

SAN DIEGO MIRAMAR COLLEGE

# College Governance Handbook

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Fall 2020

**Approved by College Council**

**Date**

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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, students, and

supervisors/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 administrative staff 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 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. The College recognizes that diverse opinions and values are important and that the knowledge and experience of students, classified professionals, faculty, 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 statute 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 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 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 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, 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 and supervisors 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)
- Planning, Research, Institutional Effectiveness, Library and Technology (PRIELT)
- Public Safety (PS)



# **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.

The participatory governance committees and all committees associated with them are considered legislative bodies and operate pursuant to the Ralph M. Brown Act (the Act) per Section 54952 (b). In short, this means that:

1. All meetings will be open and public. There shall be no closed sessions.
2. All agenda items and any other writings will be published, disseminated to the membership and posted in an area accessible to the public (during normal working hours) no less than 72 clock hours in advance of any regularly scheduled meeting.
3. No action will be taken on any matters that are not on the posted agenda unless the provisions for late-breaking or continued items or "emergency situations" are met in accordance with Section 54954.2(b) of the Act.

### **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 meetings 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 purpose, goals, and procedures with the committee members and direct the committee to establish goals for the coming academic year.
- 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 or designees for approval.
- Ensure that a hard copy of the committee agenda is posted at least 72 clock hours before each meeting in a publicly accessible space, and inform the campus community by email via the San Diego Miramar College distribution list (DL).
- 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.
- 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.

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:

- **Constituency Committee Members:** 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 supervisors/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.

- **Ex Officio Advisor:** 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.  
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.
- **District Committees:** Membership positions exist for all constituencies on various San Diego Community College District (SDCCD) committees. These appointments are either by

designation or made by the constituency leader.

- **Committee Assignment by Designation:** 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.
- **Quorum:** 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.
- **Proxy:** 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, 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.
- **Alternate:** *For College Council only.* Alternates are appointed by constituent groups and serve as a voting member when the designated constituent member is absent. To ensure continuity, the alternate is expected to attend all meetings of the participatory governance committee and remain in direct contact with the designated constituent member and the constituency group.

These alternates (participating; non-voting) are appointed by constituency leaders; they participate but do not vote unless as proxy for a designated representative member.

- **Note Taker:**  
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; or shall be provided by the Administrator assigned to the committee and serve as a non-voting member. Exceptions to this rule are noted in specific *Committee Procedures*.

- **Guest**

Three types of guests may 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 leader. The rotation of committee members will be reviewed cyclically by all constituency leaders 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 a limit of two consecutive terms (maximum service 4 years), with the exception of those committees on which members have positional assignments. Individuals may become committee members again after a one year break of service from that committee. A committee membership schedule based on a 3 year staggered rotation keeps record of the membership rotation for all constituency groups in concert with specific committee's descriptions.
- 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 College President's assistant, 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 Honors, Curriculum, Guided Pathways, etc.) shall be selected following an application process that is developed in consultation between the College President and the Academic Senate President.

### **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), 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

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## 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

<b>Administrators (3)</b>	<b>Classified Professionals (3)</b>	<b>Faculty (3)</b>	<b>Students (3)</b>
Vice President of Instructional Services	Classified Senate President	Academic Senate President	ASG President
Vice President of Student Services	Vice President	Academic Senate Vice President	Designee
Vice President of Administrative Services	Senator At-Large	Chair of Chairs	Designee
<b>Alternates (1)</b> Designee	<b>Alternates (1)</b> Designee	<b>Alternates (1)</b> Designee	<b>Alternates (1)</b> 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 through 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.

### **Meeting Frequency**

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

### **Subcommittees**

Grants, Initiatives, and Program Viability Subcommittee

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## Grants, Initiatives, and Program Viability Subcommittee

*(Includes Academic and Professional Matters)*

**Co-chair:** Faculty Member, elected by committee.

**Co-chair:** Administrator, appointed by College President.

### **Committee Membership**

<b>Administrators (2)</b>	<b>Classified Professionals (2)</b>	<b>Faculty (2)</b>	<b>Students (1)</b>
Designee	Designee	Designee	Designee
Designee	Designee	Designee	

Pending.

### **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: Program Viability Review.
- 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.

## Standing Committees of College Council

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

### Diversity, Equity, and Inclusion Committee

*(Includes Academic and Professional Matters)*

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

#### Committee Membership

<b>Administrators (2)</b>	<b>Classified Professionals (5)</b>	<b>Faculty (11)</b>	<b>Students (3)</b>
Associate Dean of Academic Success and Integrated Support Services	Designee	BTCWI Designee	Designee
Designee	Designee	Liberal Arts Designee	Designee
	Designee	MBEPS Designee	Designee
	Designee	PRIELT Designee	
	Designee	Public Safety Designee	
		Student Services Designee	
		4 At-Large Designees	
		Professional Development Coordinator	

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

#### Purpose/Charge

The committee is committed to promote 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 district 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.
- Regularly gather, review, and assess college data to identify potential gaps and make recommendation 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: 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: 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.

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## Enrollment Management Committee

*(Includes Academic and Professional Matters)*

**Co-Chair:** Chair of Chairs

**Co-Chair:** Vice President of Instructional Services

### **Committee Membership**

<b>Administrator (6)</b>	<b>Classified Professional (1)</b>	<b>Faculty (19)</b>	<b>Students (3)</b>
Vice President of Instructional Services	Designee	Chair of Chairs	Designee
Dean, BTCWI		Instructional Department Chairs	Designee
Dean, Liberal Arts		Counseling Chair	Designee
Dean, MBEPS		Counseling Designee	
Dean, Public Safety			
Dean, Student Services			

**Ex Officio Advisors:** Articulation Officer (AO), Assistant Chairs and Program Directors/Coordinators

### **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 a minimum of once per month.

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## Facilities, Health, and Safety Committee

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

**Co-Chair:** Vice President of Administrative Services

### Committee Membership

<b>Administrators (3)</b>	<b>Classified Professionals (5)</b>	<b>Faculty (6)</b>	<b>Students (3)</b>
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
	MBEPS Designee	PRIELT Designee	
	Public Safety Designee	Public Safety Designee	
		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: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- Recommendations are made to the College Council.
- 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

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## Environmental Sustainability Subcommittee

**Chair:** Any member, elected from Subcommittee Membership.

### **Committee Membership**

<b>Administrator (1)</b>	<b>Classified Professionals (4)</b>	<b>Faculty (4)</b>	<b>Students (2)</b>
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.

### **Committee Responsibilities**

- Make reports, including but not limited to an annual Environmental Stewardship report, to the Facilities, Health, and Safety Committee on sustainability issues. These reports should include data and inputs from external and community sources.
- 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: 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: 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

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## Guided Pathways Committee

*(Includes Academic and Professional Matters)*

**Co-Chairs:** Faculty Guided Pathways Coordinators (2)

**Co-Chair:** Administrator appointed by College President

### **Committee Membership**

<b>Administrators (3)</b>	<b>Classified Professionals (3)</b>	<b>Faculty (3)</b>	<b>Students (2)</b>
Vice President of Instruction or Designee	Designee	Guided Pathway Coordinators (2)	Designee
Vice President of Student Services or Designee	Designee	Academic Senate President	Designee
Instructional Dean	Designee		

### **Purpose/Charge**

The Guided Pathways Committee provides guidance, support, and recommendations with regard to the implementation of the Guided Pathways Initiative as it relates to State mandates, campus policies and procedures, and the institutionalization of best practices to promote student success.

### **Committee Responsibilities**

- Explore and recommend strategies and frameworks to address legislative and regulatory mandates related to Guided Pathways.
- Coordinate the development of Guided Pathways workgroups, including the identification of workgroup leaders and workgroup membership.
- Provide guidance and support to Guided Pathways workgroups.
- Monitor progress toward meeting the goals of the Guided Pathways initiative, including collecting and sharing data and facilitating the preparation and submission of annual reports.
- Collect and disseminate information to the campus with regard to Guided Pathways activities, research on best practices, and opportunities for professional development.
- Identify, recommend, and support professional development opportunities as they relate to the Guided Pathways initiative.
- Support the integration and coordination of the Guided Pathways initiative with the various college-wide plans, initiative, and activities that support student success, such as, but not limited to, Strong Workforce and Student Equity.

- Perform work and provide evidence to ensure the College meets applicable areas of Accreditation Standard I-IV.

### **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: 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.

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## Marketing and Outreach Committee

*(Includes Academic and Professional Matters)*

**Co-Chair:** Public Information Officer (PIO)

**Co-Chair:** Associate Dean of Outreach

### **Committee Membership**

<b>Administrators (3)</b>	<b>Classified Professionals (4)</b>	<b>Faculty (6)</b>	<b>Students (3)</b>
Associate Dean of Outreach	Public Information Officer	BTCWI Designee	Designee
Designee	Designee	Liberal Arts Designee	Designee
Designee	Designee	MBEPS Designee	Designee
	Designee	PRIELT 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 to include but not limited to, enrollment management, support and implementation of events and activities, ensure centralized message for branding.

### **Committee Responsibilities**

- Leads the development, implementation and evaluation of campus-wide marketing and outreach strategies.
- Develop plans to target information dissemination to disproportionately impacted student groups to supporting strategic enrollment management.
- Designs, implements, 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.
- Collaborates 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.
- Provides input into Website design and style parameters that best reflect college image and website marketing needs.
- Reports back to respective departments for relevant updates, engage colleagues for support/participation of related events and activities.
- Provides input to 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: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- 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 per month during the academic year.

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## Planning, Research, and Institutional Effectiveness

*(Includes Academic and Professional Matters)*

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

**Co-Chair:** Dean of Planning, Research, Institutional Effectiveness, Library and Technology (PRIELT)

### Committee Membership

<b>Administrators (5)</b>	<b>Classified Professionals (5)</b>	<b>Faculty (8)</b>	<b>Students (2)</b>
Dean of PRIELT	Instructional Services Designee	BTCWI Designee	Designee
Vice President of Instructional Services	Administrative Services Designee	Liberal Arts Designee	Designee
Vice President of Administrative Services	Student Services Designee	MBEPS Designee	
Vice President of Student Services	Academic Support Services Designee	PRIELT Designee	
Associate Dean of Academic Success and Integrated Support Services	Researcher	Public Safety Designee	
		Student Services Designee	
		Designee	
		Designee	

### Purpose/Charge

To establish and promote institutional effectiveness through aligning the college's integrated planning process with the college 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 processes.
- Review and update the planning calendar and work flow diagram of the College Annual Planning Cycle.
- Provide leadership for the review, revisions, and updates to the College Educational Master Plan, Strategic Plan, and Operational Plans.
- Regularly assess the College Strategic Plan.
- Regularly review and recommend revisions of the College Mission and Vision Statements.



- Ensure that Outcomes and Assessment and Program Review are aligned with the college integrated planning process to facilitate student equity and success.
- Coordinate college-wide process 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 Standard I-III.

### **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.
- The Administration will provide the note taker and clerical support.
- Plans/Reports: Educational Master 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**

<b>Administrators (3)</b>	<b>Classified Professionals (4)</b>	<b>Faculty (7)</b>	<b>Students (2)</b>
Vice President of Administrative Services	Business Office Accounting Supervisor	BTCWI Designee	Designee
Vice President of Instruction	Technology Support Designee	Liberal Arts Designee	Designee
Vice President of Administrative Services	Designee	MBEPS Designee	
	Designee	PRIELT 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 PIEC 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, ~~and~~ 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. ~~and~~
- 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: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- Recommendations are made to the Planning and Institutional Effectiveness Committee; 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: 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:** SLO Coordinator

**Co-Chair:** Program Review Coordinator\*

### Committee Membership

<b>Administrators (4)</b>	<b>Classified Professionals (5)</b>	<b>Faculty (9)</b>	<b>Students (3)</b>
Vice President of Instructional Services	Researcher	SLO Coordinator	Designee
Vice President of Student Services, or designee	Designee	<i>Program Review Coordinator*</i>	Designee
Vice President of Administrative Services, or designee	Designee	BTCWI Designee	Designee
Dean of PRIELT	Designee	Liberal Arts Designee	
	Designee	MBEPS Designee	
		Public Safety Designee	
		PRIELT Designee	
		Counseling Designee	
		Health Services/Mental Health Designee	

*\*Recommended that once there is a faculty Program Review Coordinator, this person serve on and co-chair this committee. Until such time, an Administrator will act as Co-Chair to this committee.*

### Purpose/Charge

The Program Review and Outcomes Assessment Committee will guide and promote continuous quality improvement in the Program Review and Student Learning Outcomes Assessment processes.

### Committee Responsibilities

- Develop, maintain, and facilitate the Program Review and the Student Learning Outcomes Cycle.
- Provide support and serve as a resource to faculty, classified professionals, and administrators in completing Program Review and Student Learning 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.
- Update all reporting documents and website.
- Review PR and SLOs and offer feedback, improvements, summaries and suggestions.
- Perform work and provide evidence to ensure the College meets applicable areas of Accreditation Standard I-III.

### **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 the Planning and Institutional Effectiveness Committee; 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 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.

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## Professional Development Committee

(Includes Academic and Professional Matters)

**Co-Chair:** Professional Development Coordinator\*

**Co-Chair:** Administrator, elected by committee.

### Committee Membership

<b>Administrators (3)</b>	<b>Classified Professionals (4)</b>	<b>Faculty (8)</b>	<b>Students (1)</b>
Instructional Designee	Instructional Services Designee	Professional Development Coordinator*	Designee
Student Services Designee	Administrative Services Designee	FLEX Coordinator	
Designee	Student Services Designee	BTCWI Designee	
	Academic Support Services Designee	Liberal Arts Designee	
		MBEPS Designee	
		PRIELT Designee	
		Public Safety Designee	
		Student Services 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: 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: 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 Services Committee

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

**Co-Chair:** Vice President of Student Services

### Committee Membership

<b>Administrators (4)</b>	<b>Classified Professionals (5)</b>	<b>Faculty (8)</b>	<b>Students (3)</b>
Vice President of Student Services	Admissions Designee	Instructional Designee	Designee
Dean of Student Development and Matriculation	Financial Aid Designee	Counseling Chair	Designee
Dean of Student Affairs	Counseling Designee	DSPS Designee	Designee
Instructional Designee	Special Programs Designee	Special Programs Designee	
	Instructional Designee	Mental Health/Student Health Designee	
		Counseling Designee	
		Designee	
		Designee	

### Purpose/Charge

The Student Services Committee contributes to the improvement of students' educational experience related to co-curricular programs and student support services through the recommendation of new proposals and initiatives and the periodic review of current policies, procedures, and program initiatives and that affect student satisfaction, equity, and success.

### Committee Responsibilities

- Periodically review and recommend changes to policies and procedures on student services related matters.
- Review and recommend strategies to address legislative and regulatory changes that will impact student services program and activities.
- Support the communication of changes to campus community.
- Recommend programs and services that will be beneficial to the educational experience of students.
- Assist in the development, implementation, and review of college-wide plans, initiatives, and student support services and activities.
- Explore and recommend new policies, procedures, programs, and activities as the needs of the students and community college change.
- Recommend and support the use periodic surveys of student satisfaction, communicate results campus-wide, and facilitate implementation of agreed upon intervention strategies.



- Encourage participation and support among faculty, classified professionals, and administrators for student services and activities.
- Encourage an environment in which issues of diversity, equity, inclusion, and respect are explored and embraced.
- Support the retention and success of non-traditional students through exposure to a co-curriculum of services and activities with multi-cultural content that prepares students to live and be engaged in a diverse world.
- Encourage the use of student success and equity data and research to inform college practices and the allocation of resources.
- Support professional development efforts related to student access, success, equity, diversity, and inclusion.
- Monitor and engage in the college's efforts toward meeting the goals and recommendations specific to its accreditation standards.
- Provide meaningful intersection and interface with equivalent District committee.
- Perform work and provide evidence to ensure the College meets applicable areas of Accreditation Standard II.

#### **Committee Procedures and Consensus**

- Membership Term lengths: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- 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: N/A
- 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:** Dean of Planning, Research, Institutional Effectiveness, Library and Technology (PRIELT)

## Committee Membership

<b>Administrators (2)</b>	<b>Classified Professionals (5)</b>	<b>Faculty (6)</b>	<b>Students (2)</b>	<b>District (1)</b>
Dean of PRIELT	AV Supervisor	BTCWI Designee	Designee	IT Manager or Supervisor
Instructional Dean	Instructional Computing Support Supervisor	Liberal Arts Designee	Designee	
	Administrative Computing Support Specialist	MBEPS Designee		
	Administrative Services Designee	PRIELT Designee		
	Public Information Officer (PIO)	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: 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: Technology Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

### **Meeting Frequency**

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

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# Collegial Consultation with the San Diego Miramar College Academic Senate

Included in this governance model is collegial consultation with the San Diego Miramar College Academic Senate in Academic and Professional Matters as defined in Title 5, §§ 53200 and 53203.

## Academic and Professional Matters

In issues involving the seven Academic and Professional Matters listed below, the San Diego Miramar College President (as the designee of the Chancellor) will rely primarily on the advice of the San Diego Miramar College Academic Senate:

1. Degree and certificate requirements;
2. Grading policies;
3. Educational program development;
4. Standards or policies regarding student preparation and success;
5. District and college governance structures, as related to faculty roles;
6. Faculty roles and involvement in accreditation processes, including self-study and annual reports; and
7. Processes for institutional planning and budget development.

The San Diego Miramar College President (as the designee of the Board) must reach mutual agreement with the San Diego Miramar College Academic Senate on issues involving the following four Academic and Professional Matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Policies for faculty professional development activities;
3. Processes for program review;
4. Other Academic and Professional Matters as mutually agreed upon between the Governing Board and the Academic Senates.

The Academic Senate and all committees associated with it are considered "legislative" bodies and operate pursuant to the Ralph M. Brown Act (the Act) per Section 54952 (b). In short, this means that:

1. All meetings will be open and public. There shall be no closed sessions.
2. All agenda items and any other writings will be published, disseminated to the membership and posted in an area accessible to the public (during normal working hours) no less than 72 clock hours in advance of any regularly scheduled meeting.
3. No action will be taken on any matters that are not on the posted agenda unless the provisions for late-breaking or continued items or "emergency situations" are met in accordance with Section 54954.2(b) of the Act.

## 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.

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### Academic Senate Equivalency Committee

**Chair:** Academic Senate President

#### **Committee Membership**

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

#### **Purpose/Charge**

The Academic Senate Equivalency Committee (ASEC) shall be established to fulfill the requirement of Education Code 87359, which states that the equivalency process “shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are 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.

DRAFT

## Academic Success Committee

**Chair:** Academic Success Center (ASC) Coordinator

### Committee Membership

<b>Administrators (2)</b>	<b>Classified Professionals (4)</b>	<b>Faculty (9)</b>	<b>Students (2)</b>
Associate Dean of Academic Success and Integrated Support Services	ASC Instructional Lab Technician	ASC Coordinator	Designee
Dean of PRIELT	Classroom ILT or IA	BTCWI Designee	Designee
	Instructional Learning Center (ILC) Supervisor	Liberal Arts Designee	
	Student Services Designee	MBEPS Designee	
		PRIELT Designee	
		Public Safety Designee	
		Student Services Designee	
		Counseling Designee	
		Designee	

**Ex Officio Advisors:** Department Liaisons and SEEM Committee representative.

### Purpose/Charge

The purpose of the Academic Success Committee is to support academic success at San Diego Miramar College by offering comprehensive academic support to students across all disciplines on campus; to support, facilitate, and develop services to faculty, classified professionals, administrators, and students; to provide a forum to receive and share new ideas about effective activities and practices; and to engage in evaluation and assessment of current practices, allowing the campus to address any immediate and future activities and needs.

### Committee Responsibilities

- Create clear and effective communication between all of the various academic support services available to students across campus (e.g., ASC, Math Lab, WELL, Science Center, etc.).
- Ensure all avenues of securing vital resources for Academic Success are pursued.
- Create a meaningful map of Academic services available to students and related Professional Development opportunities available to faculty, classified professionals, and administrators (e.g., workshops, seminars, and training sessions).
- Evaluate the effectiveness of committee purpose, charge, and responsibilities regularly.
- 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 Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Annual summary of goals and accomplishments to College Council.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

### **Meeting Frequency**

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

DRAFT



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## Chairs Committee

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

### **Committee Membership**

<b>Faculty (17)</b>
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 Academic Senate Executive Committee, the College Council, the Faculty Hiring Prioritization Committee, and the Strategic Enrollment Committee.
- Recommendations are made to the Academic Senate.
- 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.

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## Contract Faculty Hiring Prioritization Committee

**Chair:** Chair of Chairs (Non-Voting)

### **Committee Membership**

<b>Administrators (2)</b>	<b>Faculty (8)</b>
VPI	Chair of Chairs (non-voting)
VPSS	BTCWI Chair
	LA Chair
	MBEPS Chair
	PS Chair
	Counseling Chair
	Library Chair
	Health Services/Mental Health Faculty
	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**

Committee will meet a minimum of once per month during the fall and spring semesters.

DRAFT

## Curriculum Committee

**Chair:** Curriculum Chair/Coordinator

### **Committee Membership**

<b>Administrators (1)</b>	<b>Classified Professionals (2)</b>	<b>Faculty (8)**</b>	<b>Students (1)</b>
Vice President of Instructional Services	<i>Evaluator*</i>	Curriculum Chair/Coordinator	Designee
	<i>Evaluator*</i>	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 CCCC - 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: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- 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

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## Academic Standards Subcommittee

**Chair:** Articulation Officer

### **Committee Membership**

<b>Administrators (1)</b>	<b>Classified Professionals (2)</b>	<b>Faculty (6)</b>
VPI or Designee	<i>Evaluator*</i>	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**

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

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## Distance Education Standards Committee

**Chair:** Any member, elected by committee.

### Committee Membership

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

*\*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 also develop and update a San Diego Miramar College handbook on 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 Senate 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: 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: Annual summary of goals and accomplishments to Academic Senate; Distance Education Handbook.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

### **Meeting Frequency**

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

DRAFT

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## Success in English, ELAC, and Math (SEEM) Committee

**Co-Chairs:** English and Math SEEM Coordinators

### Committee Membership

<b>Administrators (1)</b>	<b>Classified Professionals (3)</b>	<b>Faculty (10)</b>	<b>Students (1)</b>
Vice President of Instruction or Designee	Designee	Academic Success Center Coordinator	Designee
	Designee	SEEM English/ELAC Coordinator	
	Designee	SEEM Math Coordinator	
		Math Faculty (2)	
		English and/or ELAC Faculty (2)	
		Counseling Faculty (2)	
		Faculty At-Large	

### Purpose/Charge

The Success in English, ELAC, and Math (SEEM) committee will focus college efforts on equity-based programs and initiatives that support retention, success, and persistence of all students in English, ELAC, and Math. It is responsible for supporting the success of English, ELAC, and Math students, as well as students across the curriculum, including successful transfer, degrees, and certificates.

### Committee Responsibilities

- Design, implement, and evaluate an ongoing research-based plan for students' successful completion of necessary English, ELAC, and Math courses at San Diego Miramar College in order to guide and accelerate student progress through their chosen path.
- Address student success in the college community through:
  - Interventions for underrepresented and disproportionately impacted student groups.
  - Innovations in and support for instruction in English, ELAC and Mathematics including professional development.
- Assist the College in identifying, researching, evaluating, designing, coordinating, and/or implementing equity-based programs and initiatives at the college, District, and State levels.
- Coordinate work and recommendations with the Diversity, Equity, and Inclusion Committee and Academic Success Committee as needed.

- Identify, coordinate, and publicize best practices for meeting all students' educational needs.
- 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: The Student Equity and Achievement (SEA) Plan and Reports.
- 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.

DRAFT

## **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.

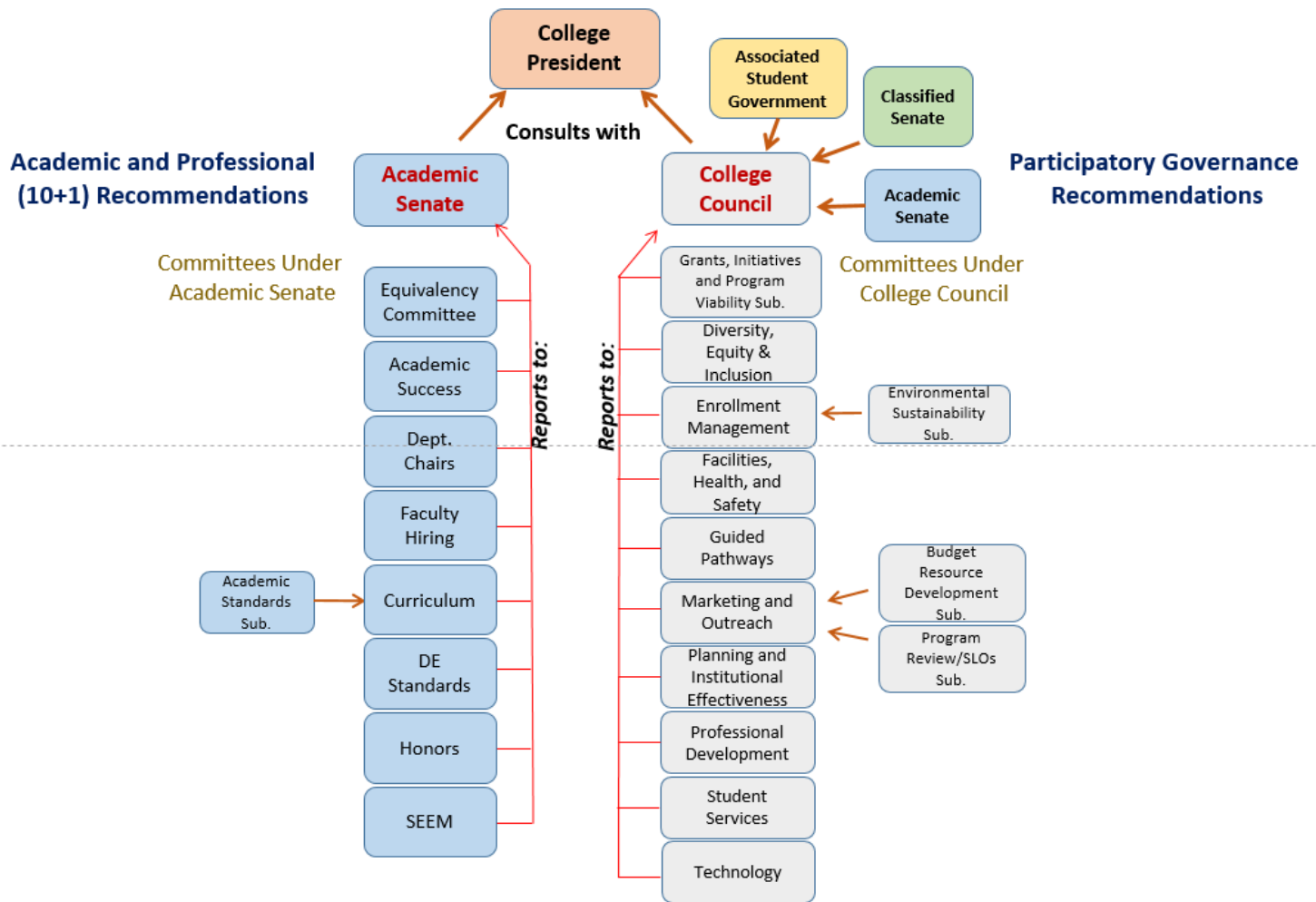
### **Professional Advancement Committee**

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



# Appendices

## Appendix A: Rules and Tools

In order to create valued outcomes, a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all is necessary. 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 how to apply consensus decision-making to meeting deliberations, the roles of chairs and participants, and strategies for effective record-keeping and communications. Meetings are the primary mechanism for convening governance groups. Effective meetings require well-thought-out agendas, active participation, and a record of the meetings, topics, and outcomes. Best practices for agenda design include the following:

- Careful agenda preparation in advance, using provided templates that are both easily found online and in print, and are Americans with Disabilities Act (ADA)-compliant for accessibility
  - Remember, agendas are driven by committee charge
- 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

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### 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 hand this PROXY to the Chairperson of the meeting before the meeting begins.

DRAFT

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)



# 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 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. Approval of Agenda and Minutes
- C. Committee Reports/Other

**D. Old Business:**

#	Item	Strategic Goal*	Accreditation Standard**	Initiator
1	<i>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.</i>	<i>Note: Align with Strategic Goal(s)</i>	<i>Note: Align with Accreditation Standard(s)</i>	<i>Note: If a specific individual will present the item, indicate the name here.</i>
2				
3				

**E. New Business:**

#	Item	Strategic Goal*	Accreditation Standard**	Initiator
1				
2				
3				

- F. Announcements
- G. Adjourn
- H. Next Scheduled Meeting:

**\* San Diego Miramar College 2013 – 2020 Strategic Plan Goals**

- I: Provide educational programs and services that are responsive to change and support student learning and success.
- II: Deliver educational programs and services in formats and at locations that meet student needs.
- III: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.
- IV: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

**\*\* ACCJC Accreditation Standards (Adopted June 2014)**

- I. Mission, Academic Quality and Instructional Effectiveness, and Integrity. II. Student Learning Programs and Support Services. III. Resources. IV. Leadership and Governance.

# Committee Meeting Minutes Template

## Committee Name Minutes San Diego Miramar College DATE • ROOM • TIME

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**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	<i>Note: Provide a 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.</i>
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 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.

**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, the Associated Student Government, the Classified Senate, and the College Administration. These groups are represented by their respective presidents and all

are elected with the exception of the College President. This means the College President may vote without further process, but the other three representatives may need to solicit the will of their respective constituency groups prior to voting unless otherwise allowed for in their specific bylaws.

**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 not about equal treatment of all students. Rather, it is about equal outcomes achieved by individualizing the instruction and support for each and every student. Equity is about all students succeeding, especially when measured according to differences such as race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, language, and family background. Building equity in education shifts the focus of responsibility for academic achievement from the students to the professional administrators and teachers who are the educators in the school. Students have to do their part, but the adults in the building need to teach in a way so that all students can succeed.

**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 Executive Committee).

**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

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

The Ralph M. Brown Act

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

## 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 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 committees may have different functions, depending on the type of work a specific committee does and the organization's needs.

### 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 ~~them~~ 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 (one-time) in nature.

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