with the various constituency leaders.

- Fill committee vacancies in a timely manner through a written request to the president of the appropriate constituent group from which the position was vacated. In addition, monitor member attendance and follow up with constituency leadership regarding any member who is not attending as per the handbook requirements.

- If a committee makes a recommendation for changes in that committee's composition or purpose, the committee chair or co-chairs shall forward, in writing, all recommendations to the College Council for review and subsequent recommendation to the Academic Senate, Classified Senate, and Associated Student Government. Please reference the College Governance Change Request Process.

- Set aside one committee meeting in order to participate in the evaluation of the San Diego Miramar College Governance Structure.

- Participate in governance committee chair training.

- For Co-Chairs, equally collaborate with their committee Co-Chair on the aforementioned items.

Role of the Committee Member

Participatory governance works best when all participants approach their role with a goal of understanding the committee's purpose and objectives, contributing ideas, listening for understanding, and committing to equity, civility, mutual respect, and collegial behavior.

A committee member is defined as a member who has the authority to vote on a specific committee. Active participation by all committee members enables the College community to strive for governance outcomes that are inclusive, reflect all constituency perspectives, and expand the leadership capacity of the College. Committee members should come to meetings on time and prepared, having read and reviewed any materials provided in advance and/or having completed any assigned tasks. Committee members will ensure communication with their constituency group.

When a committee member cannot attend a regularly scheduled meeting, that committee member should identify a proxy as a substitute before the meeting is called to order. The proxy will speak for the committee member and cast votes in the committee member's name. No committee member shall hold more than one proxy at any given meeting. Any committee member who misses three regularly scheduled meetings without a proper substitute (proxy) shall be voided as a committee member. A committee member who has been voided may petition to their constituency manager (i.e. the Committee on Committees, the President's Office, etc.) for reinstatement. This petition must be submitted in writing within 7 working days of the official notification of being voided and specify which absences are the focus of the petition. If the petition is denied, the constituency manager will notify both the committee member and their committee chair.

Recommendations are made by standing committees to the College Council. All committee members, whether voting or not, are able to discuss items under review, but only voting members can participate in the voting process leading to formal recommendations.

Participants of participatory governance committees shall include:

<u>Constituency Committee Members</u>: These are the appointed representatives of constituent governing bodies (voting). Constituency members representing faculty, classified professionals, students, or administrators have an important role in the participatory governance process. By representing the whole of their constituency (i.e. all faculty, all classified professionals, all students, and all administrators), they bring important viewpoints, experiences, context, and institutional memory to the meeting table.

As a constituency group representative, they are representing the "we" of their constituency as opposed to themselves as an individual, their respective discipline, department, or program, or their division. Constituency group representatives are appointed by their respective leadership group – Academic Senate, Classified Senate, Associated Student Government, or College President – to represent their group and are responsible for reporting back to their groups in addition to creating a two-way communication between participatory governance bodies and their constituency.

<u>Ex Officio Advisor</u>: A person or group of individuals with expertise who are incorporated into a committee for the effectiveness and optimal functioning of the committee. They are non-voting. Ex Officio members' attendance at committee meetings is voluntary (I.e. not required).

In this capacity, ex officio advisors are appointed to a committee because they have an expertise or hold an official position relevant to the work of the committee. The role of the ex officio advisor is to provide counsel to the committee so that all members may have a thorough understanding of the matter under discussion.

<u>District Committees</u>: Membership positions exist for all constituencies on various San Diego Community College District (SDCCD) committees. These appointments are either by designation or made by their constituencies (per bylaws). SDCCD Administrative and Governance Handbook

<u>Committee Assignment by Designation</u>: Committee membership assignments may occur as a function of College employment or positional role, e.g., College President, Senate President, School Dean, Associated Student Government President, Professional Development Coordinator, etc. As such, these positions are filled by whomever has that position at the time.

<u>Quorum</u>: This is the minimum number of committee members necessary to conduct the business of that committee. For any meeting, quorum is based on the percentage of voting committee members present (including proxies), whereby a minimum of 50% + 1 members must be present to make quorum. Committee membership positions that are vacant (unfilled) are not used to calculate quorum.

<u>Proxy</u>: Substitute for voting member (participating; voting). A single voting committee member can only be represented by a single individual acting solely as their proxy in that meeting, and that person must be a member of the same constituency group (i.e., faculty for another faculty, student for another student, etc.).

A ***Proxy Form*** (see Appendix B) must be completed and communicated to the committee chair prior to the meeting. This can be done in person or via email. It is the responsibility of the voting member to inform the proxy of issues and constituent feedback. The proxy must then report back to the voting member. A voting member of a committee can only use a proxy twice during the course of the academic year.

<u>Note Taker:</u>

Each Participatory Governance Committee shall have a note taker, responsible for recording discussions and conclusions and comprising the meeting minutes. The note taker either shall be an elected member of the Committee, to serve for the term of the semester as note taker and as a voting member. If the committee is unable to identify an elected member to serve as the note taker, the Administrator assigned to the committee may provide the note taker for the term of the semester. That person will serve as a non-voting member. Exceptions to this rule are noted in specific *Committee Procedures*.

Guest

Three types of guests attend participatory governance committee meetings:

- Guests who provide expert knowledge and have been invited to attend on behalf of the chairs/co-chairs or a committee member;
- Guests who wish to make a statement during open comment or on an agenda item; and
- Guests who wish to observe the meeting.

Guests do not have voting privileges and are only allowed to comment upon invitation, such as the agenda item for which they are providing expertise or during open comment. All meeting guests should be respectful, enter and exit the meeting with as little disruption as possible, and limit their comments to the agenda items under discussion, unless they are commenting during open comment.

Committee Membership Appointment and Term Lengths

The following guidelines will be used for the appointment of standing committee members:

- The assistant to the College President will serve as staff to the College Council and house the master list of college governance committee memberships, including the lengths of service of members. The task of appointing, replacing, and tracking committee membership tenures is the role of the appropriate constituency (per bylaws). The rotation of committee members will be reviewed cyclically by all constituencies (per their bylaws) to ensure adherence to terms limits and other requirements.
- Committee membership for the following year will be appointed by each constituent group (i.e., Academic Senate, Classified Senate, Associated Student Government, and College President) and shall be determined during the spring semester prior in accordance with the bylaws of each constituency. The general timeline is as follows:
    - March: The College President will distribute a college-wide announcement inviting and encouraging employees to participate in governance committees.
    - April: Constituencies will report changes in membership on college committees for the upcoming year. This information is to be housed by the College Council.
    - May: Each committee elects the committee chair for the upcoming academic year.
- Committees will have a membership term duration of two years with the ability to hold 2 consecutive terms (total 4 years of service). After 2 consecutive terms, the seat on the committee will be up for re-appointment by the appropriate constituency group (Academic Senate, Classified Senate, Administration and Associated Student Government). If no other member is available, the constituencies can re-appoint the same member for 1 additional term. Exceptions may exist for those committees on which members have positional assignments, which is an assignment by designation of a positional role.
- Upon the initial application of terms limits committee membership term cycle based on a 1-, 2- or 3-year staggered rotation allows revolving membership over a length of time to maintain consistency and knowledge base of a committee, and yet also open opportunities for others to serve. When committees are initially staffed with memberships leading up to the fall of the first three-year cycle, a portion of committee members will be given a 1-, 2- or 3-year term for rotation set to start from the original appointments of the committee. This will then determine when the rotation cycle begins to create the staggered rotation configuration.
- Prior to the commencement of a leave of absence (including sabbaticals or other reductions in load), employees must inform their committee(s) chairperson and constituency leader of their future plans. They may either specify: 1) the length of their sabbatical/hiatus from the committee so their position can be temporarily filled, or 2) their intent to terminate service on that committee and serve elsewhere upon their return to campus. Vacancies due to sabbatical will be advertised in the manner otherwise described in this and other policy documents. When notifying prospective committee members, the nature of the vacancy must be disclosed–whether it is temporary or for a full term.

- Adjunct faculty appointed to serve on a committee on behalf of Miramar College can only serve if they have a contract during the given semester of service (i.e., an 8-, 12-, or 16-week course or other paid service for the college). Term length will apply to faculty as defined in this handbook. If an adjunct faculty has a break in service for one semester, they must notify their committee chairperson and constituency leader. Their position will be filled temporarily an in the manner outlined in the below paragraph. If the break in service continues for a second semester, the adjunct faculty member's position on the committee will be considered vacant. (An adjunct faculty member is any hourly or part-time instructional or non-instructional faculty member with at least one class or six non-instructional hours assigned at Miramar College.) Vacancies due to an adjunct's break in service will be advertised in the manner otherwise described in this and other policy documents. When notifying prospective committee members, the duration of the vacancy must be disclosed–whether it is temporary or for a full term.
- At the first committee meeting of each academic year, the committee Chair/Co-Chair will review members' rotation terms and will update the Chair of the Committee on Committees about rotation term changes.
- The President's Office will be charged with managing the committee membership lists and rotation schedule with constituency leaders, in concert with specific committee's descriptions. An exception is if a constituency cannot provide new members for a committee and there is a need to revert to existing members.
- It is the responsibility of each committee Chair/Co-Chair to update all constituency leaders about the committee membership, non-attendance of members, years of service, and to provide membership recommendations regarding additional interested participants to their respective constituencies in a timely fashion. The constituency leaders, interfacing with the President's Office, will maintain the updated committee master list to be housed by the College Council.
- Any campus employee or enrolled student may be a committee member. Voting membership for each governance committee is described in this College Governance Handbook. Committee voting and non-voting membership terms will be staggered 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 a committee membership during any rotation cycle.
- All committees that have District counterparts should recommend constituent representatives from their membership to their constituent leadership for appointment to these meetings. These recommendations will be reviewed by the respective constituent leaders for appointment. They will report to the respective committees and to the constituency bodies as needed.

The following guidelines will be used for the identification and selection of standing committee Chairs/Co-Chairs:

- Committee Chair/Co-Chairs must be employed by SDCCD and, for most committees, must have served on the committee as a voting member for at least one year to act as Chair.
- In the event that a committee is new or there are no members eligible for chair, the committee shall select a chair from seated members according to the committee handbook.
- Committee Chair/Co-Chairs terms will be two years with a maximum extension of one year by vote of the committee.
- To ensure adequate succession planning, during the first spring semester of a chair's term, the respective committee members will make a recommendation for a Chair-Elect from committee members who have served preferably two years as a voting member. The Chair-Elect will become the committee Chair at the end of the current Chair's term.
- Chair positions by designation and for which there is reassigned time (e.g., Coordinators for Curriculum, Guided Pathways, Professional Development, Program Review, SLO, etc.) shall be selected following an application process that is developed in consultation between the College President and the Academic Senate President. Recruitment announcements will contain the following language: The Academic Senate President and the Administrative Search Lead(s) will 1) Review the application letters, 2) interview the best qualified candidates, and 3) Recommend one or more finalists to the College President. The College President will make the final selection. The successful candidate will be notified according to the timeline specified in the recruitment announcement.

Committee Reporting and Recommendations

During the course of a semester, the bulk of any written reporting shall be reflected in the minutes. Any specific recommendations made by a committee shall follow a routing pathway (see College-wide Decision-Making Structure Chart), which will include written documentation.

Each constituent group should receive copies of all of these documents in a timely manner and these records should be maintained in a master committee file in the office of the College President and/or the College Council, which is readily available for future reference.

- Recommendations made by a Participatory Governance Committee should be submitted to the College Council. The constituency leaders should ensure that the recommendation has been appropriately vetted by their constituency prior to determination by the College Council of a final recommendation to the College President. In matters of participatory governance, all constituencies have equal weight as defined under the College Council (see below).

- Recommendations regarding all Academic and Professional Matters (10+1) shall be made by the Academic Senate in accordance with Title 5 and Board Policy. These recommendations will go directly to the College President and will be presented at College Council as informational items (see section "Collegial Consultation with the Miramar Academic Senate" for more details).

- Academic and Professional Matters may arise for consideration in participatory governance committees. Constituents may need to table further consideration of such matters until they have been able to consult with and receive guidance from their respective constituency. Participatory governance chairs should identify such Academic and Professional Matters items as early as possible to ensure timely action. In cases where it is not clear or there is disagreement on the nature of an issue being considered, the matter must be referred to the College Council for guidance and clarification.

- Agendas should include standard items, such as approving past minutes, review of old business items, etc., as well as a new list of topics for discussion and any items for action. An *Agenda Template* is provided in Appendix B at the end of this Handbook.

- Agendas and the draft and approved minutes shall be submitted as indicated under Roles of Committee Chairs/Co-Chairs.

- Committee meeting minutes should include a summary of the discussions, as well as a description of any conclusions, recommendations, and actions. A *Committee Meeting Minutes Template* is provided in Appendix B at the end of this Handbook.

Participatory Governance Committees

College Council

Co-Chair: College President (Non-Voting)
Co-Chair: Constituency member from Faculty, Classified Professionals, or Students. Constituency co-chairs will rotate on an annual basis and may opt out during their rotation.

Committee Membership

Administrators (3)	Classified Professionals (3)	Faculty (3)	Students (3)
Vice President of Instructional Services	Classified Senate President	Academic Senate President	ASG President
Vice President of Student Services	Vice President	Academic Senate Vice President, or President Elect	Designee
Vice President of Administrative Services	Senator At-Large	Chair of Chairs	Designee

Purpose/Charge
The College Council is the apex participatory governance committee, which provides guidance and recommendations to the College President regarding institutional policies, planning, and processes on college-wide issues in support of the college mission. The Council will address college-wide and District issues though a collaborative, inclusive, integrated approach to ensure communication, transparency, and to facilitate timely and effective recommending efforts. Academic and Professional Matters will be shared for input.

Committee Responsibilities
This committee makes recommendations to the College President including operational and policy recommendations for the District and/or Board of Trustees. This committee is empowered to create ad hoc groups or taskforces to deal with issues not addressed by standing committees. The College Council has responsibilities that fall into the following five (5) areas:

Recommendations

1. Consider and discuss issues brought from constituent groups.
2. Identify any and all Academic and Professional Matters (10 + 1) specific to faculty

consultation and ensure that appropriate consultation of college council members with their respective bodies is afforded in this process.

3. Recognize any issues or items presented that may require appropriate constituency consultation with respective groups and identify a timeline for that process.
4. Formulate recommendations to the College President on District-wide and college-wide matters based on participatory governance committee recommendations, Board Policies, Administrative Procedures, and other laws.
5. Formulate recommendations to the College President on matters where no existing committee or group exists.

Accreditation

- Develop and implement an ongoing and cyclical review of college performance in all Accreditation Standards.

Governance

- Guide and coordinate the work of standing committees, including facilitating communication and collaboration between committees and constituent groups.
- Ensure Academic and Professional Matters are clearly distinguished and routed appropriately by the Academic Senate representatives serving on all participatory committees.
- Collate and disseminate annual summaries from standing participatory governance committees.
- Set up ad-hoc committees or groups, when needed, to deal with issues not addressed by the standing committees.
- Convene the chairs of all governance committees each spring for calendaring, training, and planning for the subsequent academic year.
- The College Council is the body to receive and coordinate requests to initiate any changes to college governance committees.

Governance Evaluation

- Annually evaluate the participatory governance structure and process, including standing committees and the College Council.
- Maintain clear governance practices and policies with a commitment to continuous improvement and consensus building including reviewing and revising policies and procedures related to the charge and procedures of all standing participatory governance committees.
- Review recommendations for new committees.

Planning

- Coordinate and ensure transparent integration of annual District, institution-wide and unit planning processes, recommendations, and reports.
- Communicate ongoing conversations to the college constituencies and seek input and

feedback on college-wide initiatives, plans, and procedures.

- Ensure that implementation of college plans includes equity, inclusion and diversity to reflect current needs, goals, and priorities.
- Ensure regular evaluation of the effectiveness of the college's overall planning processes.

Committee Procedures and Consensus

- The College President serves as the Co-Chair of this committee but is a non-voting member.
- The Constituency Co-Chair shall retain voting rights.
- Agenda items may be brought forward from any constituent group.
- Any member can withdraw any consent items from the agenda for deliberation in the meeting.
- Members can request to withdraw any agenda items that are not appropriate per the committee's charge or that need to be withdrawn due to unforeseen circumstances.
- Academic and Professional Matters are presented as information only.
- The College President's office will provide the note taker and clerical support.
- Quorum is 50% +1 of each constituency group's members (i.e., 2 per constituency group).
- The College Council should attempt to achieve consensus when possible.
- The normal term limits for non-positional designations apply to College Council.

Meeting Frequency

The College Council will meet a minimum of once per month during the academic year.

Subcommittees

Grants and Initiatives Subcommittee

Grants and Initiatives Subcommittee

(Includes Academic and Professional Matters)

Co-Chair: Faculty Member, elected by committee.
Co-Chair: Administrator, appointed by College President

Committee Membership

Administrators (2)	Classified Professionals (2)	Faculty (2)	Students (1)
Designee	Designee	Designee	Designee
Designee	Designee	Designee	

Purpose/Charge

The Grants and Initiatives Subcommittee is an Ad Hoc Committee that will support the College Council by serving as a venue for discussion of new grants and initiatives that are deemed by the College Council to have a potential campus-wide impact on facilities, personnel, and/or fiscal resources. The Subcommittee's primary purpose will be to provide an impact report of new grants and initiatives as assigned by College Council and serve as a facilitator of the grants processes, initiative development and integration.

Committee Responsibilities

- Review and discuss an assigned, completed "Grant and Resource Proposal Form - Purpose and Funding Source" document to identify short-term and long-term impacts of a new grant proposal for the purpose of providing an impact report to College Council.
- Review and discuss the regulations and expected outcomes of an assigned new initiative to identify short-term and long-term impacts of a new initiative for the purpose of providing an impact report to the College Council.
- Submit a requested impact report to College Council for review and discussion in a timely manner, but no later than the deadline established by College Council.
- Facilitate the involvement and participation of other campus committee chairs and/or other subject matter experts when preparing an impact report.
- On at least a bi-annual basis, review and update the Grants and Resources Proposal form to ensure alignment with District board policies, administrative procedures, and other related processes, policies and other legal mandates.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to

committee charge.

- Plans/Reports: Program Viability Review.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will be convened by the College Council as needed.

Standing Committees of College Council

The following are standing participatory governance committees and accompanying subcommittees that report to the College Council. Those committees that discuss Academic and Professional Matters are identified beneath the Committee name.

Inclusion, Diversity, Equity and Anti-Racism Committee

(Includes Academic and Professional Matters)

Co-Chairs: Two Members, elected by committee from separate constituencies.

Committee Membership

Administrators (2)	Classified Professionals (5)	Faculty (12)	Students (3)
Dean, Equity and LEAD	Designee	BTCWI Designee	Designee
Designee	Designee	Liberal Arts Designee	Designee
	Designee	MBEPS Designee	Designee
	Designee	Academic Services Designee	
	Designee	Public Safety Designee	
		Student Services Designee	
		4 At-Large Designees	
		Faculty Coordinator for Educational Equity	
		Black/Ethnic Studies Designee	

Ex-Officio: Vice President of Student Services (VPSS)

Purpose/Charge

The committee is committed to promoting understanding, engagement, and appreciation throughout the College and District for all aspects of diversity, equity, and inclusion.

Committee Responsibilities

- Serve as the liaison between the College, the District Equal Employment Opportunity Advisory Committee, and the District's Campus Diversity Advisory Council (CDAC).
- Sponsor activities and events at the College that promote diversity, equity, and inclusion.
- Provide feedback and evaluation of the Student Equity Plan and college reports which advance diversity, equity, and inclusion on campus.
- Support, coordinate, and/or implement programs, seminars and workshops that explore diversity, equity, and inclusion issues for faculty, classified professionals, and students.
- In coordination with the Research Office, lead equity self-studies, equity data workshops, and equity leadership development.

- Provide leadership in the development of curriculum that addresses equity, ethnic studies, and social justice.
- Support and advance the institutional core values of inclusiveness.
- Participate in equity self-studies, equity data workshops, and equity leadership development.
- Gather information for the Ethnic Studies degree requirements and facilitate its development
- Regularly gather, review, and assess college data to identify potential gaps and make recommendations to mitigate equity gaps.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standards I-IV.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to the College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- The committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Student Equity Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet a minimum of once per month during the academic year.

Enrollment Management Committee

(Includes Academic and Professional Matters)

Co-Chair: One member, elected by committee
Co-Chair: Vice President of Instructional Services

Committee Membership

Administrator (3)	Classified Professional (1)	Faculty (6)	Students (1)
Vice President of Instructional Services	Admissions Designee	Chair of Chairs	Designee
Dean, Enrollment Services or designee		One faculty chair from each school	
Dean, Instruction		General Counseling faculty designee	
		Instructional Services faculty designee	

Ex Officio Advisors: Articulation Officer (AO), Assistant Chairs and Program Directors/Coordinators, Academic Senate President.

Purpose/Charge

To promote and sustain institutional effectiveness, with a primary focus on student success in accordance with San Diego Miramar College's mission. The Enrollment Management Committee (EMC) will develop and promote an integrated and comprehensive approach to enrollment management that promotes and supports college-wide collaboration and engagement.

The purpose of the EMC is to discuss and promote beneficial enrollment management strategies, including guiding principles for class scheduling, and make recommendations that promote student access, equity, and success.

Committee Responsibilities

- Continuous review and evaluation of enrollment trends.
- Initiate and evaluate research on scheduling and course modalities at the college and department levels.
- Use qualitative and quantitative data to inform recommendations.
- Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with the Instructional Division Plan within the confines of the San Diego Miramar College Integrated Planning process.

- Monitor and evaluate progress toward strategic enrollment management planning goals.
- Develop, recommend, and promote enrollment management strategies and guiding principles for class scheduling.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard II.

Committee Procedures

- Membership term lengths: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Strategic Enrollment Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet at least once a semester and then as needed, determined by the Co-Chairs.

Facilities, Health, and Safety Committee

Co-Chair: Faculty member, elected by committee.
Co-Chair: Vice President of Administrative Services

Committee Membership

Administrators (4)	Classified Professionals (6)	Faculty (6)	Students (3)
Vice President of Administrative Services	Regional Facilities Officer	BTCWI Designee	Designee
Vice President of Instructional Services	Student Health Designee	Liberal Arts Designee	Designee
Vice President of Student Services	BTCWI Designee	MBEPS Designee	Designee
Director, College Facilities & Operations	MBEPS Designee	Academic Services Designee	
	Public Safety Designee	Public Safety Designee	
	Occupational, Enviornmental Health, and Safety Coordinator	Student Services Designee	

Purpose/Charge
The Facilities, Health and Safety Committee reviews and makes recommendations on a broad range of facilities, health and safety related issues in support of the annual program review process.

Committee Responsibilities
- Monitor, assess, and review college-wide policies and enhancements to college facilities regarding space utilization, land use, campus development, pedestrian and vehicle access, parking, campus beautification, and related issues with the goal of improving the educational environment of staff, faculty, students, and the community.
- Provide a mechanism for college-wide discussion of institutional facilities planning.
- Plan and facilitate the process of prioritized facilities need requests from the annual program review.
- Serve as a central clearinghouse for concerns relating to buildings, grounds, safety, and sustainability.
- Develop and recommend the College Facilities Master Plan and monitor the progress

towards the implementation of this plan; and the Emergency Preparedness Plan.

- Ensure that college facilities are accessible to the entire diversity of our student population;
- Ensure that all college facilities are welcoming to all and accessible to students with special needs.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard III.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to the College Council.
- The committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Facilities Master Plan; Emergency Preparedness Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet a minimum of once per month during the academic year.

Subcommittees

Environmental Sustainability Subcommittee

Environmental Sustainability Subcommittee

Chair: Any member, elected from Subcommittee Membership.

Committee Membership

Administrator (1)	Classified Professionals (4)	Faculty (4)	Students (2)
Designee	Designee	Designee	Designee
	Designee	Designee	Designee
	Designee	Designee	
	Designee	Designee	

Purpose/Charge

Collect environmental sustainability data and research, and make recommendations to the Facilities, Health, and Safety Committee. Promote environmental stewardship and awareness on campus.

Committee Responsibilities

- Make reports, including but not limited to an annual Environmental Stewardship report, to the Facilities, Health, and Safety Committee on sustainability issues.
- Make reports, including but not limited to an annual Environmental Stewardship report, to the Facilities, Health, and Safety Committee on sustainability issues. These reports will include data and inputs from external and community sources when necessary.
- Act as a representative for campus sustainability issues to interested parties both on and off campus.
- Oversee planning efforts to promote environmental stewardship and awareness on campus.
- Represent San Diego Miramar College on the SDCCD Sustainability Committee.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Guided Pathways Scale of Adoption Self-Assessment Report.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet a minimum of once per month during the academic year.

Marketing and Outreach Committee

(Includes Academic and Professional Matters)

Co-Chair: Public Information Officer (PIO)
Co-Chair: Dean of Enrollment Services

Committee Membership

Administrators (3)	Classified Professionals (4)	Faculty (6)	Students (3)
Dean of Enrollment Services	Public Information Officer	BTCWI Designee	Designee
Designee	Designee	Liberal Arts Designee	Designee
Designee	Designee	MBEPS Designee	Designee
	Designee	Academic Services Designee	
		Public Safety Designee	
		Student Services Designee	

Purpose/Charge

To develop, implement and evaluate a three-year marketing plan based on Program Reviews and major college, District, and State initiatives. Other areas include, but are not limited to, enrollment management, support and implementation of events and activities, and ensure centralized message for branding.

Committee Responsibilities

- Lead~~s~~ the development, implementation and evaluation of campus-wide marketing and outreach strategies.
- Develop plans to target information dissemination to disproportionately impacted student groups to support strategic enrollment management.
- Design~~s~~, implement~~s~~, and facilitates programs and projects affecting communications, outreach, and image of the College both on-campus and in the communities it serves.
- Review campus wide marketing and outreach needs for college dissemination to reduce duplication of efforts.
- Collaborate~~s~~ with relevant committees, work groups, and offices to develop outreach and marketing strategies as needed to support the implementation of major State initiatives.
- Assists departments and programs with the development of public relations materials.
- Provide~~s~~ input into Website design and style parameters that best reflect college image and website marketing needs.
- Report~~s~~ back to respective departments for relevant updates, engage colleagues for support/participation of related events and activities.
- Provide~~s~~ input to the District Marketing and Outreach Committee. Ensure consistency

where possible for publications provided to the public.

- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard III.

Committee Procedures and Consensus

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations made to College Council; recommendations regarding Academic and Professional Matters made to Academic Senate.
- Authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Marketing Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet once a month during the academic year.

Planning, Institutional Effectiveness, and Research

(Includes Academic and Professional Matters)

Co-Chair: Faculty member, elected by committee.
Co-Chair: Dean of Institutional Effectiveness

Committee Membership

Administrators (5)	Classified Professionals (5)	Faculty (9)	Students (2)
Dean of Institutional Effectiveness	Instructional Services Designee	Program Review and Outcomes Assessment Co-Chair	Designee
Vice President of Instructional Services	Administrative Services Designee	BTCWI Designee	Designee
Vice President of Administrative Services	Student Services Designee	Liberal Arts Designee	
Vice President of Student Services	Academic Services Designee	MBEPS Designee	
Dean of Equity	Research and Planning Analyst	Academic Services Designee	
		Public Safety Designee	
		Student Services Designee	
		BRDS Co-Chair	
		Designee	

Purpose/Charge

To establish and promote institutional effectiveness through aligning the college's integrated planning framework with the college's mission, accreditation standards, and compliance with applicable Federal, State, and local requirements. This committee works with the framework of diversity, equity and inclusion to ensure and sustain a culture of evidence, inquiry and action for continuous quality improvement in institutional assessment, integrated planning, and student learning and success.

Committee Responsibilities

- Coordinate, evaluate, and update the college's integrated planning framework.
- Review and update the planning calendar and workflow diagram of the College Annual Planning Cycle.
- Provide leadership for the review, revisions, and updates to the College Educational Plan,

Strategic Plan, and Functional Plans.
- Regularly assess the College Strategic Plan.
- Regularly review and recommend revisions of the College Mission, Vision, and Value Statements.
- Ensure that Outcomes and Assessment and Program Review are aligned with the college integrated planning framework to facilitate student equity and success.
- Coordinate college-wide processes for budget development and allocation to ensure alignment between budget and planning.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standards.

Committee Procedures
- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- The committee retains authority to form taskforces and workgroups related directly to committee charge.
- The Administration will provide the note taker and clerical support.
- Plans/Reports: Educational Plan, Strategic Plan, and Operational Plans.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency
The Committee will meet twice per month during the academic year.

Subcommittees
Budget and Resource Development Subcommittee
Program Review and Outcomes Assessment Subcommittee

Budget and Resource Development Subcommittee

(Includes Academic and Professional Matters)

Co-Chair: *Faculty member, elected by committee.**

Co-Chair: Vice President of Administrative Services

Chair-Elect: *Faculty member, elected by committee.***

Committee Membership

Administrators (4)	**Classified Professionals (4)**	**Faculty (7)**	**Students (2)**
Vice President of Administrative Services	Designee	BTCWI Designee	Designee
Vice President of Instruction	Technology Support Designee	Liberal Arts Designee	Designee
Vice President of Student Services	Designee	MBEPS Designee	
Director of Administrative Services	Designee	Academic Services Designee	
		Public Safety Designee	
		Student Services Designee	
		District Budget Planning and Development Council Representative	

**The elected faculty co-chair will also be a member of the Planning and Institutional Effectiveness Committee (PIEC).*

***The committee will elect the faculty chair-elect at the second meeting of the faculty co-chair's last year of service on committee. The chair-elect will then become the faculty co-chair.*

Purpose/Charge

The Budget and Resource Development Subcommittee (BRDS) is a subcommittee of the Planning and Institutional Effectiveness Committee. BRDS provides guidance and direction for budget management and development, encourages transparency and constituency understanding of the budget, and works to ensure that the budget allocation process is driven by college-wide planning and strategic priorities.

Committee Responsibilities

- Coordinate and oversee college-wide budget development and allocation.
- Receive information regarding ongoing state and District fiscal activities and review and share information on the state and District budgets as they apply to the college budget.
- Ensure understanding of how the District Budget Planning and Development Council prepares and allocates resources via the Budget Allocation Model (BAM) and Campus Allocation Model (CAM). Communicate key concepts regarding the CAM and BAM to the committee and campus.
- Develop, interpret, recommend, and communication assumptions, priorities, guidelines, and procedures related to budget processes and resource allocation integrating recommendations from the educational, technology, and facilities master plan.
- Provide ongoing education for the college community on budget development and implementation.
- Establish budget calendars and assist PIER in development of the college annual planning calendar.
- Disseminate information to constituents regarding the college's financial resources and expenditures and bring feedback through Committee representatives.
- Review budget augmentation or reduction requests submitted through Program Review based on college priorities and submit final recommendations to College Council.
- Plan and coordinate the allocation of one-time resources submitted through Program Review based on college priorities and submit final recommendations to College Council;
- Develop, respond to accreditation Standard III.D, as well as other relevant accreditation requirements, and monitor college's ongoing compliance with these requirements.
- Ensure student equity in the budget development process.
- Recognize the scope of the BRDS and refer items outside the scope of responsibility to the appropriate committee.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard III.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to the Planning, Institutional Effectiveness, and Research Committee; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- The committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: TBD?
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet twice per month during the academic year.

Program Review and Outcomes Assessment Subcommittee

(Includes Academic and Professional Matters)

Co-Chair: Program Review and Outcomes Assessment Facilitator
Co-Chair: Dean of Institutional Effectiveness

Committee Membership

Administrators (4)	**Classified Professionals (4)**	**Faculty (8)**	**Students (3)**
Vice President of Instructional Services, or designee	Instructional Services Designee	Program Review and Outcomes Assessment Facilitator	Designee
Vice President of Student Services, or designee	Administrative Services Designee	BTCWI Designee	Designee
Vice President of Administrative Services, or designee	Student Services Designee	Liberal Arts Designee	Designee
Dean of Institutional Effectiveness	Researcher	MBEPS Designee	
		Public Safety Designee	
		Academic Services Designee	
		General Counseling Designee	
		Student Services/Special Programs Designee	

Purpose/Charge

The Program Review and Outcomes Assessment Subcommittee (PROASC) is a subcommittee of the Planning, Institutional Effectiveness, and Research Committee. PROASC will guide and promote continuous quality improvement in the Program Review and Outcomes Assessment processes.

Committee Responsibilities

- Develop, maintain, and facilitate the Program Review and the Outcomes Assessment Cycle.
- Provide support and serve as a resource to faculty, classified professionals, and administrators in completing Program Review and Outcomes Assessment Cycle processes and reports.

- Recommend revisions to processes and timelines for Program Review and Outcomes Assessment in order to remain in compliance with accreditation standards and to align with the integrated planning process.
- Facilitate the Program Viability Review (PVR) process as outlined in the "Viability Review of Instructional Programs" document.
- On at least a bi-annual basis, review and update the PVR related processes, policies and other related mandates.
- Update all Program Review and Outcomes Assessment reporting documents and websites.
- Review program review and outcomes process to offer feedback, improvements, summaries and suggestions.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standards.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to the Planning and Institutional Effectiveness and Research Committee. Recommendations regarding Academic and Professional Matters are made to the Academic Senate.
- The committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Program Review Reports; SLO Reports; SLO Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet at least once per month during the academic year.

Professional Development Committee

(Includes Academic and Professional Matters)

Co-Chair: Any member, elected by committee.
Co-Chair: Administrator, elected by committee.

Committee Membership

Administrators (3)	Classified Professionals (4)	Faculty (9)	Students (1)
Instructional Designee	Instructional Services Designee	FLEX Coordinator	Designee
Student Services Designee	Administrative Services Designee	BTCWI Designee	
Designee	Student Services Designee	Liberal Arts Designee	
	Academic Services Designee	MBEPS Designee	
		Academic Services Designee	
		Public Safety Designee	
		Student Services Designee	
		Adjunct At-Large Designee	

Purpose/Charge

Develop and promote a professional development program which supports the educational mission of the Institution to include activities that enhance and improve the college atmosphere and cultivate a positive culture on campus; oversee the disbursement of professional development funds for faculty, classified professionals, and administrators.

Committee Responsibilities

- Identify professional development needs across the entire campus as they relate to instruction, equity, diversity, and inclusion and other State mandates in keeping with institutional goals and priorities.
- Implement the professional development priorities of the campus as identified by College Council.
- Identify and inform San Diego Miramar College personnel of college, District and state-wide professional development opportunities and resources.
- Develop and maintain a college-wide Professional Development Plan to include a calendar that is in alignment with program review, Accreditation Standards, and Title 5 Section 55730.

- Provide a mechanism for college-wide discussion of professional development planning and activities.
- Plan and facilitate the process of prioritizing professional developing needs based on college-wide Professional Development Plan.
- Facilitate the distribution of available resources for professional development activities.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard III.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Professional Development Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet twice per month during the academic year.

Student Success Committee

Tri-Chair: Administrator
Tri-Chair: Faculty
Tri-Chair: Classified Professional

The committee will elect constituency tri-chairs and the term limits, outlined in the CGH, will apply.

Committee Membership

Administrators (5*)	**Classified Professionals (7)**	**Faculty (8)**	**Students (2)**
VP Instruction*	Enrollment Services – designee	English - designee	Designee
VP Student Services*	Student Development – designee	Math – designee	Designee
Dean, LEAD & Equity	Student Affairs - designee	General Counseling – designee	
Dean, Instruction	Instruction – at-large	Special Programs Counseling – designee	
Dean, Student Services	Instruction – at-large	Equity Coordinator	
	Instruction – at-large	CTE Faculty – designee	
Dean, Institutional Effectiveness	Classified Professionals President (or designee)	Instruction – at-large	
		Academic Senate President (or designee)	
*Potential to remove VPs after year 1			

Purpose/Charge

With a primary focus on supporting student success in accordance with San Diego Miramar College's mission, the Student Success Committee purpose is to support the development and institutionalization of integrated and comprehensive approaches to student success. The Committee will encourage and support collaborative college-wide efforts and promote the use of data to assist the College with implementing State mandates and District/Campus policies and procedures.

Committee Responsibilities

- Serve as a venue for meaningful dialogue and collaboration on issues of academic success for disproportionately impacted student groups.
- Explore and recommend strategies and frameworks to address legislative and regulatory mandates, such as, Guided Pathways, Student Equity, Strong Workforce, AB 705, and SEAP.
- Monitor progress toward meeting the goals of the campus wide student success initiatives, including collecting and sharing data and facilitating the preparation and submission of designated annual reports.

- Identify, recommend, and disseminate information to the campus with regard to student success activities, research on best practices, and opportunities for professional development.
- Periodically review and recommend changes to policies, procedures, and programs as related to District participatory governance committees and campus-based student success related matters.
- Assist in the development, implementation, and review of college-wide plans, initiatives, and student success services and activities
- Encourage the use of student success and equity data and research to inform college practices and the allocation of resources
- Support innovations in instruction that support student success, retention, and persistence, including supporting student success in transfer-level English and math courses.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard I-IV.

Committee Procedures and Consensus

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote

Meeting Frequency

The Committee will meet twice per month during the academic year.

Technology Committee

(Includes Academic and Professional Matters)

Co-Chair: Any member, elected by committee.
Co-Chair: Director of Campus Technology Service (DCTS)

Committee Membership

Administrators (2)	Classified Professionals (5)	Faculty (6)	Students (2)	District (1)
DCTS	ICS Designee	BTCWI Designee	Designee	IT Manager or Supervisor
Instructional Dean	Administrative Computing Support Specialist	Liberal Arts Designee	Designee	
	AV Designee	MBEPS Designee		
	Designee	Academic Services Designee		
	Designee	Public Safety Designee		
		Student Services Designee		

Purpose/Charge

The mission of the Technology Committee is to provide organization, recommendations, and standards for college-wide technology.

Committee Responsibilities

- Establish technology standards and procedures for the college.
- Coordinate and assist with technology strategic planning efforts across the college, division, school, and department planning.
- Assist technology needs and priorities to support all instruction, services, and administration.
- Establish and recommend high-level, college-wide guidelines and procedures for the development, maintenance, and evolution of the college website presence.
- Provide technology expenditure recommendations to appropriate departments and the Budget and Resource Development Subcommittee.
- Coordinate college-wide technology training efforts.
- Provide technology data, reports, and assistance for Accreditation.
- Work with the District on the integration of technology for the college.
- Perform work and provide evidence to ensure the college meets applicable areas of

Accreditation Standard III.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Technology Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet once per month during the academic year.

Standing Committees for the Academic Senate

To facilitate the recommendations and decision-making in Academic and Professional Matters, the San Diego Miramar College Academic Senate has created the following standing committees.

Academic Senate Equivalency Committee

Chair: Academic Senate President

Committee Membership

Faculty (3)
Faculty member from outside of the discipline for which the candidate is being considered (3)

Purpose/Charge

The Academic Senate Equivalency Committee (ASEC) is an Ad Hoc Committee that shall be established by the Academic Senate to fulfill the requirement of California 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 at least equivalent to the applicable minimum qualifications…."

Committee Responsibilities

- In alignment with SDCCD Administrative Procedure 7211, the ASEC shall:
    - Be available to Screening Committees as a resource regarding equivalency determinations, to further clarify criteria as needed.
    - Review the recommendations of the Equivalency Subcommittees of the Screening Committees, asking the following questions:
        - Was the decision made in accord with this procedure?
        - Specifically, did the Equivalency Subcommittee of the Screening Committee follow the criteria for evidence of equivalency stated in this procedure?
        - Are the Equivalency Subcommittee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

Committee Procedures

- Academic Senate President will designate faculty members from outside of the discipline for which the candidate is being considered to serve on each Equivalency Committee according to AP 7211.
- Committee will follow the procedure outlined in AP 7211.

- Forms/Reports: SDCCD Application for Equivalency Determination form.

Meeting Frequency

Committee will be convened as needed for each minimum qualification equivalency request.

Chairs Committee

Chair*: *Department Chair, elected by committee*.

Committee Membership

Faculty Department Chairs
1 Department Chair per department (department chair as defined per CBA, not to include assistant chairs).

Ex Officio Advisors: Assistant Chairs and Program Directors/Coordinators

**The Chair of Chairs shall be elected from currently serving members for a two-year term. Election of the Chair of Chairs will coincide with the spring Department Chair elections, and the Chair of Chairs must be continuing as the Department Chair for the remainder of their term.*

Purpose/Charge

The purpose of the Chairs Committee is to disseminate and advocate for specific and general departmental concerns and needs. This committee shall advise the Academic Senate on inter-departmental and cross-disciplinary concerns within the purview of Academic and Professional Matters (10+1).

Committee Responsibilities

- Monitor and review items that fall under 10+1, specifically as they relate to department and cross-disciplinary function.
- Provide recommendations to the Academic Senate on relevant matters.
- Discuss curriculum changes moving through the curriculum management system.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard I-II.

Committee Procedures

- Membership term lengths: Designated by position. The Chair of Chairs has a term limit of two consecutive terms.
- By position, the Chair of Chairs shall be a member of the College Council, the Contract Faculty Hiring Prioritization Committee, the Enrollment Management Committee, and the Academic Senate (AS) Executive Committee (with roles prescribed per AS bylaws).
- Recommendations are made to the Academic Senate.
- The committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Annual summary of goals and accomplishments to Academic Senate.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet once per month during the academic year.

Contract Faculty Hiring Prioritization Committee

Chair: Chair of Chairs (Non-Voting)

Committee Membership

Administrators (2)	Faculty (9-10)
VPI	Chair of Chairs (non-voting)
VPSS	BTCWI Chair
	LA Chair
	MBEPS Chair
	PS Chair
	Counseling Chair
	Academic Services Chair
	Specialized Counseling and Services Chair
	Articulation Officer

Purpose/Charge

The committee will develop and maintain a process to prioritize the needs for contract faculty positions annually. Every year, as part of program review, programs can request that a new faculty member be hired. This Committee will use an Academic Senate-approved process to review all of the requests, apply the approved rubric, and develop a prioritized list annually. The Committee will also determine a process to manage positions that have been vacated for any reason.

Committee Responsibilities

- Develop and recommend to the Academic Senate a process, including a rubric, for the prioritization of new contract faculty positions and for replacement of vacated positions.
- Assist faculty with the submission of proposals/ forms for faculty positions that arise from Program Review.
- Using the approved process, review proposals and create a prioritized list for contract faculty positions annually.
- Send prioritized list to the Academic Senate for final recommendation to the College President.
- Cyclically review the process, rubric, and forms and propose changes if needed.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard II.

Committee Procedures

- Membership term lengths: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- This Committee makes recommendations to the Academic Senate.
- Plans/Reports: Prioritized list of faculty positions.

- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The Committee will meet at least once each semester, with subsequent meetings as needed per the discretion of the Committee Chair.

Curriculum Committee

Chair: Curriculum Chair/Coordinator

Committee Membership

Administrators (1)	Classified Professionals (2)	Faculty (8)**	Students (1)
Vice President of Instructional Services	*Evaluator**	Curriculum Chair/Coordinator	Designee
	*Evaluator**	BTCWI Designee	
		Liberal Arts Designee	
		MBEPS Designee	
		Public Safety Designee	
		Articulation Officer	
		Counselor Designee	
		Counselor Designee	

**Designated by the District Office*

**If an English Subject Matter Expert and a Mathematics Subject Matter Expert are not present in seated membership, those faculty may be added as Ex Officio Advisors for those areas.

Purpose/Charge

This committee is the campus approval authority for all curriculum proposals affecting San Diego 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. This committee will also be informed and guided by curriculum-related recommendations from the Academic Senate for California Community Colleges. Committee procedures are specified in SDCCD Board Policy 5300 and Administrative Procedure 5300.2 and the CCCCO - Program and Course Approval Handbook.

Committee Responsibilities

- Update and revise as needed the department chair personnel list in the curriculum management system.
- Communicate periodic summary of curriculum changes to the Chair of Chairs.
- Review and approve 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.
- Ensure that the curriculum offered from San Diego Miramar College is in the best interests of student equity and success.

- Ensure that any curriculum proposal for Program Initiation and/or Program Discontinuance has been vetted through the Program Viability Process prior to any official action at the committee level.
- Report to the Academic Senate when substantial changes to District Board Policies (BPs) or Administrative Procedures (APs) regarding curriculum processes are proposed, and anytime there are new proposals for academic programs at San Diego Miramar College that will lead to a degree or certificate of achievement.
- Report to the Academic Senate as necessary to include matters that substantially impact one or more programs, or the coordination of instruction and services to students.
- Assist with the review of the accreditation self-study responses to the appropriate standards and monitor the college's progress in meeting plans and recommendations specific to its accreditation charge.
- Committee representatives are responsible for dissemination of relevant curriculum additions, changes, and updates in a timely manner to the discipline members, assuring discipline faculty concurrence.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard I-II.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available. Additionally, members may serve additional terms beyond the standard term limits in situations where doing so would contribute to the continuity and effectiveness of the committee's work, foster value professional growth opportunities and promote the best interests of the college.
- This Committee is a decision-making committee of the Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- The Administration will provide the note taker and clerical support.
- Plans/Reports: Curriculum Reports to Academic Senate; Annual summary of goals and accomplishments to the Academic Senate.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

Committee will meet no less than once per month during the fall and spring semesters.

Subcommittees

Academic Standards Subcommittee

Tech Review Subcommittee

Academic Standards Subcommittee

Chair: Articulation Officer

Committee Membership

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

**Designated by District Office*

Purpose/Charge

Academic Standards Subcommittee is responsible for instructional and curricular issues related to college-wide academic or interdisciplinary program requirements. The committee also serves as the reviewing and recommending body for the 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 Responsibilities

- This committee is responsible for issues related to college-wide academic or interdisciplinary program requirements, including:
    - 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.
    - Review of Advanced Placement, International Baccalaureate, and other external sources of academic credit for applicability to general education requirements.
- 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.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard I-II.

Committee Procedures

- Membership term lengths: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- This Subcommittee makes recommendations to the Curriculum Committee.
- Plans/Reports: Annual summary of goals and accomplishments to Academic Senate.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

The committee will meet no less than once during the fall and spring semesters.

Curriculum Technical Review Subcommittee

Chair Eligibility – Not applicable
Chair Election – Not applicable
Chair Term – Not applicable

Committee Membership*
This is a recommending (non-decision making) subcommittee of the Curriculum Committee.

Administrators (0)	Classified Staff (1)	Faculty (6)	Students (0)
	Evaluator	Curriculum Chair	
		Curriculum Technical Writer	
		Articulation Officer	
		English subject matter expert recommended	
		Math subject matter expert recommended	
		Representative recommended by Inclusion, Diversity, Equity and Anti-Racism (IDEA) Committee	

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 content~~s~~ and instructional methodology conformance to PCAH and ASCCC guidance, including that related to culturally responsive content.
5. Review of requested Curriculum Committee action(s).

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- This Committee makes recommendations to the Academic Senate.
- Plans/Reports: Annual summary of goals and accomplishments to Academic Senate; Distance Education Handbook.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

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

Parent Committee(s):

Curriculum

Distance Education Standards Committee

Chair: Any member, elected by committee

Committee Membership

Administrators (1)	Classified Professionals (1)	Faculty (9)	Students (1)	District (1)
Instructional Dean	Designee	Online Faculty Mentor	Designee	Designee
		BTCWI Designee*		
		Liberal Arts Designee*		
		MBEPS Designee*		
		Public Safety Designee*		
		Designees (4)		

**Required experience in both distance and face-to-face classes.*

Purpose/Charge

The Distance Education Standards Committee's purpose is to work with State and District education policy to inform and assist college personnel in the relevant pedagogy and delivery of distance education. The committee will discuss and make recommendations for best practices and online protocols in distance education.

Committee Responsibilities

- Monitor State and District distance education policies and communicate information to the campus.
- Bi-annually review campus-level online student outcome metrics to include:
    - Enrollment
    - Retention
    - Persistence
    - Success
- Provide recommendations to the Academic Seante on District policies, the status of the student success metrics, and professional development practices regarding distance education.
- Assist faculty by establishing guidelines and best practices in distance education.
- Assist faculty and classified professionals in communicating best practices in distance education.
- Perform work and provide evidence to ensure the college meets applicable areas of

Accreditation Standard I-II.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- This committee makes recommendations to the Academic Seante.
- Plans/Reports: Annual Summary of goals and accomplishments to Academic Seante; Distance Education Handbook.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

Meeting Frequency

This committee will meet at least once per month during the academic year.

International Education Committee

(Includes Academic and Professional Matters)

Chair Eligibility – Current College International Education Faculty Coordinator to the District IE Committee (Positional role)
Chair Election – Elected by committee
Chair Term – Positional role (College Faculty Coordinator)

Committee Membership

Administrators (1)	**Classified Professionals (2)**	**Faculty (5)**	**Students (2)**
Dean, International Education	Financial Aid designee	Counselor, International Students	At-large
	Admissions designee	At-large	At-large
		At-large	
		At-large	
		At-large	

Purpose/Charge

To internationalize and promote global awareness at Miramar College through programming, curriculum, and professional development; To provide and promote study abroad opportunities through Miramar College in ways that align with the desires, challenges and obstacles of our students; to increase the diversity of students who study abroad; and to increase accessibility of these programs; To develop a structure for International Student recruitment and support; To provide a vehicle by which educators will have opportunities to teach and engage in experiences abroad; To increase the college's engagement with international institutions and organizations of higher ed through programs for students and campus employees.

Committee Responsibilities

- To support international education on campus, including study abroad programs, international students, and increasing global awareness on campus.
- To provide and promote study abroad opportunities for students in ways that align with the desires, challenges, and obstacles of our students focusing on inclusion and diversity.
- To assist faculty in developing study abroad programs and seeking bids for contracts.
- To represent Miramar study abroad contracts at the District International Education Committee.
- To support faculty and students pre-, during-, and post-study abroad experiences.

- To formalize a structure to increase recruitment of International Student enrollments
- To develop a social structure for international students with programming and support.
- To support internationalization and global awareness across campus in curriculum, programming, and professional development.
- To promote international professional development opportunities for campus employees, including faculty, Classified Professionals, managers, and administrators.

Committee Procedures

- Membership term lengths: Unless membership is designated by position, there is a two (2) year appointment with an option for an additional two-year service, and the possibility of 1 additional term if the position remains available.
- Recommendations made to College Council and District International Education Committee. Approvals for Study Abroad are made by the Board of Trustees. Changes to International Student policies and procedures are made by the U.S. government.
- The District International Education Committee has final approval over all changes to policies and procedures.
- Authority to form task forces and workgroups related directly to committee charge.
- Plans/Reports: TBD.
- Committee Approval Process: Consensus.

Meeting Frequency

The Committee will meet once per month during the academic year.
The District International Education Committee will meet once per month during the academic year (Required attendees: Chair, Dean).

Operational Committees

Operational committees are not recommending bodies but are responsible for implementing and carrying out the functions of particular requirements on campus. Membership, meeting schedules, committee procedures and recommendations are set by contracts or other memorandums of understanding specific to each of these processes. While in some cases specific participation limitations may apply, operational committees should practice open and transparent meetings, and recommendation processes where allowed.

Review of Services

Serves as an operational venue for District and College physical services to identify and correct issues regarding the maintenance and operation of the college's buildings, grounds, equipment and infrastructure.

Hourglass Joint Use Committee

Provides coordination and serves to advise College and City stakeholders about the use of and needs for Hourglass Field.

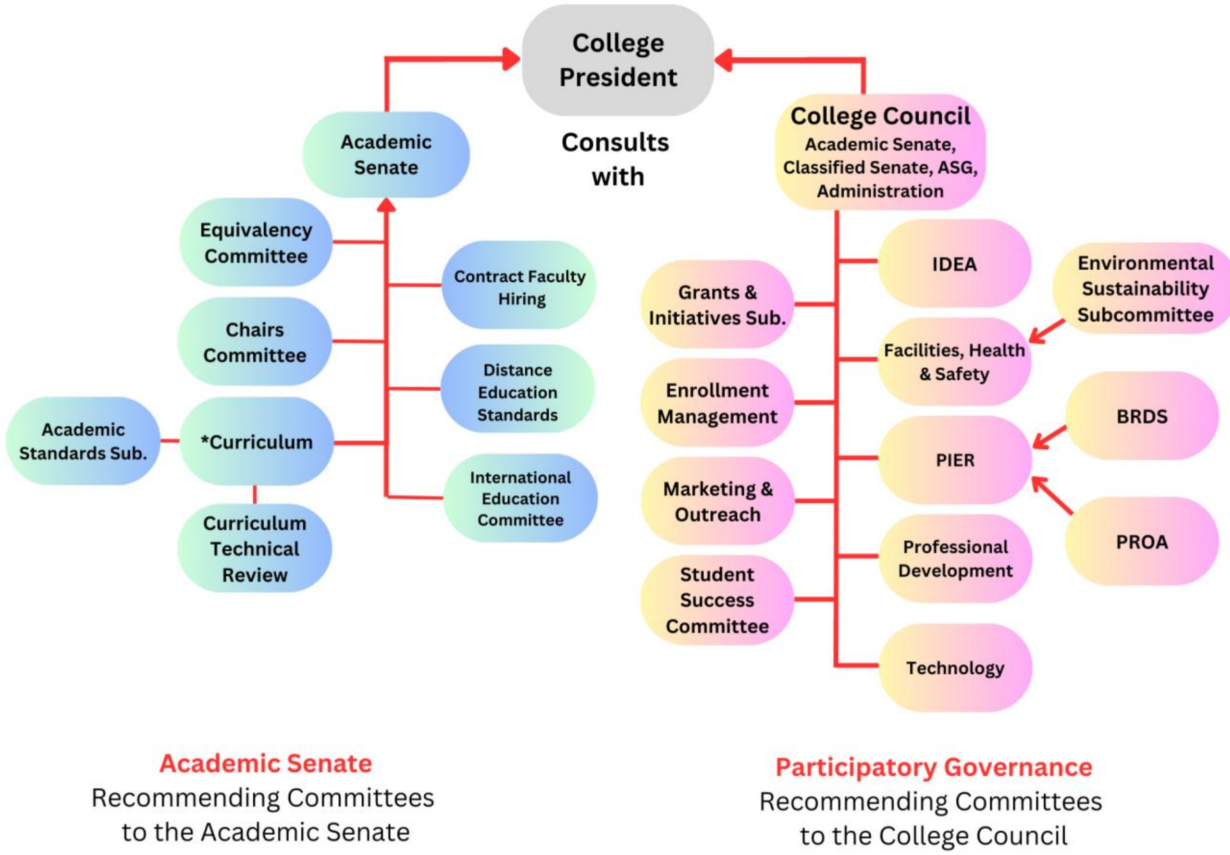
Professional Advancement Committee

Fulfills contractual requirements to ensure effective implementation of faculty evaluations, tenure and promotional reviews, and sabbatical procedures.

Advisory Committees

Numerous programmatic and initiative requirements mandate the need for advisory processes that include internal and external stakeholders. All such meetings will be open meetings and will operate per the specific requirements set forth within each legal or grant requirement.

College-wide Decision-Making Structure Chart



<u>Figure 1.</u> The chart above shows the organization of the College Governance Committees at San Diego Miramar College, and the reporting structure for each committee under the two categories of committees; Academic Senate and Participatory Governance. The reporting process and direction are shown by the arrows and lines, culminating in deliberative decisions made by the College President in consultation with both the Academic Senate and the College Council. There are also Operational Committees within the College (not shown here but listed in Appendix D). The operational committee's role is to implement the recommendations approved by the college governance committees seen here.

*Curriculum committee is a decision-making committee.

Appendices
Appendix A: Rules and Tools

In order to create valued outcomes, it requires a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all. It is acknowledged that there are power dynamics in a room. Work must be done to create the equitable and inclusive environment sought for effective and active participation. To do so, committee members will establish behavioral norms that include the following meeting rules of engagement, make use of meeting tools, and respect the roles of each member.

Meeting Rules of Engagement

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following rules:

- There is no rank in the room when at the committee table. All participants are treated as peers, both between constituencies and within constituencies.
- It is the committee chair who runs the meeting and calls on attendees to speak. The role of the chair is to help guide fair and balanced discussions while keeping on task.
- Speakers will be heard one at a time and without interruption. Participants will allow for moments of silence for thought and other viewpoints. In consideration of hearing all feedback, members should be mindful of how often and how long they speak. Equity in consensus building means including diverse perspectives at all levels of the organization.
- Members will be engaged and contribute, and challenge ideas, not people. All meeting attendees will be respectful/civil in their comments, responses, and body language.
- Members will listen to others, and seek to focus on the merits of what is being said, while making a good faith effort to understand the concerns of others. Committee members are encouraged to ask questions of clarification.
- Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate individual interests and the interests of others.
- All members should be mindful of the language used in discussions, including use of "I" statements instead of "they" attributions to relate anecdotal evidence or experiences. Members are encouraged to use an asset-minded approach that focuses on what works and how something can be done. This is in contrast to a deficit-minded approach that focuses on the negative and why an initiative, idea, or project can't get done.
- All committee members will be aware of the purpose and responsibility of their committees. When issues arise in discussion that are not supported by the committee's charge, the chair will identify the proper council, committee, or constituency group leadership for review, and forward the issue for consideration.
- Once consensus is reached after deliberation, committee members will support the group's recommendation.

Meeting Management Tools:

Tools in this section address how the governance meeting should be organized, a process for hot to apply consensus decision-making to meeting deliberations, the roles of the chairs and participants, and strategies for effective record-keeping and communications. Meetings are the primary mechanism for convening governance groups.

The Academic Senate, Classified Senate, Associated Student Government, College Council and all governance committees that report to these committees are required to follow the Brown Act in order to provide transparency, access and openness to the college community and the public. The most essential aspects of the Brown Act practiced to achieve this are: **1)** providing a 72-clock hour advance notification of meetings with appropriate description of items on the meeting agenda; **2)** publicly posting the meeting agendas, and **3)** publicly posting the meeting minutes in a timely manner.

Effective meetings require well-thought-out agendas, active participation, and a record of the meetings, topics, and outcomes. It is recommended that specific and basic elements of 'Robert's Rules of Order' be used to help conduct effective meetings. Robert's Rules of Order are guidelines for parliamentary procedure based on the consideration of all members and groups within a committee. These guidelines are used to keep meetings consistent, on topic, and on schedule. Elements of it involve the practice of the proper proposal etiquette, specific steps to follow during debates and motions, and terms to understand and use to ensure fair and civil meetings.

Best practices for agenda design include the following:

- Careful agenda preparation in advance, using provided templates (see Appendix B) or others found online and in print, and are Americans with Disabilities Act (ADA)-compliant for accessibility. Remember, agendas are driven by the charge of the committee.
- Focus on prioritized issues. Items included are prioritized based on the committee charge. Items should also be prioritized based on time of occurrence in the academic year.
- Balance between agenda items and meeting time available. A thoughtful balance between presentation and discussion should be maintained.
- Remember: a one-hour meeting should have no more than two agenda items requiring active dialogue.
- Discussion content should be framed by well-designed questions. Providing questions for discussion can invite focused participatory input better than simply framing content by topic.
- Record key findings and commitments using accessible meeting notes templates. Reserve time at the end of meetings to collectively summarize action/information items, and what constituency representatives should take to their groups for discussion and what information the committee expects back from constituency members.

Appendix B: Forms and Templates

PROXY FORM - SAN DIEGO MIRAMAR COLLEGE GOVERNANCE COMMITTEES

Each VOTING MEMBER is asked to send a written PROXY FORM via their selected replacement for each scheduled governance committee meeting that they are not able to attend. Voting Members are to complete the information below, including their name, constituency/ department represented, committee name, proxy name, and the date. Please provide this PROXY to the Chairperson of the meeting before the meeting begins.

Voting Member Name: ______________________________

Voting Member Constituency: ______________________________

Committee Name: ______________________________

PROXY Name: ______________________________

Date of Committee Meeting: ______________________________

By signing this document, I allow the identified proxy to act as my replacement in the above committee meeting.

____

(Voting Member's Signature)

By signing this document, I agree to act as the identified proxy in the above committee meeting.

____

(Proxy's Signature)

Committee Meeting Agenda Template

Committee Name Meeting Agenda

San Diego Miramar College

DATE ● ROOM ● TIME

Members:

Note: Inclusion of membership on an agenda provides the College with the committee contacts if they are interested in speaking to committee individuals about a particular item. Committee membership is defined in the College Governance Handbook. All the other attendees are guests.

Vacancies:

Note: Inclusion of vacancies on an agenda would provide the College with an up-to-date account of available committee membership spots.

A. **Call to Order**
B. **Permission to Record (for minute-taking purposes)**
C. **Land Acknowledgement**
D. **Approval of Agenda and Minutes**
E. **Committee Reports/Other**
F. **Old Business:**

#	Item	Strategic Goal*	Accreditation Standard**	Initiator
1	*Note: Be sure to include both an item title and a brief description that will allow the public to understand the topic for discussion.* *If there is to be action taken on the item (i.e., a vote), indicate that as well.* *Time limits for items may also be included here.*	*Note: Align with Strategic Goal(s)*	*Note: Align with Accreditation Standard(s)*	*Note: If a specific individual will present the item, indicate the name here.*

G. **New Business:**

#	Item	Strategic Goal*	Accreditation Standard**	Initiator
1				

H. **Action Items**
I. **Announcements**
J. **Adjourn**
K. **Next Scheduled Meeting:**

* San Diego Miramar College 2020 – 2027 Strategic Plan Goals

I: Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success **II:** Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success **III:** Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making **IV:** Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships **V:** Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, Anti-Racism, and social justice for the benefit of the college community

Committee Meeting Minutes Template

Committee Name Minutes
San Diego Miramar College

DATE ● ROOM ● TIME

Members: *Note: Record members present, proxies, and absences as well.*
Vacancies: *Note: Record any vacancies.*
Guests: *Note: Record presence of any non-member here.*

A. **Call to Order**
B. **Approval of Agenda and Minutes**
   - *Note: Record actions on adoption of Agenda and approval of Minutes.*
C. **Committee Reports/ Other**
   - *Note: Give record of who reported and a brief summary of report.*
D. **Old Business:**

#	Item
1	*Note: Provide a succinct summary of the discussion on the item. Quotes are not appropriate unless requested by the committee. However, provide the full language of any recommendation or action. Record details of any motions or votes by committee members. CLEARLY define any action taken.* *Note: If an item is not discussed or held for another meeting, record that in the minutes.*
2	
3	

E. **New Business:**

#	Item
1	
2	
3	

F. **Announcements**
   - *Note: Can record announcements.*
G. **Adjourned**
   - *Note: Record adjournment time.*
H. **Next Scheduled Meeting**
   - *Note: Provide date of next meeting.*

Appendix C: Glossary and Resources

9+1: California Code of Regulations, Title 5, Section 51023.7, commonly known as "9+1," has a significant effect on students and calls for student contributions to decision-making.

10+1: Created by Assembly Bill (AB) 1725; used in reference to either rely primarily or reach mutual agreement on the development of policies and procedures related to academic and professional matters, also known as “10+1” (see p. 17 – 18).

AB 1725: Assembly Bill 1725, landmark 1988 legislation authored by the late John Vasconcellos, which created academic faculty purview of “academic and professional” matters, also known as “10+1”.

Administrative Procedure (AP): A statement of the process to be used in implementing a corresponding Board Policy. The Chancellor approves and issues Administrative Procedures (see definition in SDCCD governing board document).

BP/AP 2510: The SDCCD governing board has an administrative procedure and board policy that pertains to “Participation in Local Decision-Making" (see AP 2510 and BP 2510).

Bargaining unit: SDCCD faculty and classified professionals are represented by their unions that include American Federation of Teachers (AFT) and Classified School Employees Association (CSEA).

Board Policy (BP): A written statement that embodies the interest and philosophy of the Governing Board (Board of Trustees) and exists to provide parameters of governance concerning a particular area or issue of the District; a majority of the Board members must approve a Board Policy.

California Education Code: The collection of all the laws directly related to California K-12 schools and community colleges. Contained in this California Education Code is Title 5.

California Code Regulation (CCR): The codification of the general and permanent rules and regulations (sometimes called administrative law) announced in the California Regulatory Notice Register by California state agencies.

Committee: The majority of the participatory governance body is composed of standing committees; they are composed of constituency representatives, and resource and advisory members, and are permanent parts of the internal governance process of the College (see Groups in Governance below).

Consensus: Describes a general state of agreement rather than a “majority opinion.”

Constituency Body/Group: One of four groups who represent San Diego Miramar College. This includes the Academic Senate (AS), the Associated Student Government (ASG), the Classified Senate (CS), 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. Please refer to the Constitution and Bylaws of the various constituency bodies (AS, ASG and CS) for specific information regarding the details about the roles, duties and processes practiced by each group.

Decision: The participatory governance structure makes recommendations to the College President who ultimately makes decisions.

Discussion: Within participatory governance bodies, discussion refers to dialogue addressing issues of shared importance.

Equity: Equity is the framework and practice in which historically marginalized and minoritized populations (based on race, economic class, gender identity, sexual orientation, ability, and/or disproportionately impacted) are provided the resources, opportunities, and education to achieve success – from access through completion. Equity addresses systemic inequalities through the implementation of evidence-based policies, programs, procedures, and legislation which inform strategic and intentional resource allocation, support structures, and opportunities in order to ameliorate the impacts from past and current inequalities

Governance Body: Any council or committee in the participatory governance structure.

Participatory Governance: This is the structure by which the college's subject matter experts and constituency group representatives make recommendations to the College President via its apex governance body (i.e., College Council).

Proxy: An appointed constituency group representative who serves in the role of an absent constituency group representative for an upcoming meeting.

Quorum: The required number of the council/committee membership required to conduct the governance body's work (see the Quorum subsection of each governance body).

The Academic Senate for the Community Colleges of the State of California: http://www.asccc.org
California Code of Regulations: http://ccr.oal.ca.gov
District Policies and Procedures: https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx
The Ralph M. Brown Act: https://oag.ca.gov/system/files/media/the-brown-act.pdf

Appendix D: Groups in Governance

The San Diego Miramar College Governance Organizational Structure includes committees with different functions and responsibilities. These are composed of committees, subcommittees, taskforces, standing committees, etc. that respond to input and report to other committees as shown in the organizational College-wide Decision-Making Structure Chart.

A **committee** is a body of one or more appointed persons, subordinate to a deliberative organization or assembly. Usually, the organization sends matters to a committee to explore, investigate, analyze, or resolve them more fully than possible for the larger group. A committee may have different functions, depending on the type of work a specific committee does and the organization's needs. Below are general descriptions of different groups in governance:

Standing Committee

A standing committee is a subunit of an organization established in a permanent fashion to aid the parent organization or assembly in accomplishing its duties. It is granted its scope and powers over a particular area of business by the governing documents. It may meet on a regular or irregular basis depending on its function, and retain any power or oversight originally given until subsequent official actions of the governing body (through changes to law or by-laws) disbands the committee.

Executive Committee

A smaller body of the larger committee only established through specific provisions in the charter or bylaws. Members of the executive committee may be elected, depending on the rules of the organization. However it is formed, an executive committee only has such powers and authority that the governing documents of the organization give it. In some cases, it may be empowered to act on behalf of the full committee or organization, while in others it may only be able to make recommendations.

Subcommittee

A subcommittee is a committee that is a subset of a larger committee. Committees that have a large workload may form subcommittees to further divide the work. Subcommittees report to the parent committee and not to the general assembly or organization.

Steering Committee

A steering committee provides guidance, direction, and control to a project within an organization. Steering committees are frequently used for guiding and monitoring long term projects in large organizations, as part of project governance. Functions might include planning, providing assistance and guidance, monitoring progress, controlling the scope of the project, and resolving conflicts. As with other committees, the specific role and duties of the steering committee will vary among organizations.

Taskforce

A taskforce is a small group, usually four to twelve people, that brings together a specific set of skills to accomplish a short-term task. It may also be called a "project team" or a "work group." It exists for a specific, time-limited purpose, usually lasting a few months to a year. Often its members come from different parts of an organization, such as various division categories. Individuals are selected for their expertise, their history in the organization, and their interest in the project. Drawing from this varied pool enhances the project's chances for success.

Advisory Group

An advisory group is a collection of individuals who bring unique knowledge and skills which complement the knowledge and skills of the formal group members in order to more effectively govern the organization. This group does not have formal authority to govern and cannot issue directives which must be followed. It serves to make recommendations and/or provide key information and materials to a formal body. The advisory group can be standing (or ongoing) or ad hoc (short-term) in nature.

Ad Hoc Committee

An ad hoc committee functions on a continuous and recurring basis but only for short-term periods. It has membership appointments for a limited time in order to respond to sensitive matters. It has clearly defined and specific goals, and it has a clearly defined and stated membership structure.

Operational Committee

An operational committee is a group of elected or appointed representatives who are charged with implementation of tasks for the College, based on the recommendations or ideas that have been approved through the College governance process.

Appendix E: Operational Committees at San Diego Miramar College

Review of Services
Venue to address facilities issues.

Hourglass Joint Use Committee
Coordination, direction and planning for all joint use facilities.

Basic Needs Task Force
Guidance to food pantry, clothes closet, and other basic needs.

Vets to Jets Advisory Group
Advocate for VRC and plan related campus activities.

Tenure and Promotion
Reviews tenure, promotional and evaluation recommendations at outlined in AFT Bargaining Agreement.

Honors
Description?

Commencement
Description?

Professional Advancement
Description?

Appendix F: San Diego Community College District Committees

Budget Planning and Development Council

The Budget Planning and Development Council shall be entrusted with the task of reviewing and making recommendations to the Chancellor on districtwide budget and planning issues. This council shall be comprised of representatives from student, faculty, staff, and administration. The council shall not address matters which are negotiable. Specifically, the council: 1. Shall limit its charge to budget and fiscal matters only, and excludes personnel matters, Board approved capital construction, and contractual matters; and 2. Shall establish cooperative working relationships with other college and District standing councils/committees, as is necessary in order that it may carry out its prescribed functions and fulfill its prescribed responsibilities.

Curriculum and Instructional Council

The Curriculum and Instructional Council (CIC) reports to the Chancellor's Cabinet and consists of members who meet to review and coordinate instructional matters. The council is charged with providing for the coordination of the curriculum districtwide and for development of districtwide guidelines for the improvement of instruction in the colleges and Continuing Education campuses of the District. It is also charged with providing for a districtwide review of all procedures and activities related to instructional programs.

District Governance Council

The District Governance Council (DGC) will serve as the districtwide communication, planning, and review forum on matters pertaining to major issues affecting the District.

Management Services Council

The Management Services Council serves as the forum where districtwide staff and facilities institutional administrative representatives meet to review matters concerned with the District's management services which include: Business and Technology Services; Human Resources; and Facilities Management.

Student Services Council

The District Student Services Council reports to the Chancellor's Cabinet and consists of the Chief Student Services officers and Academic Senate leadership from each college and Continuing Education. The council is charged with the establishment, development, and maintenance of all student services policies, procedures, and related matters districtwide.

United Student Council

The United Student Council is a districtwide participatory governance council of student leaders which serves as the collective voice for students within the District on matters pertaining to students.

District Marketing and Outreach Committee

The District Marketing and Outreach Committee (DMOC) will serve as the districtwide vehicle for reviewing, planning, and coordinating marketing and outreach activities to ensure good communication and an effective, complementary balance in marketing and outreach activities between the District as a whole and the colleges/Continuing Education.

District Research Committee

The District Research Committee (DRC) reports to the Chancellor's Cabinet under the leadership of the Vice Chancellor, Student Services and consists of members who meet to coordinate the research and planning priorities throughout the District. It shall function as the central coordinating body for districtwide research and planning priorities and shall provide leadership and guidance on initiatives that systematically promote a stronger culture of evidence. The committee will help coordinate and prioritize the joint efforts of campus-based and district-based researchers to avoid duplication of effort and enhance the effectiveness of a districtwide community of researchers.

District Strategic Planning Committee

The District Strategic Planning Committee will serve as the districtwide vehicle for initiation and coordinating districtwide strategic planning in order to ensure good communication and effective oversight of planning processes, as well as an effective, complementary balance in planning activities between the District as a whole and the colleges/Continuing Education.

Trustee Advisory Council

The educational system within the San Diego Community College District has been developed to serve the needs of the citizens of the community. To improve communication among the Board of Trustees, the educational establishment, and the citizens, the Board established a Trustee Advisory Council (TAC).

Citizens' Oversight Committee

The Citizens' Oversight Committee (COC), which was established to satisfy the accountability requirements of Proposition 39, is an advisory body to the District on matters related to the Propositions S and N construction bond program.