

## **CRAFTON HILLS COLLEGE COLLEGIAL GOVERNANCE**

### **MISSION STATEMENT**

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

### **VISION**

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation

### **VALUES**

Our institutional values are creativity, inclusiveness, excellence, and learning centeredness.

### **GOVERNANCE STRUCTURE**

The Reporting Flowchart of College Committees describes the reporting structures for all committees in the college. Constituency groups represented on the college's various committees and councils provide input through clearly defined channels. As a result of broadly shared input, the implementation of our decisions is more effective, and the campus community develops a shared sense of mission and purpose. It is important to note that individuals and groups who are not committee members may also be heard in any committee by requesting permission to speak, thus broadening the opportunities for dialogue across the campus governance structure. Committees review their charges and memberships annually. Changes are forwarded to the Crafton Council for review and approval.

### **PARTICIPANTS IN SHARED GOVERNANCE**

Participatory governance is characterized by inclusiveness, rigorous dialogue, and shared decision-making involving all constituents. Recognized Crafton Hills College constituencies include:

- Faculty
- Classified staff
- Students
- Management

#### **Faculty**

All faculty appointments to college governance bodies are made by the Academic Senate. The Board or its designees will consult collegially with the Academic Senate with respect to academic and professional matters as defined by law. Faculty appointments to standing committees and councils are for two-year terms of service unless otherwise noted in the committee/council charge and membership; additional terms are subject to Senate approval. Whenever possible, the Senate will alternate new appointments to ensure continuity on committees and councils.

### **Classified Staff**

Each shared-governance committee with classified staff representation must have an appointee from both CSEA and the Classified Senate, though sometimes the two constituencies agree to appoint a single staff member.

### **Students**

Student members are appointed by the Student Senate of the CHC Associated Students to serve on shared district and campus committees, task forces, and advisory bodies. The CHC Student Senate appoints members at the beginning of each academic year, though due to attrition or the lack of student volunteers, vacancies may occur. Student appointments are for one year.

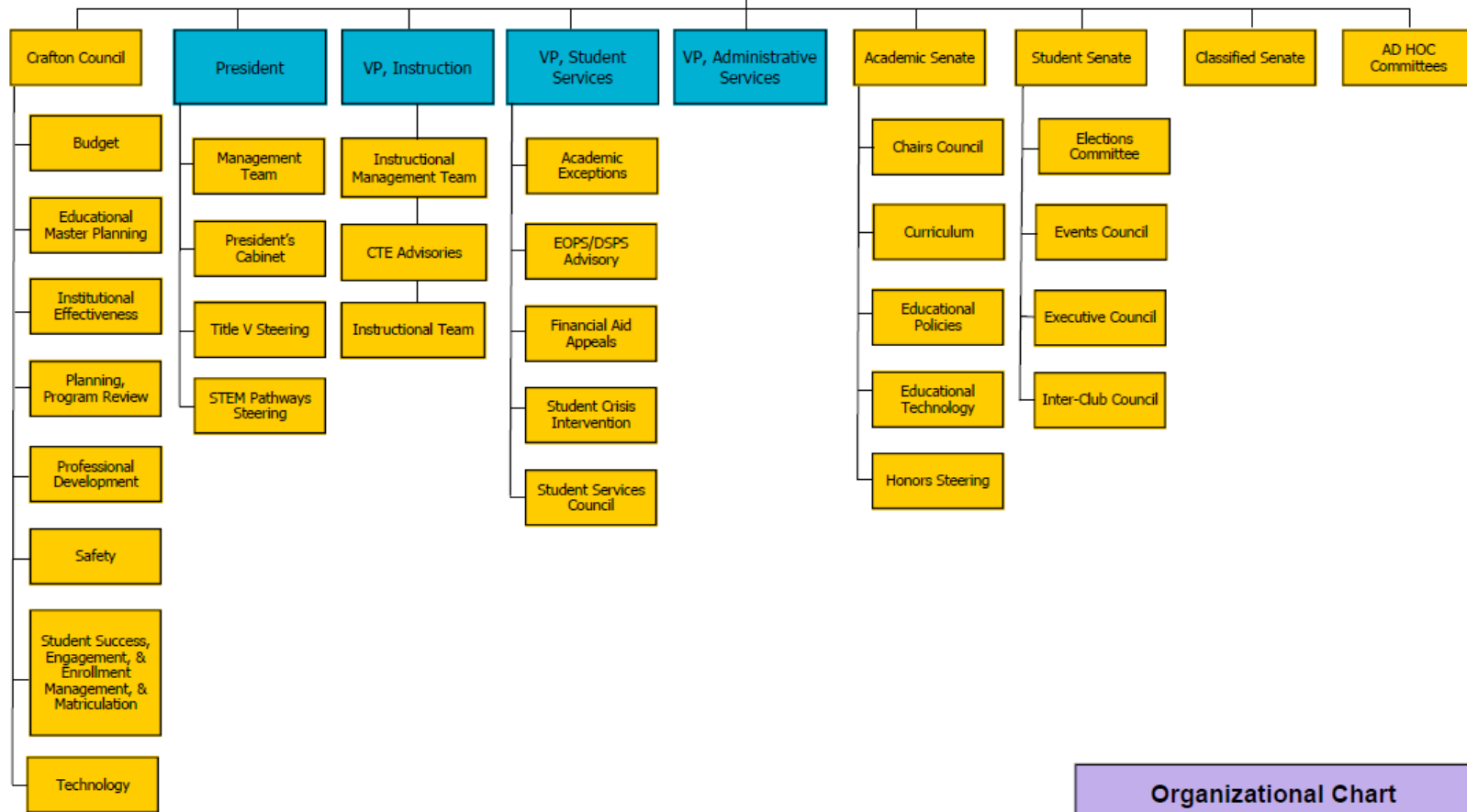
### **Management**

While Title 5 includes managers in staff, it also requires that they be categorized separately from non-management staff for the purposes of participation in governance. Administrators may either be appointed to committees by the President or serve *ex officio*. Depending on the manager's committee load, a designee may be assigned. If this is the case, it is important that the committee members are informed that the designee is serving in lieu of the manager named in the membership list. Section X of this handbook includes a description of the membership of each committee.



**FALL 2013**

**Reporting Flowchart of College Committees**



**Organizational Chart**  
 Fall 2013

## **GOVERNANCE GROUPS**

### **College Governance**

#### **Crafton Council**

**Charge:** The Crafton Council is the central deliberative collegial consultation body at Crafton Hills College. Its fundamental purposes are providing information, facilitating communication, and solving problems related to shared governance. The primary functions of the Crafton Council are as follows:

1. Function as a clearinghouse for potential or actual shared-governance issues.
2. Provide information to and model best practices for shared-governance committees.
3. Serve as a forum for discussion of the progress of identified shared-governance committees that report to it.
4. Assume oversight and maintenance of the *CHC Organizational Handbook*.
5. Monitor Policies and Administrative Regulations related to shared governance, and recommend modifications thereof, or new Policies or Administrative Regulations, as needed.
6. Coordinate the systematic evaluation of governance and administrative structures, processes, and services.
7. Recommend resolutions of or guidelines on larger shared-governance questions at CHC.
8. Coordinate campus training in shared-governance principles and practice.
9. Promote integration of plans by monitoring alignment among them, and recommending corrective action when necessary.

The Crafton Council meets twice per month.

**Membership:** President; President, Academic Senate; Vice President, Academic Senate; President, Classified Senate; CSEA representative; President, Student Senate; Vice President of Student Services, Vice President of Instruction; Vice President, Administrative Services. The Dean of Institutional Effectiveness, Research & Planning serves as a resource person as needed.

**Term:** Two years

## **Constituent Group Governance**

### **Academic Senate**

**Charge:** The CHC Academic Senate, in accordance with the provisions of Title 5 of the California Code of Regulations, functions as the body representing the views and needs of the faculty of Crafton Hills College on all academic and professional matters as identified in Title 5, §53200 (c). In addition, the Academic Senate serves as the agency that represents the faculty whenever consultation or interaction with the District or the college administration is necessary, excepting matters that fall under the exclusive authority of the faculty bargaining agent. The Academic Senate meets twice per month.

**Membership:** Twenty-eight faculty elected to serve as representatives in four unit areas: Humanities and Social Sciences; Math, Science, Health and Physical Education; Career and Technical Education; and Student Support; a part-time faculty senator; Past-President, Academic Senate. The Executive Board of the Academic Senate is comprised of the President, Vice President, Treasurer, Secretary, Historian and Past-President and President-Elect in alternating years.

**Term:** Two years for officers; one year for members

### **Classified Senate**

**Charge:** The CHC Classified Senate promotes the voice of classified professionals on non-collective bargaining issues; provides the President of the college with recommendations and views on matters affecting the classified staff and the conduct, welfare, and growth of the college. The Classified Senate and the Executive Committee of the Classified Senate both meet monthly.

**Membership:** All permanent classified staff members are voting members of the Classified Senate. Eight classified staff members are elected as senators to represent their functional units designated by their location on campus. The Executive Board of the Classified Senate is comprised of the President, Vice President, Secretary, Treasurer, and Parliamentarian.

**Term:** Two years

### **Student Senate**

**Charge:** The CHC Student Senate is committed to the effective participation in all areas of concern to the Associated Students of Crafton Hills College (ASCHC). Thus, through independent action the Student Senate shall participate in the formation and improvement of educational programs, protect full freedom of assembly and expression in the college community; articulate and represent the student interest in the governance of the campus. The CHC Student Senate also provides services and coordinates activities for students and advances our common interests and concerns as students and citizens. The Student Senate meets weekly.

**Membership:** All of the ASCHC are non-voting members of the Student Senate. The Student Senate is comprised of seven elected positions: President, Vice President, Vice President of External Affairs, Vice President of Academic Affairs, Secretary, Treasurer and Student Trustee; and twelve appointed positions: Social Events Officers (2), Inter-Club Council Officer (2), Publicity Officer, Activism Officer, Equity and Diversity Officer, Editor in Chief, and At Large Officers (4).

**Term:** One Year

## COMMITTEES

Committees are organized in four broad categories.

1. Crafton Council Committees have representation from staff, student, faculty, and administrative groups, and report to the Crafton Council.
2. Functional committees may or may not have broad representation, depending on the charge. The charge of a functional committee may be information-sharing, have an advisory function, or have a purpose that is not clearly delimited.
3. Constituency committees report to Student Senate, Academic Senate, or Classified Senate as appropriate.
4. Ad Hoc Committees or Task Forces are typically convened for a time-limited period. Depending on their purpose, they may or may not have broad representation for all constituencies.

### Crafton Council Committees

For committees reporting to Crafton Council, two co-chairs shall serve to lead committee work. One co-chair shall be a manager appointed by the President. The second co-chair will be elected by the committee and may be a member of the faculty, classified staff, or student body.

#### Budget Committee

**Charge:** The CHC 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 toward the achievement of optimal performance levels across all segments of the campus community, and makes the budgeting process transparent to the campus community.

**Membership:** Vice President, Administrative Services; Vice President of Student Services, Vice President of Instruction; one manager; two classified staff (one for the Classified Senate executive team); five Faculty (one from the Academic Senate executive team); and one Student Senate appointee.

**Term:** Two years (for appointees)

#### Educational Master Plan Committee

**Charge:** The Educational Master Planning Committee develops, reviews, and revises the Educational Master Plan with input from appropriate constituencies. It meets twice per month.

**Membership:** Two Vice Presidents (VPAS, VPSS, or VPI); President, Academic Senate or designee; President, Classified Senate or designee; one CSEA representative; President, Student Senate or designee; Planning and Program Review Committee Faculty member; Director, Resource Development and Grants; three additional faculty; one Instructional Dean; Dean, Institutional Effectiveness, Research & Planning.

**Term:** Two years (for appointees)

#### Institutional Effectiveness, Accreditation, and Outcomes Committee

**Charge:** The Institutional Effectiveness, Accreditation, and Outcomes Committee will facilitate sustainable continuous quality improvement of the organization. The members will:

1. Fulfill their responsibilities as described in *Committee Responsibilities* in the *CHC Organizational Handbook*.

2. Become knowledgeable about Accreditation processes and standards and serve as a resource to the campus.
3. Guide the accreditation process for the entire college, including:
  - a. Development of timelines, policies, and procedures for accreditation within the guidelines provided by ACCJC (Accrediting Commission for Community and Junior Colleges).
  - b. Recommend and support training for faculty, staff, and management with regard to accreditation standards, policies, and procedures.
4. Guide the Outcomes Assessment process for the entire college, including:
  - a. Develop a college assessment plan that is easy to use and meaningful
  - b. Develop best practices for creating and assessing outcomes (SLOs, SAOs, ILOs)
  - c. Provide meaningful feedback, suggestions, and guidance on the outcome assessment process for the purpose of improvement
  - d. Coordinate training for faculty, staff, and management with regard to outcomes and their assessment.
5. Provide a forum for on-going dialogue with regard to Accreditation and Outcomes Assessment (SLOs/SAOs).
6. Recommend staff and faculty membership of Accreditation subcommittees to the President.
7. Serve as co-chairs of accreditation standard subcommittees.
8. Recommend to the President a list of qualified candidates for the task of editing Accreditation reports.
9. Review and provide input on midterm, follow-up, and other special reports to the Commission. If requested by the ALO, help draft such reports.
10. The committee co-chairs will coordinate the preparation of the self-study. The standards subcommittee co-chairs will coordinate the preparation of their respective sections of the self-study with input from the committee and the ALO.
11. Report to the Crafton Council.
12. Encourage members of the college community to serve on accreditation teams.

**Membership:** Accreditation Liaison Officer (*co-chair*); Vice President, Instruction or designee; Vice President, Student Services or designee; Vice President, Administrative Services or designee; Dean, Institutional Effectiveness, Research and Planning; two Deans (including one each from Instruction and Student Services,); a minimum of eight faculty (including the Instructional Assessment Specialist, one Academic Senate Executive Member, and at least one faculty from Student Services); one Classified Senate representative; one CSEA representative; and one Student Senate appointee.

**Term:** Two Years (for appointees)

### **Institutional Review Board (IRB) Committee**

**Charge:** 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.

**Membership:** Faculty Co-Chair from a research related field; Dean of Institutional Effectiveness, Research & Planning Co-Chair; a minimum of two additional faculty; one Classified Senate representative; one CSEA representative; and one Student Senate appointee. As recommended by the Code of Federal Regulations (§56.107), every effort will be made to ensure that the committee includes both males and females and a mix of racial and cultural diversity.

**Term:** Two years.

### **Planning and Program Review Committee**

**Charge:** The charge of the Planning and Program Review (PPR) Committee is to advance continuous, 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.

**Membership:** Two Vice Presidents (VPAS, VPSS, or VPI); Vice President, Academic Senate (co-chair); five additional faculty (at least one from Student Services and one is recommended from each of the instructional divisions); one classified representative; one Student Senate appointee; Dean, Institutional Effectiveness, Research and Planning (co-chair).

**Term:** Two years (for appointees)

### **Professional Development / Flex Advisory Committee**

**Charge:** The Professional Development Committee provides supports and development opportunities to all employees of the college, which allows them to continue to learn and to develop and update their skills. Faculty on the committee also serve as the college's Flex Advisory Committee, which reviews flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets twice per month.

**Membership:** Faculty, classified staff and management are represented on the committee.

**Term:** One Year (for appointees)

### **Safety Committee**

**Charge:** 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. The Safety Committee meets monthly.

**Membership:** Vice President, Administrative Services; Director, Facilities, Maintenance and Operations; Coordinator, Health and Wellness Center; one faculty and/or classified staff



representative from the Public Safety and Services Department; Biological Sciences or Physical Sciences Departments; District Police; Disabled Students Programs and Services; and Human Resources; Classified staff representative appointed by CSEA and faculty representative appointed by SBCCTA, one Student Senate appointee, and one District Environmental Health and Safety representative.

**Term:** One year (for appointees)

### **Student Success, Engagement, Enrollment Management, and Matriculation (SSEEMM) Committee**

The Enrollment Management, Student Success and Engagement Committee is charged with developing and overseeing a comprehensive Enrollment Management Plan, Basic Skills Initiative Plan, the Student Success Plan and the Student Equity Plan for the college. Specifically the Enrollment Management, Student Success, and Engagement Committee addresses the recruitment, admission, retention, and success of all students, including the development of student support services and curriculum for transitioning basic skills students to higher levels of learning. The Enrollment Management, Student Success, and Engagement Committee meets twice per month. The established meeting times are the first and third Friday of each month from 10:00 am to 11:30 am.

**Membership:** Two representatives each from Admissions and Records, Arts and Science, Counseling, CTE, Tutoring; one representative each from DSPS, EOPS/CARE/CalWORKS, Financial Aid, Library, Research and Planning, Student Life, Title V, STEM; three additional representatives from the division of Math, English Reading, and Instructional Support; the Dean of Student Services/Counseling and Matriculation; the Vice President of Instruction; the Vice President of Student Services; and two students. Within the membership, there shall be a minimum of two managers, two faculty, two classified staff, and two students.

**Term:** One Year

### **Technology Planning Committee**

**Charge:** The Technology Planning Committee is charged with developing and overseeing a comprehensive technology plan for the college. The Technology Planning Committee meets quarterly.

**Membership:** One Dean each from Instruction and Student Services; Director, Facilities, Maintenance and Operations; Director, Technology Services; Coordinator, Tutoring Center; Department Network Specialist; Web Developer; one faculty representative; one Classified Senate representative; one CSEA representative; one Student Senate appointee; one representative each from District Computing Services and the Educational Technology Committee.

**Term:** One Year (for appointees)

## Functional Committees

### Office of the President Functional Committees

Note that standing committees in Instruction might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

#### *Management Team*

**Charge:** Management Team is a regular meeting of all college management to discuss and review campus issues with the President. Management Team meets monthly.

**Membership:** President; Vice Presidents; Deans; Directors; other Managers.

**Term:** Ongoing

#### *President's Cabinet*

**Charge:** President's Cabinet is a regular meeting of the Vice Presidents to discuss and review campus issues with the President. President's Cabinet meets twice per month.

**Membership:** President; Vice President, Instruction; Vice President, Student Services; Vice President, Administrative Services.

**Term:** Ongoing

#### *STEM Pathways Steering Committee*

**Charge:** The STEM Pathways Steering Committee advises the Project Director of the HSI-STEM Pathways grant; communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The STEM Pathways Steering Committee meets quarterly.

**Membership:** HSI-STEM Pathways Project Director; STEM Pathways Coordinator; STEM Transfer Services Coordinator; STEM Alternative Learning Strategies Coordinator; Vice President, Student Services; Vice President, Instruction; Vice President, Administrative Services; Dean, Counseling and Matriculation; Dean, Math, English, Reading and Instructional Support; Articulation Officer; one faculty each from the Physical Sciences; Biological Sciences, Mathematics and Computer Science; two Classified Staff representing the Physical and Biological Science department; one Student Senate representative.

**Term:** Duration of the Grant

#### *Title V Steering Committee*

**Charge:** The Title V Steering Committee advises the Project Director of the Title V grant; communicates to the campus constituencies about progress of activities; makes recommendations regarding personnel, expenditures and consultants as appropriate; and makes recommendations regarding needed improvements to the project. The Title V Steering Committee meets quarterly.

**Membership:** Title V Project Director; Title V Activity Director; Vice President, Student Services; Vice President, Instruction; Dean, Counseling and Matriculation; Director, Disabled Students Programs and Services; Director, Student Life; President, Academic Senate; Faculty Chair, Mathematics Department; Faculty Chair, English Department; Instructional Assessment Specialist; Vice President, Administrative Services (*ex officio*); one Student Senate representative.

**Term:** Duration of the Grant

### **Office of Instruction Functional Committees**

Note that standing committees in Instruction might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

#### ***Instructional Management Team***

**Charge:** Instructional Management Team is a regular meeting of all instructional management to discuss and review issues impacting instruction. Instructional Management Team meets twice a month.

**Membership:** Vice President, Instruction; Instructional Deans

**Term:** Ongoing

#### ***Instructional Team***

**Charge:** Instructional Team is a regular meeting of all instructional management and staff to discuss and review issues impacting instruction. Instructional Team meets once per month.

**Membership:** Vice President, Instruction; Instructional Deans; Instructional Administrative Assistants and Secretaries; Catalog/Data Specialist.

**Term:** Ongoing

#### ***Career and Technical Education Advisory Committees***

**Charge:** Career and Technical Advisory Committees advise the various Career and Technical departments in the development of curriculum and the needs of the related industries. Each occupational program that receives funding under the Carl D. Perkins Vocational and Technical Education Act (VTEA) is required to establish such an advisory committee. These committees act in an advisory capacity only. Responsibility for decision and action rests with the college district's Board of Trustees, the Chancellor, and staff of the college. Regulations require that advisory committees meet at least once each academic year.

**Membership:** Each advisory committee is comprised of a group of citizens, usually from four to 15, who are selected to represent a specific occupational field.

**Term:** Flexible

## **Student Services Functional Committees**

Note that standing committees in Student Services might or might not involve appointed representation from the other constituency groups, depending on the nature of the committee.

### ***Academic Exceptions Committee***

**Charge:** The Academic Exceptions Committee reviews academic petitions based on extenuating circumstances and hears appeals. The Academic Exceptions Committee meets weekly on Thursdays from 1:30p to 3:00p on an as needed basis.

**Membership:** Admissions & Records Coordinator (Committee Chair, Student Mentor); Dean, Student Services and Student Development; EOP&S, CARE, CalWorks Manager; Learning Disabilities Specialist; Counselor; One faculty member each: Mathematics; Public Safety & Services; Foreign Language OR English; and Anatomy & Physiology; and one Student Senate representative.

**Term:** 2 years (for appointees; members may be reappointed).

### ***EOPS/CARE/DSPS Advisory Committee***

**Charge:** Each EOPS/CARE/DSPS program is mandated by regulations to have an advisory committee appointed by the President of the college upon recommendation of the Director, EOPS/CARE and Director, Disabled Students Programs and Services. The purpose of the advisory committee is to assist the college in developing and maintaining effective EOPS/CARE/DSPS program services. Regulations require that the committee meet at least once each academic year.

**Membership:** The advisory committee includes representation from college personnel, one student each from EOPS/CARE and DSPS, feeder high schools, community and business sector and four-year colleges and universities in the Crafton Hills College service region.

**Term:** One year

### ***Financial Aid Appeals Committee***

**Charge:** The Financial Aid Appeals Committee advises the Director of Financial Aid regarding appeals related to term dismissal and other appeals related to financial aid. The Financial Aid Appeals Committee meets twice per month.

**Membership:** Director, Financial Aid; one Academic Counselors and two Instructional Faculty member as appointed by the Academic Senate; one additional Student Services manager.

**Term:** One year (for appointees)

### ***Student Crisis Intervention Committee***

**Charge:** The Student Crisis Intervention Committee develops and implements plans to provide a framework for the college's reactions when crises occur. It is designed to set in motion certain safety and communications processes; focus on prevention, intervention, and rehearsed reactions; carry out an intervention plan that will attempt to resolve crises in and out of the classroom involving students; and conduct an institutional post evaluation and follow-up. The Crisis Intervention Committee meets monthly.

**Membership:** Vice President, Student Services; Vice President, Administrative Services; Dean, Counseling and Matriculation; Coordinator, Health and Wellness Center; Director, Disabled Student Programs and Services; two Academic Senate representatives; one representative from College Police.

**Term:** One Year (for appointees)

### ***Student Services Council***

**Charge:** The Student Services Council provides a forum for effective communication among representatives of the various departments within Student Services. It meets to discuss and coordinate the different services provided by each department. The council is designed to discuss activities, problems and resolutions involving these departments, budget items and facilities. The Student Services Council meets monthly (fourth Monday of the month).

**Membership:** Vice President, Student Services (chair); Dean, Counseling and Matriculation; Dean, Student Services and Student Development; Director, Financial Aid; Director, Student Life; Coordinator, Health and Wellness Center; Coordinator, Disabled Student Programs and Services; Title V Activities Director; Director, EOPS/CARE; representative of Student Services Classified Staff Council; Student Senate representative.

**Term:** One year (for appointees)

## 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*

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

**Voting Members:** Faculty Chairs and one Counselor

**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 9am

**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, 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 4pm

**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 revise as necessary the process by which online instructors and course are evaluated. The committee reviews and approves DE instructors and courses. Develops and provides content for the CHC DE portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college's online program. It also advises the Curriculum Committee in matters involving distributed education, including periodic reviews of all distributed education courses.

**Membership:** Faculty members as appointed by the Academic Senate (one member will also serve as the ETC representative to the Curriculum Committee).

**Non-voting Member:** Vice President, Instruction or designee.

Voting Members: Faculty Chairs and one Counselor.

**Meeting Days and Times:** 1<sup>st</sup> and 3<sup>rd</sup> 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

**Non-voting members:** Instructional Deans, Director of the College Honors Institute (if non-faculty)

**Meeting Days and Times:** 1<sup>st</sup> Monday at 3pm

**Term:** One year

### **Student Senate Constituency Committees**

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

### *Elections Committee*

**Charge:** The Elections Committee is convened annually by the ASCHC President to administer Student Senate elections each spring.

**Membership:** ASCHC Vice President of External Affairs, open to all students.

**Term:** One year

### *Events Council*

**Charge:** The Events Council plans and executes events for students throughout the year.

**Membership:** Vice President of Campus Activities, and all appointed officers; open to all students.

**Term:** One year

### *Executive Council*

**Charge:** To oversee organizational and internal issues including but not limited to personnel issues, Brown Act compliance, Parliamentary Procedure compliance, budgetary recommendations, bylaw and constitution compliance, appointments, discipline, and travel. Will act in a recommending capacity only. Exceptions to this will be at the discretion of the Student Senate President through Executive Order.

**Membership:** President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Academic Affairs, Vice President of Finance, and Student Senate Adviser.

**Term:** One year

### *Interclub Council*

**Charge:** The Interclub Council is a collective body with representatives from all chartered student clubs and organizations at Crafton Hills College. It discusses issues of importance to

clubs and makes recommendations to the Student Senate regarding funding requests from student clubs and organizations.

**Membership:** ASCHC Interclub Council Chair; one representative from each chartered CHC student club or organization.

**Term:** One year



### **AD HOC Committees / Task Forces**

An *ad hoc* committee or task force is a temporary group representative of all campus constituencies. Ad hoc committees or task forces are created for a one-time purpose (e.g., to correct an issue of non-compliance with regulation, as in the General Education Task Force established in 2003) or to focus on specific subject or emerging trend impacting community colleges. These groups are created with a deadline by which they must complete their work, after which they dissolve. Ad hoc committees or task forces are charged at the discretion of the College President. Recommendations to establish an ad hoc committee or task force can be made to the College President by any shared governance structure or concerned member of the CHC community. According to board policy, “ad hoc committees will be used rarely and only for specific tasks of short duration which do not overlap with other committees.” For a list of current ad hoc committee or task forces, please contact the President’s Office.