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. The internal standing committees of the Academic

Senate make recommendations to the Academic Senate related to the assigned charge. Additionally, the

standing committee must abide by all open meeting laws and must post all meeting agendas and related

docs online at least 72 hours prior to all meetings.

Basic Skills Committee

Charge: The Basic Skills Committee is authorized by the Academic Senate to collaboratively develop, coordinate and oversee the Basic Skills Initiative Plan, including making recommendations related to the development of curriculum, student support services for basic skills students and courses and budget allocation.

As with all Academic Senate Committees, send agenda, documents, and minutes to the AS Historian or designee to be posted for public access 72 hours in advance of the meeting

Members: Faculty members as appointed by the Academic Senate, including one faculty representative from Math, English, Reading, CTE, Counseling, DSPS, , EOPS, and the Tutoring Center.

Non-voting Members: Administrators as appointed; one student representative; one classified representative.

Meeting Days and Times: ~~1st and 3rd Wednesdays~~Fridays 12-1

Term: Two years

Chairs Council

Charge: Chairs Council is authorized by the Academic Senate to develop, participate in and recommend processes including, but not limited to, Chairs' training, , flex calendar, scheduling and facilities use, dual enrollment and syllabi recommendations. The committee makes recommendations for the prioritization of faculty hires, enrollment strategies, reviews program viability documents and disseminates campus information to departmental faculty.

As with all Academic Senate Committees, send agenda, documents, and minutes to the AS Historian or designee to be posted for public access.

Voting Members: Faculty Chairs, (1 vote per department)

Non-voting Members: Vice President of Instruction and Instructional Deans.

Meeting Days and Times: 1st and 3rd Friday at 9:00am

Term: Two years

Curriculum Committee

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, review and implement new state policies, approval of changes in degree and certificate requirements, and approval of prerequisites and co-requisites.

As with all Academic Senate Committees, send agenda, documents, and minutes to the AS Historian or dsignee to be posted for public access 72 hours in advance of the meeting

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, a Schedule/Catalog Data Specialist and a student representative.

Meeting Days and Times: 2nd and 4th Monday at 2pm

Term: ~~Three~~ Two years

Educational Policies Committee

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

As with all Academic Senate Committees, send agenda, documents, and minutes to the AS Historian or designee to be posted for public access 72 hours in advance of the meeting.

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

Meeting Days and Times: 2nd and 4th Wednesday at 12pm

Term: One One year Educational

Educational Technology Committee

Charge: The Educational Technology Committee is authorized by the Academic Senate to develop and recommends policies for CHC eLearning. The committee makes recommendations for DE pathways, reviews and makes revision recommendations for 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 eLearning instructors and courses. The committee reviews the success of the eLearning program and makes recommendations for professional development to address identified deficiencies. Makes recommendations for the CHC eLearning portal. Develops recommendations related to the continued growth of the college's eLearning program to instructional support services, student services and the curriculum committee Conducts an annual review and make revision recommendations for the CHC Distance Education (DE) plan to ensure compliance with state and national DE standards, regulations, and guidelines.

As with all Academic Senate Committees, send agenda, documents, and minutes to the AS Historian or designee to be posted for public access 72 hours in advance of the meeting.

Voting Members: Faculty members as appointed by the Academic Senate, including the CHC Distance Education Coordinator, 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: 2nd and 4th Wednesday at 1pm

Term: One year

6

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.

As with all Academic Senate Committees, send agenda, documents, and minutes to the AS Historian or designee to be posted for public access 72 hours in advance of the meeting

Voting Members: Faculty members as appointed by the Academic Senate, including the Faculty Coordinator(s) of the College Honors Institute, the designated Honors counselor(s), the Articulation Officer, at least one faculty representative from each division with 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: One 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: 1st, Wednesday, 12:00

Term: One year