

SOUTHWESTERN COLLEGE

# SHARED PLANNING AND DECISION MAKING HANDBOOK

Information updated as of January 2017

# TABLE OF CONTENTS

<b>SHARED CONSULTATION COUNCIL .....</b>	<b>3</b>
Message from the Shared Consultation Council Co-Chairs .....	4
The Southwestern Community College District Governing Board.....	5
Shared Planning and Decision Making Process and the Shared Consultation Council: Policy and Procedure 2510 ..	6
Shared Consultation Council Committee Template .....	8
SCC Shared Consultation Council Organization, Responsibilities and Roles in Accreditation.....	9
Shared Consultation Council Guiding Principles and Operating Procedures 2015-2016 .....	11
Shared Consultation Council Policy and Procedure Approval Process .....	15
Southwestern College Shared Consultation Model .....	17
<b>MISSION, VISION AND VALUES.....</b>	<b>18</b>
Southwestern College Mission Statement: Policy and Procedure 1200 .....	19
<b>INTEGRATED PLANNING.....</b>	<b>21</b>
Integrated Planning Process .....	22
Strategic Planning and Institutional Effectiveness Process.....	23
Integrated Planning and the Institutional Program Review Process .....	24
Plan, Implement, and Evaluate (P.I.E.) .....	25
Integration of SLOs/AUOs in Institutional Program Review .....	26
SLO/Assessment Process and Links to Program Review, Strategic Plan and Budget Allocations .....	27
Integrated Planning and the Budget Development Process .....	28
General Benchmarks in the SWC Budget Development Process.....	29
SCC Prioritization Process for Allocating Discretionary Funding.....	30
Technology Planning Process .....	31
<b>ORGANIZATIONAL CHARTS.....</b>	<b>32</b>
SWC Governing Board .....	33
Superintendent/President's Office .....	34
Academic Senate Committees.....	35
Office of the Vice President for Academic Affairs.....	36
Office of the Vice President for Business and Financial Affairs.....	37
Office of the Vice President for Human Resources.....	38
Office of the Vice President for Student Affairs.....	39
<b>CATALOG OF COMMITTEES.....</b>	<b>40</b>

## SHARED PLANNING AND DECISION MAKING STANDING COMMITTEES OF THE SCC

Accreditation Oversight Committee .....	42
Educational Planning and Enrollment Management Committee .....	43
Equity, Diversity and Inclusion Committee .....	45
Human Resources Committee .....	47
Institutional Facilities Committee .....	49
Institutional Program Review Committee .....	51
Institutional Technology Committee .....	52
Planning and Budget Committee .....	54
Student Outcomes and Assessment Review Committee .....	56

## STANDING COMMITTEES OF THE ACADEMIC SENATE

Academic Senate .....	59
Academic Program Review Committee .....	60
Academic Senate Elections Committee .....	62
Academic Senate Executive Committee .....	63
Academic Technology Committee .....	64
Council of Chairs Committee .....	66
Curriculum Committee .....	67
Honors Committee .....	69
Professional Development Committee .....	70
Tenure Review Review Committee .....	71

## CAMPUS-WIDE COMMITTEES

Americans with Disabilities Act and Universal Design in Education Committee .....	73
Basic Skills Initiative Committee .....	74
Calendar Committee .....	75
Catalog Committee .....	76
College Management Team .....	77
Commencement Ceremony Committee .....	78
Crisis Response Committee .....	79
Dean's Council .....	80
Faculty Hiring Prioritization Committee .....	81
Grievance and Order Committee .....	83
Institutional Research Review Board .....	84
Sabbatical Leave Review Committee .....	85
Safety Committee .....	86
Student Awards Ceremony Committee .....	88
Student College Relations Committee .....	89
Student Services Council .....	90
Student Success Steering Committee .....	92



# SHARED CONSULTATION COUNCIL

# MESSAGE FROM THE SHARED CONSULTATION COUNCIL CO-CHAIRS

January 2017

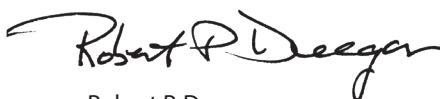
Dear Southwestern College Colleagues,

We are pleased to present the 2016-17 Shared Planning and Decision-Making Handbook (SPDMH). This third edition of the handbook reflects updated information regarding our processes and practices for shared decision-making at Southwestern College. In this new edition you will find up-to-date descriptions of our shared-planning process, flow-charts, committee profiles, organizational charts, and other documents that describe our structure for making decisions. The Handbook includes sections on Strategic Planning, Institutional Program Review, Budget Development, Student Learning Outcomes, and other processes requiring shared planning and decision-making. We are especially proud that this guide continues to serve as an institutional lantern that brightly emphasizes the important role of collegial consultation at Southwestern College.

The Shared Consultation Council (SCC) is our primary committee for shared planning. This committee provides recommendations based on input from all constituent groups and communicates those recommendations to all constituencies in four areas: strategic planning, policy and procedure development and approval, issue management, and campus communication. As Co-Chairs of the SCC, it is our duty to assure that all constituents have the right to participate in decision-making which includes participating in shared planning committees and bring forward suggestions, ideas, and needs. The right to participate brings with it the responsibility to participate in a manner that looks beyond the specific needs of individuals to meet the needs of students and the College District as a whole.

By embracing shared decision-making we exemplify effective participation and therefore strengthen this essential core value at our institution. Effective participation is at the foundation for continuous quality improvement which is required by accreditation standards. But beyond compliance, shared planning and decision-making is a means by which we can best assure our students the quality education they deserve.

Sincerely,



Robert P. Deegan  
Shared Consultation Council Co-Chair  
Interim Superintendent President



Andrew C. Rempt  
Shared Consultation Council Co-Chair  
Academic Senate President  
Professor of English

# THE SOUTHWESTERN COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

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The Southwestern Community College District Governing Board plays an important role in the growth and development of Southwestern College, currently the only public institution of higher education within Southern San Diego County. Comprised of five elected members and one student member, the Governing Board ensures that the District fulfills its responsibility to lead and serve its ever-changing communities. The Governing Board is also responsible for reviewing and approving changes to the mission as recommended by the Shared Consultation Council in its regular review of Policy 1200 Mission, Vision, and Values.

According to the Community College League of California, the primary responsibilities of the Governing Board as a unit are to:

- Set the policy direction
- Employ a chief executive officer as the institutional leader
- Act as a community bridge and buffer
- Establish the climate in which educational goals are accomplished
- Define legal, ethical and prudent standards for college operations
- Assure fiscal health and stability
- Maintain standards for good personnel relations
- Monitor institutional performance
- Lead as a thoughtful educated team

# SHARED PLANNING AND DECISION MAKING PROCESS

References: Education Code Sections 70902(b)(7); AB 1725;  
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;  
Accreditation Standards IV.A.2 and IV.A.5

## A. PURPOSE:

Southwestern Community College District believes that the high quality of planning, decision making, programs and services offered by the College is dependent upon the most creative thinking, ideas and contributions by the entire College community. The Governing Board of the Southwestern Community College District, adopts the following principles and policies when receiving, adopting, and acting upon recommendations from the Academic Senate in areas of academic and professional matters as specified in Title 5, Section 53200, of the California State Code of Regulations, and AB 1725 (1988).

The Governing Board shall identify procedures for the delegation of authority and responsibility to its Academic Senate. The Governing Board and Academic Senate are then enjoined to consult with each other in a collegial and timely manner. Regulations have made provision to rely primarily on the judgment of the Academic Senate, or to seek joint resolution with the Academic Senate.

"Participatory decision-making" is the act of District employees participating collegially in the decision-making processes of the College. The goal of participatory decision-making is to include within the decision-making processes, representatives of all college constituencies affected by these decisions (Title 5 53203.a-f and Education Code Sections 66700 and 70901). To ensure that governance is shared, all groups shall operate within the participatory decision-making processes. Mutual trust and support are essential for the success of participatory decision making; these result from demonstration by each group involved that they first seek to improve the college and to strengthen its ability to carry out the college's mission of educating our constituent populations. Participatory decision making is designed to serve the entire District. It is, therefore, incumbent upon all constituent groups, ad-hoc committees, standing committees, councils, task forces, and others involved, to ensure that representation from all areas of the District, and any satellite locations, be fair and inclusive. Every effort should be made to include individuals who increase the District's ability to represent the increasingly diverse student body faculty, staff, employees and the District population.

## B. PRINCIPLES:

1. Participation is to be encouraged in all sectors to encourage all members of the College's constituency groups to ensure equal opportunity to participate fully in governance activities.
2. The number and size of committees should be kept as small as possible.
3. Each committee or council will establish operating principles to govern the following:
  - An annual review of its goals in relation to the college mission to be presented in a written progress report to its designated parent committee as determined by the Integrated Planning Handbook.
  - A method to determine the membership of the committee.
  - Distribution of agenda prior to meeting dates, timely distribution of minutes and distribution of other materials deemed necessary for the effective participation on said committees. These materials will be maintained and available on the committee website annually. Archival documents will be electronically stored in an accessible public domain.

- Methods to conduct their meetings in accordance with standard parliamentary procedures and/or self-developed rules.
  - A calendar of meeting dates made available at the beginning of each academic year.
4. Constituent groups may form ad-hoc groups and task forces as needed based on definitions determined by the Integrated Planning Model Handbook.
  5. The Superintendent/President shall act as the Governing Board's sole designee in matters which affect shared planning and decision making and which pertain to faculty outside of the collective bargaining process.

## C. CONSTITUENT GROUPS

Each of the following shall participate as required by law in the decision-making processes of the District:

### 1. FACULTY (Title 5 Sections 53200-53206 & AB 1725)

Faculty shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

The Governing Board or its sole designee will consult with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law, District Policy No. 2510, "Shared Planning & Decision Making," and District Policy and Procedure No. 2515 "Role & Scope of the Academic Senate: 10 + 1 Agreement," which clarifies the areas of rely primarily and mutually agree, which are based on Education Code, Title 5 regulations and AB 1725.

All faculty appointments shall be made through the Academic Senate President except those that entail compensation, workload and working conditions, which shall be made through the SCEA President.

### 2. STAFF (Title 5 Section 51023.5.)

Staff shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

All classified staff appointments will be made through the CSEA President, except those that entail inclusion of Confidentals, which shall be made by the Confidentals group.

### 3. STUDENTS (Title 5 Section 51023.7.)

Students shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

All student appointments shall be made through the ASO President.

### 4. ADMINISTRATORS

Administrators shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups. The Southwestern Community College District Administrators' Association (SCCDAA) utilizes the meet and confer process to represent the administrative staff.

All administrator appointments shall be made through the SCCDAA President.

Except for unforeseeable emergency situations, the Governing Board or its sole designee shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Any action taken by the Governing Board or its sole designee in emergency situations shall be explained in writing and made available to all constituency groups for transparency in shared decision-making at our campus and to strengthen participatory decision making among all constituencies.

Revised & Approved by the Governing Board: 03/09/11

# SHARED CONSULTATION COUNCIL COMMITTEE TEMPLATE

Shared Consultation Council Committee Template	
Mission/Purpose	The purpose of the Southwestern Community College District's Shared Consultation Council (SCC) is to serve as the College District's shared planning and decision-making body in the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. All College District constituencies, as established by Policy 2510 Shared Planning and Decision-Making, will be represented on the SCC and shall have a voice in identifying, reviewing and addressing College District needs and priorities. All committees and task forces operating within the College District, either directly or indirectly, will provide information and make recommendations to the SCC to ensure unity of purpose and efficiency of operations. The SCC will make its recommendations directly to the Superintendent/President.
Parent Committee	None
Standing Subcommittees	<ul style="list-style-type: none"> <li>• Accreditation Oversight Committee (AOC)</li> <li>• Educational Planning &amp; Enrollment Management Committee (EP&amp;EMC)</li> <li>• Equity, Diversity &amp; Inclusion Committee (EDI)</li> <li>• Human Resources Committee (HRC)</li> <li>• Institutional Facilities Committee(IFC)</li> <li>• Institutional Program Review Committee (IPRC)</li> <li>• Institutional Technology Committee (ITC)</li> <li>• Planning and Budget Committee (PBC)</li> <li>• Student Outcomes and Assessment Review (SOAR)</li> </ul>
Major Responsibilities and Reports	<p>Reviewing and revising the College Mission on an annual basis.</p> <p>Receiving information from all College District committees and task forces.</p> <p>Establishing subcommittees and task groups as deemed necessary.</p> <p>Periodically reviewing the Shared Planning &amp; Decision-Making Handbook and recommend modifications if necessary to improve institutional effectiveness.</p> <p>Receiving, reviewing and establishing institutional priorities and goals based on program review data.</p> <p>Systematically evaluating progress being made by the SCC standing committees to achieve agreed-upon institutional goals in alignment with the College District Mission.</p> <p>Providing oversight and being responsible for integrating all institutional plans and documents, and communicating these to the campus community.</p> <p>Addressing college-wide issues that may diminish our environment of trust and respect (i.e. "the elephant in the room").</p> <p>Reviewing and making recommendations regarding college district policy and procedures.</p>

# SHARED CONSULTATION COUNCIL ORGANIZATION, RESPONSIBILITIES, AND ROLES IN ACCREDITATION

Standing Committee	Institutional Plan	Responsibilities within Prioritization Process	Strategic Priority 2016–2019	Self-Evaluation ACCJC Standard
Planning and Budget Committee (PBC)	Strategic Plan Mission, Vision & Values (BP 1200) Self-Evaluation Report SCC Operating Principles SCC Prioritization Process Shared Planning and Decision Making Handbook Financial Resource Plan	Identifies funding sources for Master Prioritization List	Physical and Financial Resources  Organizational Effectiveness	1. Institutional Mission and Effectiveness  3. Financial Resources
Institutional Technology Committee (ITC)	Technology Plan	Technology (greater than \$2,500)	Institutional Technology and Research	3C. Technology Resources
Educational Planning / Enrollment Management Committee (EP/ EMC)	Educational & Facilities Master Plan (Educational portion)  Enrollment Management Plan  Workforce & Business Development Plan	Institutional Needs	Student Access  Student Success  Economic, Workforce, and Community Development  Teaching and Learning	2. Student Learning Programs and Services
Human Resources Committee (HRC)	Human Resources/ Staffing Plan  Staff Diversity Plan  Staff Development Plan	None	Human Resources  Organizational Effectiveness	3A. Human Resources
Institutional Facilities Committee (IFC)	Educational & Facilities Master Plan (Facilities portion)	Facilities  Major Equipment (greater than \$5,000)	Physical and Financial Resources (Physical Resources portion)	3B. Physical Resources
Institutional Program Review Committee (IPRC)	Program Review Process and Forms	Program Review Snapshot  Oversees Prioritization Process	Organizational Effectiveness	4A. Decision-Making Roles and Processes

Accreditation Oversight Committee (AOC)	ACCJC Self-Evaluation	N/A	All	All ACCJC Standards
Equity, Diversity, and Inclusion Committee (EDI)				
Student Outcomes Assessment Review (SOAR) Committee	Student Outcome Assessment Review Committee (SOAR) Report	None	Student Access Student Success Teaching and Learning Organizational Effectiveness Physical and Financial Resources	All ACCJC Standards

# SHARED CONSULTATION COUNCIL GUIDING PRINCIPLES & OPERATING PROCEDURES 2015–2016

## I. GENERAL PURPOSE

The purpose of the Southwestern Community College District's Shared Consultation Council (SCC) is to serve as the College District's shared planning and decision-making body in the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. All College District constituencies, as established by Policy 2510 Shared Planning and Decision-Making, will be represented on the SCC and shall have a voice in identifying, reviewing and addressing College District needs and priorities. All committees and task forces operating within the College District, either directly or indirectly, will provide information and make recommendations to the SCC to ensure unity of purpose and efficiency of operations. The SCC will make its recommendations directly to the Superintendent/President.

The actions of the SCC will be guided by the operating principles set forth herein and will be based on the College District's Strategic Plan, Accreditation Standards, Governing Board goals, constituency representative's input, and existing College District policy and procedures.

## II. FUNCTIONS OF THE SHARED CONSULTATION COUNCIL

The SCC is the primary shared planning & decision-making body for institution-wide issues, including the areas of Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication. This involves monitoring accreditation standards and compliance, addressing student success needs, and establishing budget priorities. In addition, the SCC is the designated College District council which is entrusted with facilitating and ensuring college-wide planning, implementation, and evaluation (PIE). Major functions of the SCC include, but are not limited to:

1. Reviewing and revising the College Mission on an annual basis
2. Receiving information from all College District committees and task forces.
3. Establishing subcommittees and task groups as deemed necessary.
4. Periodically reviewing the Shared Planning & Decision-Making Handbook and recommend modifications if necessary to improve institutional effectiveness.
5. Receiving, reviewing and establishing institutional priorities and goals based on program review data.
6. Systematically evaluating progress being made by the SCC standing committees to achieve agreed-upon institutional goals in alignment with the College District Mission.
7. Providing oversight and being responsible for integrating all institutional plans and documents, and communicating these to the campus community.
8. Addressing college-wide issues that may diminish our environment of trust and respect (i.e. "the elephant in the room")
9. Reviewing and making recommendations regarding college district policy and procedures.

### III. MEMBERSHIP

#### A. COMPOSITION OF SHARED CONSULTATION COUNCIL

Representative Area:	# of Reps	Membership
Co Chairs:	1	Superintendent/President (non-voting)
	1	Academic Senate President (votes only to break a tie)
Administration:	4	SCCDAA President or designee & 3 SCCDAA Representatives
Academic Senate:	4	4 Academic Senate Representatives
Associated Student Organization (ASO)	4	ASO President or designee & 3 Student Representatives
CSEA	4	CSEA President or designee & 3 CSEA Representatives
Confidentials	1	Confidentials Representative
SCEA	1	SCEA President or designee
Standing Committee Representatives SC reps are elected by committee membership, and participate in consensus building but do not vote when a vote is called.	9	Accreditation Oversight Committee (AOC) Educational Planning & Enrollment Management Committee (EP&EMC) Equity, Diversity and Inclusion Committee (EDI) Human Resources Committee (HRC) Institutional Facilities Committee(IFC) Institutional Program Review Committee (IPRC) Institutional Technology Committee (ITC) Planning and Budget Committee (PBC) Student Outcome and Assessment Review Committee (SOAR)
Resource Members: Resource members participate in consensus building, but do not vote when a vote is called.	8	4 Vice Presidents Dean of Office of Institutional Effectiveness Director of Institutional Technology Director of Inst'l. Research, Grants & Planning Academic Senate President-Elect

## B. SUBSTITUTE REPRESENTATIVES AND REPLACEMENT REPRESENTATIVES

SCC representatives are permitted to send substitutes to attend meetings. Substitutes will identify for whom they are substituting and the constituency he or she represents at the beginning of the meeting. This will be noted in the minutes. A replacement representative is allowed in the event of a representative's long-term absence with written notification to the Co-Chairs. Substitutes and replacements for representatives with voting rights may vote. Standing Committee representatives and Resource Members may also send substitutes who may participate in consensus building, but do not vote when a vote is called.

## IV. SCC MEMBER RESPONSIBILITIES

All members of the SCC shall work together and be expected to:

1. Create a positive and effective Council which makes meaningful recommendations to the Superintendent/President.
2. Resolve issues of the present while developing a vision for the future.
3. Foster a climate of trust and respect.
4. Respect the right of all members of the SCC to express their opinions.
5. Communicate accurately and regularly with the members of his or her constituency regarding SCC matters.
6. Represent and advocate for a specific constituency while making decisions in the best interest of the College District.
7. Promote the shared planning and decision-making principles of SCC and communicate its recommendations to all constituent groups.
8. Participate actively (including being punctual and attending regularly).
9. Prepare prior to meetings and complete outside assignments in a timely manner.
10. Make a concerted effort to ensure that the SCC works effectively and efficiently.
11. Treat other SCC members with professionalism (see SCC Ground Rules below).
12. Be open to all views on a subject before reaching a conclusion.
13. Do not advocate against decisions of the SCC once a vote has been made and recorded.

## V. SCC CO-CHAIR RESPONSIBILITIES

The Superintendent/President and President of Academic Senate will co-chair Council meetings.

### A. DEVELOPMENT OF AGENDA

The Office of the Superintendent/President will call for agenda items one week prior to the next scheduled meeting. The final agenda will be made available two working days prior to the meeting. Agenda items for meetings can be submitted through a voting SCC member or directly to the Co-Chairs at least one (1) week prior to the meeting at which action would like to be taken. A requested agenda item may be acted upon, assigned to a task force created by the Council, or referred to another appropriate College District committee or body, and will be placed on the next available SCC agenda as time permits. All agendas will include the Southwestern College Mission Statement.

## VI. SCC GROUND RULES FOR CIVILITY

- One person speaks at a time.
- Once a decision is made by the group, the decision is final and represents the voice of the body.
- Stay on task. No side conversations. Avoid distractions. Be present.
- Focus on the issue, not the person.
- Thoughtful and respectful communication.
- No rank in the room; everyone has an equal voice.
- Be unconditionally principled in all matters.
- Assume the best intentions and go to the source.
- Call for a process check at anytime.
- Represent your constituent group with integrity.
- Honor timelines for starting, ending and breaks.
- Use an agenda agreed upon by the group.
- Use a facilitator and recorder.
- Acknowledge an 'elephant in the room' (unspoken issues) that may impede communication, with an agreed upon process by the committee.

## VII. MEETING PROCEDURES

SCC Meetings are open meetings and are not required to follow The Brown Act.

### A. FREQUENCY

Meetings will be scheduled on the first and third Wednesday of each month for at least two hours, including during the summer as needed. The first meeting of the month will be devoted to Issue Management/Campus Communication agenda items. The second meeting of the month will address Strategic Planning/Policy and Procedures items.

Co-chairs may call for additional meetings as deemed necessary. Exact dates for the summer and for the following academic year shall be determined at the last SCC meeting in May. SCC meetings shall be cancelled and rescheduled if there is a calendared event that precludes a particular constituency group from attending in order to maintain Policy and Procedure 2510, the College's shared planning and decision-making policy and procedure.

### B. INTEREST-BASED PROBLEM SOLVING AND CONSENSUS

All Council action will be made primarily through interest-based problem solving. The intent of interest-based problem solving is to reach consensus through discussion until all members present can support the decision, even though they may not believe it is the ideal choice. Consensus is demonstrated by a show of hands: The co-chairs will ask for a show of hands for those who agree; a show of hands for those who can support the decision, even though they may not believe it is the ideal choice; and a show of hands of those who object. In the context of the SCC, interest-based problem solving shall be defined as the right of any member to prevent the passage of a motion by voting against it if they feel they cannot support such a decision.

### C. VOTING

In such cases where there is not a consensus reached through normal deliberation procedures, said proposals may be postponed until the next appropriate meeting based on the nature of the item (the Strategic Planning, Policy and Procedure Approval, Issue Management, and Campus Communication). At that time, discussion will resume on a second attempt at consensus. If unable to reach consensus at a second attempt during the second meeting, a final vote with a 2/3 majority of voting members (4-4-4-1-1) will pass the proposal. Each individual's vote will be recorded in the minutes. This will not only document the outcome of the vote, but also provide evidence that SWC follows a process of shared planning and decision-making. Failed proposals through this process may be re-introduced in future meetings at the decision of the co-chairs.

### D. "ELEPHANT IN THE ROOM"

At any time, a member (voting or non-voting) may acknowledge "an elephant in the room" or unspoken issue that has altered the communication in the committee meeting or structure, and call for discussion. As part of the SCC's Issue Management mission, the SCC Co-Chairs ask for consensus to begin discussion on the "elephant". If consensus is reached, the Co-Chairs will establish a time frame (i.e., 10 minutes) to address the issue, starting with the member who has raised the issue. Resolution or agreement to resolve the issue outside the committee structure should be established by the end of the discussion.

### E. FACILITATOR

A Facilitator, who is a non-voting member, will be appointed by the Co-Chairs. The Facilitator will establish the speaker's order for agenda discussion and keep the meeting on task/timeframe.

## VIII. SCC RECOMMENDATIONS

The recommendations of the SCC will normally be accepted by the Superintendent/President. The Superintendent/President retains the authority to make recommendations independent from those of the SCC. Where Superintendent/President recommendations differ from those of the SCC, the Superintendent/President will present both recommendations to the Governing Board and outline the differences between the recommendations as well as the rationale for the difference to both the Shared Consultation Council members and the Governing Board in writing within a reasonable amount of time.

## IX. SHARED CONSULTATION COUNCIL POLICY AND PROCEDURE APPROVAL PROCESS

### A. ORIGATION OF POLICY/PROCEDURE REVIEW OR INITIATION

The cognizant Vice President for the relevant chapter shall have the responsibility of ensuring that policies and procedures are updated as necessary. The Vice President shall assign a lead administrator to draft a proposed new policy or procedure, or revision of existing policy or procedure. If the subject matter of a policy or procedure is under the purview of the Academic Senate as set forth in Policy & Procedure 2515, the Academic Senate shall assign a lead faculty member to work with the lead administrator to prepare the draft.

Any SCC constituent group representative determined by Policy 2510 Shared Planning and Decision-Making may request review of an existing policy or procedure or initiation of a new policy or procedure. The SCC co-chairs will place the item on an agenda. If it is determined that a policy/procedure should be revised or initiated, the cognizant Vice President of the relevant chapter shall assign a lead administrator to prepare a draft. If the item is a “rely primarily” item under Policy 2515, then the Academic Senate President will be responsible for developing a draft.

The Superintendent/President and SCC may establish a task force to draft any policy or procedure not under the purview of the Academic Senate as deemed necessary.

### B. STEPS FOR POLICY/PROCEDURE APPROVAL PROCESS

#### STEP 1

The lead shall prepare a draft policy in consultation with College District subject matter experts and the Human Resources Compliance Coordinator to determine if existing policy or CCLC language is available.

#### STEP 2

The lead shall prepare a draft and submit it to either the cognizant Vice President or the President of the Academic Senate for review. If a policy requires an accompanying procedure, the procedure shall be drafted and submitted concurrently, if possible.

#### STEP 3

Upon completion of the draft, the cognizant Vice President or Academic Senate president shall review the draft and then forward it to the Human Resources Compliance Coordinator. All policy and procedure must come to SCC through the Office of the Vice President of Human Resources in order to ensure compliance with statute and regulation.

#### STEP 4

The Vice President for Human Resources shall forward the draft to the Office of the Superintendent/President for placement on the SCC agenda as a discussion/action item. Policies and procedures concerning areas that are considered “rely primarily” on the Academic Senate per Policy 2515 should appear at SCC as consultation/information items.

#### STEP 5

The SCC shall initiate the consultation process through constituent leaders. Constituent feedback will be provided to the leads for review and possible revision.

**STEP 6**

Upon approval by SCC, a policy will be forwarded to the Superintendent/President's office for inclusion on a Governing Board agenda. An SCC approved procedure without an accompanying policy will be posted immediately to the College District SharePoint site and website by the Office of the Vice President for Human Resources.

**STEP 7**

The SCC approved policy will be sent for first reading before the Governing Board as an information item, and subsequently for second reading and adoption. After the Governing Board has adopted the SCC approved policy that has an accompanying procedure, both will be posted to the College District SharePoint site and website by the Office of the Vice President for Human Resources.

**X. SELF-EVALUATION**

The SCC will participate in an annual self-evaluation process during the month of May at its annual retreat to assess its progress and identify areas needing modification. Revision of any area of its Operating Principles will be revised and approved at the SCC business meeting in September. Based upon its self-evaluation, the SCC will provide an annual report, which shall be a public document, to the Governing Board at its June meeting.

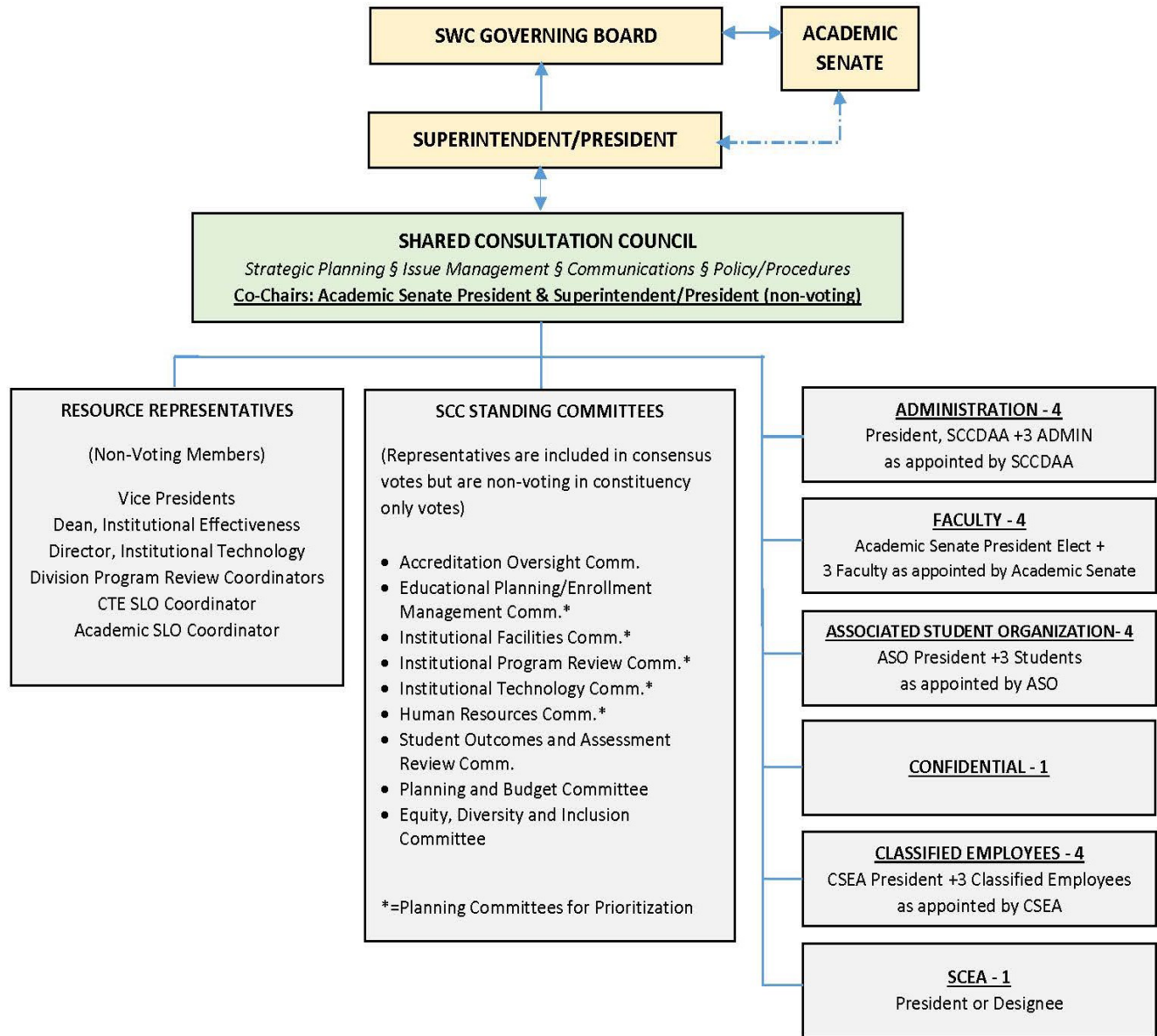
The SCC Co-Chairs, or designees, shall be responsible for planning a summer retreat to review the College District's Mission, environmental scans, and establish SCC goals for the upcoming year, as well as provide training for members when needed.

**XI. STANDING COMMITTEES**

In order to implement and promote District-wide Shared Planning and Decision-Making as outlined in Policy & Procedure 2510, all SCC standing committees shall be Co-Chaired by one administrator or his/her designee, and one non-administrative member, either a faculty or classified staff member.

Each Standing committee will develop its own operating principles to be approved by the SCC. The standing committee operating principles shall be consistent with SCC Guiding Principles and Operating Procedures.

## SOUTHWESTERN COLLEGE SHARED CONSULTATION MODEL – 9/7/16



NOTE: SCC votes by consensus. If there is no consensus after two attempts, a 2/3 vote is required to pass an item.

# MISSION, VISION AND VALUES

# INSTITUTIONAL MISSION, VISION & VALUES

Reference: Education Code 66010.4, Accreditation Standard One; Strategic Plan

The following statement is the adopted Mission Statement, which is a key part of the Southwestern Community College District strategic planning process:

## MISSION STATEMENT

Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic and workforce opportunities, community partnerships and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation and evaluation. The College District provides educational opportunities in the following areas: associate degree and certificate programs; transfer; professional, technical, and career advancement; basic skills; personal enrichment and continuing education.

## VISION:

Southwestern Community College District builds an exceptional community of learners and leaders who will promote social, educational and economic advancement.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

Upon completion of an organized program of study, students will demonstrate core competency in the following areas:

1. Communication Skills (listening, speaking, reading and writing)
2. Thinking and Reasoning (creative thinking, critical thinking, and quantitative reasoning)
3. Information Competency (research and technology)
4. Global Awareness (social, cultural, and civic responsibility)
5. Aesthetic Sensitivity and Historical Literacy (History, Creativity, and Artistic and Perceptual Experiences)

## INSTITUTIONAL PERFORMANCE INDICATORS:

The College District has identified eight Institutional Performance Indicators (IPIs) to track progress toward accomplishing its Mission and Strategic Planning Priorities. These IPIs include: retention rates, success rates, persistence rates, transfer preparedness, overall student satisfaction, employment preparation, licensure/certification pass rates, and student goal attainment.

## INSTITUTIONAL VALUES:

The following values guide how the institution thinks and acts - essentially defining the enduring character of the College District:

- Mutual respect – to treat one another with respect, dignity, trust, and fairness, appreciating the diversity of our community, students, and work force, in a collegial and cooperative manner
- Shared planning and decision-making – to engage in a collaborative process in which creative thinking, ideas and perspectives contribute to the well-being of the entire College community
- Integrity – to say what we mean, to deliver what we promise, to fulfill our commitments, and to stand for what SWC values
- Accountability – to assume responsibility for our College’s future as stated in our mission and goals
- Cultural competence and commonality – to positively engage our College community in developing a deep appreciation of and collegiality among all cultures
- Scholarship and love of learning – to foster and pursue one’s curiosity and passion to seek knowledge and gain deeper understanding
- Critical inquiry and thinking – to nurture intellectual exploration and develop the analytical skills to problem-solve in new situations throughout life
- Life-long learning – to inspire a vital and imaginative learning environment
- Practical and responsive – to provide practical educational experiences

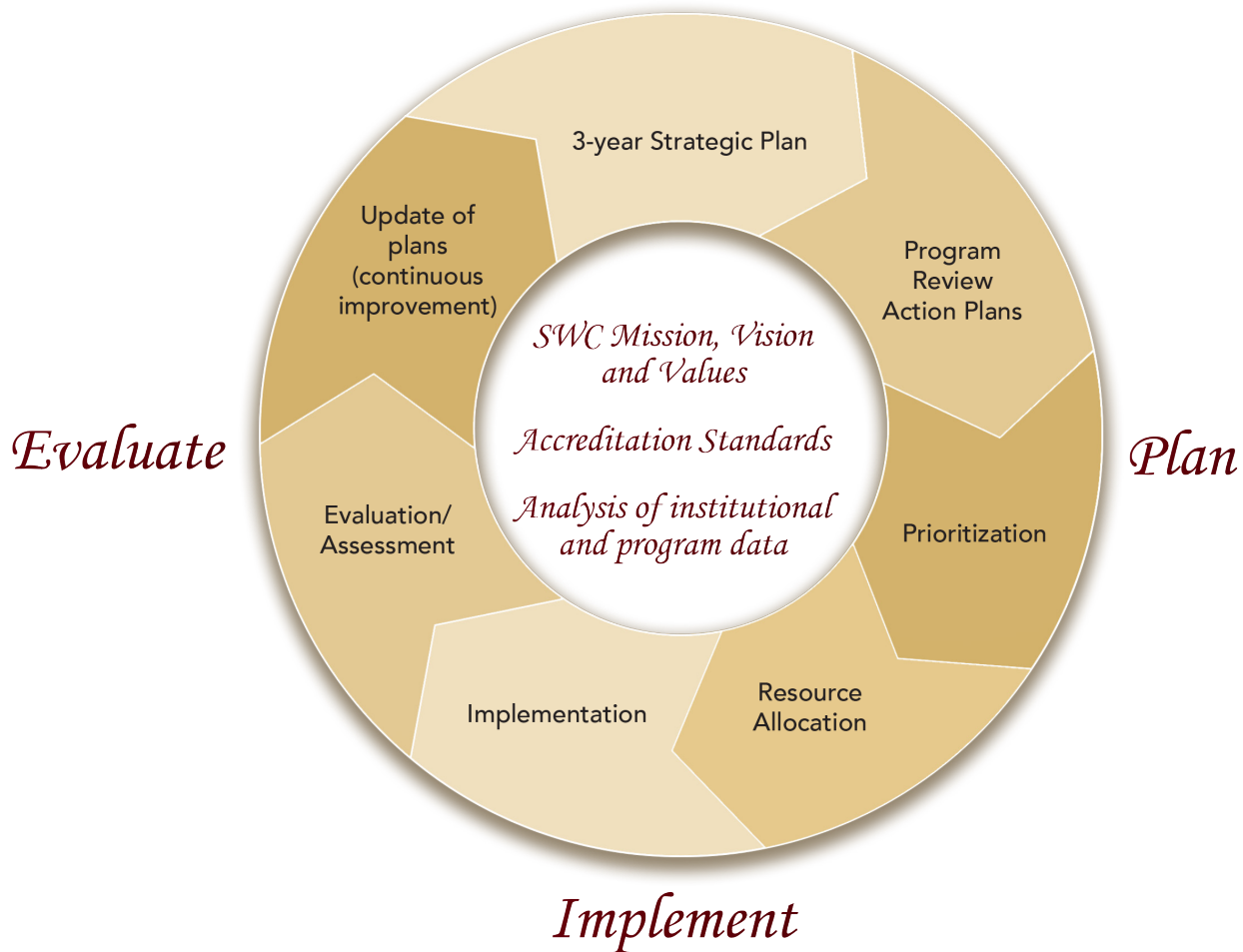
The Mission, Vision & Values shall be evaluated and revised on a cyclical basis to correspond with institutional strategic planning timelines.

Revised & Adopted: January 14, 2015



# INTEGRATED PLANNING

# INTEGRATED PLANNING PROCESS



- Annual review of college mission, vision and values
- Annual assessment of SLOs & AUOs; feedback and dialogue;
- Development of Program Review reports (comprehensive or annual snapshot) for incorporation into institutional funding and prioritization;
- Development and/or assessment of unit plans (including goals and objectives) in alignment with institutional strategic goals;
- Feedback and dialogue of annual assessment results of unit plans /goals/objectives;
- Annual review of budget, institutional and human resource allocations and decisions;
- Institutional Adjustments; program and service improvements and/or modifications;
- Institutional Strategic Plan updated annually.

# STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS PROCESS



## Strategic Plan and Action Plans

Strategic Planning is on a three year cycle at Southwestern College (SWC). The strategic plan represents SWC's integrated planning process and has the college mission at the core of its eight institutional priorities:

### Students First!

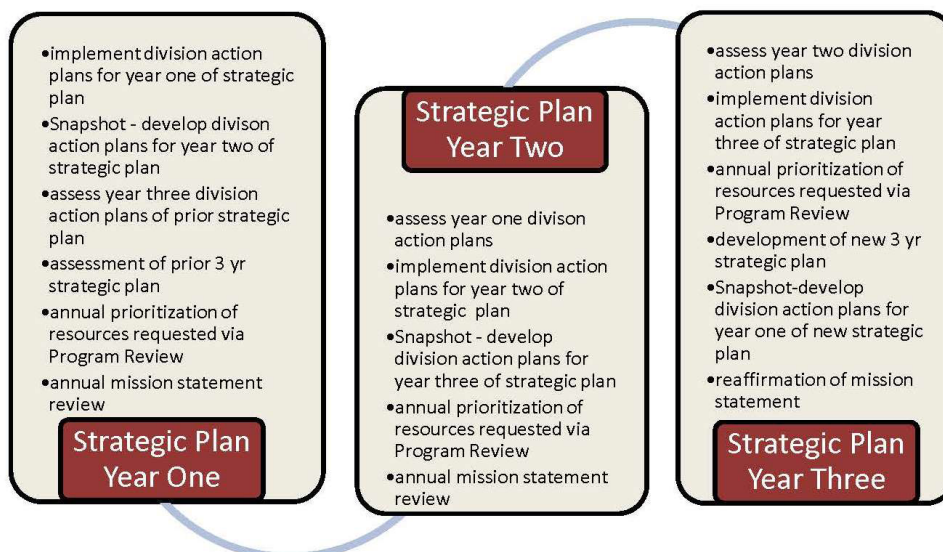
1. Student Access
2. Student Success
3. Teaching and Learning
4. Economic, Workforce and Community Development

### Student Centered Environment

5. Human Resources
6. Physical and Financial Resources
7. Organizational Effectiveness
8. Institutional Technology and Research

Further, the Strategic Plan provides for institutional goals and objectives in relation to each of the strategic priorities. This sets the institutional framework for the three year strategic plan which serves as a guide for college divisions to plan, implement and evaluate/assess Annual Action Plans. This combined thinking and effort results in the college being able to better serve students as it fulfills its mission.

The following plan, implement and evaluate/assessment (PIE) activities are represented in SWC's integrated planning process:



# INTEGRATED PLANNING AND THE INSTITUTIONAL PROGRAM REVIEW PROCESS

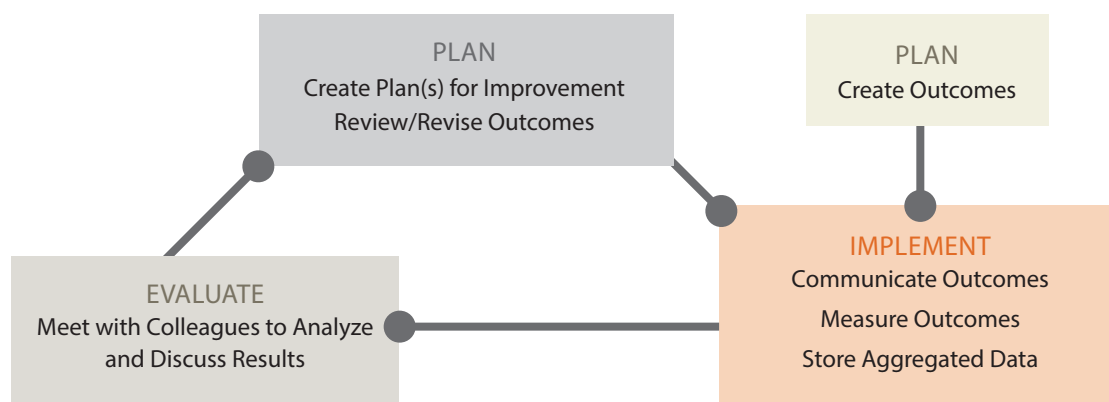
Integrated Planning at Southwestern College is predicated on the premise that continuous, quality improvement is based on data, collaboration, dialog, experimentation, failure, and success. Southwestern College strives to create a culture where all of these creative elements are encouraged and nurtured and the Plan, Implement, and Evaluate (P.I.E.) model we follow is based on that ideal.

The SWC integrated planning process begins with the SWC Mission, Vision, and Values statements, Accreditation Standards, Institutional Performance Indicators (IPIs) and other quantitative and qualitative data. This sets the stage for the development of the Strategic Plan, which identifies critical strategic priorities areas and is informed by goals established across the College District's constituencies, including those of the Governing Board and the community. From these priorities, institutional goals and strategic objectives are identified. Responsibility for the achievement of these goals and objectives is assigned to the appropriate college entities that, in turn, incorporate the goals and objectives in their short-term and long-term plans. SWC has recently completed Educational and Facilities Master Plans establishing long-term plans for academic affairs, student services, and facilities. Additional institutional support plans to address technology, human resources, enrollment, and other operational areas are developed to meet the other aligned goals and objectives from the Strategic Plan.

In integrated planning, all college planning is part of a system unified by a common set of assumptions and well-defined procedures and is dedicated to the improvement of student success through academic and institutional effectiveness. The driving force for all college integrated planning efforts is program review, which is informed by learning outcomes, based in data analysis, and supported by campus-wide discussions and commitment to student learning. As depicted in the following pages, dialogue regarding the improvement of institutional effectiveness occurs in an ongoing and systematic cycle of evaluation. Assessment plans focus on the Strategic Plan, which provides institutional goals and strategic objectives and guides the development of unit plans to achieve institutional goals and strategic objectives. These are linked to the resource allocation process which connects college resources to the institutional goals and strategic objectives. The Strategic Plan further guides development of implementation plans, which lead to assessment. Assessment findings then inform program improvement plans and the next cycle of planning begins.

The diagram on the following pages show the SWC integrated planning process:

# PLAN, IMPLEMENT, AND EVALUATE (P.I.E.)



The Learning Outcomes Coordinators facilitate the assessment of SLOs and use of SLO assessment results in order to make improvements to educational quality, student learning, and student success. The Coordinators further facilitate the storage of SLO assessment results, the dissemination of outcome results to the campus community and public, and the use of SLO assessment results in Institutional Program Review for integrated planning.

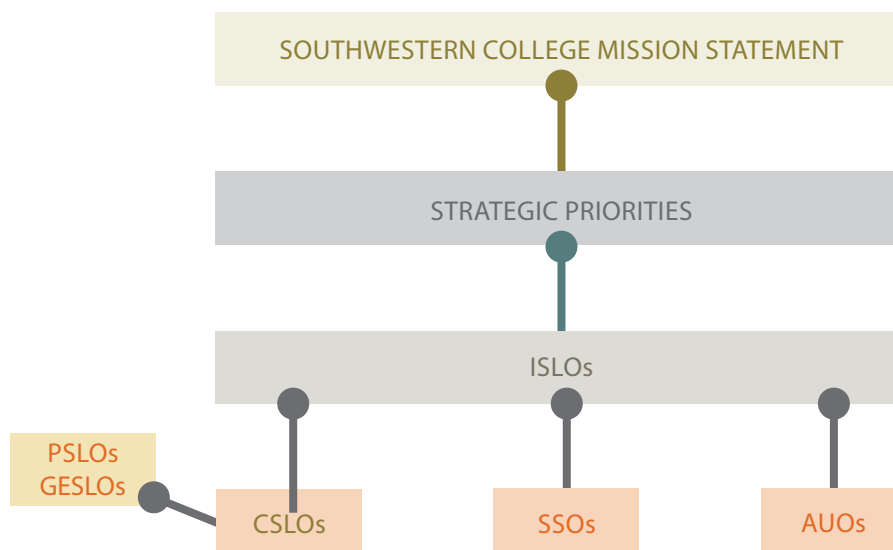
In order to fully integrate SLOs into the Institutional Program Review Process and integrated planning, yearly review includes reporting of SLO assessment results and linkages to both discipline/unit goals and requests for resource allocations. For instance, in Component V of the Academic Comprehensive Program Review examination of SLO assessment, how SLO assessment results align with goals of the program, and explanation of improvements made to support student achievement of SLOs is required. Also, in Section 3 of the Program Review Snapshot disciplines/units report SLO assessment results, describe plans for improvement based on those results, and align those results and plans directly to requests for allocations in human, technology, physical, and financial resources. It is through program review that SLO assessment results, analyses, and plans for improvement (based on SLO assessment) results first enter the integrated planning process.

Program review provides a platform for which disciplines/units report, track, and utilize SLO assessment results to support and improve student learning and student success.

# INTEGRATION OF SLOs/AUOs IN INSTITUTIONAL PROGRAM REVIEW

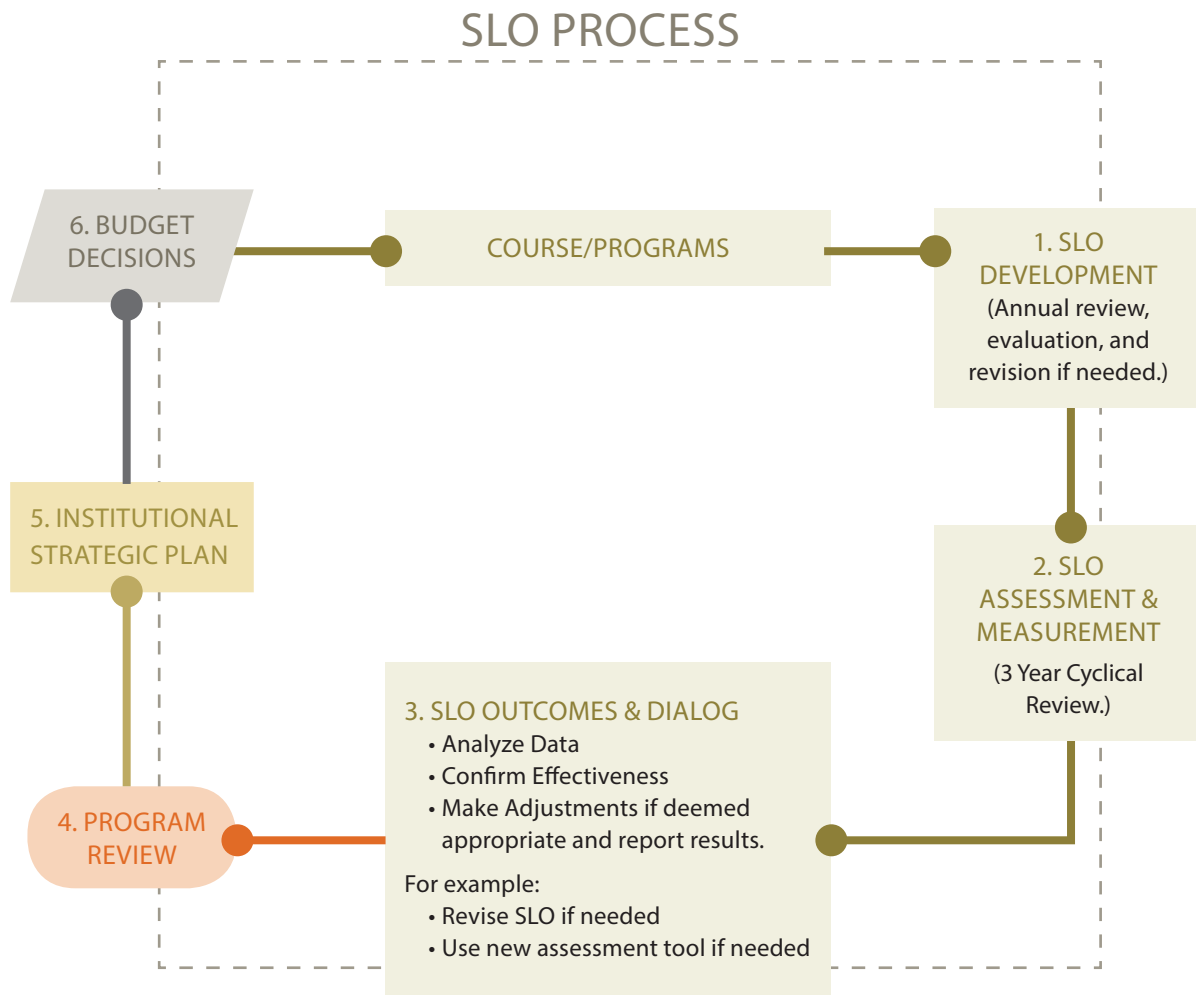
Assessments of Student Learning Outcomes (SLOs) are used to discern whether a course, program, unit, School/Center, Division, or the institution as a whole is leading students to achieve stated learning goals. The term SLO is used to discern any type of student learning outcome assessed at SWC including: Course-Level SLOs (CSLOs), Program-Level SLOs (PSLOs), Administrative Unit Outcomes (AUOs), Student Services Outcomes (SSOs), General Education SLOs (GESLOs), and Institutional SLOs (ISLOs).

All SLOs are mapped in a hierarchical structure according to the context in which they are assessed. For example, CSLOs link to PSLOs, and CSLOs, AUOs, SSOs are linked to ISLOs. Ultimately, all ISLOs are linked to the Strategic Priorities of the College that emanate from the College Mission Statement.



The SLO assessment process follows the Planning, Implementation, and Evaluation (PIE) process established at SWC. This PIE process as used in the SLO assessment process is illustrated in the diagram following.

# SLO/ASSESSMENT PROCESS AND LINKS TO PROGRAM REVIEW, STRATEGIC PLAN AND BUDGET ALLOCATIONS



# INTEGRATED PLANNING AND THE BUDGET DEVELOPMENT PROCESS

The Southwestern Community College District is committed to a transparent and effective resource allocation process that is integrated with institutional planning, relies on its mission, strategic planning priorities, program review, and a realistic assessment of our financial assets and needs. SWC plans for short-term and long-term financial conditions and makes decisions based on a well-developed process that is open and transparent.

## THE PLANNING AND BUDGET COMMITTEE

The Planning and Budget Committee (PBC) is a standing committee of the Shared Consultation Council and guides the process for integrated planning and resource allocation. This committee uses a shared planning and decision-making approach to develop a process for creating an annual operating budget for the College District and provides oversight for all matters related to planning and budget development. The Planning and Budget Committee is committed to a budget development process that supports the College District's Strategic Plan and Institutional Mission that based on planning and needs identified through Institutional Program Review, and is data-informed regarding outcomes assessment in both instructional and non-instructional areas. The Planning and Budget Committee plays an important oversight role in the SCC's annual prioritization process for resource allocation, and the Planning and Budget Committee provides input to the College District's ACCJC Self-Evaluation Study for Standard I and Standard 3D. The committee is also responsible for regular reporting to the SCC on the status of Institutional Planning and the Financial Resources portion of our Physical and Financial Resources Development Strategic Priority of the Strategic Plan as well as the overall financial health of the district.

In alignment with the College Mission, PBC upholds the integration of SWC's planning efforts ensuring that they are followed by budget development in order to provide the needed resources for student success; specifically, the PBC makes recommendations to the SCC regarding processes, timelines, analysis and outcomes for institutional planning and resource allocation.

The Planning and Budget Committee is comprised of the following membership:

- Vice President of Business and Financial Affairs
- 2 ASO representatives
- 2 Academic Senate representatives
- 2 CSEA representatives
- 2 SCCDAA representatives
- 1 Confidentials representative.

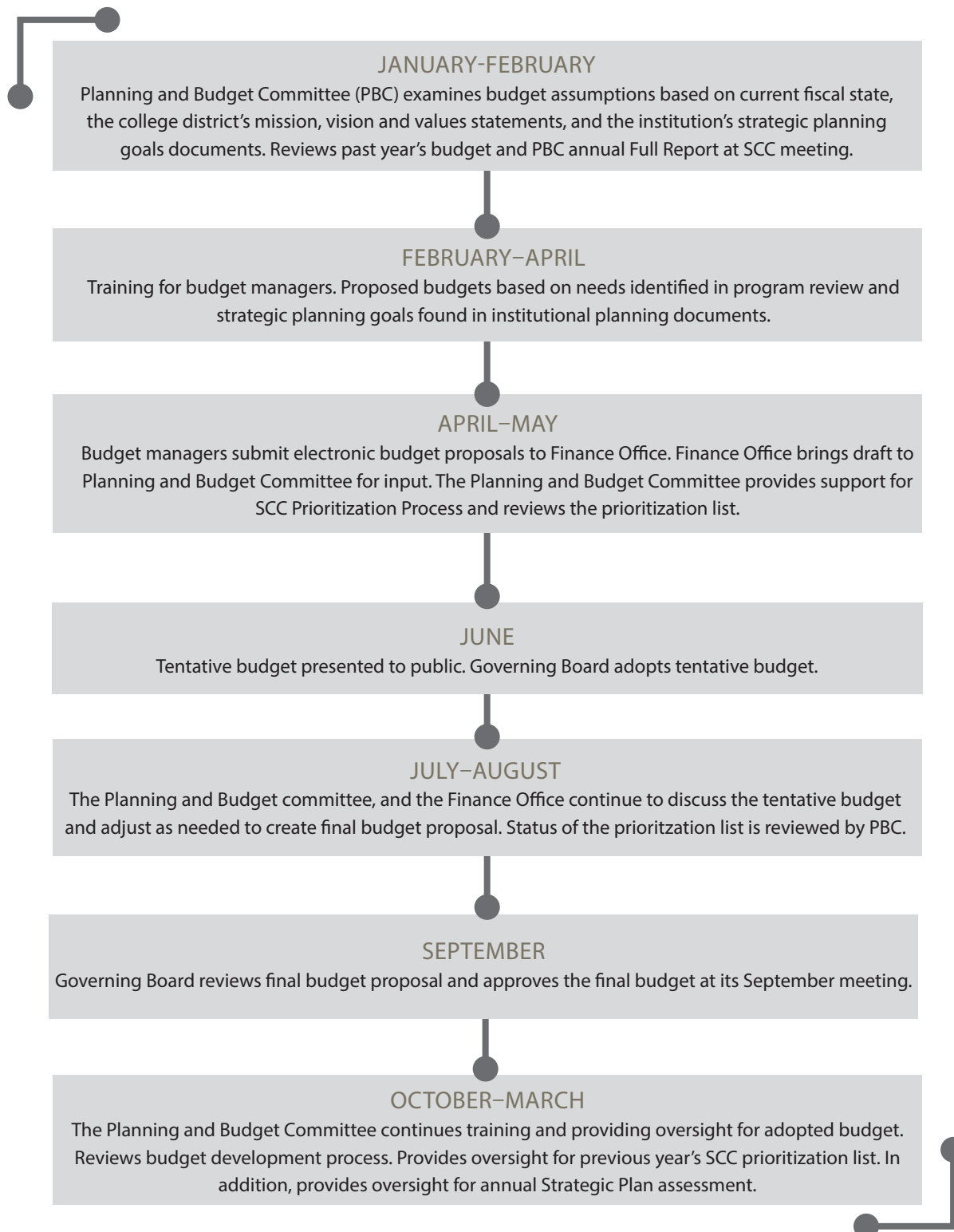
In addition, the Planning and Budget Committee includes the following resource members who do not vote.

- Director of Finance
- Director of Institutional Research, Planning & Grants
- Institutional Technology designee
- 1 Vice President -(VP for Academic Affairs, VP for Human Resources, VP for Student Affairs - on a rotating basis)
- SCEA President or designee and faculty appointed by SCEA President
- Superintendent/President

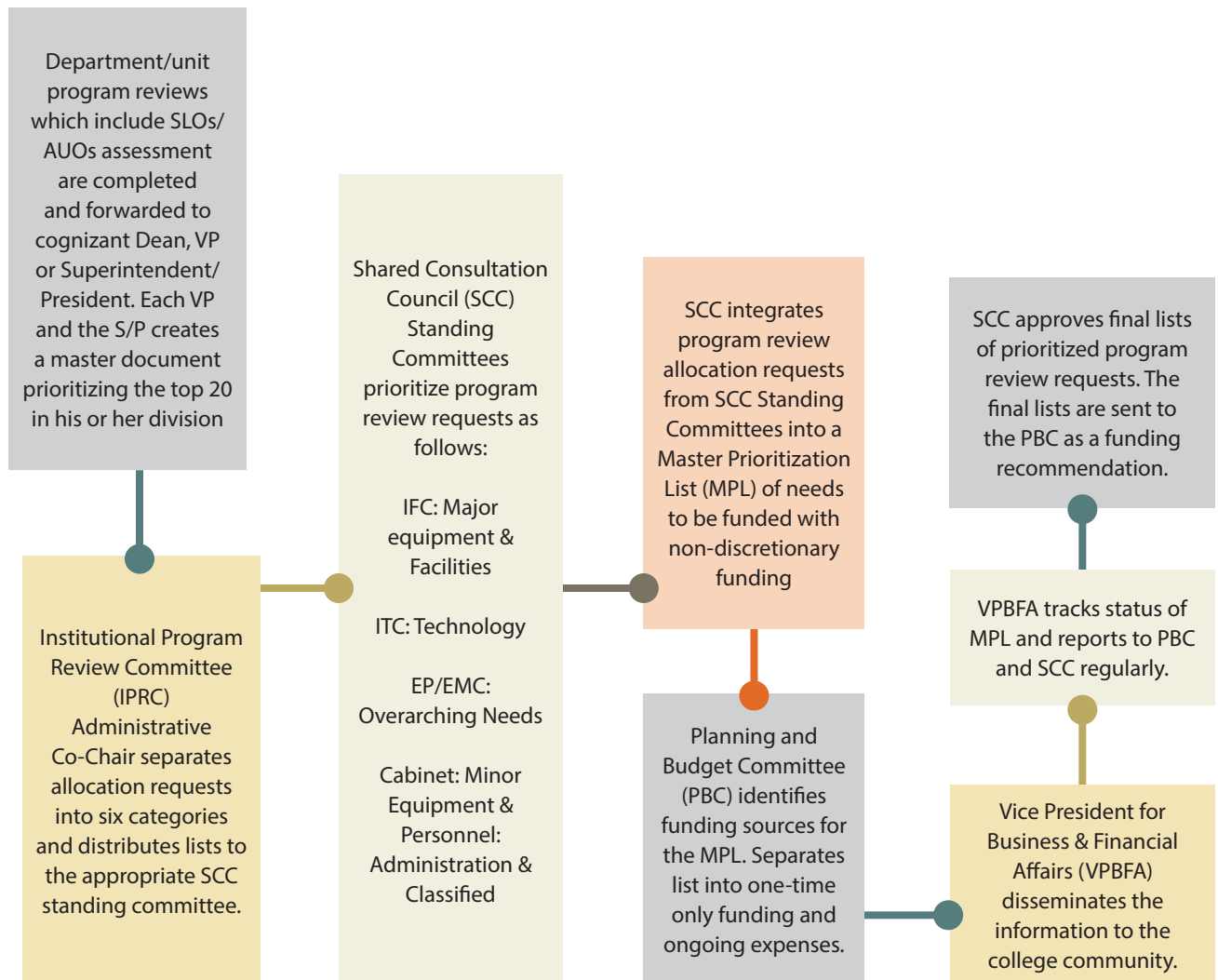
The committee is co-chaired by the Vice President of Business and Financial Affairs, Academic Senate President, and Dean of Institutional Effectiveness.

Below is a graphic that demonstrates the Budget Development Process at SWC:

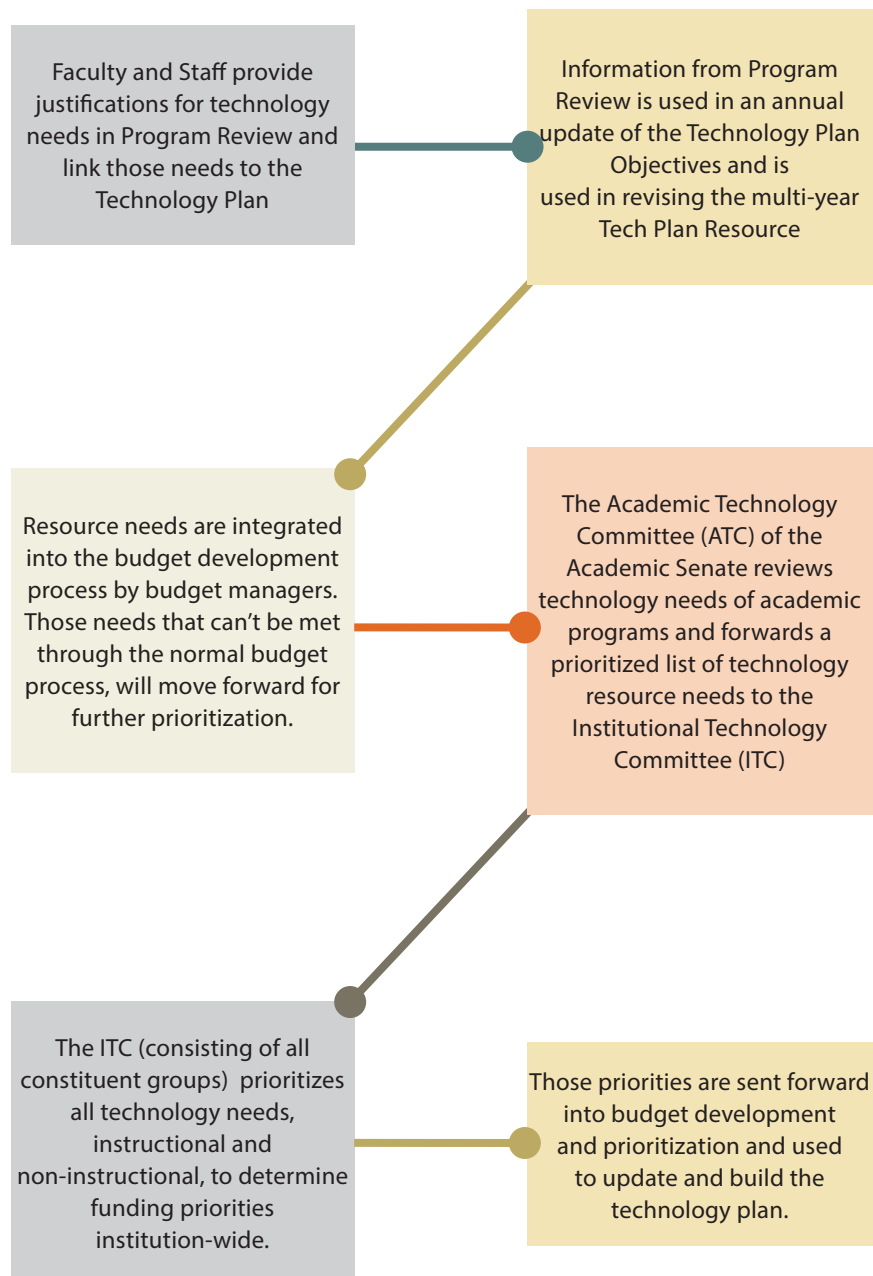
# GENERAL BENCHMARKS IN THE SWC BUDGET DEVELOPMENT PROCESS



# SHARED CONSULTATION COUNCIL PRIORITIZATION PROCESS FOR ALLOCATING DISCRETIONARY FUNDING

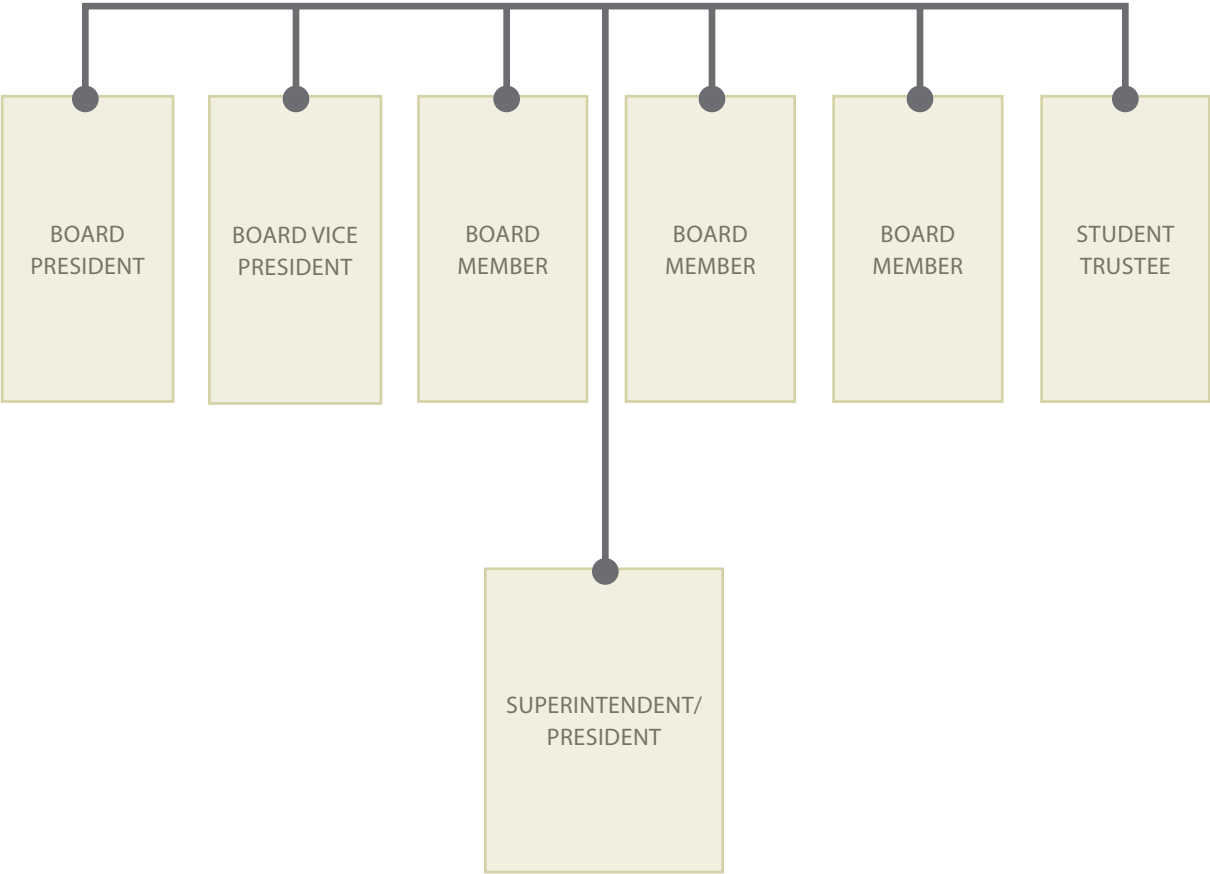


# TECHNOLOGY PLANNING PROCESS

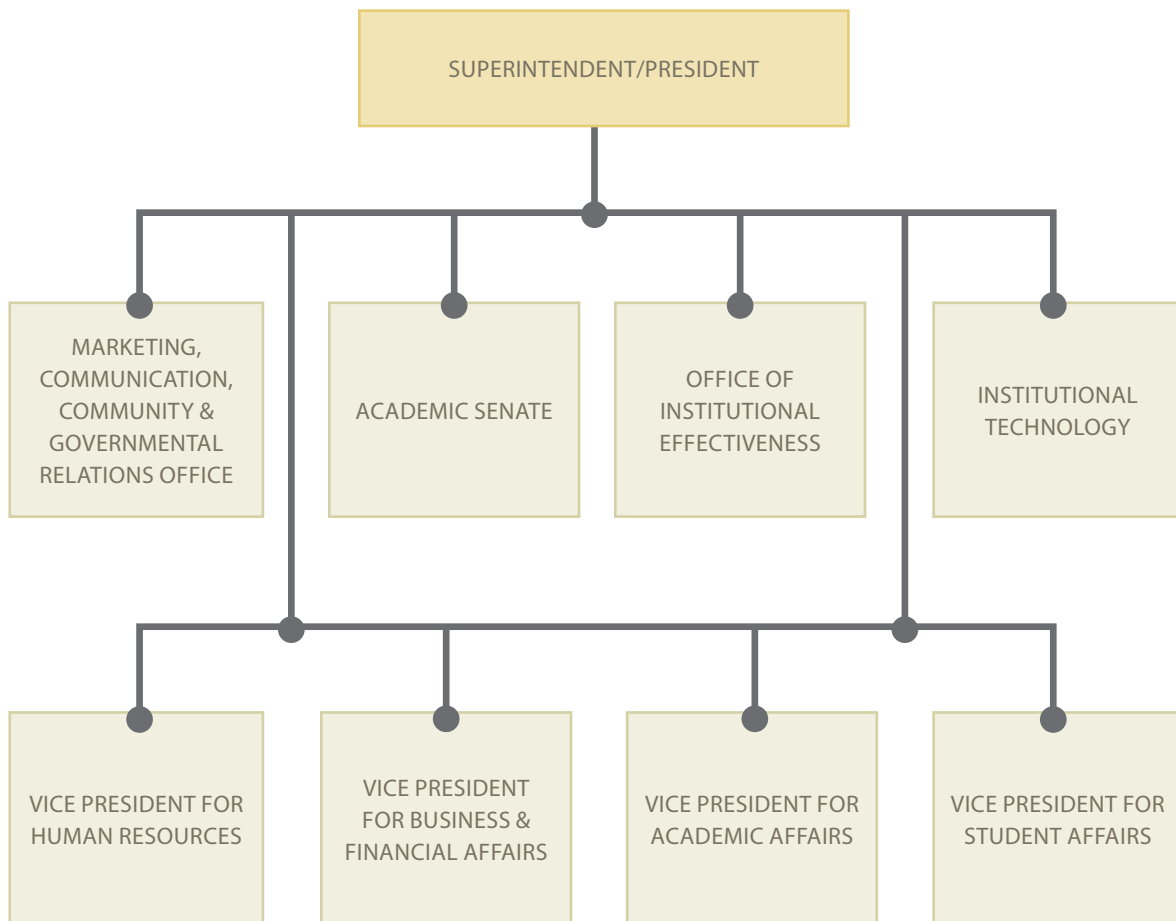


# ORGANIZATIONAL CHARTS

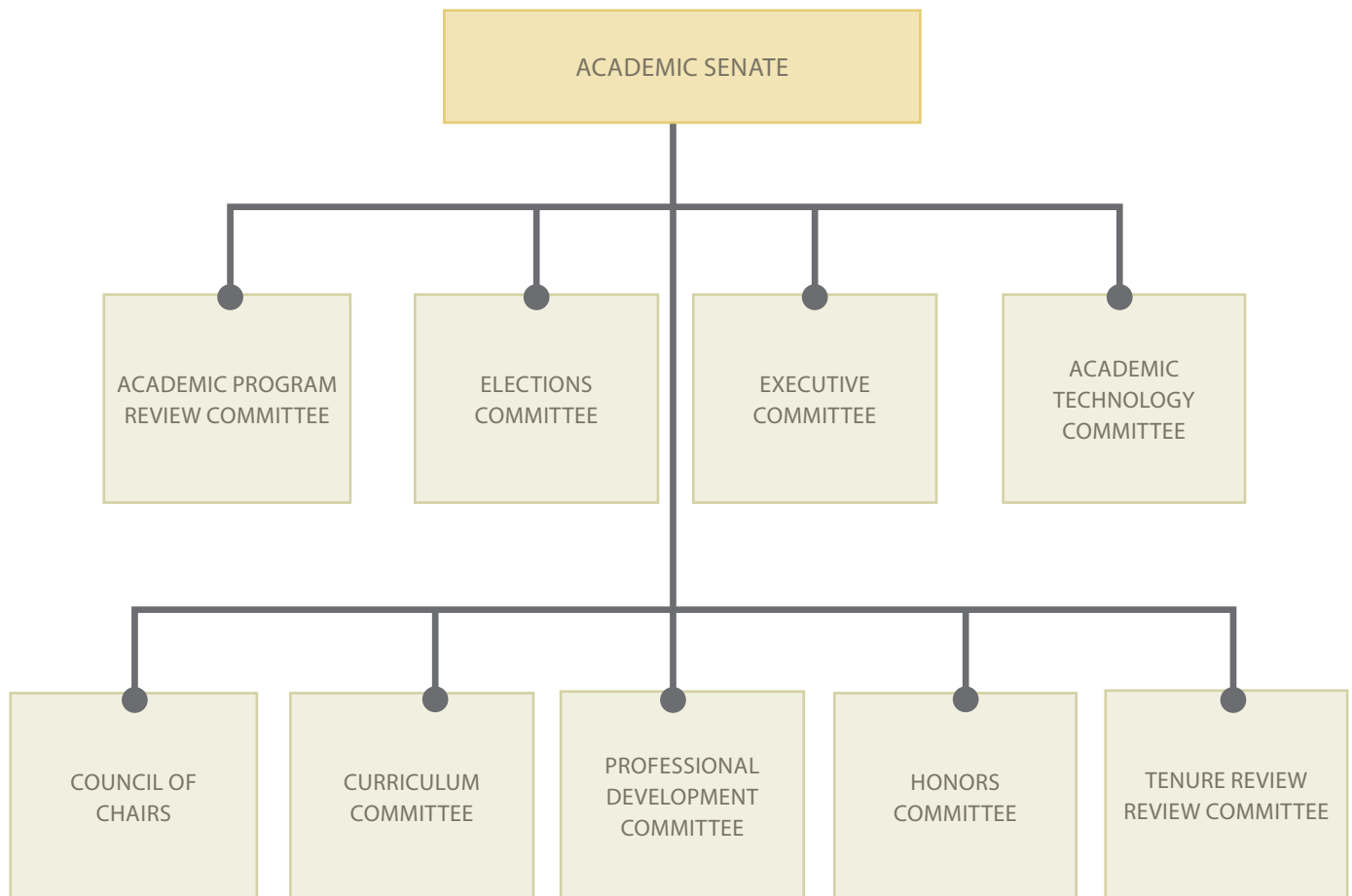
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART GOVERNING BOARD



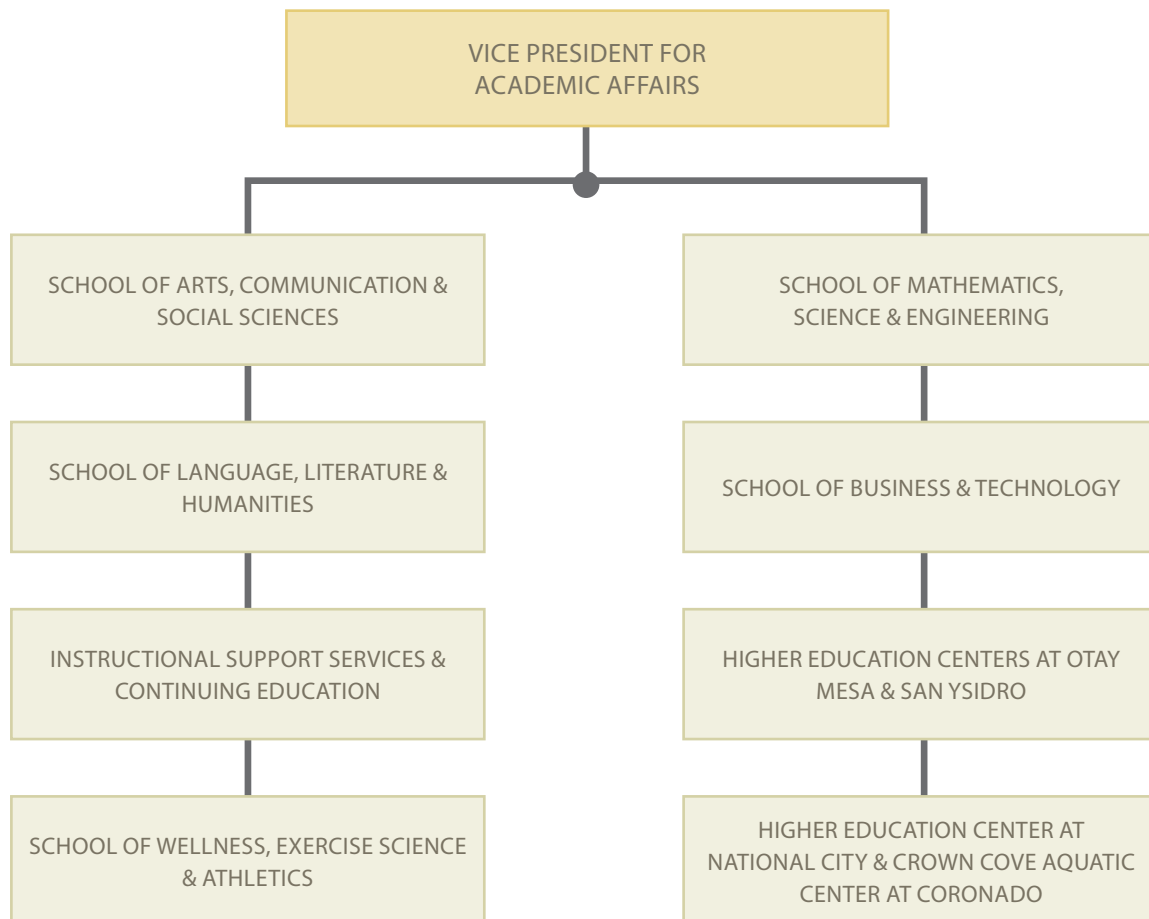
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART SUPERINTENDENT/PRESIDENT'S OFFICE



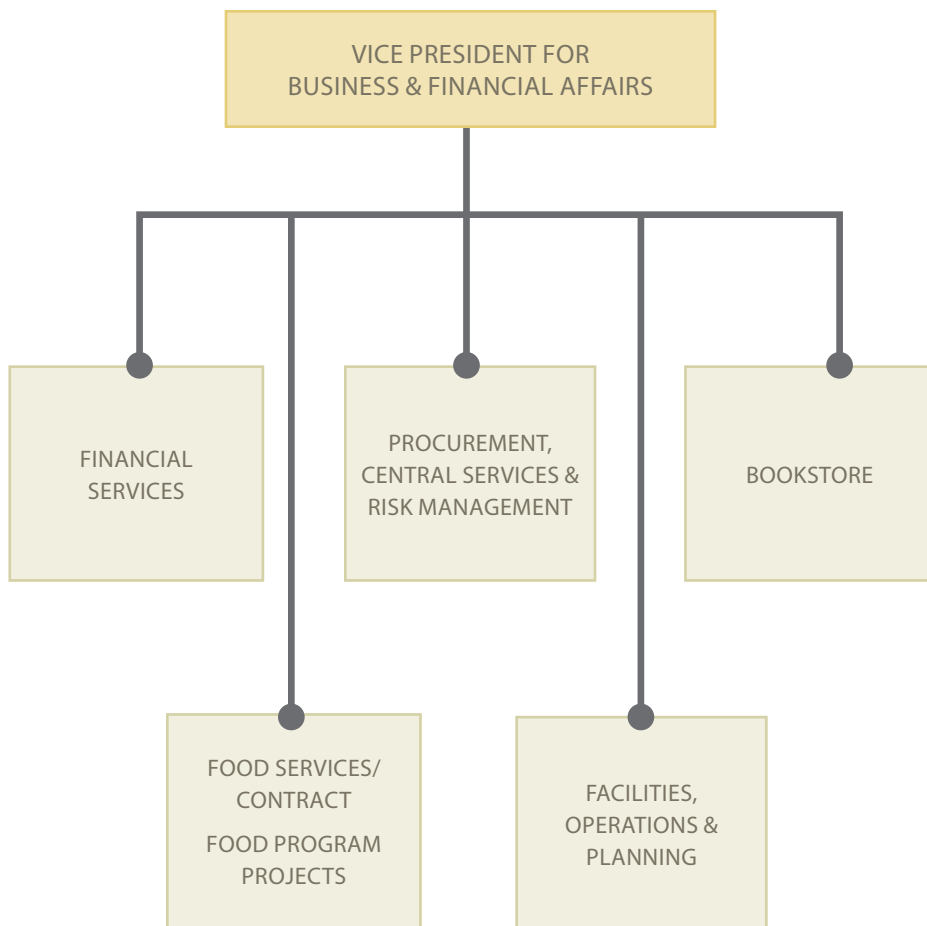
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART ACADEMIC SENATE COMMITTEES



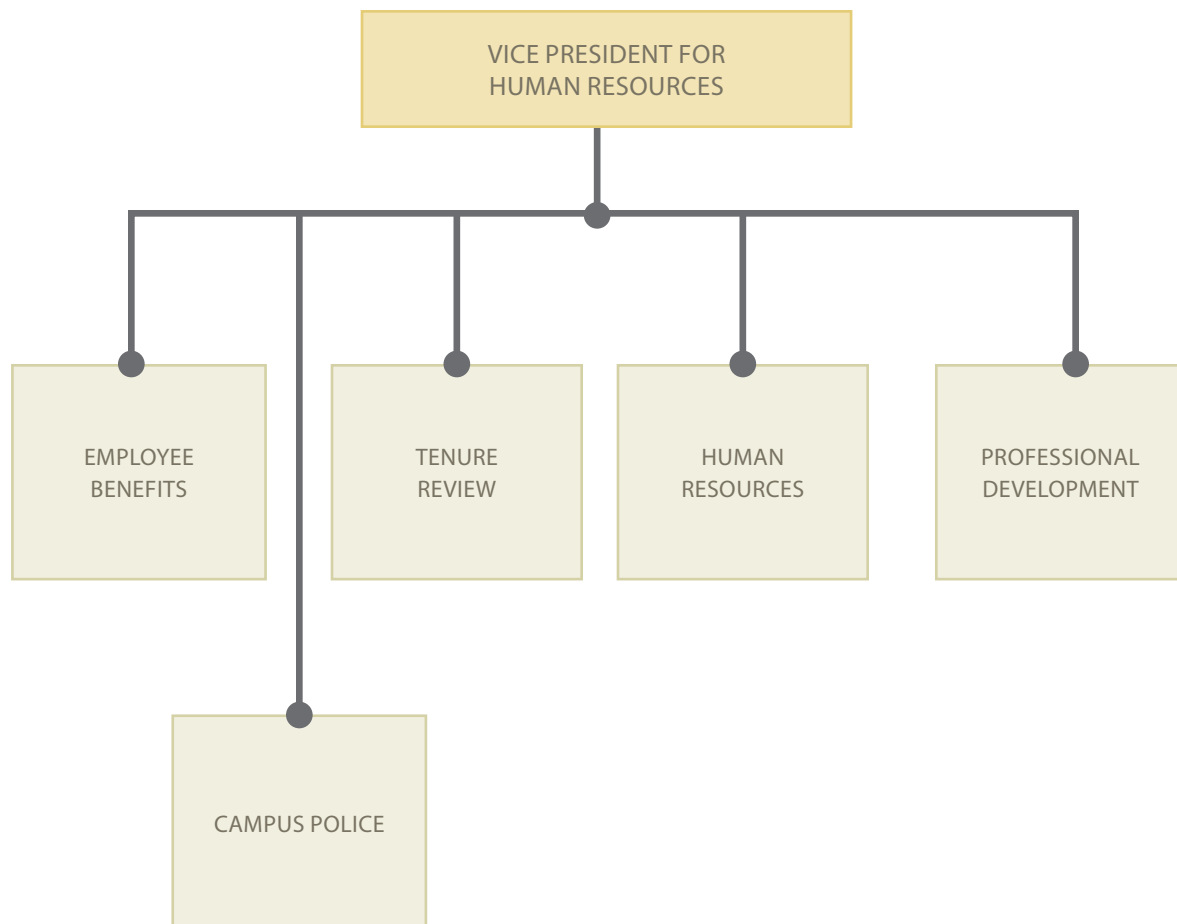
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART ACADEMIC AFFAIRS



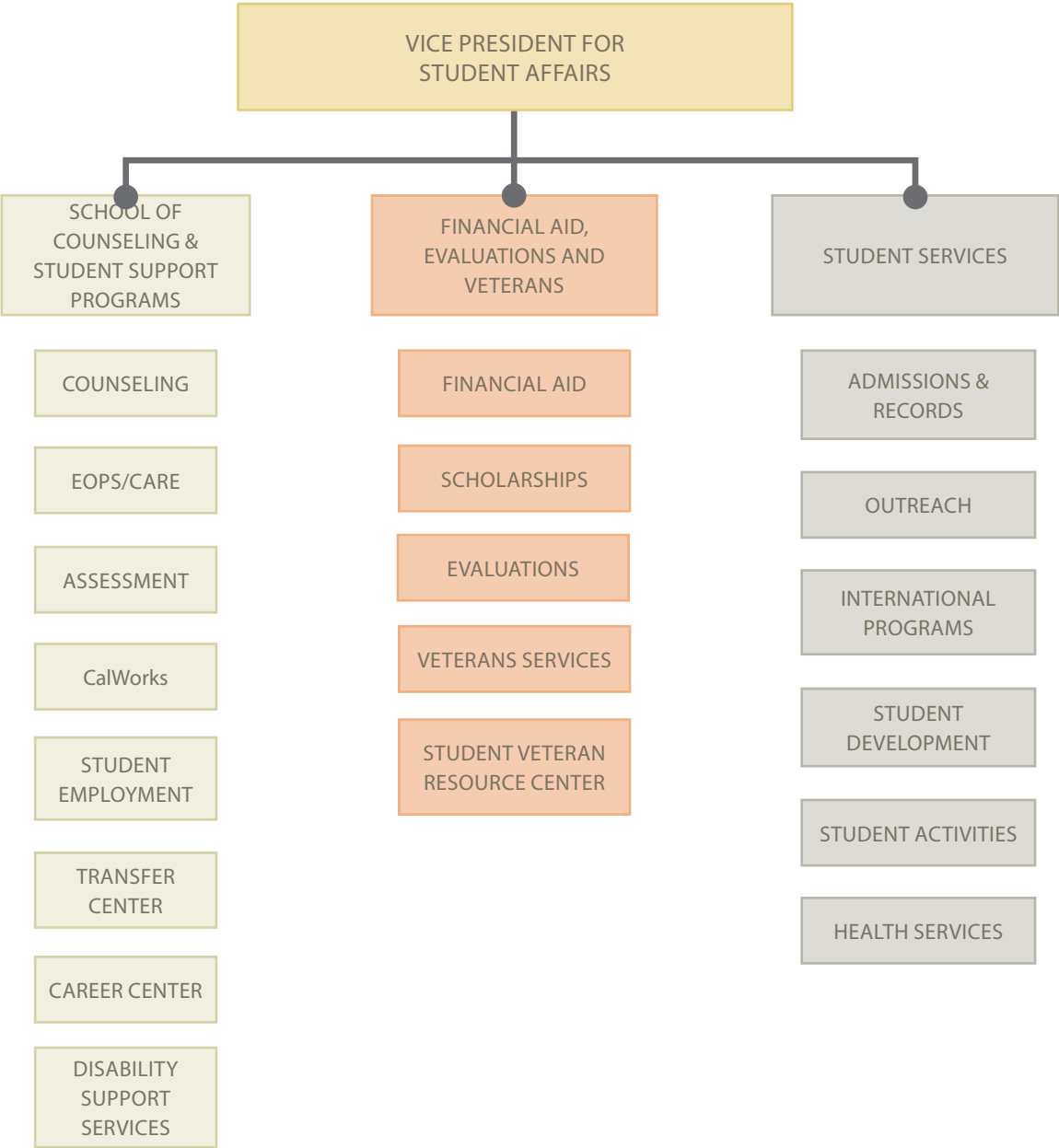
# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART BUSINESS AND FINANCIAL AFFAIRS



# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART HUMAN RESOURCES



# SOUTHWESTERN COLLEGE ORGANIZATIONAL CHART STUDENT AFFAIRS



# CATALOG OF COMMITTEES

# CATALOG OF COMMITTEES

## SHARED PLANNING AND DECISION MAKING STANDING COMMITTEES OF THE SCC

- Accreditation Oversight Committee
- Educational Planning and Enrollment Management Committee
- Equity, Diversity, and Inclusion Committee
- Human Resources Committee
- Institutional Facilities Committee
- Institutional Program Review Committee
- Institutional Technology Committee
- Planning and Budget Committee
- Student Outcomes and Achievement Review Committee

## STANDING COMMITTEES OF THE ACADEMIC SENATE

- Academic Senate
- Academic Program Review Committee
- Academic Senate Elections Committee
- Academic Senate Executive Committee
- Academic Technology Committee
- Council of Chairs Committee
- Curriculum Committee
- Honors Committee
- Professional Development Committee
- Tenure Review Review Committee

## CAMPUS-WIDE COMMITTEES

- Americans with Disabilities Act and Universal Design in Education Committee
- Basic Skills Initiative Committee
- Calendar Committee
- Catalog Committee
- College Management Team
- Commencement Ceremony Committee
- Crisis Response Committee
- Dean's Council
- Equal Employment Opportunity Committee
- Equivalency Committee
- Faculty Hiring Prioritization Committee
- Grievance and Order Committee
- Institutional Research Review Board
- Sabbatical Leave Review Committee
- Safety Committee
- Skills Initiative Steering Committee
- Student Awards Ceremony Committee
- Student College Relations Committee
- Student Services Council
- Student Success Steering Committee

# ACCREDITATION OVERSIGHT COMMITTEE

Accreditation Oversight Committee		
Mission/Purpose	Oversight and coordination of Southwestern College's ongoing accreditation process development and review of responses to ACCJC recommendations and action plans.	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees	None	
Major Responsibilities and Reports	Ensure that the college is meeting the ACCJC Standards to achieve ongoing reaffirmation of accreditation. Reports: Self Study, Midterm, Annual Reports, Student Learning Outcomes Status Report, Follow Up Reports and all others deemed necessary by the Commission	
Chair/Co-Chairs	Administrative: Accreditation Liaison Officer Non-Administrative: Accreditation Faculty Co-Chair	
Recorder:	Administrative Secretary II	
Additional Office & Support Staff	Accreditation Office	
Voting Members		
Constituent Group	# of Reps	Specific Position of Representative(s) (e.g. Academic Senate President)
Adminsitration	3	To be chosen jointly by Cabinet and SCCDAA
Faculty	3	To be chosen jointly by Academic Senate and SCEA
Classified	3	To be chosen jointly by CSEA and Confidentials
ASO	3	To be chosen by ASO
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Cabinet	Superintendet/President, Vice Presidents	
Research	Director	
IT	Chief Information Systems Officer	
Meetings		
Meeting Frequency  (Day, time, how many times per month, does the committee meet in the summer?	Once a month; additional meetings as needed	
Method of Action	Consensus/majority vote? Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	September/October	

# EDUCATIONAL PLANNING & ENROLLMENT MANAGEMENT COMMITTEE

Educational Planning & Enrollment Management Committee (EP/EMC)		
Mission/Purpose	<i>The EP/EMC is a shared planning &amp; decision-making committee that makes recommendations related to student access and success; promoting excellence in teaching and learning; and economic, workforce, and community development to SCC for the institution</i>	
Parent Committee	<i>Shared Consultation Council (SCC)</i>	
Standing Subcommittees	<i>Enrollment Priorities &amp; Planning Task Force (EPPT) and other subcommittees or task force as needed</i>	
Major Responsibilities and Reports	<div><i>Responsibilities</i><ul style="list-style-type: none"><li><i>Is charged with the responsibility to review and revise the Educational Master Plan (Educational Portion) and the Enrollment Management Plan.</i></li><li><i>Make recommendations to create a new Enrollment Management Plan when appropriate.</i></li><li><i>Addresses the issues related to Distance Education Program.</i></li><li><i>Aligns the Educational Master Plan (Educational Portion) and Enrollment Management Plan with the Strategic Plan.</i></li><li><i>Prioritizes institutional needs for the SCC related to uncategorized needs</i></li><li><i>Addresses ACCJC Self Evaluation Report Standard 2: Student Learning Program Services related to enrollment management issues.</i></li><li><i>Provide feedback to Accreditation Oversight Committee (AOC) on relevant issues.</i></li><li><i>Approve recommendations from the Enrollment Priorities and Planning Task Force (EPPT)</i></li></ul></div> <div><i>Provides input for Reports</i><ul style="list-style-type: none"><li><i>Prioritization of Program Review Needs List for Uncategorized needs</i></li><li><i>Strategic Plan sections, goals and updates related to Teaching &amp; Learning, Student Access, Student Success, Economic Workforce, and Community Development</i></li><li><i>Educational and Facilities Master Plan (Educational Portion)</i></li><li><i>Enrollment Management Plan</i></li><li><i>Economic and Workforce Development Plan</i></li><li><i>ACCJC Self-Evaluation Report Standard 2: Student Learning Programs and Services</i></li></ul></div>	
Chair/Co-Chairs	Administrative Co-Chair: Dean of ISS and Continuing Education or designee Non-Administrative Co-Chair: Presiding Chair, Council of Chairs	
Recorder:	<i>Administrative Secretary for ISS</i>	
Additional Office & Support Staff	<i>Office of ISS</i>	
Voting Members		
Constituent Group	# of Reps	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	2	<i>Vice President Reps</i>
Academic Senate	2	<i>Academic Senate President or designee</i> <i>Academic Senate Rep</i>
SCCDAA	2	<i>SCCDAA President or designee</i> <i>SCCDAA Rep</i>
CSEA	4	<i>CSEA President or designee</i> <i>Four additional CSEA Reps</i>

ASO	4	ASO President or designee Up to five additional ASO Reps
Confidentials	1	Confidential representative
SCEA	2	SCEA President or designee One additional SCEA Rep
Economic & Workforce Development	3	Administrator Faculty Classified Staff
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
	Dean of Office of Institutional Effectiveness (OIE)  Co-chair, Curriculum Committee  Supervisor of ISS  Professional Development Coordinator  Director of Admissions  Director of Facilities or designee  Director of IT or designee	
Meetings		
Meeting Frequency  (Day, time, how many times per month, does the committee meet in the summer?)	The EP/EMC meets the 1st and 3rd Wednesdays of the month from Noon to 1 P.M. and as needed.  No (only meets during academic year)	
Method of Action	Consensus/majority vote? Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	May	

# EQUITY, DIVERSITY AND INCLUSION COMMITTEE

Equity, Diversity and Inclusion Committee		
Mission/Purpose	To make recommendations to SCC to create systemic integration of a multi-cultural college that models respect, equity, diversity, social justice, and inclusion in order to promote student success.	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees	N/A	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>Review annually and revise as appropriate policy, procedure, standards, practices, ground rules for civility, and attitudes of the college in order to work effectively in a cross-cultural setting.</li><li>Research and make recommendations for highly experienced and skilled consultants to bring about institutional transformation over time in the area of diversity, equity, and inclusion.</li><li>Develop long-term plan and short-term objectives that identify steps needed to improve campus cultural competency [knowledge, skills, awareness, critical self-reflection, sensitivity (attitudes and behaviors), and application], and inclusion.</li><li>Make recommendations to assist the inclusion of cultural competency content within curriculum and the classroom environment.</li><li>Make recommendations to assist the inclusion of cultural competency in delivery of services to all students and in all daily college interactions.</li><li>Work with Office of Institutional Effectiveness to further investigate staff needs leading to improved employee satisfaction.</li><li>Annually analyze demographic representation proportions and hiring trends as compared to student populations.</li><li>Make recommendations to Human Resources to assist in strategic recruitment plan that increases diversity in applicant pools, and full and part-time hiring.</li><li>Provide recommendations to the EEOC report from Human Resources committee.</li><li>Develop recommendations for interventions to support employee morale (Actionable Improvement Plan)</li></ul> <ul style="list-style-type: none"><li>Reports<ul style="list-style-type: none"><li>Strategic Diversity Plan</li></ul></li></ul>	
Chair/Co-Chairs	Full-time classified professional Full-time faculty representative Full-time administrative representativ	
Recorder:	Administrative Secretary I Office of Equity, Diversity & Inclusion	
Additional Office & Support Staff	N/A	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Administrator, Human Resources
Academic Senate*	1	Professional Development Coordinator, 1 additional faculty
SCCDAA*	1	Administrator, HECs
CSEA	2	Classified Professionals
ASO	2	Student Representatives
Confidentials	1	Confidential Representative
SCEA*	1	Faculty Representative
*One administrative member from the HECs, one faculty member from Student Services, and one faculty member from Instruction should be represented. If the HEC Administrative member, SCEA Student Services faculty member, and/or Instructional faculty member serves as chair, then another member from the same constituency group will be appointed.		

Non-Voting Resource Members	
Research Office	Research Analyst (SEP)
Professional Development Program	Professional Development Faculty Coordinator
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Once a month or as needed
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	April

# HUMAN RESOURCES COMMITTEE

Human Resources Committee		
Mission/Purpose	The Human Resources Committee is a shared planning and decision-making committee that makes recommendations related to human resources and strategic planning for the Shared Consultation Council (SCC).	
Parent Committee	Shared Consultation Council (SCC)	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>• Reviews and makes recommendations regarding institutional processes related to Human Resources-including policies and procedures.</li><li>• Updates Human Resources Plan annually.</li><li>• Provides recommendations for Human Resources-related planning to ensure integration with institutional planning.</li><li>• Reviews and makes recommendations for the following Strategic Priorities: Physical and Financial Resources and Development (the Financial Resources portion), Organizational Effectiveness, Human Resources and others as deemed appropriate.</li><li>• Responsible for oversight and implementation of the ACCJC Standard IIIA: Human Resources self-evaluation report.</li></ul>	
Chair/Co-Chairs	Administrative: Vice President for Human Resources or designee; Academic Senate President OR designee	
Recorder:	Administrative Secretary for Human Resources	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Vice President for Human Resources or designee
Administration	1	Dean of Office of Institutional Effectiveness or Dean from Academic Affairs or Dean from Student Affairs
SCCDAA	1	SCDDAA president or designee
CSEA	3	CSEA president or designee Classified Professional Representatives (2)
Academic Senate	2	Faculty Representative
SCEA	1	SCEA President or designee
ASO	2	ASO President or designee ASO Representatives
Confidentials	1	Confidentials representative
Professional Development	1	Professional Development Coordinator
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Resource Members	2	Equity, Diversity & Inclusion Committee Member  Human Resources Compliance Coordinator

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly OR as needed
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	May

Quorum: 4 Voting Representatives: (1) SCEA, (1) SCCDAA, (1) Confidential & (1) CSEA

# INSTITUTIONAL FACILITIES COMMITTEE

Institutional Facilities Committee		
Mission/Purpose	The Institutional Facilities Committee is a shared planning & decision-making committee that serves as a standing Committee of the SCC (Shared Consultation Council) to address facility needs for strategic planning, accreditation and prioritization for the institution’s physical plant, utilities, spatial environment, transportation infrastructure and other areas deemed appropriate by the SCC.	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>• Oversees and provides constituency input on major construction and renovation projects updates</li><li>• Oversees strategic Plan priority regarding Physical and financial Resources &amp; Development (Physical Resources portion)</li><li>• Addresses ACCJC Self Evaluation Report standard 3B: Physical Resources</li><li>• Reviews and makes recommendations to the SCC regarding the Educational and Facilities Master Plan (Facilities portion)</li><li>• Prioritizes Facility needs and equipment needs greater than \$5,000 from program review</li><li>• Promotes the landscape and external appearance of the College and Centers</li><li>• Addresses internal and external facility issues and needs while promoting Universal Design principles</li><li>• Addresses sustainability and conservation options applicable to facilities</li><li>• Reviews Bond funded projects as needed</li><li>• Reviews and provides input for the facilities Capital outlay Plan and five-year Construction Plan</li><li>• Strategic Planning for Physical and Financial Resources with the FOP</li></ul>	
Chair/Co-Chairs	Administrative: Director of Facilities, Operations & Planning (FOP) Non-Administrative: selected by the committee	
Recorder:	Administrative Assistant to the Director of FOP	
Additional Office & Support Staff	None	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Director of FOP
Academic Senate	3	Faculty members appointed by the Academic Senate President
SCCDAA	2	Representatives appointed by the SCCDAA President
CSEA	5	Representatives appointed by the CSEA President
ASO	5	Representatives appointed by the ASO President
Confidentials	1	Representative agreed to by the constituency group
SCEA	2	Faculty members appointed by the SCEA President
Disability Support Services	1	Director of Disability Support Services or designee
Non-Voting Resource Members		
Office Represented		Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)
Business and Financial Affairs (BFA)		Vice President for BFA
Institutional Technology		Chief Information Systems Officer

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Group meetings at least once a month in fall and spring semester.
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	September

# INSTITUTIONAL PROGRAM REVIEW COMMITTEE

Institutional Program Review Committee		
Mission/Purpose	Oversight and coordination of the Institutional Program Review process. Develops and implements the institutional program review process, analyzes data and outcomes, assesses content, provides direction to all divisions regarding program review processes, and ensures consistent quality of all program review documentation, forms and communications.	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees	<ul style="list-style-type: none"><li>• Academic Program Review Committee</li><li>• Administrative Program Review Committee</li><li>• Student Services Program Review Committee</li><li>• Academic Administrative Program Review Committee</li></ul>	
Major Responsibilities and Reports	Ensure that the college is achieving ongoing continuous quality improvement through the Institutional Program Review process. Complete and distribute resource requests; coordinate and facilitate the following program review documents: <ul style="list-style-type: none"><li>• Annual Program Review Snapshots</li><li>• Comprehensive Program Review Reports</li><li>• Prioritization List for the SCC</li></ul>	
Chair/Co-Chairs	Administrative: Accreditation Liaison Officer or designee Non-administrative: Academic Senate VP/APR Coordinator	
Recorder:	Administrative Secretary II	
Additional Office & Support Staff	Office of Institutional Effectiveness, Administrative Secretary II	
Voting Members		
Constituent Group	# of Reps	Specific Position of Representative(s)
Administration	3	AAPR Chair, SAPR Chair, and BFAHRSP Chair
Academic Senate	3	Academic Senate Vice President, and 2 Faculty members
CSEA	3	CSEA President or designated representative and 2 classified staff
ASO	1	ASO President or designee (not part of quorum count)
Non-Voting Resource Members		
Office of Institutional Effectiveness	Director of Institutional Research, Planning & Grants	
Office of the Superintendent/President	Superintendent/President	
Academic Senate	Academic Senate President	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Bi-monthly (August-May) 2nd and 4th Wednesday of month from 1:20-2:10pm	
Method of Action	Consensus/majority vote? Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	September/October	

# INSTITUTIONAL TECHNOLOGY COMMITTEE

Institutional Technology Committee		
Mission/Purpose	The ITC is a shared planning & decision-making committee that makes technology recommendations to the Shared Consultation Council for the institution.	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees		
Major Responsibilities and Reports	<div>Responsibilities</div> <ul style="list-style-type: none"><li>Is charged with overseeing and maintaining the Institutional Technology Plan</li><li>Is responsible for integrating institutional needs for technology and research into the Strategic Plan</li><li>Addresses the ACCJC Self-Evaluation Report Standard 3C Technology Resources for the College</li><li>Integrates needs from the Academic Technology Committee (ATC), a standing committee of the Academic Senate</li><li>Integrates needs from the Online Learning Center (OLC)</li><li>Aligns the Technology Plan with the Strategic Plan through Program Review</li><li>Prioritizes institutional technology needs for the SCC</li><li>Develops policies and procedures regarding institutional technology</li></ul> <div>Reports</div> <ul style="list-style-type: none"><li>Technology Plan</li><li>Tech Plan Progress Report</li><li>Tech Addendum to Program Review Form</li><li>Prioritization of Program Review Needs List</li><li>Strategic Plan sections, goals and updates related to technology &amp; research</li><li>ACCJC Self-Study Standard 3C Technology Resources</li></ul>	
Chair/Co-Chairs	Admin Co-Chair: Chief Information Systems Officer Non-Admin Co-Chair: Academic Senate President or designee	
Recorder:	Institutional Technology Administrative Secretary	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Superintendent/President or Designee
Academic Senate	3	ATC Chair ATC Rep Academic Senate Rep from Student Services
SCCDAA	2	SCCDAA President or designee SCCDAA Rep
CSEA	2	CSEA President or designee CSEA Rep
ASO	2	ASO President or designee ASO Rep
Confidentials	1	Confidentials Rep
SCEA	2	SCEA President or designee SCEA Rep

IT	4	IT Network Specialist IT Programming Supervisor IT Operations Supervisor IT Lab Support
OLC	1	Online Learning Center Rep
Distance Education	1	Distance Education Rep
Training Services	1	Training Services Coordinator
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs) 3 non-voting Vice Presidents Dean of OIE or designee Director of Financial Services Dean of ISS	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	The ITC meets the 2nd and 4th Friday per month from 10:00 to 11:00 a.m	
Method of Action	Consensus	
Brown Act Compliant?	Yes or No? No	
Month of Annual Self-Evaluation and Goal Setting	May	

# PLANNING AND BUDGET COMMITTEE

Planning and Budget Committee		
Mission/Purpose	In alignment with the College Mission, PBC upholds the integration of SWC’s planning efforts ensuring that they are followed by budget development in order to provide the needed resources for student success; specifically, the PBC makes recommendations to the SCC regarding processes, timelines, analysis and outcomes for institutional planning and resource allocation.	
Parent Committee	Shared Consultation Committee (SCC)	
Standing Sub Com	N/A	
Major Responsibilities and Reports	<p>PBC is responsible for oversight of the institutional planning and budget process for the College District, specifically making recommendations to the SCC related to the following:</p> <ol style="list-style-type: none"><li>1. Provide oversight of integrated planning</li><li>2. Provide oversight of institutional planning cycles Plan Implement Evaluate (PIE) and assessment</li><li>3. Facilitate SCC annual review of mission statement and strategic plan</li><li>4. Develop and implement institutional planning and budget development calendar</li><li>5. Review and input of SWC planning and budget assumptions during the Spring semester for subsequent fiscal year</li><li>6. Participate in the development of tentative and adopted budgets and the allocation of institutional resources</li><li>7. Review and update multi-year plan at least annually</li><li>8. Receive quarterly reports and final audit report for review prior to Governing Board meetings of District expenditures, income, variance, and actuals from the Finance Office (e.g. including revenue generation and expenses related to those revenues)</li><li>9. Receive State of California budget updates and assumptions to help inform the development of SWC budget assumptions. Recommend mid-year adjustments to the budget assumptions and budgets as needed</li><li>10. Host twice yearly budget forums regarding “State of the Budget”</li><li>11. Provide monthly report regarding status of grant applications and awards</li><li>12. Prepare sections of the Accreditation Self Evaluation Report related to mission, institutional effectiveness and financial resources/budget</li><li>13. Review and update Chapter 6 (6000 level) policies and procedures</li><li>14. Other actions necessary to maintain compliance</li></ol>	
Chair/Co-Chairs	Administrative:	Vice President for Business and Financial Affairs (VPBFA) Dean, Institutional Effectiveness
	Non-Administrative:	Academic Senate President or designee
Recorder:	Administrative Assistant to VPBFA	
Other Office/Support Staff	Office of Institutional Effectiveness	
Voting Members		
Constituent Group	# of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Vice President for Business and Financial Affairs
Academic Senate	2	Academic Senate (AS) President or designee Faculty appointed by AS President
SCCDAA	2	SCCDAA President or designee Representative appointed by SCCDAA President

CSEA	2	CSEA President or designee Representative appointed by CSEA President
ASO	2	Representative appointed by ASO President (attendance not calculated in quorum)
Confidentials	1	Representative agreed upon by constituent group
<b>Non-Voting Resource Members</b>		
Office Represented		<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
Administration	1 (rotating)	VP for Academic Affairs VP for Human Resources VP for Student Affairs
		Director of Finance Director of Institutional Research, Planning and Grants Institutional Technology designee SCEA President or designee and faculty appointed by SCEA President Superintendent/President
<b>Meetings</b>		
Meeting Frequency & Quorum	Twice Monthly or more as needed. Meetings during academic year will be held on the 1st and 3rd Fridays and meetings during summer will be held on the 1st and 3rd Thursdays;  Quorum = 5 voting members	
Method of Action	Consensus/majority vote? Consensus method as identified in SCC Operating Principles	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	Goal setting in September; Evaluation in April	

# STUDENT OUTCOMES ASSESSMENT REVIEW COMMITTEE

Student Outcomes Assessment Review Committee		
Mission/Purpose	The Student Outcomes and Assessment Review (SOAR) Committee facilitates institution-wide dialogue and assessment of Student Learning Outcome (SLO) data and evidence and institution set standards in order to support student learning, to pursue institutional excellence, and to guide institution-wide self-reflective dialogue for continuous quality improvement.  Purpose: In alignment with the College's mission and strategic priorities, facilitate and support outcomes data research as well as review and discuss institutional student learning outcomes assessment data and institution set standards results for use in institutional dialogue as it relates to the improvement of student learning, student achievement, educational quality, and institutional effectiveness.	
Parent Committee	Shared Consultation Council (SCC)	
Standing Subcommittees	SLO Points	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>• Facilitate the outcome assessment process across the institution</li><li>• Review and revise the outcomes assessment cycle</li><li>• Review and address existing and updated ACCJC requirements regarding outcomes assessment and institution set standards, keep campus community informed of changes in requirements, and work with campus community to align SWC processes to meet requirements</li><li>• Facilitate institution-wide dialogue regarding outcomes and institution set standards.</li><li>• As the result of dialogue, provide updates on major findings to campus community and SCC in the form of an annual report.</li><li>• In collaboration with the IPRC, ensure outcomes results remain key components of the program review, institution-wide decision-making, and Prioritization processes</li><li>• Assist in the completion of ACCJC reporting, specifically addressing outcomes and institution set standards results and their use in integrated planning</li><li>• Based on state and accreditation requirements, recommend other types of data collection</li><li>• Make recommendations regarding the use of eLumen for collection of assessment data, storage of documentation of analysis of assessment results, and plans for improvement by program</li></ul>	
Chair/Co-Chairs	Administrative: Director of Research, Planning, and Grants Non-Administrative: Institutional Program Review and Outcomes Coordinator (IPROC)	
Recorder:	Secretary from the Office of Institutional Effectiveness	
Additional Office & Support Staff	Researchers and Technical Assistants	
Voting Members		
Representatives	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
IPROC	1	Academic Senate President or designee
Faculty Members	4	It is recommended that one faculty representative be the Accreditation Oversight Committee faculty co-chair and one be a part time faculty member.
Administrators	2	
Classified Professionals	2	
ASO	2	

Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
Office of Institutional Effectiveness	Dean of the Office of Institutional Effectiveness
Office of Institutional Effectiveness	One representative from Research, Planning, and Grants
Human Resources	Professional Development Coordinator
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Thursdays, 2:30–4 p.m. per the approved meeting calendar
Method of Action	Consensus/majority vote? Consensus, following SCC procedures
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	September

# STANDING COMMITTEES OF THE ACADEMIC SENATE

# ACADEMIC SENATE

Academic Senate		
Mission/Purpose	The Southwestern College Academic Senate is committed to ensuring the academic integrity of the institution and enhancing the role of the faculty in academic and professional matters..	
Parent Committee	The Academic Senate reports to the Governing Board	
Standing Subcommittees	Academic Program Review, Academic Technology Committee, Council of Chairs, Curriculum Committee, Elections Committee, Executive Committee, Professional Development Committee, Honors Committee, Tenure Review Review Committee	
Major Responsibilities and Reports	Oversee and advise on the implementation of BP 2515 Role and Scope of the Academic Senate (10H), (10 +1).	
Chair/Co-Chairs	Chair: Academic Senate President	
Recorder:	Academic Senate Administrative Secretary and Academic Senate Communications and Research Officer	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Full-Time Senators are the elected representatives from each department.	Departments with 11 or less faculty members have the right to elect one faculty member	
	Departments with 12 or more faculty members have the right to elect two faculty members.	
Part-Time Senator Representation Based on School/Center	The number of part-time senators shall be one individual from each of the following:	One from each school.
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	This committee meets every 2nd, 3rd, & 4th Tuesday of the month, from 11:45 a.m.-1:00 p.m. in room L 246.	
Method of Action	Majority vote	
Brown Act Compliant?	Yes	
Month of Annual Self-Evaluation and Goal Setting	August	

# ACADEMIC PROGRAM REVIEW COMMITTEE

Academic Program Review Committee		
Purpose	The review of academic programs is intended to sustain and improve the overall quality of existing instructional programs offered at Southwestern College. The APRC plans, implements, and evaluates the program review process for academic programs..	
Parent Committee	Academic Senate	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>• Implements the Academic Program Review (APR) cycle.</li><li>• Determines the APR cycle and deadlines.</li><li>• Reads, reviews, and takes action on submitted APR reports.</li><li>• Reports to the Academic Senate on the status of APR.</li><li>• Archives the approved APRs in SharePoint.</li><li>• Reviews, analyzes, and assesses the APR process and recommends modifications as needed.</li></ul>	
Chair/Co-Chairs	Chair: Academic Senate Vice President	
Recorder:	Academic Senate Administrative Secretary	
Additional Office & Support Staff	Office of Institutional Effectiveness Clerical Support	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Academic Senate	2	Academic Senate Vice President and Academic President-Elect or Immediate Past President
Deans’ Council	1	Dean appointed by Deans’ Council
School of Arts, Communication, & Social Sciences	1	Professor Faculty appointed by Academic Senate President
School of Business & Technology	1	Professor Faculty appointed by Academic Senate President
School of Counseling & Student Support Programs	1	Counselor Faculty appointed by Academic Senate President
School of Language, Literature, & Humanities	1	Professor Faculty appointed by Academic Senate President
School of Math, Science & Engineering	1	Professor Faculty appointed by Academic Senate President
School of Wellness, Exercise Science, & Athletics	1	Professor Faculty appointed by Academic Senate President
Non-Credit	1	Director of Continuing Education
Instructional Support Services	1	Librarian Faculty appointed by Academic Senate President
HEC Representatives	1	Professor Faculty appointed by Academic Senate President
Part-time Faculty Representative at Large	1	Professor Faculty appointed by Academic Senate President

## Non-Voting Resource Members

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
	Articulation Officer
Office of Institutional Effectiveness	Director of Research, Planning and Grants

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	This committee meets every 1 <sup>st</sup> & 3 <sup>rd</sup> Wednesday of the month during the fall and spring semesters, from 1:20 pm -2:20 pm in Room L 246.
Method of Action	Majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	April

# ACADEMIC SENATE ELECTIONS

## COMMITTEE

Academic Senate Elections Committee		
Mission/Purpose	The Senate Elections Committee is responsible for conducting, supervising, coordinating, and publishing the results of Senator and Senate Executive Officer elections within one week of the close of balloting.	
Parent Committee	Academic Senate	
Standing Subcommittees	None	
Major Responsibilities and Reports	The duties of the Elections Committee include conducting, supervising, coordinating, and announcing results of elections of Senators and Senate officers.	
Chair/Co-Chairs	Communications & Research Officer	
Recorder:	Administrative Assistant for the Academic Senate	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
	0	Senators of the Academic Senate
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	When needed	
Method of Action	Majority	
Brown Act Compliant?	No	
Month of Annual Self–Evaluation and Goal Setting	May	

# ACADEMIC SENATE EXECUTIVE COMMITTEE

Academic Senate Executive Committee	
Purpose	The Executive Committee of the Senate acts as an advisory body to the Senate President.
Parent Committee	Academic Senate
Standing Subcommittees	None
Major Responsibilities and Reports	Serves as an advisory body to the Academic Senate President. Reviews by-laws and recommends amendments as appropriate. Provides faculty leadership and advocacy for issues related to Policy/Procedure 2510 and 2515. The senate may delegate authority to the Executive Committee to conduct business on its behalf at any time in the year. Business decisions cannot contradict full Senate decisions. All decisions made by the Executive Committee must be subsequently ratified by the full senate at the next regular meeting of the senate.
Chair/Co-Chairs	Academic Senate President
Recorder:	Communications and Research Officer
Additional Office & Support Staff	Administrative Secretary, Academic Senate
Voting Members	
Constituent Group	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
	Vice President for Academic Senate
	President-elect (Every other year)
	Communications and Research Officer
	Immediate Past President
	SLO Coordinator
	Presiding Chair of the Council of Chairs
	Part-time Faculty Representative at large
Non-Voting Resource Members	
Office Represented	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
Professional Development	Professional Development Coordinator
At-large Members	Up to four (4) non-voting members at-large appointed by the Academic Senate President.
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	This committee meets the 2nd and 4th Thursday of each month from 1:00-3:00 p.m. in 104 B.
Method of Action	Majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	August

# ACADEMIC TECHNOLOGY COMMITTEE

Academic Technology Committee	
Purpose	The Academic Technology Committee (ATC) is a forum for faculty voices regarding academic technology and online learning. The ATC responds to faculty needs and ongoing technology issues, works to find solutions to those issues, and participates in the prioritization process of technology needs identified through program review process.
Parent Committee	Academic Senate
Standing Subcommittees	None
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Prioritize academic technology needs indicated in each discipline's academic program review</li> <li>• Report results of academic technology prioritization to the Institutional Technology Committee for integration into the college-wide prioritization of technology needs.</li> <li>• Provide recommendations to the Senate regarding academic technology needs for all disciplines.</li> <li>• Assist in the creation and review of planning documents relevant to technology including the SWC technology plan.</li> </ul>
Chair/Co-Chairs	The faculty chair shall be a tenured faculty member (preferred) appointed by the academic Senate president.
Recorder:	Academic Senate Administrative Secretary
Additional Office & Support Staff	None
Voting Members	
<i>Constituent Group</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Faculty from the following schools:	<ul style="list-style-type: none"> <li>• Arts, Communication &amp; Social Sciences</li> <li>• Business &amp; Technology</li> <li>• Continuing Education</li> <li>• Counseling &amp; Student Support Programs</li> <li>• DE Coordinator</li> <li>• Language, Literature &amp; Humanities</li> <li>• Mathematics, Science &amp; Engineering</li> <li>• Wellness, Exercise Science &amp; Athletics</li> <li>• One faculty member from the Library</li> <li>• One faculty member from the Academic Success Center</li> <li>• One faculty member to represent HEC Otay Mesa and HEC San Ysidro</li> <li>• One faculty member to represent HEC National City and Crown Cove Aquatic Center</li> </ul>
Additional Committee Members include the following:	<ul style="list-style-type: none"> <li>• Representative from ASO</li> <li>• Representative from the web team, appointed by the ATC Chair</li> </ul>
Non-Voting Resource Members	
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
	<ul style="list-style-type: none"> <li>• The Training Services Coordinator</li> <li>• Representative from Institutional Technology Committee</li> <li>• Representative from the Online Learning Center</li> <li>• The Dean of the Office of Institutional Effectiveness, or designee</li> </ul>

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The ATC committee meets the 1st and 3rd Monday of each month during the fall and spring semesters from 1:20 p.m. – 3:20 p.m. in L 238 N.
Method of Action	Consensus
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	April

# COUNCIL OF CHAIRS COMMITTEE

Council of Chairs Committee	
Purpose	The purpose of the council of chairs is to provide a setting where department chairs learn first hand about current policies and/or procedures that impact their department faculty or operations, voice their own or their faculty's concerns about issues that are common to department faculty or operations, and work as a team to develop reliable practices as they apply to department faculty or operations..
Parent Committee	Academic Senate
Standing Subcommittees	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Coordinate department operations overseen by department chairs.</li> <li>• Make recommendations to the Academic Senate pertaining to policies and procedures affecting department operations.</li> </ul> <p>Specific duties of department chairs are outlined in Appendix A of the Academic Senate By-Laws. The Presiding Chair of the Council of Chairs is responsible for conducting an annual review of the Council of Chairs By-Laws. These By-Laws may be amended to include the revised Council of Chairs By-Laws at any time in the semester.</p>
Chair	Non-Administrative: The Presiding Chair of the Council of Chairs
Recorder:	Volunteer from membership
Additional Office & Support Staff	None
Voting Members	
Constituent Group	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Department Chairs	All Department Chairs
Non-Voting Resource Members	
Office Represented	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
Academic Senate	President of the Academic Senate as ex-officio non-voting member
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	First Thursday of month (September-December and February-May) at 12-1pm
Method of Action	Majority
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	September

# CURRICULUM COMMITTEE

Curriculum Committee		
Mission	The purpose of the Curriculum Committee is to approve new and revised curriculum and academic policies to ensure compliance with Title 5 and California Education Code prior to submission to the District Governing Board for final approval. In addition, the Southwestern College Curriculum Committee provides guidance and oversight to ensure that all curriculum is sound, comprehensive and responsive to the evolving needs of our students as well as the academic, business, and local communities.	
Parent Committee	Academic Senate	
Standing Subcommittees		
Major Responsibilities and Reports	The Curriculum Committee is responsible for the review and approval of all curricular matters, including educational program development. (Procedures 2510, Ed. Code 70901 (b) (7), SWC Curriculum Handbook.	
Chair/Co-Chairs	Administrative: Vice President for Academic Affairs Non-Administrative: Curriculum Committee Faculty Co-chair	
Recorder:	Administrative Secretary II, Instructional Support Services	
Additional Office and Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Faculty Representatives	1	School of Arts, Communication, & Social Sciences
	1	School of Business and Technology
	1	School of Counseling & Student Support Programs
	1	School of Instructional Support & Continuing Education
	1	School of Health, Exercise Science, Athletics & Applied Technology
	1	School of Language, Literature, & Humanities
	1	School of Mathematics, Science & Engineering
	1	School of Wellness, Exercise Science & Athletics
	1	Library Representative
	1	Articulation Officer
	1	Assessment
	1	National City, San Ysidro, and Otay Mesa Higher Education Centers Representative

## Non-Voting Resource Members

<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>
ASO	ASO Representative
Council of Chairs	Presiding Chair, Council of Chairs
DSS	Disability Support Services Representative
ATC	Academic Technology Committee Representative
ISS	Dean, Instructional Support Services
	Supervisor, Instructional Support Services
	Instructional Support Services Technician
	Instructional Support Services Technician

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	This committee meets every two weeks on a Thursday. Additional meetings may be called depending on volume of curriculum approvals or other pending issues.
Method of Action	Majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	August-September

# HONORS COMMITTEE

Honors Committee	
Purpose	The purpose of the Honors Committee is to serve students by creating exceptional academic experiences through the management of the Honors Program
Parent Committee	Academic Senate
Standing Subcommittees	
Major Responsibilities and Reports	<ul style="list-style-type: none"> <li>• Overseeing and maintaining the standards of the honors program.</li> <li>• Establishing and maintaining policies and guidelines</li> <li>• Maintaining all records and documentation</li> <li>• Providing guidance to honors faculty on standards for addenda to curricula</li> <li>• Approving and maintaining addenda for Honors Sections</li> <li>• Performing strategic planning using research and data to drive future program developments</li> <li>• Recruiting faculty and students</li> <li>• Conducting outreach activities</li> <li>• Reporting the status of the campus honors community to the Academic Senate</li> </ul>
Chair/Co-Chairs	The chair of the Honors committee will be elected yearly by a simple majority of Committee members. The committee is currently working to create an honors coordinator position. Once the position is created, the honors coordinator will assume the responsibility of chairing the committee.
Recorder:	Academic Senate Administrative Assistant
Additional Office & Support Staff	
Voting Members	
Constituent Group	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Faculty from among the following schools:	<ul style="list-style-type: none"> <li>• Arts, Communication, &amp; Social Sciences</li> <li>• School of Business &amp; Technology</li> <li>• Counseling &amp; Student Support Programs</li> <li>• Instructional Support &amp; Continuing Education</li> <li>• Language, Literature, &amp; Humanities</li> <li>• Mathematics, Science &amp; Engineering</li> <li>• Wellness, Exercise Science, &amp; Athletics</li> </ul>
Non-Voting Members	
	A representative per chartered College Honor Society
Academic Senate	Academic Senate President
Articulations	Articulation Officer
ASO	ASO Representative
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	The committee meets once a month on the 2nd Thursday of the month during the Academic Calendar Year.
Method of Action	Majority vote
Brown Act Compliant?	Yes
Month of Annual Self-Evaluation and Goal Setting	Once/year in April

# PROFESSIONAL DEVELOPMENT COMMITTEE

Professional Development Committee		
Mission/Purpose	The Professional Development Committee is committed to providing progressive activities that promote lifelong learning, professional growth and development of all employees, and in support of the College's Strategic Plan.	
Parent Committee	None	
Standing Subcommittees	Funding Committee Opening Day Planning Committee Professional Development Advisory Committee	
Major Responsibilities and Reports	The Professional Development Committee provides an integrated and comprehensive collection of activities that enable classified, faculty, administrators, and members of the community to achieve the College's Strategic Plan priorities. This Committee is responsible for the Needs Assessment reports and the Professional Development Plans (one-year and five-year implementation plans). This Committee also plans two Opening Days at the start of each semester.	
Chair/Co-Chairs	Professional Development Coordinator	
Recorder:	Professional Development Program Coordinator	
Additional Office & Support Staff	Training Services Coordinator	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	0	N/A
Academic Senate	2	Academic Senate President, or designee Academic Senate Representative
Classified Senate	0	N/A
SCCDAA	2	SCCDAA Representatives
CSEA	2	CSEA President, or designee CSEA Representative
ASO	1	ASO Representative
Confidentials	1	Confidentials Chair, or designee
SCEA	2	SCEA President, or designee SCEA Representative
Non-Voting Resource Members		
Office Represented	Professional Development Coordinator Training Services Coordinator Professional Development Program Coordinator	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	First Tuesday of the month at 2:30 pm - 3:30 pm, or as determined by Committee. The Committee does not meet in the summer. Note: Subcommittee meetings are determined by members.	
Method of Action	Majority (four voting members with at least three constituent groups represented).	
Brown Act Compliant?	No	
Month of Annual Self–Evaluation and Goal Setting	May	

# TENURE REVIEW REVIEW COMMITTEE

Tenure Review Review Committee		
Mission/Purpose	To evaluate, update and revise the Tenure Review and faculty evaluations processes. Is a task group of the Contract Negotiations of the SCEA and the District.	
Parent Committee	Subgroup of Negotiations	
Standing Subcommittees	None	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>• Evaluate, update and/or revise documents/forms</li><li>• Evaluate, update and/or revise the manual</li><li>• Evaluate, update and/or revise process, procedures and policy</li><li>• Reports to Vice President of Human Resources</li></ul>	
Chair/Co-Chairs	Tenure Review Coordinator	
Recorder:	Tenure Review Coordinator or designee	
Additional Office & Support Staff	Tenure Review Coordinator's Office—104C, extension 6706 No support staff	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	5	(1) Vice President of Human Resources (2) Vice President of Academic Affairs (3) Three Deans appointed by the Dean's Council
Academic Senate	2	(1) Academic Senate President or designee (2) Faculty Designee of Academic Senate
SCCDAA	None	
CSEA	None	
ASO	None	
Confidentials	None	
SCEA	3	(1) SCEA President or designee (2) SCEA faculty —member of negotiating team (3) SCEA faculty—Grievance Chair, Grievance Officer, or designee
Non-Voting Resource Members		
Human Resources	Human Resources Technicians (2)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	Once per month, 3rd Thursday 11:45am-1:10pm No summer meetings	
Method of Action	Quorum is established as 2 administrators and 2 faculty present, without which no vote can take place. Faculty, from both SCEA and Academic Senate, and an administrator must be present to have a meeting. Consensus followed by consultation and contract negotiations process. If consensus cannot be reached, item tabled until following meeting and must pass by 2/3 vote. Chair votes in case of a tie.	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	May/ End of Spring semester	

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# CAMPUS-WIDE COMMITTEES

# AMERICANS WITH DISABILITIES ACT AND UNIVERSAL DESIGN IN EDUCATION COMMITTEE

ADA/UDE Committee		
Mission/Purpose	The Americans with Disability Act & Universal Design in Education Committee (ADA/UDE) is dedicated to a college culture and environment that promotes full inclusion and accessibility for all individuals.	
Parent Committee		
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>• The ADA-UDE Committee serves as an advisory committee to the College in accordance with Section 504 &amp; 508 of the Federal Rehabilitation Act, the Americans with Disabilities Act of 1990 (ADA) and Title 5, which were implemented to prevent discrimination against individuals with disabilities in daily life activities, i.e., employment, education, public accommodations, transportation, and telecommunications. The ADA-UDE Committee will review accessibility of campus facilities, programs, services and activities for college as well as community members with disabilities.</li><li>• Reports recommendations to the Vice President of Student Affairs</li></ul>	
Chair/Co-Chairs	Administrative: Director of Disability Support Services (Chair) Non-Administrative: Faculty (Co-Chair)	
Recorder:	DSS Secretary	
Additional Office & Support Staff	Disability Support Services	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Dean of Student Services/504 Compliance Officer
Academic Senate	4	Faculty Members
SCCDAA	2	Administrator
CSEA	4	Classified Staff appointed by CSEA
ASO	1	ASO President or Designee
Confidentials	1	ADA Compliance Officer
SCEA	1	Faculty Member appointed by SCEA
Non-Voting Resource Members		
Office Represented	Director of Institutional Technology Chief Marketing, Communication, Community & Government Relations Officer Director of Human Resources Director of Facilities, Operations and Planning	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	Two times per semester, Tuesday or Thursday Room 214	
Method of Action	Consensus-discussions; Majority - motions	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	ADA-UDE Project Database – updated and reviewed at each meeting	

# BASIC SKILLS INITIATIVE COMMITTEE

Basic Skills Initiative (BSI) Committee		
Mission/Purpose	To have a positive influence on the quality of student learning in the basic skills areas of Reading, Writing, Mathematics, and ESL so that students are well prepared to complete college-level work.	
Parent Committee	None	
Standing Subcommittees	None	
Major Responsibilities and Reports	To implement the “PAIR and Accelerated” Learning Community classes and various initiatives; to oversee disbursement of California State BSI funding to Southwestern College; to prepare the Annual Basic Skills Initiative End-of Year-Report	
Chair/Co-Chairs	Administrative: Dean, School of Language, Literature, and Humanities Non-Administrative: Selected by Committee	
Recorder:	BSI Clerk	
Additional Office & Support Staff	None	
Voting Members		
Constituent Group	# of Reps	Specific Position of Representative(s) (e.g. Academic Senate President)
Adminsitration	5	Vice President for Academic Affairs Dean, School of Language, Literature, and Humanities Dean, MSE Dean, Counseling Supervisor, Counseling Center
Academic Senate	1	President of Academic Senate
SCCDAA	0	
CSEA	0	
ASO	1	ASO President
Confidentials	0	
SCEA	15	From: MSE, LLH, LAS & Counseling
Non-Voting Resource Members		
Office Represented	None	
Meetings		
Meeting Frequency  (Day, time, how many times per month, does the committee meet in the summer?	Three times a semester; 3:00 p.m.-4:30 p.m., with additional meetings scheduled as needed.	
Method of Action	Majority Vote	
Brown Act Compliant?	No	
Month of Annual Self–Evaluation and Goal Setting	October	

# CALENDAR COMMITTEE

Calendar Committee		
Mission/Purpose	The Calendar Committee shall be responsible for developing the Academic Calendar, reviewing and updating relevant policy and procedures, investigating alternate calendars, and making recommendations to the Superintendent/President related to the Academic Calendar.	
Parent Committee	None	
Standing Subcommittees	None	
Major Responsibilities and Reports	Development and implementation of the Academic Calendar	
Chair/Co-Chairs	Vice President for Academic Affairs, or designee	
Recorder:	Administrative Support to Chair	
Additional Office & Support Staff	ISS Specialist	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	3	Vice President for Academic Affairs or designee Dean, Counseling & Student Support Services or designee Admissions and Records Director or designee
Academic Senate	3	President or designee Presiding Chair or designee Staff Development Coordinator or designee
SCCDAA	1	Center Management Representative
CSEA	3	President or designee Instructional Support Services Specialist 1 Member at Large
ASO	3	President or designee 2 ASO Representatives
Confidentials	1	Human Resources Specialist
SCEA	1	President or designee
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
ISS	ISS Supervisor Instructional Support Specialists Financial Aid Director or designee	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	Second and fourth Friday of each month	
Method of Action	Consensus; if not achieved then majority vote	
Brown Act Compliant?	No	
Month of Annual Self–Evaluation and Goal Setting	November	

# CATALOG COMMITTEE

Catalog Committee		
Mission/Purpose	The institution provides a catalog for its constituencies with accurate and current information concerning the following: general information, requirements, major policies affecting students and locations of publications where other policies may be found.	
Parent Committee	NA	
Standing Subcommittees	NA	
Major Responsibilities and Reports	Upcoming policy and procedures; general education requirements; AP/IB/CLEP/DANTES exams credit; addition, deletion, and modification of credit and non-credit programs and courses; faculty emeritus; faculty directory.	
Chair/Co-Chairs	Administrative: Instructional Support Services Supervisor Non-Administrative: Faculty Co-Chair	
Recorder:		
Additional Office & Support Staff	Instructional Support Services; Community & Government Media Relations	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	1	Supervisor of Instructional Support Services
Articulation	1	Articulation Officer
Admissions & Records (Evaluations)	1	Director of Admissions & Records
Community and Government Media Relations	1	Specialist
Counseling	1	Counselor
Faculty	1	Full-Time
ISS	2	Specialist & Technician
Non-Voting Resource Members		
Office Represented	Vice President for Academic Affairs; Dean of Instructional Support Services	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Committee chooses day based on the availabiliy of the majority; committee meets bi-weekly; yes, committee meets in the Summer	
Method of Action	Consensus/majority vote	
Brown Act Compliant?	No	
Month of Annual Self–Evaluation and Goal Setting	June 30	

# COLLEGE MANAGEMENT TEAM

College Management Team		
Mission/Purpose	A forum for receiving information and engaging in open discussion among the college management team to best implement the mission of the District.	
Parent Committee	N/A	
Standing Subcommittees	N/A	
Major Responsibilities and Reports	Major functions of CMT include, but are not limited to: •Serve as the primary, regular meeting for all managers. •Provide information and training on subjects relevant to managers. •Exchange ideas and provide feedback on issues important to managers. •Review of college-wide policies and procedures. •Enhance leadership, supervisory skills and knowledge. •Provide recommendations on issues directly related to managers and supervisors of the college.	
Chair	Administrative: Superintendent/President	
Recorder:	Secretary to the Office of the Superintendent/President	
Additional Office & Support Staff	N/A	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	70	Vice Presidents of Academic Affairs, Student Affairs, Business and Financial Affairs, Human Resources, Chief Information Systems Officer, Academic Managers, Classified Managers, Supervisors
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
	N/A	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	Monthly and as needed. Normally the third Tuesday of the month.	
Method of Action	Consensus/majority vote? Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	June Annual Retreat	

# COMMENCEMENT CEREMONY COMMITTEE

Commencement Ceremony Committee		
Mission/Purpose	Coordinate the annual Commencement Ceremony	
Parent Committee	Dean of Student Services	
Standing Subcommittees	None	
Major Responsibilities and Reports	Coordinate all aspects of the Commencement Ceremony Including: <ul style="list-style-type: none"> <li>• Community promotion and inclusion</li> <li>• Student promotion and registration</li> <li>• Event logistics</li> <li>• Volunteer recruitment</li> <li>• GradFest events</li> </ul>	
Chair/Co-Chairs	<ul style="list-style-type: none"> <li>• Director of Student Development &amp; Health Services</li> <li>• Student Services Specialist</li> </ul>	
Recorder:	Student Services Specialist	
Additional Office & Support Staff	Student Activities & Health Services Senior Project Clerk	
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration		
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<ul style="list-style-type: none"> <li>• Student Activities</li> <li>• Admissions and Evaluations</li> <li>• Facilities</li> <li>• Athletics</li> <li>• Campus Police</li> <li>• Public Information &amp; Government Relations</li> <li>• Student Services</li> <li>• Bookstore</li> <li>• Health Services</li> </ul>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly from November to May	
Method of Action	Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	June	

# CRISIS RESPONSE COMMITTEE

Crisis Response Committee		
Mission/Purpose	The Crisis Response Committee will facilitate and meet the needs of campus community during times of crisis. We are committed to ensuring a safe and balanced environment with integrity, sensitivity, and established protocol.	
Parent Committee		
Reports to	Dean of Student Services (Chair)	
Major Responsibilities and Reports	<p>The primary functions are:</p> <ul style="list-style-type: none"><li>Some disruptive behavior can become a crisis situation; in these cases, a Crisis Response Committee involving the college police, campus nurse, counselors, and the Dean of Student Services has been implemented to handle these types of situations. Staff Development training has been provided to the campus community, in order for the information to be appropriately disseminated about the Crisis Response Team and its purpose.</li><li>The Crisis Response Committee is comprised of representatives from Disability Support Services, Counseling, College Police, Health Services, and Higher Education Centers at National City, San Ysidro and Otay Mesa. This committee meets once a month to review Crisis Response Team procedures and protocols, as well as debrief about any responses to campus incidents.</li></ul>	
Chair/Co-Chairs	Dean of Student Services	
Recorder:		
Additional Office & Support Staff	Secretary, Student Services. Clerical Assistant, Student Services.	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	4	(1) Dean of Student Services (2) Director of Disability Support Services. (3) Dean, Counseling and Student Support Programs (4) Chief of Police
Academic Senate	3	(1) Campus Nurse (2) Mental Health Counselor (3) Disability Support Services Counselor
SCCDAA		
CSEA	2	(1) Nurse Associate (2) HEC, Otay Mesa, San Ysidro, and National City Representative
ASO		
Confidential		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	Committee meets every third Tuesday of each month.	
Method of Action	Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting		

# DEAN'S COUNCIL

Deans Council		
Mission/Purpose	Guided by the College mission and strategic priorities, the Dean’s Council mission is to increase the effectiveness of programs and promote student success and completion..	
Parent Committee	N/A (This is an administrative/operational council)	
Standing Subcommittees	N/A	
Major Responsibilities and Reports	The Deans Council makes data-informed recommendations regarding District matters directly or indirectly affecting Academic Affairs, Student Affairs and/or Office of Institutional Effectiveness.	
Chair/Co-Chairs	Administrative: Vice Presidents for Academic and Student Affairs	
Recorder:	Administrative Assistant to Vice President for Academic Affairs	
Additional Office & Support Staff	N/A	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration		Vice President for Academic Affairs Vice President for Student Affairs Dean, Higher Education Center at National City Dean, Higher Education Centers at Otay Mesa and San Ysidro Dean, Student Services Dean, Counseling & Student Support Services Dean, Arts, Communication & Social Sciences Dean, Wellness, Exercise Science & Athletics Dean, Language, Literature & Humanities Dean, Mathematics, Science & Engineering Dean, Instructional Support Services & Continuing Education Dean, Business & Technology Dean, Institutional Effectiveness
Academic Senate		NA
SCCDAA		NA
CSEA		NA
ASO		NA
Confidentials		NA
SCEA		NA
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Bi-Weekly, Mondays	
Method of Action	NA	
Brown Act Compliant?	Not Required	
Month of Annual Self–Evaluation and Goal Setting	Summer Retreat	

# FACULTY HIRING PRIORITIZATION COMMITTEE

Faculty Hiring Prioritization Committee		
Mission/Purpose	The Faculty Hiring Prioritization Committee is responsible for using a multiple-criterion based process for prioritizing of faculty position requests. All faculty and administrative members have voting rights and are expected to score proposals..	
Parent Committee	None	
Standing Subcommittees	None	
Major Responsibilities and Reports	Review requests for faculty positions and prioritizing those requests based on data and hiring history.	
Chair/Co-Chairs	Administrative: Vice President for Academic Affairs Non-Administrative: Academic Senate President	
Recorder:	Administrative Assistant to Vice President for Academic Affairs	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	5	Vice President for Academic Affairs: Co-Chair Vice President for Student Affairs Three deans on a rotating basis from the following (1 from each school/ center /unit): <ul style="list-style-type: none"><li>• Counseling and Student Support Programs /Learning Assistance/ DSS</li><li>• Arts, Communication, and Social Science</li><li>• Language, Literature, and Humanities</li><li>• Business and Technology</li><li>• Mathematics, Science, and Engineering</li><li>• Wellness, Exercise Science, and Athletics</li><li>• Higher Education Center at National City &amp; Crown Cove Aquatic Center</li><li>• Higher Education Centers at San Ysidro and Otay Mesa</li><li>• ISS/Library/CEEWD/Other Faculty not excluded from the FHP process</li></ul>
Academic Senate		Academic Senate President: Co-Chair
SCEA	6	Six faculty on a rotating basis from the following (1 from each school/ center /unit): <ul style="list-style-type: none"><li>• Counseling and Student Support Programs /Learning Assistance/ DSS</li><li>• Arts, Communication, and Social Science</li><li>• Language, Literature, and Humanities</li><li>• Business and Technology</li><li>• Mathematics, Science, and Engineering</li><li>• Wellness, Exercise Science, and Athletics</li><li>• Higher Education Center at National City and Crown Cove Aquatic Center</li><li>• Higher Education Centers at San Ysidro and Otay Mesa</li><li>• ISS/Library/CEEWD/Other Faculty not excluded from the FHP process</li></ul>

Non-Voting Resource Members	
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)
	Director of Research, Planning & Grants ASO Representative
Meetings	
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Fall semester, per timeline Spring semester, monthly
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	

# GRIEVANCE & ORDER COMMITTEE

Grievance & Order Committee		
Mission/Purpose	To make policy recommendations regarding student due process and discipline. To provide an impartial judicial body related to due process.	
Parent Committee		
Reports to	Superintendent/President and Governing Board, in the case of student expulsion.	
Major Responsibilities and Reports	The primary functions are: (1) To operate as the hearing body for the appeal process in student grievance/student misconduct due process procedures. Students may appeal the decision of the Dean of Student Services and request an administrative hearing. During an administrative hearing, committee members review the written evidence, listen to the oral testimony of the parties and witnesses, and then make a recommendation to the Vice President for Student Affairs for further action. (2) The committee is the advisory body to the Dean of Student Services in making recommendations for campus policy and procedural changes for student grievances and student misconducts.	
Chair/Co-Chairs	Faculty Chair	
Recorder:	Secretary for the Office of Student Services	
Additional Office & Support Staff	Administrative assistant - Student Services. Clerical Assistant - Student Services.	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	4-6 in pool	4-6 Administrators: Superintendent/President will appoint members.
Academic Senate	4-6 in pool	4-6 faculty: Academic Senate President will appoint members.
SCCSAA		
CSEA	4-6 in pool	4-6 Classified: CSEA President will appoint members.
ASO	4-6 in pool	4-6 Students: ASO President will appoint members.
Confidential		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	Committee as needed during the year. Hearing Panel is brought together when a written appeal for a formal hearing by due process is delivered to the Dean of Student Services. At that point, a hearing date will be scheduled and the G & O Committee will be brought together.	
Method of Action	Hearing Panels are majority vote. Recommendation of the Grievance & Order committee is consensus.	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	May	

# INSTITUTIONAL RESEARCH REVIEW BOARD

Institutional Research Review Board		
Mission/Purpose	Reviews and approves all research conducted by individuals or groups outside of Southwestern College (including employees who are enrolled in educational programs outside of Southwestern College) that seek to include Southwestern College students or employees as subjects.	
Parent Committee		
Standing Subcommittees		
Major Responsibilities and Reports	Reviews and approves all research conducted by individuals or groups outside of Southwestern College (including employees who are enrolled in educational programs outside of Southwestern College) that seek to include Southwestern College students or employees as subjects.	
Chair/Co-Chairs	Administrative: Director of Institutional Research, Planning and Grants Non-Administrative:	
Recorder:		
Additional Office & Support Staff		
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration	X 2	Vice President, Academic Affairs Vice President, Student Affairs
Academic Senate	X-1	Appointed by the Academic Senate President
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	As needed determined by IRRB application submissions	
Method of Action	Consensus/majority vote?	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	August	

# SABBATICAL LEAVE REVIEW COMMITTEE

Sabbatical Leave Review Committee		
Mission/Purpose	To administer and review the Sabbatical Leave process	
Parent Committee	Academic Senate, SCEA, Academic Affairs, Governing Board	
Standing Subcommittees		
Major Responsibilities and Reports	a. Approve or recommend revisions to submitted Projects from prior year. b. Approve the applications as to form, content, adherence to Purpose (Section 5.17.1); Criteria (Section 5.17.2); Professional Development Categories (Section 5.17.3); and District Requirements (Section 5.17.9) or recommend revisions to applications. c. Certify the final leave list and notify all applicants. d. Vice President for Academic Affairs prepares Governing Board document recommending Sabbatical Leave proposals.	
Chair/Co-Chairs	Non-Administrative: Faculty Committee Chairperson, identified by Committee members	
Recorder:	None	
Additional Office & Support Staff	Administrative Assistant to Vice President for Academic Affairs	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration	4	Vice President for Academic Affairs 3 Administrators at Large
Academic Senate	2	Academic Senate President Faculty member at Large
SCCDAA	0	
CSEA	0	
ASO	0	
Confidentials	0	
SCEA	2	2 Faculty members at large
Non-Voting Resource Members		
Office Represented	No non-voting members	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	Meets on specific timelines established by SCEA Contract	
Method of Action	Majority vote	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting		

# SAFETY COMMITTEE

Safety Committee		
Mission/Purpose	The Safety Committee meets to discuss the advancement and support of teaching and learning activities of the District through promotion of a safe and healthy campus environment. It reviews and revises as necessary all safety related procedures. The committee develops and makes recommendations related to campus safety, handling of hazardous and toxic materials, and conformity with applicable State and Federal regulations and guidelines. It also acts as a panel to hear employee concerns regarding possible safety hazards and security problems in District facilities or grounds. Safety committee membership incorporates the core representational members to include Campus Chief of Police (Chair), Police Sergeant, Safety Officer, Dean of Student Services or designee, Higher Education Center Administrator, ASO Representative (1), Academic Senate (1), Classified Senate (1), SCEA (1), and CSEA (1).  The Safety Committee is designed to advance and support the teaching and learning activities of the College, through promotion of a safe and healthy campus environment, for the benefit of the students and to further enhance the mission of the College.	
Parent Committee		
Standing Subcommittees		
Major Responsibilities and Reports	Superintendent/President and cognizant District Administrators	
Chair/Co-Chairs	Administrative: Non-Administrative:	
Recorder:	Varies per meeting	
Additional Office & Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration		Chief of Police
Academic Senate	1	1 Representative
SCCDAA		
CSEA	1	1 Representative
ASO	1	1 Representative
Confidentials		
SCEA	1	1 Representative
Other Staff (At Large)		(1) Safety Officer (2) Dean of Student Services or designee (3) Campus Police Sergeant (4) Higher Education Center Representative (5) Classified Senate Representative
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Minimum of once per month; may be amended by committee as workload changes.
Method of Action	Majority consensus of members present
Brown Act Compliant?	
Month of Annual Self-Evaluation and Goal Setting	N/A

# STUDENT AWARDS CEREMONY COMMITTEE

Student Awards Ceremony Committee		
Mission/Purpose	Coordinate the annual Student Awards Ceremony to award SODA and Scholarship Recipients	
Parent Committee	Dean of Student Services	
Standing Subcommittees		
Major Responsibilities and Reports	Coordinate all aspects of the Student Awards Ceremony including: <ul style="list-style-type: none"> <li>• Event logistics</li> <li>• Awards logistics</li> <li>• Volunteer</li> </ul>	
Chair/Co-Chairs	Director of Student Development and Health Services Student Services Specialist	
Recorder:	Student Services Specialist	
Additional Office & Support Staff		
Voting Members		
<i>Constituent Group</i>	<i>Number of Representatives</i>	<i>Specific Position of Representative(s) (e.g. Academic Senate President)</i>
Administration		
Academic Senate		
SCCDAA		
CSEA		
ASO		
Confidentials		
SCEA		
Non-Voting Resource Members		
<i>Office Represented</i>	<i>Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)</i> <ul style="list-style-type: none"> <li>• Student Activities</li> <li>• Financial Aid</li> <li>• Public Information &amp; Government Relations</li> <li>• Student Services</li> </ul>	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Monthly from November to April	
Method of Action	Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	May	

# STUDENT COLLEGE RELATIONS COMMITTEE

Student College Relations Committee		
Mission/Purpose	To establish direct communication between the general students, ASO leaders, and the Superintendent/President to discuss issues and concerns of the college.	
Parent Committee		
Reports to	Superintendent/President and ASO President	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>• Discuss student issues with students at large and ASO leadership</li><li>• Opportunity to have direct communication between students and the Superintendent/President</li></ul>	
Chair/Co-Chairs	ASO President, Superintendent/President	
Recorder:	Administrative Assistant to the Director of Student Development	
Additional Office and Support Staff		
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Administration		
Academic Senate		
SCCDAA		
CSEA		
ASO	No limit	ASO President, student leaders
Confidentials		
SCEA		
Non-Voting Resource Members		
Office Represented	Specific Position of Representative (s) (e.g. Academic Senate President)	
Administration	Director of Student Development and Health Services Dean of Student Services Vice President for Student Affairs	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?	To be determined by the Office of the Superintendent/President and ASO President.	
Method of Action	Consensus	
Brown Act Compliant?	No	
Month of Annual Self–Evaluation and Goal Setting	N/A	

# STUDENT SERVICES COUNCIL

Student Services Council		
Mission/Purpose	Guided by the college mission and strategic priorities, the Student Services Council is a representative group of student services deans, directors and supervisors that produces data-driven recommendations to increase the effectiveness of student services programs and promote student success.	
Parent Committee	N/A	
Standing Subcommittees	As Necessary	
Major Responsibilities and Reports	As the management group for the Student Affairs Division, engage in planning, implementation and evaluation of student services programs focused on continuous improvement for delivery of service to students.  -Review Chapter 5: Student Affairs policies and procedures -Provide input as necessary on categorical program reports (e.g., DSS, EOPS, BFAP, Student Equity, SSSP).	
Chair/Co-Chairs	Administrative: Vice President for Student Affairs Non-Administrative: NA	
Recorder:	Administrative Assistant to the VP of Student Affairs	
Additional Office & Support Staff	Office of the Vice President	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Academic Senate	N/A	
Administration	14	Dean, Student Services Dean, School of Counseling & Student Support Programs Dean, HEC NC/CCAC Dean, HEC OM/SY Director, Admissions and Records Director, DSS Director, EOPS Director, Financial Aid/Veterans Director, Student Development & Health Services Director, Equity, Diversity & Inclusion Supervisor, Admissions/Records/Outreach Supervisor, Assessment/Counseling/Prerequisites Supervisor, Cashiering Supervisor, EOPS, CalWORKs Supervisor, Student Employment/Career Services Center/Transfer Center Supervisor
ASO	NA	
Confidentials	NA	
CSEA	NA	
SCCDAA	NA	
SCEA	NA	
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	

## Meetings

Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Biweekly, Mondays from 10 a.m. –12:00 p.m. (Special Meetings are called as necessary) Fall/Spring
Method of Action	Consensus
Brown Act Compliant?	No
Month of Annual Self-Evaluation and Goal Setting	Summer Retreat (July/August)

# STUDENT SUCCESS STEERING COMMITTEE

Student Success Steering Committee		
Mission/Purpose	To integrate planning efforts among various student success initiatives and where possible, leverage resources to support high impact, scalable and research based student success interventions.	
Parent Committee	Shared Consultation Council	
Standing Subcommittees	As Necessary	
Major Responsibilities and Reports	<ul style="list-style-type: none"><li>Serve as an oversight committee for several committees focused on student success initiatives to identify opportunities for collaboration, integration, and leveraging/braiding of resources focusing on advancing the College's strategic priorities through high impact, scalable, and research based interventions.</li></ul>	
Chair/Tri-Chairs	Conveners: Director of Research, Planning, and Grant Vice President (Academic Affairs and/or Student Affairs) President, Academic Senate	
Recorder:	Administrative Assistant to the VP of Student Affairs	
Additional Office & Support Staff	Office of the Vice President	
Voting Members		
Constituent Group	Number of Representatives	Specific Position of Representative(s) (e.g. Academic Senate President)
Tri-Chairs: Student Equity Committee	3	Faculty Co-Chair Vice President for Academic Affairs Director of Equity, Diversity & Inclusion
Co-Chairs: SSSP Workgroup	2	Dean of Counseling & Student Support Programs Faculty Chair, School of Counseling
Co-Chairs: Skills Initiative	2	Dean of Language, Literature, Humanities Faculty Co Chair
Co-Chairs: Career Technical Education Committee (to include AEBC and Strong Workforce)	2	Dean of Instructional Support Services Faculty Co-Chair
Chairs: Title V	1	Project Director, Title V
Non-Voting Resource Members		
Office Represented	Specific Position of Representative(s) (e.g. Vice Pres. For Academic Affairs)	
Meetings		
Meeting Frequency (Day, time, how many times per month, does the committee meet in the summer?)	Twice a Semester Fall/Spring (Special meetings are called as necessary)	
Method of Action	Consensus	
Brown Act Compliant?	No	
Month of Annual Self-Evaluation and Goal Setting	August/September	

