



Academic Senate and College-wide Committees

The following is a list of standing committees, including membership, functions and responsibilities. The list is organized according to committees of the Academic Senate, Educational Programs, and College-wide committees. In accordance with the policy on committee service, full-time faculty are appointed to campus committees by the President of the Academic Senate, except where otherwise specified.

ACADEMIC SENATE

Time: 2nd/4th Wed, 3:00 p.m.

Responsible to: Supt./Pres. & Board of Trustees

Membership:

Functions and Responsibilities:

- 1 Academic Senate President (elected at large)
- 1 Immediate Past-President or President-Elect
- 11 Senators elected by departments or divisions
- 1 Additional Senator from English
- 1 Additional Senator from Sciences
- 1 Additional Senator from Educational Support
- 1 Additional Senator from Social Science
- 1 Additional Senator from Fine Arts
- 1 Additional Senator from Health & Human Services
- 1 Senator representing adjunct credit faculty
- 1 Exec. Vice President, Educational Programs (non-voting)
- 1 President, Associated Student Body or designee (resource)

- Functions as an academic planning body for the college in pursuit of its mission
- Serves as forum for consideration of matters of significance to faculty in academic, instructional support and student service units
- Reviews and recommends policies concerning academic issues to appropriate college units, Superintendent/President and Board of Trustees
- Advises the Superintendent/President and the Board of Trustees in matters of faculty concern.
- Defines faculty goals, priorities, strategies, and makes recommendations to appropriate college units
- Defines academic priorities for allocation of resources with input from the Office of Educational Programs
- Reviews resource requests from Educational Programs departments and recommends specific resource allocations to the College Planning Council
- Constitutes, oversees, and maintains Academic Senate committees
- Assigns faculty to Academic Senate and other committees where faculty participation is requested.
- Prioritize and recommend new and replacement faculty positions to Superintendent/President and Board of Trustees.



KEY SENATE COMMITTEES

Academic Policies Committee (AP)

Time: 2nd/4th Thu, 2:00 p.m.

Membership:

- 1 Academic Senate Liaison
- 11 Faculty [1 from each division]
- 4 At-Large faculty [no more than a total of 3 from any one division]
- 1 Educational Programs Dean (non-voting)

Responsible to: Academic Senate

Functions and Responsibilities:

- Recommends policies to protect academic freedom and scholastic standards and policies for evaluation of faculty.
- Reviews applications and makes recommendations for salary class transfer.
- Makes recommendations on faculty requests to waive committee service.
- Makes recommendations on appeals regarding teacher load policy issues.
- Reviews and makes recommendation to Academic Senate for action when integrity of a faculty member is questioned.
- Reviews policy and procedures for assignment of faculty to FSAs.
- Reviews requests and assigns faculty to FSAs.

Curriculum Advisory Committee (CAC)

Time: 1st/3rd Mon (and As Needed) 3:00 p.m.

Membership:

- 1 Academic Senate Liaison
- 11 Faculty [1 from each division]
- 4 At-Large Faculty (no more than a total of 3 from any one division)
- 1 Continuing Education
- 1 Educational Programs Dean (non-voting)
- 3 Educational Programs Deans (resources as needed)
- 1 UCSB Transition Counselor (resource)
- 1 Articulation Officer (resource)
- 1 Schedule Technician (resource)
- 1 Librarian (resource)

Responsible to: Academic Senate

Functions and Responsibilities:

- Reviews and approves all proposed changes and additions to college curriculum.
- Reviews other college functions related to curriculum.
- Advises the Executive Vice President, Educational Programs, on curriculum development.
- Reviews the GE requirements and recommends changes as appropriate.



ACADEMIC SENATE COMMITTEES

Faculty Professional Development Committee (FPDC)

Responsible to: Academic Senate

Time: 1st/3rd Thu, 3:30 p.m.

Membership:

- 1 Faculty Professional Development Chair
- 11 Faculty (1 from each division)
- 1 Educational Programs Dean (non-voting)
- 4 At-Large Faculty (no more than a total of 3 from any one div.)
- 1 Director of Faculty Resource Center/ Faculty Professional Development (non-voting)
- 1 Academic Senate Liaison (non-voting)

Functions and Responsibilities:

- Provides advice and support for Director of Faculty Resource Center/Faculty Professional Development.
- Reviews and approves FPD activities.
- Reviews/revises/updates FPDC Guidelines annually or as needed.
- In cooperation with the Office of Educational Programs and Director of FPD, plans, develops, and implements faculty in-service days.
- Recommends and participates in planning FPD activities.
- Hears appeals from faculty relating to professional development activities.
- Reviews applications for FPD funding and recommends awards.

Instructional Technology Committee (ITC)

Responsible to: Academic Senate

Time: 2nd/4th Fri, 2:00 p.m.

Membership:

- 1 FRC Director
- 11 Faculty (1 from each division)
- 4 At-Large Faculty (no more than a total of 3 from any one division)
- 1 Educational Programs Dean Liaison (non-voting)
- 1 Academic Senate Liaison (non-voting)
- 1 Learning Support Services Director (resource)
- 2 CSEA Representative (non-voting)

Functions and Responsibilities:

- Provides guidelines and leadership in the development of the instructional technology plan for Educational Programs.
- Serves as advisory committee for the Faculty Resource Center (FRC).
- Reviews proposals and makes recommendations for funding of requests to acquire computer technology.
- Provides guidelines for campus-wide software and platform upgrades and decisions.



KEY SENATE COMMITTEES

Committee on Teaching and Learning

Time: 2nd/4th Mon, 3:00 p.m.

Membership:

- 1 LSS Director
- 1 Head Librarian (or designee)
- 1 LRC Supervisor
- 11 Faculty (1 from each division)
- 4 Faculty at large (no more than a total of 3 from any one division)
- 1 Educational Programs Dean Liaison (non-voting)
- 1 Academic Senate Liaison (non-voting)

Responsible to: Academic Senate

Functions and Responsibilities:

Identifies and facilitates the incorporation of strategies that enhance student success in the classroom and through campus learning support services (Library and LRC).

Works closely with instructional faculty and Student Services to integrate student success initiatives campus-wide.

Provides oversight and general direction on tutorial allocations, and policies for operation of the LSS (Library/LRC).

Serves as liaison between faculty and LSS staff on policies affecting utilization of the LSS, its resources and other faculty matters.

Planning and Resources Committee (P&R)

Time: 2nd/4th Tue, 3:15 p.m.

Membership:

- 1 Academic Senate Liaison
- 11 Faculty (1 from each division)
- 4 Faculty at large (no more than a total of 3 from any one division)
- 1 Exec. Vice President, Educational Programs or Dean Liaison (non-voting)
- 1 Instructors' Association President or designee (non-voting)
- 1 Student Senate Liaison (non-voting)

Responsible to: Academic Senate

Functions and Responsibilities:

Establishes and maintains liaison with the Offices of Educational Programs and Business Affairs.

Meets at least once each semester with the Educational Programs Executive Vice President and Deans to clarify academic goals and identify major initiatives that facilitate achievement of stated goals.

Establishes and reviews academic priorities and the philosophical framework that drives the budget planning process.

Develops policy regarding faculty consultation on academic initiatives and resource issues.

Makes recommendations from Educational Programs and the faculty regarding budget priorities and major academic initiatives.

Serves as expert faculty resource committee on academic-related budget issues.



KEY SENATE COMMITTEES

Sabbatical Leave Committee

Time: 2nd/4th Tue, 3:30 p.m.

Membership:

- 1 Academic Senate Liaison
- 11 Faculty (1 from each division)
- 4 At-large Faculty (no more than a total of 3 from any one div.)
- 1 Educational Programs Dean Liaison (non-voting)

Responsible to: Academic Senate

Functions and Responsibilities:

- Assists faculty in preparing sabbatical leave proposals and reports.
- Reviews, updates and circulates the Sabbatical Leave Handbook.
- Establishes criteria for proposals and reports using the Board of Trustees policy on sabbatical leaves as a guideline.
- Reviews and makes recommendations on proposals and reports to the Academic Senate.

Committee on Online Instruction

Time: 2nd/4th Friday, 12:00 p.m.

Membership:

- 11 Faculty (1 from each Division)
- 1 Education Programs Dean Liaison (non-voting)
- 4 At-Large Faculty, one of which should be a Counselor and another Assistive Technology Specialist (non-voting)
- 1 Director of Information Technology User Services (or designee) (resource)
- 1 Director of Educational Applications (resource)
- 1 Director of Faculty Resource Center (resource)
- 1 Student Senate Representative (non-voting)
- 1 Academic Senate Liaison (non-voting)

Responsible to: Academic Senate

Functions and Responsibilities:

- Reviews and recommends policies and procedures for the conduct of online instruction and the operation of online courses.
- Make recommendations to academic senate regarding budget/resource priorities as they relate to instructional support to online and hybrid courses.
- Provide input to academic senate into the development of policy regarding faculty consultation on academic initiatives as they relate to online courses.
- Serves as a discussion forum for pedagogical issues regarding the teaching, learning, assessment, ADA/504/508 compliance, and student support of online and hybrid courses.
- In consultation with ITC, reviews and make recommendations of software and hardware packages used, recommends activities to improve instructional delivery in the delivery of online and hybrid courses.
- Identifies and facilitates the incorporation of strategies that enhance student success and retention in online courses



KEY SENATE COMMITTEES

Faculty Recognition Committee

Time: 2nd/4th Fri, 2:15 p.m.

Responsible to: Academic Senate

Membership:

- 11 Faculty (one from each Division)*
- 1 Faculty Lecturer Subcommittee Chair
- 1 Faculty Lecturer Subcommittee Member
- 2 At-Large Faculty (no more than 1 from any division)*
- 1 Academic Senate Liaison (non-voting)
- 1 Academic Senate President (ex-officio)
- 1 Educational Programs Dean Liaison (resource)

Functions and Responsibilities:

- Identifies areas for broad recognition of faculty efforts and accomplishments.
- Reviews and creates recognition activities for faculty.
- Publicizes acknowledgements of faculty participation in community, statewide or national activities.
- Develops and recommends nominations for all faculty awards (e.g.- Hayward Award, Exemplary Program Award).
- Interfaces with its Faculty Lecturer Subcommittee.

(*Maximum of two from any one Division)

Faculty Lecturer Subcommittee

Time: TBD

Responsible to: Academic Senate

Membership:

- 7 Most Recent Faculty Lecturers

Functions and Responsibilities:

- Initiates process for selection of Faculty Lecturer.
- Publicizes and monitors the nominations process.
- Chooses Faculty Lecturer.
- Reviews Faculty Lecturer selection policy and procedures.

Partnership for Student Success Steering

Time: TBD

Responsible to: Academic Senate

Membership:

- Gateway Directors
- Gateway/LRC Dean
- Math Lab Representative
- Academic Achievement Zone Director
- LRC Director
- Counseling Services Representative
- ESL Representative
- CTE Representative
- EOPS Representative
- COI Chair
- Academic Senate Liaison

Functions and Responsibilities:

- Carries out PSS Program Evaluation.
- Reports to Senate on status of PSS.
- If ESL/Basic Skills funds available, requests and evaluates proposals and recommends allocation to the Senate for approval.



EDUCATIONAL PROGRAMS COMMITTEES

Honors Program Advisory Committee

Time: 1st Fri, 11:00 a.m.

Membership:

- 1 Honors Program Director
- 8 Faculty
- 1 Educational Programs Dean Liaison
- 2 Students from Honors Programs
- 1 High School Relations Coordinator
- 1 Counselor
- 1 Academic Senate Liaison (non-voting)

Responsible to: Exec. V.P., Educational Programs

Functions and Responsibilities:

Reviews and revised philosophy and goals of Honors Program.
 Recommends curriculum for the Honors Program.
 Plans and schedules Honors Program courses.
 Coordinates colloquia, field trips and other activities for Honors Program students.
 Evaluates program effectiveness and develops long-range plans.

International Education

Time: 2nd Thu, 3:30 p.m.

Membership:

- 8 Faculty
- 1 ESL Faculty/ELSP Director
- 1 International Students Director
- 1 Educational Programs Dean Liaison (non-voting)
- 1 Study Abroad Director
- 1 Assistant Study Abroad Director
- 1 Student Representative (non-voting)
- 1 Academic Senate Liaison

Responsible to: Exec. V.P., Educational Programs

Functions and Responsibilities:

In cooperation with the Office of Educational Programs, participates in review and endorsement of study-abroad programs and full-term domestic programs, selection of program directors, and development of policies for such programs.
 Recommends policies and programs that broaden and enhance the International/Inter-cultural component of the college curriculum.



EDUCATIONAL PROGRAMS COMMITTEES

Matriculation Advisory Committee

Time: TBD

Responsible to: Exec. V.P., Educational Programs

Membership:

- 1 Dean of Student Services
- 1 Dean of Educational Programs
- 1 Admissions & Records Representative
- 1 Assessment Committee Representative (Eng or Math)
- 1 Academic Counseling Department Representative
- 1 Institutional Research Director or designee
- 1 Director, Learning Resource Center
- 1 Student Success Counselor
- 1 Student Representative
- 1 Enrollment Management Committee Representative
- 2-4 Faculty
- 1 Academic Senate Liaison

Functions and Responsibilities:

(Preliminary list)

Synthesizes and coordinates activities and information from Matriculation component sub-committees and ad hoc workgroups.

Advises Student Success X-Functional team on student success directions.

Develops strategies to effect student enrollment, retention and success.

Serves as sounding board and discussion forum for various student success initiatives.

Matriculation–Assessment Subcommittee

Time: TBA

Responsible to: Exec. V.P., Educational Programs

Membership:

- 1 DSPS Representative
- 1 ESL/Foreign Language Division Rep.
- 1 Dean, Educational Programs
- 1 Math Department Rep.
- 1 Counselor
- 1 Director, ESL Assessment
- 1 Director, English/English Skills Assessment
- 1 Director, Math Assessment
- 1 Dean, Educational Programs (resource)

Functions and Responsibilities:

Scholastic Standards

Time: 2nd Mon, 2:00 p.m.

Responsible to: Exec. V.P., Educational Programs

Membership:

- 1 Asst. Dean, Adm. & Records (ex-officio)
- 1 Counselor
- 6 Faculty
- 1 Student
- 1 Academic Senate Liaison (non-voting)

Functions and Responsibilities:

Assures consistent application and maintenance of academic standards in areas of admissions, re-admission, attendance, residence, graduation, grade requirements, course loads, grade changes and withdrawals.



EDUCATIONAL PROGRAMS COMMITTEES

EOPS/Financial Aid Advisory

Time: 3rd Tue, 3:15 p.m.

Responsible to: Exec. V.P., Educational Programs

Membership:

- 1 EOPS/Financial Aid. Coordinator
- 3 Faculty (including 1 Counselor)
- 1 EOPS Program Supervisor
- 1 Financial Aid Program Supervisor
- 1 Associated Student Body Rep.
- 1 EOPS Student
- 1 Financial Aid Recipient
- 2-3 Community Members
- 1 Academic Senate Liaison (non-voting)

Functions and Responsibilities:

- Oversees EOPS operations.
- Reviews and endorses annual EOPS plan.
- Hears appeals of EOPS program decisions.
- Reviews appeals of decisions regarding financial aid awards.
- Advises on college financial aid policies and programs.



COLLEGE -WIDE COMMITTEES

College Planning Council (CPC)*

Time: 1st/3rd Tue, 3:00 p.m.

Membership:

- 1 Superintendent/President
- 1 Exec. V.P. Educational Programs
- 4 Vice Presidents
- 1 Academic Senate President
- 1 Academic Senate President-Elect or Past President
- 1 Academic Senate Vice President
- 1 Academic Senate CPC Liaison
- 1 Academic Senate Planning and Resources Committee Chair or designee
- 3 Classified Employee (nominated by CSEA Rep, selected by Supt./Pres.)
- 1 Student Executive

Responsible to: Superintendent/President

Functions and Responsibilities:

Assesses trends and plans/develops short- and long-term objectives of the college.

Reviews department/program plans and coordinates the development of the Statement of Institutional Direction.

Participates in the development of the college budget.

Makes recommendations to the Supt./Pres. on permanent personnel positions and allocation of college resources.

Serves as advisory group to Supt./Pres. on fiscal/planning matters.

***Diversity Advisory Committee**

Time: 3rd Thu, 2:00 p.m.

Membership:

- 1 Director, Campus Diversity
- 1 Exec. Vice President, Educational Programs
- 1 Dean
- 4 Faculty [up to 8 faculty]
- 4 Classified Employees
- 1 CSEA Representative
- 3 Students

Responsible to: Superintendent/President

Functions and Responsibilities:

Assists in establishing methods, procedures, and policies to identify and correct underutilization of ethnic minorities and women in all segments of District employment.

Reviews hiring practices and progress reports.



COLLEGE -WIDE COMMITTEES

District Technology Council*

Time: 1st/3rd Fri, 1:30pm-3:00pm

Responsible to: Superintendent/President

Membership:

- 1 VP Information Technology
- 5 Faculty Representatives
- 2 CSEA Representatives
- 3 Technology Representatives
- 5 VP Area Representatives
- 1 Student Representative

Functions and Responsibilities:

Act as Technology Advisory Committee to College Planning Council.
 Develop and Review District Technology Policies (e.g. Appropriate Use, Security, Web Development, Service Level Agreements.)
 Review and Prioritize Funding Requests for New Technology Initiatives.
 Plan and Prioritize District Technology Renewal Resource Requests.
 Develop and Review District Technology Plan in Light of College Plan (e.g. Technology Vision and Directions, Implementation and Resource Planning from College Plan.)

Personnel Benefits [Called on an as-needed basis]

Time: TBA

Responsible to: V. P., Business Services

Membership:

- 1 Vice President, Business Services
- 1 Vice President, Human Resources
- 1 Vice President, Continuing Education
- 1 Dean, Educational Programs
- 3 Faculty *
- 3 Classified (from CSEA)

Functions and Responsibilities:

Reviews faculty and staff concerns regarding employee benefits.
 Examines various plans for providing personnel benefits and alternative carriers.
 Makes recommendations to Supt./Pres. regarding changes in benefit programs.
 Gives input and recommendations on benefits program to Office of Human Resources and Legal Affairs.

*Three faculty are appointed by Superintendent/President from six names submitted by the Instructors' Association.



COLLEGE -WIDE COMMITTEES

Facilities Planning/Safety/Security

Time: TBA

Responsible to: V.P., Business Services

Membership:

- 4 Faculty
- 2 Classified Staff
- 1 Assoc. Student Rep.
- 1 V.P., Business Services
- 1 Continuing Education Rep.
- 1 Director, Facilities and Operations
- 1 Director, Administrative Services
- 1 Director of Security
- 1 Laboratory Technician from Biology or Chemistry [appointed by Dean for Sciences]
- 1 Educational Programs Dean Liaison

Functions and Responsibilities:

Reviews campus facilities maintenance, additions, renovations and planning.
 Reviews current issues related to campus facilities, security, safety and parking.
 Makes recommendations to the Superintendent/ President on issues relating to facilities, safety, security and parking.
 Advises the Vice President of Business Services, the Facilities Director, the Administrative Services Director and the Security Director on issues related to campus facilities, security, safety and parking.

***Board Policies and Administrative Procedures Committee (BPAP)**

Responsible to: Superintendent/President

Time: 3rd Fri, 8:30 am

Membership:

- 1 Vice President Human Resources and Legal Affairs
- 1 Academic Senate President or designee
- 2 Faculty at-large, appointed by Academic Senate President, approved by Academic Senate
- 3 Classified Employees selected by CSEA
- 1 Dean
- 1 Classified manager
- 1 Student

Functions and Responsibilities:

Identify and recommend all Board policies and administrative procedures legally required by state and federal law or the Accrediting Commission.
 Maintain a systematic and periodic review of all existing Board policies and administrative procedures to ensure that they are legally current and in accordance with the provisions of Title 5 of the California Code of Regulations.
 Develop a schedule to address existing gaps in Board policies, a process for on-going review, and a process for assisting with new Board policy development.
 Address questions about existing Board policies and administrative procedures to appropriate personnel for clarity about the administrative practices associated with implementation of any given policy.

*Specify representation by position or they are subject to endorsement by another body.