***What Committees Are There AND What Do They Do?!***

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| Committee | Days | Time | Location | Description |
| Curriculum | 2nd and 4th Monday | **2:00pm** | CCR 233 | 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, approval of proposed programs, deletion of programs, changes in programs, review of degree and certificate requirements, approval of changes in degree and certificate requirements, and approval of prerequisites and co-requisites. |
| Ed Policy | 2nd and 4th Wednesday | **12:00pm** | North 107 | The Educational Policies Committee is authorized by the Academic Senate to develop proposals for new policies and reviews proposed changes in existing policies that affect the educational programs of the college. |
| Ed Technology | 2nd and 4th Wednesday | **1:30pm** | Central 220 | 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. |
| Budget | 3rd Tuesday | **1:00pm** | CCR 247 | The Budget Committee reviews, identifies, and makes recommendations on the process of institutional planning as related to budget development, identifies strengths and weaknesses within the relationship between the college's budget and Educational Master Plan, advocates execution of the budget efficiently and effectively towards the achievement of optimal performance levels across all segments of the campus community, and makes the budgeting process transparent to the campus community. |
| Ed Master Plan | 4th Tuesday | **3:00pm** | CCR 233 | Relies on evidence (e.g.: quantitative and qualitative research, learning assessment results, etc.) to develop, review, and revise the Educational Master Plan with input from appropriate constituencies. The EMPC forwards revisions of the Educational Master Plan and the College Mission, Vision, and Values to the Crafton Council for review and approval. |
| Enrollment Management Strategies | 1st and 3rd Mondays | **1:00pm** | CCR 233 | The Enrollment Strategies Committee develop, reviews and monitors progress on the Enrollment Strategy Plan. |
| Institutional Effectiveness, Accreditation, and Outcomes | 2nd and 4th Thursdays | **2:00pm** | CCR 233 | The Institutional Effectiveness, Accreditation, and Outcomes Committee will facilitate sustainable continuous quality improvement of the organization. |
| Planning and Program Review | Mondays | **3:00pm** | LRC 110 | The charge of the Planning and Program Review (PPR) Committee is to advance continual, sustainable quality improvement at all levels of the institution.  Toward that end, the committee conducts a thorough and comprehensive review of each unit at the college on a cyclical basis and oversees the annual college-wide planning process.  The results of planning and program review inform the integrated planning and resource allocation process at the college, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the President, and determine and implement improvements to the PPR process. |
| Professional Development | 1st and 3rd Fridays | **12:00pm** | LRC 135 | The Professional Development Committee seeks to involve the entire campus in learning activities characteristic of the very best teaching and learning organizations. The Committee places the highest value on activities that help people to realize their individual and collective aspirations, raise the quality of their reflection and conversation, and hone their conceptualizations of the larger system in which their work is situated. In addition, the Committee actively seeks to help people to take advantage of learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college. |
| Safety | 2nd Monday | **1:00pm** | ? | The goal of the Safety Committee is to help the San Bernardino Community College District eliminate workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and promoting awareness and participation in emergency response programs. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. The committee reviews all safety-related incidents, injuries, accidents, illnesses, and deaths; makes suggestions to management for prevention of these accidents; conducts quarterly workplace inspections, identifies hazards, and recommends methods for eliminating or controlling hazards; annually evaluates the college’s workplace safety and health programs for effectiveness; and makes suggestions to management for improvements. |
| Student Success and Equity | 1st and 3rd Thursdays | **12:30pm** | CCR 233 | The Student Success and Equity (SSE) Committee is charged with developing and overseeing the implementation of the Student Success Plan and the Student Equity Plan for the college. Specifically, the SSE Committee addresses the recruitment, admission, retention, and success of all students, including the development of support services and programs for transitioning students to higher levels of learning. |
| Technology Planning | 4th Thursday | **2:30pm** | LRC 114 | The Technology Planning Committee uses research and evidence to develop and oversee a comprehensive technology plan for the college, identify and troubleshoot technology issues at a strategic level and evaluate technology opportunities. |
| Institutional Review Board | 2nd Monday as needed | **11:00pm** | LRC 135 | The IRB Committee coordinates the external research (i.e. any research project or study which is outside the normal day-to-day operations of Crafton) being conducted on campus involving Crafton students or employees. The purpose of the IRB committee is to protect students, employees, class time, employee time, student rights, and College liability. The IRB will ensure that the study participants are fully aware of the nature of the research, their rights, receive informed consent, and that the research aligns with the mission, vision, core values and goals of Crafton Hills College. The committee may also seek the advice of outside experts if a proposal is outside of their expertise. The IRB committee will meet on an as needed basis to provide feedback to proposals in a timely manner. Committee members will be required to receive appropriate training and external certification (e.g.: NIH, CITI, etc.) specific to the process of reviewing research proposals and protecting the rights of human subjects. |
| District Committees | | | | |
| District Budget | 3rd Thursday | **2:00pm** | PDC 104 | The District Budget Committee is a body with the objective of sharing all budget information with identified constituencies. It is intended to provide a forum for budget discussion and input. It is also a committee where explanations of Board actions or decisions or recommendations under consideration can be discussed. The committee is neither a decision-making body nor is it intended to undermine or replace the budget allocation processes of the colleges.  The Committee's responsibilities include the review and recommendations regarding District-wide processes related to budget development which may have a major impact on site operations or allocations |
| District Applications Workgroup | Wednesdays | **2:00pm** | ATTC | The purpose of the District Applications WorkGroup (DAWG) Committee is to:   * Provide a communication conduit and working environment * Bring and discuss current issues related to district applications and college services, including:   + New and changing State and Federal Mandates   + New and changing college/district policies and procedures * Bring stakeholders together to complete tasks and resolve issues related to approved projects and operational tasks. |
| District Assembly | 1st Tuesday | **3:00pm** | PDC 104 | District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District. |
| DE Coordinating Council | 2nd Monday | **1:30pm** | ATTC | The Distance Education Coordination Council has the charge to develop guidelines and recommendations to the colleges regarding distance education issues. This committee shall have the added responsibility of coordinating District support for distance education offered at Valley College, Crafton Hills College,  and the Professional Development Center. All programs offered in the District through distance learning shall be a part of one of the two colleges with the appropriate review, and evaluation by the academic senate and the discipline being offered. |
| District Enrollment Management | ? | **?** | ? | ? |
| Districtwide Institutional Effectiveness Committee | 4th Thursday | **10:00am** | SBCCD Boardroom | The charge of the Districtwide Institutional Effectiveness Committee (DIEC) is to:   * Support the colleges' Institutional Effectiveness processes * Support the accreditation processes at the colleges and ensure that the related accreditation district entities (HR, Business Services, TESS, etc.) are meeting accreditation requirements * Develop and monitor implementation of the Districtwide Support Services Strategic Plan. * Prepare an annual progress report to describe progress in achieving the objectives in the Districtwide Support Services Strategic Plan. * Facilitate communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs. * Develop mechanisms to assess progress on major district plans and make recommendations to District Assembly * Develop mechanisms to assess effectiveness of district-level committees and make recommendations to District Assembly |
| District Safety | 2nd Friday | **1:30pm** | PDC | The goal of the Safety Committee is to help the San Bernardino Community College District eliminate workplace injuries and illnesses by involving employees in achieving a safe, healthful workplace and promoting awareness and participation in emergency response programs. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them. The committee reviews all safety-related incidents, injuries, accidents, illnesses, and deaths; makes suggestions to management for prevention of these accidents; conducts quarterly workplace inspections, identifies hazards, and recommends methods for eliminating or controlling hazards; annually evaluates the college’s workplace safety and health programs for effectiveness; and makes suggestions to management for improvements. |
| District Services Planning and Program Review | 2nd Friday | **10:00am** | SBCCD Boardroom | The charge of the District Services Planning and Program Review (DSPPR) Committee is to advance continual, sustainable quality improvement at all levels of the District Services to support student success.  Toward that end, the committee conducts a thorough and comprehensive review of each unit at the District Services on an annual basis and oversees the annual District Services planning and program review process.  The results of planning and program review inform the integrated planning and resource allocation process at the District Services, and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the Chancellor’s Cabinet, and determine and implement improvements to the District Services Planning and Program Review process. |
| District Strategic Planning | 4th Friday | **2:00pm** | PDC 104 | The District Strategic Planning Committee (DSPC) develops, reviews, and revises the District Strategic Plan and relies on evidence (e.g.: quantitative and qualitative research, learning assessment results, environmental scan data, etc.) and input from appropriate constituencies.  In addition, the DSPC ensures that the District Strategic Plan aligns with and supports the colleges’ and other District entities’ strategic and educational and facilities plans, serves as a guide for planning at the college level, incorporates the Board Imperatives, and balances strategic scope with measurable objectives/outcomes.  Moreover, the DSPC will integrate plans and align schedules to guide and facilitate planning processes district wide. |