

## Constituency Committees

### Academic Senate Constituency Committees

Note that internal standing committees of the Academic Senate do not necessarily involve appointed representation from the other constituency groups.

#### **Chairs Council (Reviewed by Chairs on 9-22-14)**

**Charge:** Chairs Council is authorized by the Academic Senate to develop and recommend processes including, but not limited to, **Chair's training**, departmental budgeting, planning and program review, **program viability**, **flex calendar**, scheduling and facilities use, and syllabi recommendations.

**Voting Members:** Faculty Chairs

**Non-voting Members:** Vice President, Instruction and three Instructional Deans.

**Meeting Days and Times:** 1<sup>st</sup> and 3<sup>rd</sup> Friday at 8:30am

**Term:** Two years

#### **Curriculum Committee (NO CHANGE)**

**Charge:** The Curriculum Committee is authorized by the Academic Senate to make recommendations to the Board of Trustees about the curriculum of the college, including approval of new courses, deletion of existing courses, proposed changes in courses, periodic review of course outlines, review of degree and certificate requirements, approval of changes in degree and certificate requirements, and approval of prerequisites and co-requisites.

**Voting Members:** Faculty members as appointed by the Academic Senate including the faculty member holding the position of CHC Articulation Officer and a faculty representative from the Educational Technology Committee.

**Non-voting Members:** Vice-President of Instruction, Instructional deans and the dean of counseling, Admission and Records Evaluator, Curriculum Secretary, Schedule/Catalog Data Specialist and a student representative.

**Meeting Days and Times:** 2<sup>nd</sup> and 4<sup>th</sup> Monday at 2pm

**Term:** Three years

#### **Educational Policies Committee**

**Charge:** The Educational Policies Committee is authorized by the Academic Senate to develop proposals for new policies and reviews proposed changes in existing policies that directly affect the educational programs of the college.

**Voting Members:** Faculty members as appointed by the Academic Senate.

**Meeting Days and Times:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 12pm

**Term:** One year

#### **Educational Technology Committee**

**Charge:** The Educational Technology Committee is authorized by the Academic Senate to develop and recommends policies involving the use of technology for education. Reviews and revises as necessary the **Intro to online learning course(s) (CHC 062)**, as well as the process by which online instructors and courses are evaluated. The committee reviews and approves ~~Distributed Education (DE)~~ eLearning instructors and courses. **The committee reviews the success of the eLearning program and makes recommendations for professional development to address identified deficiencies.** Develops and provides content for the CHC ~~DE~~ eLearning portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college's **online eLearning program to instructional support services, student services and the curriculum committee for eLearning programs and students.** ~~It also advises the Curriculum Committee in matters involving distributed education.~~

**Voting Members:** Faculty members as appointed by the Academic Senate, including one faculty member from Student Services and one from Instructional Support (one member will also serve as the ETC representative to the Curriculum Committee).

**Non-voting Members:** Vice President, Instruction or designee, **Vice President of Student Services or designee, a representative from Technology Services and a representative from TESS.**

**Meeting Days and Times:** 1st and 3rd Wednesday at 1pm

**Term:** One year

### ***Honors Steering Committee***

**Charge:** The Honors Steering Committee is authorized by the Academic Senate to make recommendations regarding student admission, standards, curriculum, activities and other issues pertinent to the College Honors Institute.

**Voting Members:** Faculty members as appointed by the Academic Senate, **including at least one faculty representative from each division and no more than two representatives from any one discipline. Faculty members should have taught, be currently teaching, or be preparing to teach an Honors course.**

**Non-voting members:** The Coordinator(s) of the College Honors Institute, the designated Honors counselor(s), the Articulation Officer, an administrative representative from the Office of Instruction, one Classified Representative, and one Honors Student Representative (must be enrolled in an Honors course).

**Meeting Days and Times:** 1<sup>st</sup> Monday, 11:00am

**Term:** One year