



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

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 Cuesta Scholarship 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, and Superintendent/President's Cabinet.

OTHER COMMITTEES

Ad-hoc Subcommittees or Groups One way to increase the effectiveness of all committees is to assign work to smaller groups composed of committee and/or non-committee members. The larger committee directs these subcommittees/groups which are brought together to focus on determined, time-specific, or ad-hoc tasks.

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.

Please see the San Luis Obispo County Community College District Participatory Governance: Decision-Making and Committee [Handbook](#) 2019 for additional information regarding structure and process.



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

CENTRAL COMMITTEES (LISTED IN ALPHABETICAL ORDER)

COLLEGE COUNCIL

College Council replaces Shared Governance Council effective Fall 2010, as approved April 2010. College Council approved a revised membership on December 9, 2014 and revised description on November 24, 2015.

Description: College Council is a central committee that acts as an advisory group to the Superintendent/President for Board policies, administrative procedures and district goals, plans and priorities. It is a communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for college-wide information. College Council is responsible for approving new college-wide committees and revisions to existing college-wide committees, acknowledging and reviewing initiatives and end-of-the-year assessments from specified content committees, conducting and analyzing the faculty hiring prioritization process, providing new program development recommendations to Planning and Budget and the Academic Senate, providing new restrictive fund faculty recommendations to Planning and Budget and reviewing proposals and making recommendations for program revitalization, suspension, and/or discontinuance.

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.

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

Composition

Member

Superintendent/President (Non-Voting)
Vice President, Administrative Services
Vice President, Academic Affairs, Co-chair
Vice President, Student Services and College Centers

Jill Stearns
Dan Troy
Jason Curtis
Mark Sanchez

Dean, North Cty Campus and South Cty Ctr
Dean, Student Services

Maria Esobedo
Genevieve Siwabessy

2 Deans of Academic Affairs (rotating - determined by VPAA)

5 Faculty Members*

1 of the Division Chairs will serve as a College Council Co-chair, appointed by the Academic Senate President

2 faculty members will be Division Chairs (one from each cluster)

1 faculty member will be a service faculty

1 faculty member will be a NCC faculty



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

PLANNING AND BUDGET COMMITTEE

College Council approved a revised composition on November 27, 2012. College Council approved a revised description on September 23, 2014.

Description: The role of the Planning and Budget Committee is to ensure that the district's budget supports the mission, Institutional Goals and Institutional Objectives, and integrated planning. The Planning and Budget Committee coordinates planning, ensuring broad participation from the district community and monitors the implementation of the educational and facilities master plans. In addition, the Planning and Budget Committee oversees the development and review of the annual operating budget. The Planning and Budget Committee is advisory to the Superintendent/President. Recommendations requiring Board action are presented to the Board of Trustees through the Superintendent/President.

The Planning and Budget Committee is responsible to:

- Develop and monitor completion and implementation of the Educational and Facilities Master Plans;
- Develop and review budget income and expenditure assumptions;
- Develop expenditure options given increased funding and contingency reduction plans for addressing shortfalls;
- Develop prioritized list of funding requests using the Resource Allocation Rubric;
- Review the proposed final budget including any modifications that were made based on funding changes;
- Consider augmentations and shortfalls that occur during the year that may impact commitments and/or unmet needs;
- Evaluate funding levels for faculty positions, classified/management positions, instructional and non-instructional equipment, capital outlay projects, etc. as developed by Cabinet, College Council, or other designated groups;
- Evaluate the district's planning and decision-making processes and prepare the Planning and Decision-Making Assessment Report;
- Inform the various district constituent groups of the budget status; and receive reporting from specified Content Committees and evaluate annual assessments.

Chair Selection: Co-chairs will serve staggered two-year terms. The College President will select one co-chair from the Administrative/Management members of the committee. The other co-chairs, one faculty and one classified, will be selected from the faculty and classified members on the committee by those members. The co-chairs will be determined in the Spring semester, if possible.

Composition

Member

9 Faculty members

3 Appointed by CCFT

6 Appointed by Academic Senate

Superintendent/President (Non-Voting)

Vice President, Academic Affairs, Co-chair

Vice President, Student Services and College Centers

Vice President, Administrative Services

1 Dean, Academic Affairs

1 Academic Director

Jill Stearns

Jason Curtis
Mark Sanchez

Dan Troy



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Member

Planning & Budget **Composition** – Continued

- 1 Classified Manager
Executive Director, Advancement/Foundation or
designee
- 1 Confidential Representative
- 5 Classified Representatives, appointed by
CCCUE
- 1 ASCC Representative

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.

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

Composition

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



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

ONLINE EDUCATION COMMITTEE

The description 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. The committee was renamed (Online Education Committee), and the description and composition were revised December 12, 2017.

Description: The Online Education Committee (OEC) promotes the quality, growth and sustainability of online learning and instructional technologies at Cuesta College. This Committee develops and recommends standards and policies in the following areas:

- Technology training and support for online learning and course development to enhance student success
- Course delivery and evaluation methods
- Faculty qualifications for assignment, and evaluation standards
- 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.

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.*

Composition

**1 ASCC Representative
Member**

Dean, Institutional Research, Library, Learning Resources and Instructional Technology,
Liaison to Cabinet
Executive Director Information Technology
Electronic Communications Designer /
Coordinator
Instructional Designer
Learning Management Systems Specialist
Technology Trainer

1 CCCUE Representative

6 Faculty Members*

1 from each cluster

1 Student Services faculty member

1 CCFT representative, appointed by the President of the Exclusive Representative (CCFT)

The faculty co-chair will serve as the liaison to the Academic Senate.



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

ENROLLMENT MANAGEMENT COMMITTEE

Revisions to the Enrollment Management Committee's description and composition were approved November 10, 2015. The description and composition were revised December 12, 2017.

Description: The Enrollment Management Committee will make recommendations to the Planning and Budget Committee and/or College Council as appropriate. Primary functions of the committee include providing leadership and direction as it applies to core components of Enrollment Management. These components include: Marketing; Outreach; Student Success and Support Program (SSSP); Student Equity; Guided Pathways; Instructional Support; Academic/Student Support Services; and Educational Goal completion. In addition, the committee will provide support in ensuring key enrollment management initiatives are aligned with college institutional planning. Finally, the committee will specifically focus on completing the following tasks:

- Regularly review and analyze enrollment reports and data for the District
- Review and assess student enrollment patterns related to FTES targets and strategies
- Review and provide input to the college's outreach plan
- Make enrollment reports and data available to campus constituencies
- Review the research and recommendations to address issues relating to enrollment management
- Provide a forum for dialog and input related to enrollment and success strategies
- Recommend changes to District policies and practices that impact enrollment
- Bring awareness to the campus community on 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.

Composition

Vice President of Academic Affairs
Vice President of Student Services and College Centers
Vice President of Administrative Services
Dean of North County Campus and South County Center
Academic Senate President (or designee)
Three Division Chairs (one from each cluster)
1 Counselor (Articulation Officer)
Dean of Academic Affairs
Marketing and Communications representative
Director of Admissions and Records
Director, Outreach, Orientation, and Success Activities
1 CCFT appointment

Member



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Workforce and Economic Development
Representative (appointed by the Director,
WED and Community Programs
Member

**Enrollment Management Composition –
Continued**

- 1 ASCC student appointment
- 1 CCCUE appointment
- Institutional Research Office representative
- Financial Aid Representative (appointed by
Dean, Student Svcs)

EQUITY AND STUDENT SUCCESS COMMITTEE

The Equity Action Committee and Student Support and Success Committee were combined and the description and composition revised February 27, 2018. The Equity and Student Success Committee description and composition were revised.

Description: The Equity and Student Success Committee provides support, makes recommendations, and facilitates coordination of campus-wide efforts to promote diversity, equity and inclusion for all faculty, staff and students, close student achievement gaps, and align student success and retention efforts with institutional planning. The committee utilizes participatory governance processes to make recommendations and disseminate information concerning the planning, coordination and implementation of instructional, student services and campus climate initiatives. The committee serves as the District advisory group to the Equal Employment Opportunity Plan, and the Student Equity and Achievement Plan.

Composition: A faculty co-chair will be selected at the beginning of the new academic year. The three co-chairs will report to Academic Senate regularly.

Composition

Non-Voting Members

- Vice President of Academic Affairs
- Vice President of Student Services and College Centers
- Human Resources Representative
- Institutional Research Office representative
- Director, Outreach, Orientation, and Success Activities
- At-large

Voting Members

- Math faculty representative

- English faculty representative
- Student Development and Success Faculty Representative (ESL or CSS) **

Member



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Director, Student Equity and Success Centers,
Co-Chair
Classified Union Representative
Student Service Representative
ASCC Student Representative
Member

**Equity and Student Success Composition –
Continued**

Faculty from a department other than Math,
English or SDS **

1 At-Large Faculty Representative **

Counseling Faculty **

** *(one of these should be a division chair)*

Coordinator, Student Life and Leadership

1 Dean, Co-Chair

Director, Assessment and Student Support and
Success Program

Associate Director of Noncredit Student
Support and Success Program

INSTITUTIONAL EFFECTIVENESS COMMITTEE

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

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;

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.

Composition

Dean of Academic Affairs (Liaison to Cabinet)
Dean/Director from Student Services area

(appointed by the VPSS)

A faculty representative from each Cluster
1 ASCC Representative



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Others as needed

Member

INSTITUTIONAL PROGRAM PLAN AND REVIEW COMMITTEE

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.

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:

- Collect feedback from IPPR users college-wide for annual assessment and updating of the IPPR form and process;
- Provide technical assistance and guidance to college constituents when completing the IPPR form and process.

The committee will function as a full committee to:

- Draft proposals for refinement of the linkage between the IPPR and the budget allocation process for the Planning and Budget Committee;
- Draft proposals for further integration of college planning documents and the IPPR for the College Council and/or the Planning and Budget Committee;
- 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 Executive Board and CCFT Executive Board;
- 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;
- 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.

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.*

Composition

Non-Voting Members

Vice President, Academic Affairs, Liaison to
College Council
Vice President, Administrative Services, Liaison

to Planning and Budget Committee
3 Faculty Members*
2 faculty members from Academic Affairs
cluster
1 faculty member from Student Services
cluster



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Members

- 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 and College Centers)

Members

Institutional Program Plan and Review

Composition – Continued

4 Classified Members

- 1 classified member from Academic Affairs cluster
- 1 classified member from Student Services cluster
- 1 classified member from Administrative Services cluster
- 1 classified member will be from President's cluster

4 Managers

- 1 manager will be from Academic Affairs cluster
- 1 manager will be from Student Services cluster
- 1 manager will be from Administrative Services cluster

THIS SPACE INTENTIONALLY LEFT BLANK



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

STRATEGIC PLANNING COMMITTEE

College Council approved this description and composition on March 24, 2015

Description: The Strategic Planning Committee supports the superintendent/president in leading the development of the San Luis Obispo County Community College District Strategic Plan, monitoring progress, and assessing its effectiveness in moving the district toward achieving the Institutional Goals identified in the Educational and Facilities Master Plan.

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.

- (*) Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.*
- (+) To be appointed by the Management Senate president after consultation with the Superintendent/President*
- (#) To be appointed by the co-chairs of the respective committees.*

Composition

Members

Non-Voting Members

- Superintendent/President, Co-Chair
- Vice President of Student Services and College Centers
- Executive Director, Foundation
- 1 Dean, Academic Affairs
- 1 Division Chair (*)
- 1 Academic Director (+)
- 1 Classified Director (+)
- Academic Senate President or Designee
- CCFT President or Designee
- 1 CCCUE Representative
- 1 ASCC Representative
- 1 NCC/SCC Representative
- Liaison to the Institutional Effectiveness Committee (#)
- Liaison to the Accreditation Steering Committee (#)
- Liaison to the Equity & Student Success Committee (#)



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

TECHNOLOGY AND WEB COMMITTEE

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. College Council revised the membership September 27, 2016. The Technology and Web Committees were combined, and the description and composition revised December 12, 2017.

Description: The Technology and Web Committee is a content committee which develops and recommends standards and policies regarding technology and web resources at Cuesta College. The Educational and Facilities Master plans, the Strategic Plan, and the Technology Plan guide the Committee's decisions. The Committee facilitates college-wide participation to ensure appropriate and adequate technology and web services. The Committee recommends processes for updating and replacing district technology and web services.

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.

Composition

Executive Director, Information Technology
Dean, Institutional Research, Library, Learning
Resources and Instructional Technology
1 Dean, Academic Affairs
1 Management Senate Representative
5 Faculty Members
 1 Appointed by CCFT
 4 Appointed by Academic Senate (one per
 cluster)
Electronic Communications
 Designer/Coordinator
Service faculty member appointed by the
 Academic Senate
1 Student Services CCCUE representative
1 Administrative Services CCCUE
 representative
1 ASCC representative

Members



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

THIS SPACE INTENTIONALLY LEFT BLANK

STANDING COMMITTEES

BENEFITS COMMITTEE

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.

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.

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

Composition

Members

6 Faculty Representatives (*)

Vice President, Administrative
Services – Liaison to Cabinet

Vice President, HR & Labor Relations
(ex-officio) – Liaison to Cabinet

3 Classified representatives

3 Management Senate representatives
Benefits Specialist (non-voting)

CAMPUS SAFETY AND ENVIRONMENTAL COMMITTEE

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 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.



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

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

Composition

Vice President, Administrative Services
3 Faculty Representatives (*)
Director, Facilities Services, Planning and
Capital Projects
Director, Public Safety or designee
Supervisor, Grounds
2 Classified Representatives
1 ASCC Representative

Members

CUESTA SCHOLARSHIP COMMITTEE

College Council approved changing the Financial Aid Committee to the Cuesta Scholarship Committee August 25, 2015.

Description: The Cuesta Scholarship Committee will:

- Develop the scholarship application process and timelines
- Make changes to the scholarship application
- Evaluate student eligibility criteria and make changes as necessary
- Recruit scholarship reviewers
- Coordinate the scholarship review process
- Provide training to scholarship reviewers
- Evaluate scholarship candidate qualifications
- Promote scholarship opportunities to students
- Award scholarships
- Assist in the planning and execution of the scholarship reception

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.

Composition

Director, Financial Aid Chair – Convenes group
Dean, Student Services – Liaison to Cabinet
1 ASCC representative
4 Faculty Representatives Appointed by
Academic Senate
3 Management Senate Representatives
3 Classified Representatives
Foundation Representative

Members



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

THIS SPACE INTENTIONALLY LEFT BLANK

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.

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

Composition

- Vice President, Academic Affairs
- Vice President, Student Services and College Centers
- 4 Faculty Representatives (*)
- 1 Classified Representatives
- 1 Manager (appointed by Management Senate)
- 1 ASCC Representative

Members

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.

The committee chair is elected by committee members.



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Composition

Dean, Sciences, Math, Kinesiology & Athletics
1 ASCC representative
Other members as needed
Foundation Representative

Members

MANAGEMENT PROFESSIONAL DEVELOPMENT COMMITTEE

On January 15, 2009, the Staff and Management Professional Development Committee separated per mutual agreement.

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.

The committee chair is appointed by Management Senate.

Composition

2 Managers or Supervisors
2 Confidential Employees (appointed by Management Senate)
Vice President, HR and Labor Relations (ex-officio)

Members

STAFF PROFESSIONAL DEVELOPMENT COMMITTEE

On January 15, 2009, the Staff and Management Professional Development Committee separated per mutual agreement.

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



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

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.

Composition

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

STAKEHOLDER GROUPS

Associated Students of Cuesta College

Description: The organization, Associated Students of Cuesta College (ASCC), is recognized by the district as the representative body of the students. In its role representing all students, the ASCC offers 18 opinions and makes recommendations through the District’s committee structure. They do so within the guidelines of state law and in support of the purview of the Academic Senate. The ASCC offers its opinion and recommendations to the administration of the district and to the Board of Trustees with regard to district policies and procedures that have or will have a significant effect on students.

Composition: Individuals must be officially registered as a student at Cuesta College and pay the Associated Students fee.

Cuesta College Academic Senate Council

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

Composition: (*) 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.

Composition

- Academic Senate President (*)
- Academic Senate Vice President (*)
- Academic Senate Secretary (*)
- Full-time faculty at-large Senator (*)
- Part-time faculty at-large Senator (*)
- NCC faculty at-large Senator (*)
- Curriculum Chair
- 17 Senators, one from each division – elected by division faculty (3-year terms)
- CCFT President (ex-officio)

1 ASCC Representative

Members



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Academic Senate Committees

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: (*) *Faculty members are appointed by the Academic Senate President. One will be appointed or elected chair of the committee by members of the committee.*

Members shall serve for a renewable term of one year.

Composition

- 5 Faculty members
- 3 Classified staff (maximum)
- 1 Manager
- 1 ASCC Representative
- 1 Community member

Members

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: (*) 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.

Composition

- 19 Faculty Representatives*

Members

Non-Voting Members

- Vice President, Academic Affairs
- Curriculum Specialist
- Dean of Academic Affairs Institutional
- Research, Library, Learning Resources and
- Instructional Technology
- Director, Disabled Students Programs and
- Services
- Articulation Officer
- Admissions and Records Evaluation
- Representatives
- 1 CCFT Representative
- 1 ASCC Representative



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

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: (*) 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.

Composition

5 Faculty members (*)

Members

FACULTY LECTURE SERIES COMMITTEE

Description: This is a subcommittee of the Academic Senate. The committee coordinates the choice of presenters for the Faculty Lecture Series. The committee will also schedule, reserve rooms, advertise, and perform any other duties necessary for the Faculty Lecture Series.

Composition: (*) Faculty members are appointed by the Academic Senate President. One will be elected chair of the committee members by members of the committee.

Composition

Faculty as interested (*)

At least one from each academic cluster,
preferred

At least one from Student Services, preferred

Members

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 members are appointed by the Academic Senate President. One will be elected chair of the committee members by members of the committee.*

Composition:

Faculty as interested, appointed by the
Academic Senate President

Members



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

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

Composition:

3 Tenured Faculty
2 Administrators

Members

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: The chair is elected by the committee members.

Note: No Sabbatical Leave applicant shall be a member of the committee.

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

Members

SUMMIT

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.



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Composition:

Academic Senate President
Academic Senate Vice President
Superintendent/President
Vice President, Academic Affairs

Members

Cuesta College Classified United Employees

Description: Classified staff members are represented in collective bargaining by the Cuesta College Classified United Employees, which operates under a contract negotiated and approved by its members.

Cuesta College Federation of Teachers Committees

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:

Members

COLLEGE WORKLOAD COMMITTEE

Description: This committee will be responsible for setting course caps/maximum enrollment for the course outline of record.

Composition: The committee shall be composed of four members jointly appointed by the Federation President and Academic Senate President and four managers, including the Vice President of Academic Affairs appointed by the Superintendent/President.



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

Composition:

- 4 members jointly appointed by the Federation President and Academic Senate President
- 4 Managers including the Vice President of Academic Affairs appointed by the Superintendent/President

Members

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.

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.

Composition:

Member:

EXECUTIVE BOARD



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

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.

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.

Member:

NEGOTIATIONS COMMITTEE

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

Members:

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.

Members:

PEACE AND JUSTICE COMMITTEE



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

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.

Members:

Cuesta College Management Senate

Description: The Cuesta College Management Senate, established in 1996 is a campus organization representing the interests and concerns of managers including confidential staff, supervisors, directors, and deans. The purpose of Management Senate includes creating an avenue of formal representation for college business, officially provide recommendations to the superintendent/president and promote communication between managers and with stakeholder groups.

Executive Group: (1) year term

President –

Vice President –

Secretary –

Treasurer –

CABINET

Description: Advisory to Superintendent/President.

Note: May involve others depending on issues being addressed.

Composition:

Superintendent/President

Assistant Superintendent/Vice President, Academic Affairs

Assistant Superintendent/Vice President, Student Services and College Centers

Assistant Superintendent/Vice President, Administrative Services

Vice President, HR and Labor Relations

Deans of Academic Affairs, Humanities, Social Sciences, Arts

Deans of Academic Affairs, Sciences, Math, Nursing, Kinesiology, Athletics

Deans of Academic Affairs, Workforce and Economic Development

Deans of Academic Affairs, Institutional Research, Library, Learning Resources and Instructional Technology

Dean of Student Services

Dean, North County Campus and South County Center

Executive Director Information Technology

Executive Director, Foundation/Institutional Advancement



**San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021**

	Monday	Tuesday	Wednesday	Thursday	Friday
First Week		Planning & Budget 3:00 P.M.	Book of the Year 12:00 P.M.	CCFT Executive Board 3:00 P.M.	Curriculum 1:30 P.M.
Second Week		College Council 2:00 P.M.	Cabinet 8:30 A.M. IPPR 3:00 P.M.	Enrollment Management 1:30 P.M. Management Professional Development 3:00 P.M.	Benefits 10:30 A.M. Technology/ Web 1:30 P.M. Academic Senate Council 1:30 P.M.
Third Week	Accreditation Steering 2:00 P.M.	Planning & Budget 3:00 P.M.	Cabinet Manager 8:30 A.M. Management Senate 9:30 A.M. Institutional Effectiveness 3:00 P.M.	Cuesta Scholarship 2:00 P.M. Campus Safety 2:30 P.M. CCFT Executive Board 3:00 P.M.	Staff Professional Development 11:00 A.M. Online Education 10:30 A.M. Employee Wellness 12:00 P.M.
Fourth Week		College Council 2:00 P.M.	Cabinet 8:30 A.M. Equity and Student Success 3:00 P.M.	Enrollment Management 1:30 P.M. Strategic Planning 3:00 P.M. CCFT Council of Reps 3:00 P.M.	Technology/ Web 1:30 P.M. Academic Senate Council 1:30 P.M.

COLLEGE COMMITTEES	ACADEMIC SENATE	CCFT
CCFT/District Communication - As needed	Equivalency - TBD	Calendar Committee - TBD
District Calendar - TBD	Professional Standards - TBD	Committee on Political Education - TBD
Faculty Professional Development - TBD	Institutional Tenure Review, TBD	Grievance - TBD
Learning Communities, TBD	Summit - TBD	Negotiations - TBD
Sabbatical Leave - As needed		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.



San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021