PARTICIPATORY GOVERNANCE COMMITTEE STRUCTURE AND DESCRIPTIONS

Central Committees have final recommendation authority over specified district-wide matters unless otherwise prescribed by educational code, collective bargaining agreements, Board Policy, or other legally binding statutes. College Council and Planning and Budget represent broad perspectives to provide recommendations that support the district's mission, vision, values, institutional goals and objectives and district-wide operational plans.

Content Committees are more narrowly focused, in terms of content, than central committees. These committees serve to inform the work of central committees by providing their expertise in matters that have district-wide or specific stakeholder impact. Through formal reporting lines, each of these committees informs the work of one or more central committee.

Standing Committees serve a variety of functions across the district, but are most likely department or function specific, such as the Financial Aid Committee or the Wellness Committee. Standing Committees may serve a specialized role in supporting negotiated elements of the Collective Bargaining Agreements, such as the Benefits Committee or the District Calendar Committee or in addressing other institutional functions like employee wellness and professional development. The Standing committees report back to their respective constituent groups or departments.

Stakeholder Groups In addition to serving their collective groups, Stakeholder Group leaders appoint members to serve on content and central committees to represent their respective constituency group. Appointment underscores the important responsibility members have to interface with assigned Content and Central Committees by attending committee meetings and reporting back to their particular Stakeholder Group. Stakeholder groups include: Academic Senate Council, Associated Students of Cuesta College, Cuesta College Classified United Employees, Cuesta College Federation of Teachers, Cuesta College Management Senate, Superintendent/President's Cabinet

OTHER COMMITTEES

Sub-committees report first and primarily to its governing committee. The oversight of a sub-committee is listed under the primary tasks of its governing committee and proposals for committee changes or modifications in this category need approval by the same body that approves those of the governing committee.

Task Forces are temporary groups of people formed to carry out a specific task or project, or to solve a problem that requires a multi-disciplinary approach. Task forces will likely bring people together from across the district and committees to address a specific issue. When the task force work ends, so does the task force.

Committees are encouraged to publish agendas, goals and minutes on *myCuesta or SharePoint*. Email lists for committees are available in Outlook and are maintained as memberships are updated through committee chairs or liaisons.

For information on participatory governance structure, committee relationships, workflow, the decision-making process, roles of faculty, staff and administrators, recommendation authority, and best practices for participatory governance committees, see the San Luis Obispo County Community College District Participatory Governance: Decision-Making and Committee Handbook.

Office of the President; ext 3118

I. Central Committees (in alphabetical order)

COLLEGE COUNCIL[1]

***Description*:** This committee addresses College-wide issues (College-wide issues will be reported as needed or as requested, District committees will prepare proposals for the council to address, when needed or requested); College-wide committee reporting council (new district committees are approved at College Council, revisions to existing district committees are approved at College Council); Faculty Hiring Prioritization (annually, all ranking for possible new faculty positions is determined by a faculty hiring prioritization process whereby all disciplines identify and report quantitative and qualitative data to justify their new faculty position request and whereby ranking occurs after each discipline defends their request.); Faculty Hiring Prioritization Subcommittee (to conduct the faculty hiring prioritization process, the College Council will convene an annual subcommittee composed of all deans, all academic directors, all division chairs, the Academic Senate President or designate, and the CCFT President or designate. This subcommittee will meet twice, or three times if necessary, in the Fall semester and it is the primary decision-maker for the process and ranking of faculty hiring prioritization.); New Program Development (New programs will be developed and approved at the College Council. The College Council recommends new programs to Planning and Budget for financial viability.); Program Revitalization, Suspension, and/or Discontinuance Policy (Proposals for Program Revitalization, Suspension, and/or Discontinuance will be reviewed by the College Council for approval).

***Composition*:**
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.
- Superintendent/President (Ex-Officio, Non-Voting)
- Vice President, Administrative Services, (Ex-Officio, Non-Voting)
- Vice President, Academic Affairs – *Co-chair*
- Vice President, Student Services
- Executive Dean, North County Campus and South County Center
- 3 Deans of Academic Affairs
- 5 Faculty Members*
  - 1 of the five faculty members will serve as a College Council Co-chair
  - 3 of the five faculty members will be Division Chairs (one from each cluster)
  - 1 of the five faculty members will be a service faculty member
  - 1 the five faculty members will be a NCC faculty member
- Academic Senate President or designate
- CCFT President or designate
- 1 CCCUE Representative – appointed by CCCUE
- 1 Management Senate Appointment
- 1 Student Services Administrator
- 1 ASCC Representative

*Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.

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[1] College Council replaces Shared Governance Council effective Fall 2010, as approved April 2010.

II. Content Committees (in alphabetical order)

ACCREDITATION STEERING COMMITTEE

***Description*:** This is a district committee of representatives from various constituent campus groups that plans the process and timeline for Accreditation self studies and maintains an annual record of accreditation standard progress reports. This committee develops templates, processes, and timelines for each of the standard committees and sub-committees; coordinates and conducts employee satisfaction surveys; reviews drafts prepared by each standard committee and various sub-committees; assists in the development and implementation of planning agendas; and assesses the institutional progress on addressing each standard.

***Composition*:**
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Vice President of Academic Affairs (Accreditation Liaison Officer) - co-chair
- Academic Senate President or designee - co-chair
- Faculty (minimum of 4)
- Administrators (minimum of 4)
- 1 ASCC Representative

During years when the committee is actively preparing a self-study, the standard faculty co-chairs are appointed by the Academic Senate President.

CONNECT@CUESTA

***Description*:** Provide campus-wide coordination for CONNECT@Cuesta welcome event for new Cuesta College students. This event will welcome students, guide them to services and programs, assist in retention, and form bonds to peers, faculty, and the college as a whole.

1. Securing funding for event
2. Identifying target students
3. Plan and coordinate agenda, schedule speakers
4. Identify campus wide participants
5. Host event
6. Collect and report evaluation data
7. Report to appropriate committees/administrative staff

***Composition*:**
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Supervisor, Grants and Categorical Projects (CTE), *Co-Chair*
- Coordinator, Student Life and Leadership, *Co-Chair*
- Dean, Workforce and Economic Development (report to College Council)
- Faculty at least 3: Preferable to have a representative from each cluster
- Student Services: at least 3.
    - Preferably representation from the following: EOPS/DSPS; Admissions & Records, Financial Aid. Representation should be at least 2 Classified positions.
- Student Support and Success Committee representative
- Career Connections/WED Department representative
- Foundation/Marketing representative
- ASCC representative(s) at least 1 (from clubs/student ambassador program)
- North County Campus representative
- Other members, as deemed necessary or advantageous by committee

CULTURAL DIVERSITY AND STUDENT EQUITY COMMITTEE[2]

Description: This district committee leads the campus in promoting cultural competence (Board Policy 7100) including reviewing, developing, and recommending related programs, services and college policies. The committee serves as the Equal Employment Opportunity Advisory Committee to create, update, and monitor the College's EEO Plan; plans, implements, and assesses training programs and learning activities, in concert with the Faculty Professional Development Committee, the Staff Professional Development Committee and the Management Professional Development Committee related to cultural competence/diversity issues. The committee assigns a liaison and collaborates with the Institutional Effectiveness Committee to assess the extent of student equity and to develop and recommend strategies for improvement; and assigns a liaison with the Cultural Center to facilitate collaboration on joint diversity training and learning activities.

Composition:

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Executive Dean North County Campus and South County Center – *Convener and Liaison to Cabinet*
- Vice President, Student Services
- Executive Director of Human Resources and Labor Relations
- Coordinator of DSPS
- Faculty Members (4 minimum)*
  - o 1 of the faculty members will be an ESL faculty
  - o 1 of the faculty members will be a Counseling faculty
  - o 1 of the faculty members will be a joint appointment of the Academic Senate and CCFT
- Coordinator for Student Life and Leadership or designee
- Classified Staff (3 minimum)
- ASCC Representatives (2 minimum)
- Office of Advancement Representative
- 2 Community Members

Committee chair is elected by the committee members.

* *Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.*

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[2] A revision of this committee's description and composition was approved at the April 28, 2009 Shared Governance Council.

Content Committees, continued

DISTANCE EDUCATION COMMITTEE[3]

Description: The Distance Education (DE) Committee is a shared governance body that develops and recommends standards and policies to promote the quality, managed growth and sustainability of distance education at Cuesta College. These standards and policies address the following four areas: technology infrastructure and support; on-line course development, delivery and evaluation; faculty support, assignment, and evaluation; and student support, access, retention, success, and persistence.

The Committee annually assesses and reports on the effectiveness of DE support structure, standards, policies, and procedures, and their compliance with current state and federal regulations.

Composition:

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Vice President, Academic Affairs – *Liaison to Cabinet*
- Director of Library/Learning Resources, Distance Education, and Academic Support – *Co-chair*
- Director of Computer Services
- Web Application Administrator
- Technology Trainer
- 1 CCCUE Representative
- 5 Faculty Members*
    - 1 from each cluster
    - 1 Student Services faculty member
    - 1 CCFT representative – *appointed by the President of the Exclusive Representative (CCFT)*
    A faculty co-chair will be selected by faculty from among the faculty membership. The co-chair will serve as the liaison to the Academic Senate.
- 1 ASCC Representative

It is recommended that committee members have an interest in web-enhanced instruction.

*   *Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.*

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[3] The descript and composition were revised April 12, 2011. A revised composition and description of the Distance Education Task Force was approved in February 2008 by Academic Senate and it was made a committee.

ENROLLMENT MANAGEMENT COMMITTEE[4]

Description:

This committee will make recommendations to the President's Cabinet and to the Planning and Budget Committee and/or College Council as appropriate. The primary task for the committee is to provide leadership and to assure enrollment management is integrated with college strategic planning:

- Regularly review and analyze enrollment reports and data
- Monitor student enrollment patterns and recommend FTES targets and strategies – credit and non-credit, by Cluster, Division and Site
- Facilitate implementation strategies as appropriate
- Make enrollment reports and data available to campus constituencies
- Review the research and recommendations by working groups formed to address issues relating to Enrollment Management
- Provide a forum for dialogue and debate related to enrollment
- Bring awareness to the campus community of enrollment related issues

Composition:

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Vice President of Student Services
- Vice President of Academic Affairs
- Vice President of Administrative Services
- Executive Dean of North County Campus and South County Center
- Academic Senate President (or designee)
- Three Division Chairs (one from each cluster)
- One Counselor (Articulation Officer)
- Two Deans of Academic Affairs
- Marketing and Communications representative
- Director of Admissions and Records
- Director of Counseling and Matriculation Services
- Director of Institutional Research
- Director of Community Programs Workforce Development
- One CCFT Appointment
- One ASCC Student appointment

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[4] Revisions to the Enrollment Management Committee's description and composition were approved on September 13, 2011.

INSTITUTIONAL EFFECTIVENESS COMMITTEE[5]

*Description***:**

The Institutional Effectiveness Committee will:
- Create and supervise assessment of the institutional planning process.
- Update (make recommendations) to the IPPR template
- Administer the institutional assessment tools.
- Conduct research, and implement improvements in the planning process.
- Identify the tools for the assessment of institutional effectiveness.
- Evaluate the results of the assessment of IEOs and make recommendations accordingly, to improve institutional planning processes and update master plans using the Accrediting Commission for Community and Junior colleges rubrics for institutional effectiveness.
- Implement improvements to institutional planning and/or modifications to the assessment tools.
- Administer the institutional assessment of IEOs for a continued ongoing cycle of assessment and improvement.

*Composition***:**

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Dean of Academic Affairs (Liaison to Cabinet)
- Director of Institutional Research
- Dean/Director from Student Services area appointed by the Vice President of Student Services
- A faculty representative from each Cluster
- 1 ASCC Representative
- Others as needed

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[5] The Institutional Effectiveness Committee was approved by College Council on September 27, 2011. This was a modification to the Institutional Research Committee.

INSTITUTIONAL PROGRAM PLAN AND REVIEW COMMITTEE[6]

Description: The Institutional Program Planning & Review Committee is a campus-wide committee with responsibility for developing, assessing, improving and providing technical assistance for the institutional program plan and review template and process. The committee will function as cluster teams to:

    a. Collect feedback from IPPR users college-wide for annual assessment and updating of the IPPR form and process.

    b. Provide technical assistance and guidance to college constituents when completing the IPPR form and process.

The committee will function as a full committee to:

    c. Draft proposals for refinement of the linkage between the IPPR and the budget allocation process for the Planning and Budget Committee.

    d. Draft proposals for further integration of college planning documents and the IPPR for the College Council and/or the Planning and Budget Committee.

    e. Draft recommendations and solicit feedback for changes to the IPPR form in consultation with the cluster administrators, the Planning and Budget Committee, the College Council, Academic Senate, CCCUE Exec. Board and CCFT Exec. Board.

    f. Consult with the SLOA Coordinator and SLOA Committee, changes related to the integration of student learning outcomes and SLO assessment with Program Review and the IPPR document and process.

    g. Recommend proposed changes of the IPPR to Academic Senate for approval.

Composition:

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Vice President, Academic Affairs (Ex-Officio, Non-Voting) – Liaison to College Council
- Vice President, Administrative Services (Ex-Officio, Non-Voting) – Liaison to Planning and Budget Committee
- 3 Faculty Members*
    - o   2 faculty members will be from Academic Affairs cluster
    - o   1 faculty member will be from Student Services cluster
- 4 Classified Members
    - o   1 classified member will be from Academic Affairs cluster
    - o   1 classified member will be from Student Services cluster
    - o   1 classified member will be from Administrative Services cluster
    - o   1 classified member will be from President's cluster
- 4 Managers
    - o   1 manager will be from Academic Affairs cluster
    - o   1 manager will be from Student Services cluster
    - o   1 manager will be from Administrative Services cluster
    - o   1 manager will be from President's cluster
- 1 ASCC Representative

1 Faculty Co-chair appointed by the Academic Senate President

1 Administrative Co-Chair appointed by the Vice President, Student Services

Approved changes to the IPPR document and distribution of the IPPR document will be coordinated through the office of the administrative co-chair.

*Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.

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[6] A revision to the Program Planning and Review Committee's description and composition was approved on May 1, 2009 by the Academic Senate Council. The Shared Governance Council approved the Institutional Program Plan and Review Committee description and composition on May 12, 2009 and a revision on May 11, 2010.

STRATEGIC PLANNING COMMITTEE[7]

***Description*:** This is a district committee with representatives from various constituent campus groups that reviews the campus vision, mission, and goals and plans the process and timeline for strategic plans based on the college vision, mission, and goals. This committee develops the strategic plan for the college and assesses progress on the strategic plan on an annual basis.

***Composition*:**

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Superintendent/President, co-chair
- Asst Supt/VP Student Services, co-chair
- 1 Vice President
- Executive Director, Advancement
- 1 Dean, Academic Affairs
- 1 Division Chair*
- 1 Academic Director
- Academic Senate President or designee
- CCFT President or designee
- 1 Management Senate Representative
- 1 Classified Representative
- 1 ASCC Representative
- 1 NCC/SCC Representative*

*Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.

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[7] The Shared Governance Council approved this description and composition on May 12, 2009; revised September 22, 2009.

STUDENT SUPPORT AND SUCCESS COMMITTEE[8]

Description: The Student Support and Success Committee addresses the district's mission to achieve student success by aligning academic excellence and retention efforts with institutional planning, ensuring that the various efforts are well connected to each other and embedded in the college's structure. Additionally, the committee oversees the Basic Skills Initiative activities and recommends and promotes student support strategies and services. The committee also serves as the District Advisory Committee for the Student Success and Support Program, 3SP, reviewing documents and providing feedback to the district's 3SP work groups.

Composition:
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Basic Skills Coordinator – Co-Chair*
- 1 Dean, Academic Affairs – *Co-Chair**
- Vice President, Student Services or designee, nonvoting ex officio
- Vice President, Academic Affairs or designee, nonvoting ex officio
- Director of Counseling
- Director of Institutional Research or designee, nonvoting ex officio
- Student Success and Support Coordinator
- Student Success Center Supervisor
- Executive Dean, North County Campus and South County Center or designee
- North County Faculty Representative (teaches ESL or Basic Skills)
- Representative from the Division Chairs
- Counseling Faculty Representatives (2)
- Math Faculty Representative
- ESL Faculty Representative
- English Faculty Representative
- College Success Studies Faculty Representative
- DSPS Faculty Representative
- Classified Union Representative
- Financial Aid Representative
- Career Technical Education/non-credit Representative
- 1 ASCC Representative

* A third co-chair will be selected from the membership at the beginning of the new academic year. The three co-chairs will report to Academic Senate regularly.

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[8] College Council approved this description and composition on February 11, 2014.

TECHNOLOGY COMMITTEE[9]

Description: Assesses and prioritizes technology needs and makes recommendations concerning support and allocation to Planning and Budget. The Committee ensures campus-wide participation in the prioritization process. The Technology Committee plans for technology lifecycles, using requests supported by evaluative data. By considering budget constraints, the Technology Committee promotes sustainable technological improvements. The Educational and Facilities Master plans, the Strategic Plan, and the Technology Master Plan guide the Committee's decisions.

Composition:

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Vice President Administrative Services or designee (Ex-Officio, Non-Voting)
- Vice President Academic Affairs or designee (Ex-Officio, Non-Voting)
- Director Computer Services (co-chair)
- Supervisor Network and PC Support
- Director of Library/Learning Resources, Distance Education, and Academic Support Designee or designee
- 1 Dean, Academic Affairs
- 5 Faculty Members
  - 1 appointed by CCFT
  - 4 appointed by Academic Senate (at least one per academic cluster)
- Service Faculty Member – appointed by Academic Senate
- 1 Student Services CCCUE Representative
- 1 Administrative Services CCCUE Representative
- 1 Management Senate Representative – appointed by Management Senate
- 1 ASCC Representative

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[9] The Shared Governance Council approved the revised description December 8, 2009 and the revised membership February 9, 2010. College Council approved a revised description November 27, 2012.

WEB COMMITTEE[10]

***Description*:** Develop college-wide website policies and procedures (includes myCuesta), Determine design, navigation, content development, new applications and initiatives, and other concerns related to the web site and web-based applications, Evaluate and recommend web technology based on need. Meetings to be held monthly or more frequently as required. This committee meets during summer months. Questions, ideas, or advocacy for development or change can be submitted to committee members by any faculty or staff.

***Composition*:**
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Director of Computer Services – *Chair*
- Director of Admissions and Records
- Director of Library/Learning Resources, Distance Education, and Academic Support
- Marketing and Communications representative
- Executive Director of Human Resources and Labor Relations, Cabinet liaison
- Director of Computer Services Designee (usually web application administrator)
- 3 Faculty Members*, one from Library/Learning Resources
- 1 ASCC Representative

* *Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.*

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[10] Addition of web committee approved by Shared Governance Council in fall 2007.

BENEFITS COMMITTEE[11]

***Description*:** Responsible for reviewing and selecting employee health insurance packages.

***Composition*:**
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- 6 Faculty Representatives*
- Vice President, Administrative Services – *Liaison to Cabinet*
- Executive Director, Human Resources & Labor Relations (Ex-Officio) – *Liaison to Cabinet*
- 3 Classified Representatives
- 3 Management Senate Representatives
- Benefits Specialist (Non-Voting)

*Faculty representatives are appointed by the President of the Exclusive Representative (CCFT) after consultation with the Superintendent/President.

CAMPUS SAFETY AND ENVIRONMENTAL COMMITTEE[12]

***Description*:** Makes recommendations regarding campus safety, emergency procedures, care, security of equipment, and hazardous waste management. Also considers and makes recommendations in matters related to facilities, parking, traffic, transportation, lighting, water, energy, and campus aesthetics. The chair is elected. The Vice President, Administrative Services and Director, Public Safety serve as liaisons to the Cabinet.

Composition*:*
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- 3 Faculty Representatives*
- Director, Facilities, Planning and Operational Projects or designee
- Director, Public Safety or designee
- Lead, Grounds
- 2 Classified Representatives
- Vice President, Administrative Services
- 1 ASCC Representative

*Faculty representatives are appointed by the President of the Exclusive Representative (CCFT) after consultation with the Superintendent/President.

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[11] On February 11, 2014, the Benefits Committee membership was revised to permit three representatives appointed by Management Senate rather than specifying a confidential employee, a dean, and the Director of Nursing.

DISTRICT CALENDAR COMMITTEE

Description: This is the official Calendar Committee for the District and includes membership from classified and faculty unions, and the Administration. As with previous practice, the District recommends all items agreed upon by the Calendar Committee to the Board of Trustees and refers any items not resolved to the District and Union bargaining representatives for resolution.

Composition:
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- 4 Faculty Representatives*
- 1 Classified Staff – appointed by CCCUE
- 1 Manager – designated by Management Senate
- Vice President, Academic Affairs
- Vice President, Student Services
- 1 ASCC Representative

*Faculty representatives are appointed by the President of the Exclusive Representative (CCFT) after consultation with the Superintendent/President.

EMPLOYEE WELLNESS COMMITTEE

Description: Coordinates and recommends programs and policies for employee wellness.

Composition:
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Dean, Sciences, Mathematics, Nursing, Kinesiology, Health Sciences, and Athletics – C*onvener and Liaison to Cabinet*
- 1 ASCC Representative
- Other members as needed
- Committee chair is elected by the committee members.

FINANCIAL AID COMMITTEE

Description: Assists the Financial Aid Office in considering requests and approvals for financial aid. Coordinates scholarship applications and awards.

Composition:
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Coordinator of Financial Aid – *Convener and Chair*
- Dean of Student Services – *Liaison to Cabinet*
- 1 ASCC Representative
- Division Representation – all divisions will be represented over time

FUNDRAISING COUNCIL[13]

Description: The purpose of the Fundraising Council is to communicate the scope of fundraising and priority needs of District programs and services and to become more efficient and successful in achieving challenging fundraising goals. Working collaboratively supports the premise that we are all in this fundraising environment together and to find ways to help each other. The Fundraising Council provides a forum for collaboration, innovation, more efficient calendaring, planning and marketing for events and activities.

Composition:
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.
Minimum Composition as directed by College Council shall consist of:
- Directors, division chairs or division representative(s)
- Representatives from:
  o Advancement
  o Foundation
  o Marketing
  o Children's Center
  o Coaches
  o Business and Entrepreneurship Center
  o North and south county centers
- Deans of Academic Affairs
- 1 ASCC Representative
The Fundraising Council will accept anyone who wants to serve.

MANAGEMENT PROFESSIONAL DEVELOPMENT COMMITTEE[14]

Description: Considers the needs of and opportunities for confidential, supervisor and management employees for professional development. Recommends and plans programs and workshops. In consultation with the director of professional development, designs and directs all professional development policies, processes and programs, which are to strengthen and advance the professional skills practiced by Cuesta management and confidential employees in supporting the mission of the college. This is a standing subcommittee of Management Senate.

Composition:
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.
- 2 Managers (supervisors or managers)
- 2 Confidential employees – appointed by Management Senate
- Executive Director of Human Resources and Labor Relations (Ex-Officio)
Chair is appointed by Management Senate.

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[13] On August 23, 2011 the Fundraising Council was reinstated as a college wide committee.
[14] On January 15, 2009, the Staff and Management Professional Development Committee separated per mutual agreement.

NURSING SELECTION COMMITTEE[15]

***Description*:** Oversees the nursing selection process and monitors its fairness, legality, and feasibility. Resolves nursing selection problems and hears student appeals. Serves as a sounding board to deal with public relations issues as they arise due to the impacted status of the program. Wide campus representation on the committee serves well to facilitate solutions and resolve concerns.

***Composition*:**

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Director of Nursing*
- Director of Allied Health*
- Dean, Sciences, Mathematics, Nursing, Kinesiology, Health Sciences, and Athletics – *liaison to Cabinet*
- 1 Success Specialist
- Nursing/Allied Health Program Specialist
- 1 Division Secretary for NCC
- 1 Admissions and Records Representative
- 1 Counseling Faculty
- Other Faculty as needed

* The Directors of Nursing and Allied Health will serve as the conveners and co-chairs.

PROGRAM FOR ASSISTING STUDENT-ATHLETE SUCCESS (PASS) COMMITTEE

***Description*:** Coordinates and recommends programs and policies for student/athletes and wellness.

***Composition*:**

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Director, Athletics – Convener
- Dean, Sciences, Mathematics, Nursing, Kinesiology, Health Sciences, and Athletics – *Liaison to Cabinet*
- Others as needed

REENTRY PROGRAM COMMITTEE

***Description*:** Develops and recommends programs, classes, and services for Reentry students. Reviews procedures for distribution of emergency funds held by the Cuesta Foundation. Coordinates fundraising and Reentry activities.

***Composition*:**

The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Coordinator, Reentry Program – *Convener and Chair*
- Vice President, Student Services – *Liaison to Cabinet*
- 1 ASCC Representative
- Other members as needed*

*Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.

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[15] On May 12, 2009, committee membership was changed by the division.

STAFF PROFESSIONAL DEVELOPMENT COMMITTEE[14]

Description: The Staff Professional Development Committee, in consultation with the Superintendent/President, will consider, recommend and plan professional development programs and workshops, evaluate fund requests and follow the Staff Professional Development Mission and Goals to meet the needs and opportunities of the classified staff.

Composition:
The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

- Classified staff – appointed by CCCUE in consultation with the Superintendent/President.

IV. Stakeholder Groups (in alphabetical order)

The Stakeholder Groups are:
- Associated Students of Cuesta College
- Cuesta College Academic Senate Council
- Cuesta College Classified United Employees
- Cuesta College Federation of Teachers
- Cuesta College Management Senate
- Superintendent/President's Cabinet

IV.a. Academic Senate Committees (in alphabetical order)

ACADEMIC SENATE COUNCIL

Description: This council is the governing body of the Academic Senate at Cuesta College.

Composition:
- Academic Senate President*
- Academic Senate Vice President*
- Full Time Faculty At-large Senator*
- Part Time Faculty At-large Senator*
- NCC At-large Senator*
- Curriculum Chair
- 17 Senators – one from each division, elected by divisional faculty (serve three-year term)
- CCFT President (Ex-Officio, Non-Voting)
- 1 ASCC Representative

* The President, Vice President, and At-large members of the Council are determined by a general election of the faculty and serve two-year renewable terms. The officers of the Academic Senate Council are the President, Vice President, Curriculum Chair, and the Statewide Senate Delegate, if applicable.

BOOK OF THE YEAR COMMITTEE

Description: This is a subcommittee of the Academic Senate. This committee will coordinate the choice of book and activities related to the Cuesta Book of the Year event.
Composition:
- 5 Faculty Members* (maximum)
- 3 Classified Staff (maximum)
- 1 Manager
- 1 ASCC Representative
- 1 Community Member
  Members shall serve for a renewable term of one year.
* Faculty members are appointed by the Academic Senate President. One will be appointed or elected chair of the committee by members of the committee.

CURRICULUM COMMITTEE

Description: This joint Academic Senate/administration committee reviews and recommends to the Board of Trustees new and revised course proposals, degree and certificate changes, and general education and graduation requirements. This committee also discusses and makes decisions, when appropriate, on issues related to curricular processes, policies, and procedures. The Curriculum Chair is appointed by the Academic Senate to serve a two-year renewable term. The Vice President of Academic Affairs will act as ex-officio committee member and liaison to the Cabinet.
Composition:
VOTING MEMBERS:
- Curriculum Chair
- 19 Faculty Representatives*

* Faculty representatives include one from each instructional division including; Library, DSPS, Counseling, Leadership, and Non-Credit and are elected/appointed by their divisional faculty or area representing.
NON-VOTING MEMBERS:
- Vice President, Academic Affairs
- Curriculum Specialist
- Director, Library/Learning Resources, Distance Education, and Academic Support
- Coordinator, Disabled Students Programs and Services
- Articulation Officer
- Administration and Records Evaluation Representatives
- 1 CCFT Representative
- 1 ASCC Representative

EQUIVALENCY COMMITTEE

***Description*:** This committee of the Academic Senate determines the equivalency of minimum qualifications for candidates for hire when such an evaluation is warranted or requested by a job applicant.
***Composition*:**
- 5 Faculty Members*

* Faculty members are appointed by the Academic Senate President for renewable two-year terms. One will be appointed or elected chair of the committee by members of the committee.

FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE

***Description*:** This committee of the Academic Senate considers, plans, delivers, and recommends programs and services that will contribute toward professional growth of the faculty. In consultation with the Director of Professional Development, this committee will design and direct all faculty professional development policies and processes; this includes, but is not limited to, the Professional Development Center, the faculty mentoring program, conferences, pedagogical workshops, training seminars, and faculty orientations.

***Composition*:**
- Faculty as interested – appointed by the Academic Senate President

INSTITUTIONAL TENURE REVIEW COMMITTEE

***Description*:** This is a joint Academic Senate/Administration committee that evaluates all tenure recommendations submitted by district tenure committees based on the policies and processes explained in Board Policy.
***Composition*:**
- 3 Tenured Faculty
- 2 Administrators

The chairperson shall be designated by the Academic Senate President following consultation with the Superintendent/President.

SABBATICAL LEAVE COMMITTEE

***Description*:** This committee of the Academic Senate reviews applications and makes recommendations for sabbatical leaves to the Vice President of Academic Affairs and presents committee-approved sabbaticals to the Board of Trustees for approval.

***Composition*:**
- 5 Faculty Members
  - 2 appointed by the President of the Academic Senate after consultation with the Superintendent/President
  - 2 appointed by the President of the Exclusive Representative/CCFT after consultation with the Superintendent/President
  - 1 jointly appointed by the President of the Academic Senate and President of the Exclusive Representative/CCFT
- Vice President, Academic Affairs (Ex-Officio) – Liaison to Cabinet

The chair is elected by the committee members. **NOTE:** No Sabbatical Leave applicant shall be a member of the committee.

STUDENT LEARNING OUTCOMES AND ASSESSMENT COMMITTEE

***Description*:** This committee of the Academic Senate researches and evaluates various SLOA "best practices" with the goal of making recommendations for the development and assessment of program and course level outcomes. This committee works collaboratively with the Faculty Professional Development Committee to bring speakers and workshops to educate the college community about SLOA matters. This committee serves as the resource and "training group" available to Cuesta faculty when utilizing adopted SLOA processes.

***Composition*:**
- SLO Assessment Coordinator – *Chair*
- 4 Faculty Members
- Curriculum Chair or designee
- Institutional Program Plan & Review Committee faculty co-chair or designee
- 1 CCFT Representative (Ex-Officio)
- 1 Institutional Research Representative (Ex-Officio)
- 1 Academic Affairs Dean (Ex-Officio)

SUMMIT[16]

***Description*:** The purpose of this non-voting committee is to foster a free exchange of information between the leadership of the Academic Senate, the President/Superintendent, and the Vice President/Asst. Superintendent and to resolve issues germane to both the Academic Senate and the District. This committee meets bi-monthly.

***Composition*:**
- Academic Senate President
- Academic Senate Vice President
- Superintendent/President
- Vice President, Academic Affairs

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[16] Formerly called Sizzler.

IV.b. CCFT COMMITTEES (In Alphabetical Order)

CALENDAR COMMITTEE

Description: The CCFT Calendar Committee is responsible for developing and implementing, under the direction of the Union Executive Board, all elements of Cuesta College's academic calendar. These include the academic program year, the structure of the weekly program, and the number and placement of the flex days and holidays. The CCFT Calendar Committee also serves as the faculty union's bargaining representative in negotiations with management and classified union representatives.

Composition:

- CCFT Representatives

COLLEGE WORKLOAD COMMITTEE

This committee is convened by Vice President, Academic Affairs per the Collective Bargaining agreement. There must be equal representation from the District and the CCFT on the committee.

COMMITTEE ON POLITICAL EDUCATION (COPE)

Description: The Committee on Political Education (COPE) is a permanent committee of every CFT local, including ours. Its purpose is to guarantee that members' voices are heard in the political and legislative arena at all levels of government. The COPE chair is a permanent member of the CCFT Executive Board and is provided time for a regular report. COPE regularly receives written information from both California Federation of Teachers and American Federation of Teachers about pending legislation and policy issues that could affect our members as well as about the actions and positions of elected officials and candidates. COPE determines if local action on any of these matters is needed and what form that action will take. COPE keeps an especially close watch on the actions of the elected Cuesta College Board of Trustees. It arranges to interview all candidates for trustee elections and can recommend that CCFT endorse certain candidates.

Composition:

COUNCIL OF REPRESENTATIVES

Description: This council advises and provides divisional membership input to the CCFT Executive Board.

Composition: Elected by the divisional membership for a one-year term.

EXECUTIVE BOARD

Description: This body directs the actions of the CCFT committees and oversees negotiations and union membership.

Composition: Members of this committee are either elected by the membership or the Council of Representatives or appointed by the President. President or designee of the Academic Senate is an ex-officio member.

GRIEVANCE COMMITTEE

Description: The purpose of the Grievance Committee is to ensure the District's implementation of the contract and to process faculty grievances.

Composition:

NEGOTIATIONS COMMITTEE

Description: This committee is responsible for bargaining contractual agreements with the District.

Composition:

PART-TIME FACULTY COMMITTEE

Description: The Part-Time Faculty Committee meets to discuss concerns and issues of part-time faculty and bring recommendations to the Union Executive Board for negotiation purposes.

Composition:

PEACE AND JUSTICE COMMITTEE

Description: Plan related events, make related materials available to faculty, inform faculty of related issues and make recommendation to the Executive Board regarding possible actions related to peace and justice to be taken by CCFT

Composition:

SUPERINTENDENT/PRESIDENT'S CABINET

Description: Advisory to Superintendent/President.

Composition:
- Superintendent/President
- Vice Presidents (3)
- Deans of Academic Affairs (3)
- Dean of Student Services
- Executive Dean, North County Campus and South County Center
- Executive Director, Advancement
- Executive Director, Human Resources & Labor Relations

NOTE: May involve others depending on issues being addressed.

CUESTA COLLEGE
COMMITTEE MEMBERSHIP LIST 2014 - 2015

	Monday	Tuesday	Wednesday	Thursday	Friday
First Week	Accreditation Steering 2:00P.M.	Nursing Selection 8:30A.M. Planning & Budget 3:00P.M.	Cabinet 8:30A.M. Reentry 2:30P.M.	CCFT Executive Board 2:30P.M.	Curriculum 1:30P.M.
Second Week	PASS 11:30A.M. Management Professional Development 3:00P.M.	Enrollment Management 8:30A.M. College Council 2:00P.M.	Cabinet 8:30A.M. IPPR 3:00P.M. Web 3:30P.M.	Employee Wellness 2:30P.M.	Benefits 10:30A.M. Technology 1:30P.M. Academic Senate 2:30P.M.
Third Week	Accreditation Steering 2:00P.M.	Fundraising Council 2:00P.M. Planning & Budget 3:00P.M.	Cabinet Manager 8:30A.M. Management Senate 9:30A.M. Cultural Diversity and Student Equity 2:30P.M. Institutional Effectiveness 3:00P.M.	Nursing Selection 8:30A.M. Campus Safety 2:30P.M. CCFT Executive Board 2:30P.M.	Staff Professional Development 10:00A.M. Distance Education 10:30A.M.
Fourth Week	Strategic Planning 2:30P.M.	Enrollment Management 8:30A.M. College Council 2:00P.M.	Cabinet 8:30A.M. Student Support and Success Committee – 3:00P.M.	Financial Aid 1:30P.M. CCFT Council of Reps 3:00P.M.	Technology 1:30P.M. Academic Senate 2:30P.M.

<u>COLLEGE COMMITTEES</u>
- CCFT/District Communication - As needed
- District Calendar - TBD
- Faculty Professional Development - TBD
- Learning Communities – TBD
- Sabbatical Leave - As needed

<u>ACADEMIC SENATE</u>
- Equivalency - TBD
- Professional Standards - TBD
- Institutional Tenure Review – TBD
- Summit - TBD

<u>CCFT</u>
- Calendar Committee - TBD
- Committee on Political Education - TBD
- Grievance - TBD
- Negotiations - TBD
- Part-Time Faculty - TBD

* Partial list of meeting dates and times for College committees, Academic Senate committees and Cuesta College Federation of Teachers (CCFT) committees.

rev. January 21, 2014