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) | Jill Stearns
Vice President, Administrative Services | Dan Troy
Vice President, Academic Affairs, Co-chair | Jason Curtis
Vice President, Student Services and College Centers | Mark Sanchez
Dean, North Cty Campus and South Cty Ctr | Maria Esobedo
Dean, Student Services | 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 |
PLANNING AND BUDGET COMMITTEE


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 | 
|--------|---|
| Jill Stearns | Superintendent/President (Non-Voting) |
| Jason Curtis | Vice President, Academic Affairs, Co-chair |
| Mark Sanchez | Vice President, Student Services and College Centers |
| Dan Troy | Vice President, Administrative Services |

Faculty members

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Faculty members</td>
</tr>
<tr>
<td>3</td>
<td>Appointed by CCFT</td>
</tr>
<tr>
<td>6</td>
<td>Appointed by Academic Senate</td>
</tr>
</tbody>
</table>
San Luis Obispo County Community College District
COMMITTEE MEMBERSHIP LIST 2020-2021

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.

<table>
<thead>
<tr>
<th>Composition</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President of Academic Affairs</td>
<td></td>
</tr>
</tbody>
</table>
  (Accreditation Liaison Officer) - Co-chair |
| Academic Senate President or designee |
  - Co-chair |
| Faculty **(minimum of 4)** |
| Administrators **(minimum of 4)** |
| 1 ASCC Representative |
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

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.

1 ASCC Representative
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
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
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) (appointed by the VPSS)
Dean/Director from Student Services area
A faculty representative from each Cluster
1 ASCC Representative
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

Faculty Members*
3
2 faculty members from Academic Affairs cluster
1 faculty member from Student Services cluster
## Members

### Institutional Program Plan and Review Composition – Continued

<table>
<thead>
<tr>
<th>Role</th>
<th>Cluster</th>
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</thead>
<tbody>
<tr>
<td><strong>4 Classified Members</strong></td>
<td></td>
</tr>
<tr>
<td>1 classified member</td>
<td>Academic Affairs cluster</td>
</tr>
<tr>
<td>1 classified member</td>
<td>Student Services cluster</td>
</tr>
<tr>
<td>1 classified member</td>
<td>Administrative Services cluster</td>
</tr>
<tr>
<td>1 classified member</td>
<td>President’s cluster</td>
</tr>
<tr>
<td><strong>4 Managers</strong></td>
<td></td>
</tr>
<tr>
<td>1 manager</td>
<td>Academic Affairs cluster</td>
</tr>
<tr>
<td>1 manager</td>
<td>Student Services cluster</td>
</tr>
<tr>
<td>1 manager</td>
<td>Administrative Services cluster</td>
</tr>
</tbody>
</table>

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)
STRAIGHTFIGHT 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

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 (#)
TECHNOLOGY AND WEB COMMITTEE

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.

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

<table>
<thead>
<tr>
<th>Members</th>
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</thead>
<tbody>
<tr>
<td>6 Faculty Representatives (*)</td>
</tr>
<tr>
<td>Vice President, Administrative Services – Liaison to Cabinet</td>
</tr>
<tr>
<td>Vice President, HR &amp; Labor Relations (ex-officio) – Liaison to Cabinet</td>
</tr>
<tr>
<td>3 Classified representatives</td>
</tr>
<tr>
<td>3 Management Senate representatives</td>
</tr>
<tr>
<td>Benefits Specialist (non-voting)</td>
</tr>
</tbody>
</table>

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

**Composition**

<table>
<thead>
<tr>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President, Administrative Services</td>
</tr>
<tr>
<td>3 Faculty Representatives (*)</td>
</tr>
<tr>
<td>Director, Facilities Services, Planning and Capital Projects</td>
</tr>
<tr>
<td>Director, Public Safety or designee</td>
</tr>
<tr>
<td>Supervisor, Grounds</td>
</tr>
<tr>
<td>2 Classified Representatives</td>
</tr>
<tr>
<td>1 ASCC Representative</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Members</th>
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<tbody>
<tr>
<td><strong>Director, Financial Aid</strong> Chair – Convenes group</td>
</tr>
<tr>
<td>Dean, Student Services – Liaison to Cabinet</td>
</tr>
<tr>
<td>1 ASCC representative</td>
</tr>
<tr>
<td>4 Faculty Representatives Appointed by Academic Senate</td>
</tr>
<tr>
<td>3 Management Senate Representatives</td>
</tr>
<tr>
<td>3 Classified Representatives</td>
</tr>
<tr>
<td>Foundation Representative</td>
</tr>
</tbody>
</table>
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.

Members

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

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

**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)

**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
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.

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## 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.

<table>
<thead>
<tr>
<th>Composition</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate President (*)</td>
<td>1 ASCC Representative</td>
</tr>
<tr>
<td>Academic Senate Vice President (*)</td>
<td>Members</td>
</tr>
<tr>
<td>Academic Senate Secretary (*)</td>
<td></td>
</tr>
<tr>
<td>Full-time faculty at-large Senator (*)</td>
<td></td>
</tr>
<tr>
<td>Part-time faculty at-large Senator (*)</td>
<td></td>
</tr>
<tr>
<td>NCC faculty at-large Senator (*)</td>
<td></td>
</tr>
<tr>
<td>Curriculum Chair</td>
<td></td>
</tr>
<tr>
<td>17 Senators, one from each division – elected</td>
<td></td>
</tr>
<tr>
<td>by division faculty (3-year terms)</td>
<td></td>
</tr>
<tr>
<td>CCFT President (ex-officio)</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Composition</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Faculty members</td>
<td></td>
</tr>
<tr>
<td>3 Classified staff (maximum)</td>
<td></td>
</tr>
<tr>
<td>1 Manager</td>
<td></td>
</tr>
<tr>
<td>1 ASCC Representative</td>
<td></td>
</tr>
<tr>
<td>1 Community member</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Composition</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Faculty Representatives*</td>
<td></td>
</tr>
</tbody>
</table>

**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
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,
preference
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
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: Members
3 Tenured Faculty
2 Administrators

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: Members
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

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.
## Composition:

<table>
<thead>
<tr>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate President</td>
</tr>
<tr>
<td>Academic Senate Vice President</td>
</tr>
<tr>
<td>Superintendent/President</td>
</tr>
<tr>
<td>Vice President, Academic Affairs</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Composition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
</tr>
</tbody>
</table>

### 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.
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.

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.

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
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

<table>
<thead>
<tr>
<th>First Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Planning &amp; Budget 3:00 P.M.</td>
<td>Book of the Year 12:00 P.M.</td>
<td>CCFT Executive Board 3:00 P.M.</td>
<td>Curriculum 1:30 P.M.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College Council 2:00 P.M.</td>
<td>Cabinet 8:30 A.M. IPPR 3:00 P.M.</td>
<td>Enrollment Management 1:30 P.M.</td>
<td>Benefits 10:30 A.M. Technology/ Web 1:30 P.M.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Professional Development 3:00 P.M.</td>
<td>Academic Senate Council 1:30 P.M.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Steering 2:00 P.M.</td>
<td>Planning &amp; Budget 3:00 P.M.</td>
<td>Cabinet Manager 8:30 A.M. Management Senate 9:30 A.M. Institutional Effectiveness 3:00 P.M.</td>
<td>Cuesta Scholarship 2:00 P.M. Campus Safety 2:30 P.M. CCFT Executive Board 3:00 P.M.</td>
<td>Staff Professional Development 11:00 A.M. Online Education 10:30 A.M. Employee Wellness 12:00 P.M.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College Council 2:00 P.M.</td>
<td>Cabinet 8:30 A.M. Equity and Student Success 3:00 P.M.</td>
<td>Enrollment Management 1:30 P.M. Strategic Planning 3:00 P.M.</td>
<td>Technology/ Web 1:30 P.M. Academic Senate Council 1:30 P.M.</td>
<td></td>
</tr>
</tbody>
</table>

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**COLLEGE COMMITTEES**

<table>
<thead>
<tr>
<th>CCFT/District Communication - As needed</th>
<th>Equivalency - TBD</th>
<th>Calendar Committee - TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Calendar - TBD</td>
<td>Professional Standards - TBD</td>
<td>Committee on Political Education - TBD</td>
</tr>
<tr>
<td>Faculty Professional Development - TBD</td>
<td>Institutional Tenure Review, TBD</td>
<td>Grievance - TBD</td>
</tr>
<tr>
<td>Learning Communities, TBD</td>
<td>Summit - TBD</td>
<td>Negotiations - TBD</td>
</tr>
<tr>
<td>Sabbatical Leave - As needed</td>
<td></td>
<td>Part-Time Faculty - TBD</td>
</tr>
</tbody>
</table>

* Partial list of meeting dates and times for College committees.

* Academic Senate committees and Cuesta College Federation of Teachers (CCFT) committees.