

**MENDOCINO COLLEGE
COMMITTEE HANDBOOK**

2012 / 2013

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PREFACE

To fully implement the AB 1725 shared governance regulations in a true spirit of collegiality, the following structure of committees has been developed. The structure is designed to ensure constituent groups the right to participate effectively in District and College governance and the opportunity to express their opinions at the campus level and assure these opinions are given every reasonable consideration. This manual is intended to explain the principles, origination, reporting relationships, operative procedures and membership of committees.

PRINCIPLES

- ❖ Participation is to be encouraged to afford all members of the college constituency groups equal and ample opportunity to participate fully in governance activities.
- ❖ The number and size of committees are to be kept as small as possible.
- ❖ Each committee will review annually its goal(s) in relation to the college mission and report on its progress.
- ❖ Each appointing body shall choose its representative(s).
- ❖ The formation of new, permanent committees is the responsibility of IMPSC. Individual committees may form ad-hoc groups and task forces as needed.
- ❖ All committees will conduct their business according to group-developed rules or standard parliamentary procedure.

STAFFING

- ❖ By the end of the spring semester, constituent groups will have solicited interest and make appointments (when appropriate).
- ❖ Constituent groups are: Management/Confidential, Faculty (Academic Senate), Classified, and Students (ASMC)

FORMING/DISBANDING OF COMMITTEES

- ❖ A standing committee is formed by applying to IMPSC or, if appropriate, Academic Senate for recognized committee status. The application shall contain the proposed name, purpose, charge and membership of the committee.
- ❖ If granted, the existence of the new committee is disseminated through PAC and the membership is assigned by the constituent groups.
- ❖ To disband a standing committee, a written statement of intent and justification is to be forwarded to IMPSC or, if appropriate, Academic Senate, with information as to why the activity of the committee is no longer needed or its charge no longer valid.

COMMITTEE DEFINITIONS

STANDING COMMITTEE

- ❖ Responsibilities are on-going, with an assignment that exceeds one year and considered to be permanent.
- ❖ Appropriate constituent groups select members.
- ❖ Membership may include more than one constituent group.
- ❖ Meeting minutes which are recorded and distributed campus-wide and archived for future reference.

PLANNING BODIES

- ❖ Include the characteristics of standing committees with an added scope of interest that generally impacts large sectors of the institution.
- ❖ Responsible for the master planning functions of the institution.

AD HOC COMMITTEE/TASK FORCE

- ❖ Is temporary or intermediate in term.
- ❖ Is formed to take on specific short-term tasks or to test the need for a new standing committee.
- ❖ Typically has a times frame likely to span one year or less or is active on an intermittent basis are required.
- ❖ Seeks members from any constituent group which has activities related to the committee's charge.
- ❖ A report is expected to be submitted to the responsible bodies at the conclusion of the task.
- ❖ Ad hoc committees are formed by an standing committee while a task force is appointed by the Superintendent/President.

CLUBS

- ❖ Formed at the request of students.
- ❖ Membership is limited to students.
- ❖ Has a specific area of interest.
- ❖ Requires an advisor who is an employee of the District.
- ❖ Must be chartered through the approved ASMC process.

ADVISORY

- ❖ Assists in the development of educational programs and support services
- ❖ Consists of representative citizens who are recognized experts in the field with support from members of the college staff.
- ❖ Meets a minimum of once per year.
- ❖ May be required by state mandate.

DUTIES OF COMMITTEE MEMBERS/CO-CHAIR

- ❖ Establish meeting times and locations.
- ❖ Create and distribute an agenda in a timely manner.
- ❖ Conduct meetings in an orderly manner, allowing appropriate participation of all individuals present.
- ❖ Ensure that a consensus or vote is taken on action items.
- ❖ See that minutes are written, approved, and distributed promptly.
- ❖ When serving as a Co-chair, announce to the committee members how co-chair duties will be divided. Co-chairs will meet ahead of time to determine the duties of each will perform. If there is a disagreement about duties to be performed, the co-chairs will meet with the committee as a whole to establish the roles of the co-chairs. Committee co-chairs will communicate regularly with each other over the construction of the agenda and other relevant work.
- ❖ Act as a mentor or assign to the new committee members who are unfamiliar with the committee.

DUTIES OF COMMITTEE MEMBERS

- ❖ Attend and participate in committee meetings. If unable to attend, contact chair and inform them.
- ❖ Read materials in advance of meetings, present opinion, ask questions and make informed decisions.
- ❖ Participate in committee work plan development.
- ❖ Keep their constituent groups informed of committee actions.
- ❖ Complete assignments associated with committee work in a timely manner. New full-time faculty are not obligated to serve on a committee during the first year of their employment. Individual participation is a desired and mutually agreed upon by the faculty member and the supervising dean.

ACADEMIC REVIEW COMMITTEE

ACRONYM: ARC

2010/12 CHAIR: Kristie Anderson

MEETING SCHEDULE: Once or twice per semester

BROWN ACT: No

YEAR FORMED: 1973 (as the Academic Council; Name changed in 1981)

ASVISEMENT TO: Director of Admissions & Records/Academic Senate

BACKGROUND & PURPOSE:

The committee handles the interpretation, enforcement, and waiving of academic regulations and provides the formal means for resolving student grievances.

TYPICAL ACTIONS & DECISIONS:

- ❖ Develop and review academic standards of evaluations relative to:
 - A. Criteria for former academic course work of students.
 - B. Non-traditional learning, including but not limited to military training and credit by examination.
- ❖ Monitor & review processes relative to:
 - A. Waiver of appropriate college policy.
 - B. Institutional and major requirements substitutions.
- ❖ Review actions taken by the Registrar on Academic Review Petitions.
- ❖ Review and recommend appropriate action for student:
 - A. Grievances under College Policy 534 and Administrative Regulation 534.1.
 - B. Petitions for substitutions for institutional requirements related to graduation, major or certificate programs.
 - C. Petitions for waiver of academic regulations pertaining to probation and dismissal.
 - D. Appeals to grant graduation honors regardless of academic renewal processing.
- ❖ Review all "Request for Reconsideration of Library Materials" Petitions.

COMMITTEE COMPOSITION:

<u>Group/Position</u>	<u>Number of members:</u>
Administration	3
Full-time faculty, including one (1) counselor	4
Students, including the ASMC Student Rights Advocate	2

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS:

Faculty – Two Years
Students – One Academic Year
Others – Indefinite

MEMBERS CHOSEN/APPOINTED BY:

Faculty – Academic Senate
Students – One by ASMC appointment, one by position (Student Rights Advocate)

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Chair: Director of Admissions & Records
Executive Vice President of Academic Affairs
Dean of Student Services

EXPERIENCE REQUIREMENTS FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: No

2012/2013 MEMBERSHIP

<u>NAME</u>	<u>CONSTITUENT GROUP</u>	<u>TERM EXP.</u>
Kurt Combs	Full-Time Faculty	
Steve Crossman	Full-Time Faculty	
Frank Espy	Part-Time Faculty	
Meridith Randall	VPES	

ACADEMIC SENATE

2010/2012 PRESIDENT: John Koetzner

MEETING SCHEDULE: Once every other week for 1 hour (alternate weeks will be full-time faculty meetings); plus one 4-hour academic issues planning session each semester, as needed.

BROWN ACT: Yes

YEAR FORMED: 1976

ADVISEMENT TO: Board of Trustees

BACKGROUND:

Established under Title V, Article 2.

PURPOSE:

To provide an organized body to represent faculty on academic and professional matters in the consultation process with the governing board.

TYPICAL ACTIONS/DECISIONS:

To oversee and direct policy development and implementation of academic and professional matters including:

- ❖ Curriculum, including establishing prerequisites and placing courses within disciplines.
- ❖ Degree and certificate requirements.
- ❖ Grading policies.
- ❖ Educational program development
- ❖ Standards or policies regarding student preparation and success.
- ❖ District and college governance structures, as related to faculty roles.
- ❖ Faculty roles and involvement in accreditation process, including self-study and annual reports.
- ❖ Policies for faculty professional development activities.
- ❖ Policies for program review.
- ❖ Process for institutional planning and budget development.
- ❖ Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

COMMITTEE COMPOSITION:

Group:	Number of members:
Full-Time Faculty	7
Part-Time Faculty	2

CHAIR DESIGNATED BY COLLEGE POSITION: NO

CHAIR CHOSEN/APPOINTED BY: Nominated by the Academic Senate and confirmed by the Full-Time faculty.

TERM LENGTHS OF COMMITTEE MEMBERS:

Full-Time Faculty 2 years
 Part-Time Faculty 2 years

MEMBERS CHOSEN/APPOINTED BY:

Full-Time Faculty – nominated and elected by full-time faculty
 Part-Time Faculty – nominated and elected by MCPTFA

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: None

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: Yes

Full-Time faculty must have been employed to teach or as a counselor or librarian for at least two semesters before serving on the Academic Senate. It is recommended that the faculty member be tenured before serving on this committee.

Part-Time faculty must have been employed to teach for at least four semesters prior to their selection for the Academic Senate, and must be teaching at least three units during the academic year of their committee membership and must be a Mendocino College employee during each semester of their membership. Part-time counselors and librarians must be employed at least 8 hours per week during each semester of their membership on the Academic Senate.

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: Yes

2010 / 2012 MEMBERSHIP

<u>NAME</u>	<u>CONSTITUENT GROUP</u>	<u>TERM EXP.</u>
John Koetzner, President	Full-Time Faculty	2012
Steve Hixenbaugh, Vice President	Full-Time Faculty	2014
Leslie Saxon-West	Full-Time Faculty	2010
Jason Edington	Full-Time Faculty	2012
Reid Edelman	Full-Time Faculty	2013
Rachel Donham	Full-Time Faculty	2012
Doug Browe	Full-Time Faculty	2012
Jessica Crofoot	Part-Time Faculty	2012
Tammy Cartwright	Part-Time Faculty	2012

504 ACCESS COMMITTEE (Inactive - Per Meridith)

ACRONYM: ADA COMMITTEE

2010/2012 CHAIR: Meridith Randall (as Acting Dean of Student Services)

MEETING SCHEDULE: Once per year (minimum)

BROWN ACT: No

YEAR FORMED: 2000

ADVISEMENT TO: Dean of Student Services

BACKGROUND AND PURPOSE:

To ensure compliance with the Americans with Disabilities Act, and to provide Mendocino College students with equal access to educational opportunities, facilities, and materials.

TYPICAL ACTIONS AND DECISIONS:

1. Oversee and administer grant funds
2. Monitor compliance with the ADA on campus
3. Research and recommend new technology for ADA compliance
4. Generate and update a technology plan pertaining to students with disability access issues

COMMITTEE COMPOSITION:

Group/Position:	Number of members:
Members are included because of college positions	9

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Not specified

MEMBERS CHOSEN/APPOINTED BY: Dean of Student Services of chairman of the committee

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: All members by virtue of their involvement with providing equal access to disabled students.

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: No

2010/2012 MEMBERSHIP

NAME: _____ TITLE: _____

BOND IMPLEMENTATION PLANNING COMMITTEE

ACRONYM: BIPC

2010/2012 CHAIR: LARRY PERRYMAN, Vice President of Administrative Services

MEETING SCHEDULE: Meets bi-weekly or as needed

BROWN ACT: No

YEAR FORMED: 2006

ADVISEMENT TO: Superintendent/President

BACKGROUND:

The Bond Implementation Planning Committee (BIPC) was formed with the passage of the Measure W Bond.

PURPOSE:

To facilitate and coordinate the projects funded by the Measure W Bond

TYPICAL ACTIONS/DECISIONS:

- ❖ Oversight of bond projects
- ❖ Prioritize bond projects
- ❖ Make recommendations to Superintendent/President on bond projects

COMMITTEE COMPOSITION:

Group:	Number of members:
Superintendent/President	1
Vice President of Education and Student Services	1
Vice President of Administrative Services	1
Dean of Instruction – Ukiah	1
Dean of Instruction – Centers	1
Dean of Career and Technical Education	1
Director of Fiscal Services	1
Director of Maintenance and Operations	1
Director of Computing Services	1
Director of Facilities Planning	1
Director of Auxiliary Services	1
Head Librarian/Faculty Representative	1
At-Large Faculty Representative	1
Telecommunications Technician – Classified Representative	1
Facilities Planning Support Specialist	1

CHAIR: Vice President of Administrative Services

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS:

On-going, committee members serve by virtue of their college position, except at-large faculty representative.

MEMBERS CHOSEN/APPOINTED BY: Superintendent/President

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: All Members

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: N/A

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: None

2010 / 2012 MEMBERSHIP

Name:	Constituent Group:
Larry Perryman, Chair	Vice President of Administrative Services
Kathy Lehner	Superintendent/President
Meridith Randall	Vice President of Education & Student Services
Virginia Guleff	Dean of Instruction – Ukiah
Mark Rawitsch	Dean of Instruction – Centers
Sue Goff	Dean of Career & Technical Education
Eileen Cichocki	Director of Fiscal Services
Steve Oliveria	Director of Maintenance & Operations
Karen Christopherson	Director of Computing Services
Mike Adams	Director of Facilities Planning
John Koetzner	Head Librarian – Faculty Representative
Barbara French	At-Large Faculty Representative
John Loucks	Telecommunications Technician – Classified Rep.
Carolyn Pryor	Facilities Planning Support Specialist

CAREER & TECHNICAL EDUCATION COMMITTEE

2011/2012 CHAIR: Sue Goff, CTE Dean

MEETING SCHEDULE: Once a Semester and as needed

BROWN ACT: No

YEAR FORMED: 2000

ADVISEMENT TO: Dean of Career and Technical Education

BACKGROUND: To bring together and make more effective the career education components of the College.

PURPOSE:

- ❖ Coordination of CTE in accordance with Educational Master and Strategic Plans
- ❖ Guidance in application, planning and allocation of CTE grants (CTEA, Tech-Prep, SB-70, Career Pathways, etc.)
- ❖ Identification of professional development needs specific to CTE
- ❖ Identification of CTE marketing needs
- ❖ Strengthening of CTE partnerships (K-12, ROP, industry, community, etc.)
- ❖ Sharing and implementation of best practices in CTE

COMMITTEE COMPOSITION:

Group/Position:	Numbers of members
CTE Full-Time Faculty	at least 1 from each discipline
EMT/Paramedic Program Coordinator	1
Part-time Faculty	2
CTE Dean	1
Resources: Deans of Instruction (Ukiah and Centers)	2

CHAIR DESIGNATED BECAUSE OF COLLEGE POSITION: Yes

TERM LENGTH OF COMMITTEE MEMBERS: Not specified

MEMBERS CHOSEN/APPOINTED BY: Based on their position

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: All members have connections with Career & Technical instruction.

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: Yes

2010/2012 MEMBERSHIP

Name:

Constituent Group:

Sue Goff, Chair

Administration

Full-Time Faculty

Full-Time Faculty

Full-Time Faculty

Steve Hixenbaugh

Full-Time Faculty

Daniel Jenkins

Full-Time Faculty

Barbara French

Full-Time Faculty

Conan McKay

Full-Time Faculty

Jim Xerogeanes

Full-Time Faculty

Jen Banks

EMT/Paramedic Program

Part-Time Faculty

Part-Time Faculty

Resources:

Mark Rawitsch

Administration

Virginia Guleff

Administration

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CLASSIFIED SENATE

2011/2012 PRESIDENT: Larry Lang

MEETING SCHEDULE: Once per month, usually a Thursday, but dates vary

BROWN ACT: Yes

YEAR FORMED: 1998

ADVISEMENT TO: Board of Trustees

BACKGROUND AND PURPOSE:

The Mendocino College Senate of Classified Professionals was formed in 1998 and recognized by the Board of Trustees in July 1999. Its purpose is to represent all classified employees in non-negotiated (non-collective bargaining) issues as they pertain to permanent classified staff.

TYPICAL ACTIONS AND DECISIONS:

- ❖ Select, from the classified employees, representatives to serve on governance and college committees;
- ❖ Bring proposals forward from the classified staff to the Board of Trustees or their designees;
- ❖ Participate in the development and formulation of policy and procedures of the college, consistent with the college's philosophy, mission and goals.

COMMITTEE COMPOSITION:

Classified Governing Council
Classified voting-eligible membership

PRESIDENT IS DESIGNATED BY COLLEGE POSITION: No

PRESIDENT CHOSEN/APPOINTED BY: Vote of membership

TERM LENGTHS OF COMMITTEE MEMBERS: One year

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

2011/2012 MEMBERSHIP

NAME:	CONSTITUENT GROUP:	TERM EXP.
Larry Lang, President	Classified	2011
Dalene Nickelson, Vice President	Classified	2011
Leslie Humphrey, Treasurer	Classified	2011
Nancy Heth, Secretary	Classified	2011
Patti Gulyas, Senator	Classified	2011
Vacant, Senator	Classified	2011
Cyndi Woskow, Senator	Classified	2011
Gregory Byard, Senator	Classified	2011

CURRICULUM COMMITTEE

2010/2012 CHAIR: DEBRA POLAK – FULL-TIME FACULTY

2010/12 VICE-CHAIR: Meridith Randall – Vice President of Education and Student Services

MEETING SCHEDULE: Every 2-3 weeks or as necessary

BROWN ACT: No

YEAR FORMED: 1973

ADVISEMENT TO: Academic Senate and Board of Trustees

BACKGROUND AND PURPOSE:

To manage curriculum design, approval, implementation and revision.

The Curriculum Committee shall be responsible for reviewing recommendations in the general area of curriculum proposals and procedures and program management, making recommendations to the Superintendent/President. The Committee is responsible for conducting global planning or curriculum in order to ensure curriculum balance within/across disciplines and programs.

TYPICAL ACTIONS/DECISIONS:

Make (recommendations) decisions in the following areas:

- ❖ Proposed credit and non-credit courses
- ❖ Proposed new educational programs
- ❖ Program revisions and deletions
- ❖ Revised requirements for curriculum majors, certificates of achievement, and associate degrees
- ❖ Major changes in course outlines
- ❖ Institutional and general education requirements
- ❖ Basic skills courses
- ❖ Credit/no credit procedures
- ❖ Grading policies
- ❖ Institutional and general education requirements
- ❖ Prerequisites, corequisites and advisories
- ❖ Factors used to determine “critical thinking” and “college level” course

COMMITTEE COMPOSITION:

Group:	Number of members:
Voting:	
Full-time Faculty Chair	1
Full-time Faculty	5
Part-time Faculty	1
Administrative Vice-Chair (VPESS)	1
Student	1

Non-voting	
Articulation Officer	1
Dean of Student Services	1
Dean of Instruction	2
Director of Admissions & Records	1
Vice President of Education & Student Services	1

FACULTY CHAIR: Full-time faculty Member, designated by Academic Senate

ADMINISTRATIVE VICE-CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

SELECTION PROCESS FOR FACULTY CO-CHAIR:

1. The Vice Chair sends the list of eligible Curriculum Committee members to the Academic Senate. The Academic Senate will select the Faculty Chair from the list.
2. In the event there is no member eligible based on adopted criteria, the Academic Senate will consult with the Vice Chair and at least one past Faculty Chair or the appointment of a new Faculty Chair.
3. Faculty Chair will serve a two-year term with no term limitation
4. Faculty Chair appointment by the Academic Senate will take place in may for the following year.

CRITERIA FOR FACULTY CHAIR:

1. A full-time faculty member who has previous service of at least two (2) terms on the Curriculum Committee.
2. Experience as primary faculty member in the development of at least three (3) course proposals to Curriculum Committee during the last five years; or experience in the development of the departmental Program Review reports for at least two of the last five years.
3. Familiarity with institutional requirements for graduation, general education “requirements, pre-and co-requisites and related college regulations and procedures.
4. Familiarity and parliamentary procedures (Robert’s Rules of Order).

TERM LENGTHS OF COMMITTEE MEMBERS:

Full-time Faculty – 2 years
 Part-time Faculty – 1 year
 Student – 1 year

MEMBERS CHOSEN/APPOINTED BY:

Full-time Faculty – Academic Senate
 Part-time Faculty – Part-time Faculty Association
 Student – ASMC

Membership Appointment

Each year the Academic Senate requests volunteers for Curriculum Committee replacements. Names of faculty members are forwarded by the Academic Senate to the Curriculum Committee Faculty Chair. The Faculty Chair, in consultation with faculty members on the Curriculum

Committee, will formulate a list of recommended replacements to be forwarded to the Academic Senate for approval and final appointment.

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Vice President of Education and Student Services
Articulation Officer
Dean of Students
Dean of Instruction
Director of Admissions and Records

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: Yes

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: Yes

Full-time faculty must have been employed to teach or as a counselor or librarian for at least two semesters before serving on the Curriculum Committee. It is recommended that the faculty member be tenured before serving on this committee.

Part-time faculty must have been employed to teach for at least four semesters prior to their selection for the Curriculum Committee, and must be teaching at least three units during the academic year of their committee membership. Part-time counselors and librarians must be employed at least 8 hours per week during each semester of the membership on the Curriculum Committee. Part-time faculty are not eligible for membership on the Curriculum Committee if they are employed full-time by Mendocino College in a non-faculty position (eg. Management, classified).

2012/2013 MEMBERSHIP:

<u>Name:</u>	<u>Constituent Group:</u>	<u>Term Expires:</u>
Rebecca Montes - Chair	Full-Time Faculty	2014
Greg Hicks	Full-Time Faculty	2012
Karen Wilson	Full-Time Faculty	2013
Steve Crossman	Full-Time Faculty	2012
Tim Beck	Full-Time Faculty	2012

Non-Voting Members:

Meridith Randall	VPESS
Kurt Combs	Articulation Officer
Virginia Guleff	Dean of Instruction (Ukiah)
Vacant	Dean of Student Services
Mark Rawitsch	Dean of Instruction (Lake and Willits)
Kristie Anderson	Director of Admissions and Records
Rose Bell	Recorder

DUE PROCESS COMMITTEE - Faculty Tenure Review

2010/2012 CHAIR: Dean of Instruction

MEETING SCHEDULE: As needed

BROWN ACT: No

YEAR FORMED:

ADVISEMENT TO: Vice President of Education and Student Services

BACKGROUND AND PURPOSE:

At the beginning of each fall semester, the Academic Senate President will appoint two tenured members of the faculty and the Vice President of Education and Student Services will appoint one administrator to serve as members of the Tenure Review Due Process Panel. Panel members will select a chair.

The panel will exist to act as a hearing body in the event that a probationary faculty member, evaluation team member, or other staff member alleges that a due process complaint concerning faculty tenure review should be filed.

TYPICAL ACTIONS AND DECISIONS:

The panel will examine the complaint(s), meet with members of the evaluation team and, if appropriate, with others who are directly involved in the complaint, and confer with respective probationary faculty. The panel will not be required to conduct a "trial-type" evidentiary hearing.

The panel will, within seven working days following the filing of a complaint, render its findings and recommendations in a written report to the Vice President of Education and Student Services, with copies to the probationary faculty member and each member of the evaluation team.

COMMITTEE COMPOSITION:

Group/Position:	Number of members:
Administration	1
Faculty	2

CHAIR IS DESIGNATED BY COLLEGE POSITION: No

CHAIR IS CHOSEN/APPOINTED BY: Committee members

TERM LENGTHS OF COMMITTEE MEMBERS: One year

MEMBERS CHOSEN/APPOINTED BY:

Administrator by the VP of Education & Student Services

Faculty by the President of the Academic Senate

EXPERIENCE REQUIRMENT FOR MEMBERSHIP: Faculty must be tenured.

PART-TIME FACULTY REPRESENTATION ON THE COMMITTEE: No

2010/2012 MEMBERSHIP:

Name:

Constituent Group:

Term Expires:

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EDUCATION ACTION PLAN COMMITTEE

ACRONYM: EAP

2011/2012 CO-CHAIR: Meridith Randall, VPES

2011/2012 CO-CHAIR: John Koetzner, Academic Senate President

MEETING SCHEDULE: Fridays as scheduled

BROWN ACT: No

YEAR FORMED: 1984

ADVISEMENT TO: PBC

BACKGROUND AND PURPOSE:

To develop, monitor, and evaluate educational programs (instructional, student services, and programs created through outside funding) in accordance with the college mission, vision and strategic plan.

TYPICAL ACTIONS/RECOMMENDATIONS:

- ❖ Prepare a written summary of Part II Program Review information for presentation at PBC.
- ❖ Develop and regularly review Guidelines for Program Management
- ❖ Form Program Assessment Teams to evaluate program health
- ❖ Make recommendations regarding program health to PBC
- ❖ Determine process for development and approval of new educational program start-ups
- ❖ Assist with the development of new programs
- ❖ Assist faculty in developing action plans to strengthen programs
- ❖ Develop the EMP and perform ongoing reviews and revision to that document on a regular basis

COMMITTEE COMPOSITION:

Group:	Number of Members:
Administration	4
Full-Time Faculty	6
Part-Time Faculty	1
Classified	1
ASMC	1

CO-CHAIRS:

VP of Education and Student Services and Academic Senate President

CHAIR and CO-CHAIR DESIGNATED BY COLLEGE POSITION: Yes

CHAIR CHOSEN/APPOINTED BY: Superintendent/President

CO-CHAIR CHOSEN/APPOINTED BY: Full-Time Faculty

TERM LENGTHS OF COMMITTEE MEMBERS: Two years

MEMBERS CHOSEN/APPOINTED BY:

Full-Time Faculty: All appointed by the Academic Senate
2 from Curriculum Committee membership
2 from Academic Senate membership
1 at-large member
1 Academic Senate President

Part-Time Faculty: 1 appointed by MPFA

Classified: 1 appointed by the Classified Senate

Student: 1 appointed by ASMC

Administrators: Appointed by virtue of their positions

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Vice President of Education and Student Services

Dean of Instruction – Ukiah

Dean of Instruction – Willits & Lake Centers

Dean of Student Services

Dean of Career and Technical Education

Academic Senate President

EXPERIENCE REQUIREMENT FOR MEMBERSHIP:

Full-Time Faculty must have been employed to teach or as a counselor or librarian for at least two semesters before serving on the EAP Committee. It is recommended that the faculty member be tenured before serving on this committee.

Part-Time Faculty must have been employed to teach for at least four semesters prior to their selection for the EAP Committee, and must be teaching at least three units during the academic year of their committee membership, and must be a Mendocino College employee during each semester of their membership. Part-time counselors and librarians must be employed at least 8 hours per week during each semester of their membership on the EAP Committee.

The student representatives must be enrolled in at least six units. It is recommended that the student representative be a member of the ASMC.

The classified staff representative must be a non-probationary permanent employee. It is recommended that the classified staff representative be a member of the Classified Senate.

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: Yes

2012/2013 MEMBERSHIP:

Name:	Constituent Group:	Term Expires:
Meridith Randall	VP of Education & Student Services	N/A
Mark Rawitsch	Dean of Instruction – Lake & Willits	N/A
Sue Goff	Dean of Career & Technical Ed.	N/A
Virginia Guleff	Dean of Instruction – Ukiah	N/A
Dan Jenkins	Full-Time Faculty (At-Large)	
Karen Wilson	Full-Time Faculty – (Curriculum)	
Steve Hixenbaugh	Academic Senate – (Senate – Pres.)	
Rebecca Montes	Full-Time Faculty – (Curriculum Chair)	
Reid Edelman	Full-Time Faculty – (Senate Vice Pres.)	
Jason Edington	Full-Time Faculty – (Senate Rep.)	
Staff Assistance	Non-Voting Members	
Charles Duffy	Director of Institutional Research	N/A
Rose Bell	Administrative Assistant II	N/A

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FLEX FACULTY REVIEW COMMITTEE
(A sub-committee of the Flex Activities/Calendar Committee)

NO CHAIR

BACKGROUND AND PURPOSE:

The Flex Faculty Review Committee was established to review flex activities agreements for the faculty.

TYPICAL ACTIONS/DECISIONS:

- ❖ Review and approve flex activities agreements
- ❖ Make suggestions for revisions of flex agreements
- ❖ Take into consideration extenuating circumstances
- ❖ Notify faculty of a missed deadline to submit an agreement

COMMITTEE COMPOSITION:

Group:	Number of members:
Full-Time Faculty	3 (two from Flex Committee and 1 at-large)

CHAIR: Elected from among the membership of the committee

TERM LENGTHS OF COMMITTEE MEMBERS: 2 years

MEMBERS CHOSEN/APPOINTED BY: Academic Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: None

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: N/A

PART-TIME FACULTY REPRESENTATION ON THE COMMITTEE: No

2010/2012 MEMBERSHIP:

Name:	Constituent Group:	Term Expires:
Lynn Haggitt	Full-Time Faculty	2013
Fran Laughton	Full-Time Faculty	2013
Bob Alto	Full-Time Faculty	2013

GALLERY EXHIBITION AND SCREENING COMMITTEE

CHAIR: Paula Gray, Art Gallery Director

MEETING SCHEDULE: Several times per semester as needed

BROWN ACT: No

YEAR FORMED: 1994

ADVISEMENT TO:

BACKGROUND AND PURPOSE:

This committee was established to provide support and direction for the Gallery and to create a buffer between the Gallery instructor and the general public.

TYPICAL ACTIONS/DECISIONS:

- ❖ Establish exhibition guidelines
- ❖ Approve exhibition schedules
- ❖ Provide overall guidance and support to the Gallery Director
- ❖ Provide individual assistance to the Gallery Director as needed with different exhibits
- ❖ Advocate for gallery staffing and funding (budget meetings, program review, grant-writing)

COMMITTEE COMPOSITION:

Group:	Number of members:
Administration with close ties to gallery	1
Full-Time Faculty in the Arts	3

CHAIR DESIGNATED BY COLLEGE POSITION: Yes, Art Gallery Director

TERM LENGTHS OF COMMITTEE CHAIRS: Not specified

MEMBERS SERVING BY VIRTURE OF THEIR COLLEGE POSITIONS: Fine Arts
Instructors and Dean of Instruction – Centers

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

2010/2012 MEMBERSHIP

Name:	Constituent Group:	Term Expires:
Paula Gray, Chair	Gallery Manager, Full-Time Faculty	N/A
Leslie Saxon-West	Full-Time Faculty	N/A
Doug Browe	Full-Time Faculty	N/A
Gregory Byard	Part-Time Faculty	N/A

HEALTH BENEFIT COMMITTEE

2010/2012 CHAIR: Karen Chaty, Director of Human Resources

MEETING SCHEDULE: As needed

BROWN ACT: No

YEAR FORMED: 1984

ADVISEMENT TO:

Employee collective bargaining/meet and confer and District representatives

BACKGROUND:

This committee, comprised of employee and district representatives, was initiated to jointly review health and benefit issues and produce reports or recommendations as needed. Because the District maintains one health benefit plan, and yet each employee group has the right to collectively bargain or meet and confer on health benefits, this committee is the means through which health benefit issues and changes are discussed jointly by all parties to the health benefit program.

PURPOSE:

The HBC reviews and discusses employee health benefit issues and prepares recommendations to present to all constituencies including: MLCCCBU (Classified Staff), MCFT (Full-Time Faculty), Management, Supervisory and Confidential staff, and the District.

TYPICAL ACTIONS/DECISIONS:

- ❖ Collects and reviews data and ideas from various sources on health benefit issues
- ❖ Develops recommendations concerning these matters which are then presented to all meet and confer and collective bargaining representative groups

COMMITTEE COMPOSITION:

Group:	Number of members:
Director of Human Resources	1
VP of Administrative Services	1
MLCCCBU (Classified Staff)	1
MCFT (Full-Time Faculty)	1
Management, Supervisory, Confidential Staff	1

CHAIR: Director of Human Resources

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Not specified

MEMBERS CHOSEN/APPOINTED BY: Constituent Groups; must be on the collective bargaining team

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Director of Human Resources
VP of Administrative Services

EXPERIENCE REQUIREMENT FOR MEMBERSHIP:

Committee members should also serve on their respective collective bargaining/meet and confer team and be familiar with the Health Benefits program.

2011/12 MEMBERSHIP:

Name:	Constituent Group:	Term Expires:
Karen Chaty, Chair	Director of Human Resources	N/A
Larry Perryman	VP of Administrative Services	N/A
Cindy Chapman	M/S/C	
Roger Hock	Full-Time Faculty	
Fran Laughton	Full-Time Faculty	
Larry Lang or Kevin Morrill	Classified Staff	
Dean Vickers	Classified Staff	

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MANAGEMENT/SUPERVISORY/CONFIDENTIAL

201/2012 PRESIDENT: Sue Goff

MEETING SCHEDULE: Once every four weeks (approx.) and as needed

BROWN ACT: No

YEAR FORMED: 1991

ADVISEMENT TO: Superintendent/President

BACKGROUND:

Formed to represent Management/Supervisory/Confidential Staff

PURPOSE:

To review general college issues, reports and updates.

TYPICAL ACTIONS/DECISIONS:

Her reports from President's Policy Advisory Committee (PPAC), Planning & Budgeting Committee (PBC), Bond Implementation Planning Committee (BIPC), Strategic Plan Taskforce and other committees; share information from all departments, and hear about position openings and new hires.

COMMITTEE COMPOSITION:

Dependent on number of management, supervisory, and confidential staff

CHAIR: Elected from the Management/Supervisory/Confidential Group

CHAIR DESIGNATED BY COLLEGE POSITION: No

TERM LENGTHS OF COMMITTEE MEMBERS: One year

MEMBERS CHOSEN/APPOINTED BY:

According to position classification

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: Yes

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

MANAGEMENT/SUPERVISORY/CONFIDENTIAL GROUP:

2010/2012 MEMBERSHIP:

Name:	Constituent Group:	Term Expires:
Sue Goff	President	2012

Virginia Guleff
Eileen Cichocki

Vice President
Treasurer

2012
Standing

PLANNING AND BUDGETING COMMITTEE

Acronym: PBC

2010/12 CHAIR: Kathy Lehner, Superintendent/President

MEETING SCHEDULE: Every 3-4 weeks during academic year

BROWN ACT: No

YEAR FORMED: 2008

ADVISEMENT TO: Superintendent/President

BACKGROUND AND PURPOSE:

The Planning and Budgeting Committee combines and replaced the former IMPSC (Institutional Master Plan Steering Committee) and the BPC/BRC (Budget Planning Committee, later replaced by the Budget Review Committee).

TYPICAL ACTIONS/DECISIONS:

- ❖ Receive recommendations/updates from planning committees.
- ❖ Review planning committees work
- ❖ Assures information is available to appropriate groups/constituents
- ❖ Prioritize staffing requests
- ❖ Recommend action on personnel issues such as reorganization, replacement, hiring
- ❖ Produces and recommends a Strategic Master Plan to the Superintendent/President for adoption by the Board of Trustees

COMMITTEE COMPOSITION:

Core Members:

Superintendent/President
VP of Education & Student Services
VP of Administrative Services
Academic Senate President
Academic Senate Vice President
Classified Senate President
Classified Senate Vice President

Resource Members:

Dean of Instruction-Ukiah
Dean of Instruction-Centers
Dean of Career & Tech Ed.
Dean of Student Services
Director of Inst. Research
Director of Fiscal Services
Director of Human Resources
Director of Maintenance & Op.
Director of Computing Services

CHAIR: Superintendent/President

CHAIR DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS:

While serving as officers of employee groups or employed in specified positions.

MEMBERS CHOSEN/APPOINTED BY: Employment position

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: All

EXPERIENCE REQUIREMENTS FOR MEMBERSHIP: N/A

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: Through Academic Senate

2010/2012 MEMBERSHIP

Name:	Constituent Group:
Kathy Lehner	Superintendent/President
Meridith Randall	VP Education & Student Services
Larry Perryman	VP of Administrative Services
John Koetzner	Academic Senate President
Steve Hixenbaugh	Academic Senate Vice President
Larry Lang	Classified Senate President
Dalene Nickelson	Classified Senate Vice President
Mark Rawitsch	Dean of Instruction
Virginia Guleff	Dean of Instruction
Sue Goff	Dean of Career & Technical Education
Charlie Duffy	Director of Institutional Research
Eileen Cichocki	Director of Fiscal Services
Steve Oliveria	Director of Maintenance & Operations
Karen Chaty	Director of Human Resources
Karen Christopherson	Director of Computing Services

POINT ARENA FIELD STATION MANAGEMENT COMMITTEE

CHAIR: Alan West

MEETING SCHEDULE: As Needed

BROWN ACT: No

YEAR FORMED: 2003

ADVISEMENT TO: Vice President of Education & Student Services and the Facility Use Committee

BACKGROUND AND PURPOSE:

The committee is designed to oversee the management and operation of the Point Arena field station (PAFS) in accordance with the Board Policy 705.

TYPICAL ACTIONS AND DECISIONS:

- ❖ Revise the use guidelines for the PAFS
- ❖ Develop a dynamic website for PAFS
- ❖ Develop strategies to raise awareness of the PAFS
- ❖ Develop a display area in the new science building to highlight activities at the PAFS
- ❖ Revise any policies and regulations relating to the PAFS
- ❖ Revise fee schedule for the use of the PAFS
- ❖ Study revenue generation strategies
- ❖ Develop a comprehensive marketing plan for the PAFS
- ❖ Administer the PAFS budget
- ❖ Develop a schedule for routine maintenance and cleaning the field station
- ❖ Write the biannual report that is submitted to the United States government
- ❖ Evaluate and approve/disapprove use requests for the PAFS

COMMITTEE POSITION:

Group:	Number of members:
Full-time Science Faculty, Chair	1
Dean of Instruction	1
Director of Maintenance & Operations	1
Full-time Science faculty	3
Full-time faculty	1
Classified employee from the Science Department	1

CHAIR: Full-time Science Faculty who teaches Field classes at PAFS

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Three years

MEMBERS CHOSEN/SPPOINTED BY: One full-time faculty chosen by Academic Senate, classified member to be selected by the Classified Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Chair
Dean of Instruction
Director of Maintenance & Operations
Full-Time Professor's of Science

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: None

2010/2012 MEMBERSHIP

Name:	Constituent Group:	Term Exp:
Alan West - Chair	Full-time Science Faculty	N/A
Virginia Guleff	Dean of Instruction	N/A
Steve Cardimona	Full-Time Faculty	N/A
Sue Blundell	Full-Time Faculty	2012
Rachel Donham	Full-Time Faculty	2014
Leslie Saxon-West	Full-Time Faculty	2014
Dean Vickers	Classified Staff	2013
Steve Oliveria	Director of Maintenance & Operations	

Acronym: PPAC

2011/2012 CHAIR: Kathy Lehner, Superintendent/President

MEETING SCHEDULE: Monthly

BROWN ACT: No

YEAR FORMED: 1989

ADVISEMENT TO: Superintendent/President

BACKGROUND:

President's Advisory Council (PAC) was formed as part of the participatory governance structure in response to AB 1725. The name was changed to President's Policy Advisory Committee (PPAC) in 2007 to better clarify this committee's role.

PURPOSE:

1. Review and make recommendations to the Superintendent/President on all college-wide policy proposals.
2. Provide a forum for all constituent groups to share and receive information.
3. Communication to all groups.

TYPICAL ACTIONS/DECISIONS: PPAC reviews Board Policies and Administrative Procedures (new and/or revised) with a minimum of two readings per policy. Following a first introduction to the proposed policy or policy revisions, PPAC members take proposed revisions to constituent groups for comments. PPAC members bring back comments to a second PPAC meeting and make recommendations for revisions to the Superintendent/President. The Superintendent/President takes recommendations into consideration and then forwards new or revised board policies to the Board of Trustees. Administrative Procedures are finalized by the Superintendent/President following the recommendation by PPAC members.

(Note: Administrative Procedures do not go to the Board for approval.)

PPAC also reviews the Academic Calendar using the same method.

COMMITTEE COMPOSITION:

Group:	Number of members:
ASMC (President and Student Trustee)	2
Classified (Appointed by Classified Senate)	2
Faculty (President and Vice President)	2
Management/Confidential (President and Vice President)	2

CHAIR: Superintendent/President

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS:

Students – 1 year

Classified – term of appointment from Classified Senate (1 – 2 years)

Faculty – Academic Senate terms of office as President and Vice President

Administration – M/S/C terms of office as President and Vice President

MEMBERS CHOSEN BY: Constituent groups

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

All except Classified

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: NA

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: None

2011/2012 MEMBERSHIP

Name:

Constituent Group/Position:

Kathy Lehner, Chair

Superintendent/President

Anastasia Simpson-Logg

Classified Representative

Kevin Morrill

Classified Representative

John Koetzner

Academic Senate President

Steve Hixenbaugh

Academic Senate President

Sue Goff

M/S/C President

Virginia Guleff

M/S/C Vice-President

Morgan Shippey

ASMC President

Jacob McGrew

ASMC Vice-President

2010/12 CHAIR: Karen Chaty, Director of Human Resources

MEETING SCHEDULE: As needed

BROWN ACT: No

YEAR FORMED: 2005/06

ADVISEMENT TO: Superintendent/President

BACKGROUND:

This committee was established to discuss training needs on a district-wide basis.

PURPOSE:

The committee assesses the professional development needs of District employees and recommend to the Superintendent/President training activities to support those needs.

TYPICAL ACTIONS/DECISIONS: Recommends training activities

COMMITTEE COMPOSITION:

Group:	Number of members:
Administration, Director of Human Resources and Vice-President of Education & Student Services	2
Full-time Faculty, Academic Senate President or designee	1
Classified Staff, Senate President or designee	1
Other Library or technology staff	1
Others by invitation	1 – 2

CHAIR: Director of Personnel Services

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Not specified

MEMBERS CHOSEN/APPOINTED BY: By position

MEMBERS SERVINGS BY VIRTUE OF THEIR COLLEGE POSITIONS: 4

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

2010/12 MEMBERSHIP

Name:	Constituent Group:	Term expires:
Karen Chaty, Chair	Director of Human Resources	N/A
Meridith Randall	VP – Education & Student Services	N/A
John Koetzner	Academic Senate President	N/A
Larry Lang	Classified Senate President	N/A

SAFETY COMMITTEE

2010/2012 CHAIR: Steve Oliveria, Director of Maintenance & Operations

MEETING SCHEDULE: Quarterly, as required by Mendocino College policy

BROWN ACT: No

YEAR FORMED:

ADVISEMENT TO: Director of Maintenance and Operations

BACKGROUND: Committee required by law.

PURPOSE: The committee is to review safety issues, accidents, and address all areas of safety on campus.

TYPICAL ACTIONS/DECISIONS:

- ❖ Review reported injuries occurring on campus and provide recommendations for mitigation
- ❖ Review annual safety audit
- ❖ Prioritize responses of audit and set objectives

COMMITTEE COMPOSITION:

Group:	Number of members:
Administration	3
Classified	4
Faculty	3
Students	1

CHAIR: Director of Maintenance and Operations

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Not specified

MEMBERS CHOSEN/APPOINTED BY:

Faculty – Academic Senate
Classified – Classified Senate
Student – ASMC

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITION:

Chair, Director of Maintenance and Operations

EXPERIENCE REQUIREMENTS FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: No

2010/2012 MEMBERSHIP:

Name:

Constituent Group:

Term expires:

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STAFFING COMMITTEE

ACRONYM: None

2010/2012 CHAIR:

MEETING SCHEDULE: Varies as needed

BROWN ACT: No

YEAR FORMED: 2008

ADVISEMENT TO: Planning and Budgeting Committee (PBC)

BACKGROUND AND PURPOSE:

The Staffing Committee was formed to review and analyze the human resource needs of Mendocino College. The Committee makes recommendations to PBC concerning the following: Program Review requests for new staffing, filling vacant positions. The goal of this Committee is to recommend the most efficient and effective use of human resources that best carries out the District's mission, vision, values, strategic goals and objectives.

TYPICAL ACTIONS/DECISIONS:

- ❖ Review all Staffing Forms for replacement of vacant positions, including those funded with categorical monies. Consider reorganization of programs and positions as vacancies occur.
- ❖ Review and recommends the hiring of temporary, leave replacement faculty or interim managers.
- ❖ Evaluate staffing requests for alignment with and potential fulfillment of District strategic goals and objectives.
- ❖ Review all Program Review documents and requests for new staff positions, including those positions to be funded with categorical monies.
- ❖ Prepare a written summary of all new staffing requests from Program Review.
- ❖ Develop a system of prioritization that supports and accomplishes District goals and objectives, keeping in mind that at times, the restructuring of a department may be more advantageous than simply filling a vacant position or hiring a new staff member.
- ❖ Discuss and evaluate all staffing requests.
- ❖ Prioritize and rank staffing requests. The number of requests ranked may depend upon budgetary considerations, and/or other criteria established by PBC on an annual basis.
- ❖ Prepare a written recommendation of prioritized staffing needs for presentation to PBC. This recommendation may be requested to be organized by "clusters," indicating the positions necessary to fulfill a particular goal or objective.
- ❖ Engage in discussions with PBC, as requested, to explain the priorities recommended.

COMMITTEE COMPOSITION:

Employee Group:

Number of Members:

Voting Members:

Faculty (Full and/or Part-Time)

5

Management/Supervisory/Confidential	4
Classified Staff	2
Total Number of Voting Members	11
Resource Members (Non-Voting):	
Director of Institutional Research	
Director of Human Resources	

CHAIR DESIGNATED BY COLLEGE POSITION: No

The Committee Chair may be a member of any of the employee groups and will be included in the count of participants from his/her respective employee group (see “Number of Members” above).

CHAIR CHOSEN/APPOINTED BY: Superintendent/President

MEMBERS CHOSEN/APPOINTED BY:

- Committee Chair: Appointed BY S/P
- Faculty: Appointed by Academic Senate
- Management/Supervisory/Confidential: Appointed by M/S/C Group
- Classified Staff: Appointed by Classified Senate

TERM LENGTH OF COMMITTEE MEMBERS: 3 Years (staggered)

EXPERIENCE/KNOWLEDGE REQUIREMENTS FOR MEMBERSHIP:

- ❖ Minimum of three years employment with the District
- ❖ Knowledge of District mission, vision, values, goals, and objectives
- ❖ Demonstrated ability to think “institutionally”

2012/2013 MEMBERSHIP:

Name:	Constituent Group:	Term Expires:
Debra Polak	Full-Time Faculty	
Cindy Chapman	M/S/C	2012
Pat Thygesen	M/S/C	2013
Steve Oliveria	M/S/C	2014
Dean Vickers	Classified	2013
Barbara Nobles	Classified	2014
Karen Chaty & Charlie Duffy, non-voting support staff		N/A

STUDENT LEARNING OUTCOMES TEAM

Acronym: SLOT

2010/2012 CHAIR: Jaime Cechin

MEETING SCHEDULE: Monthly

BROWN ACT: No

YEAR FORMED: 2003

ADVISEMENT TO: Vice President of Academic Affairs

BACKGROUND:

Educational institutions across the country area being held more accountable than in the past, and as a college, we must demonstrate and document a shift from being a teaching oriented institution to being a learning oriented institution.

PURPOSE:

To respond to new accreditation standards, particularly those concerning the development and assessment of student learning outcomes (SLO's), to engage in dialogue about Mendocino College's assessment efforts, to document and guide the establishment of institutional, program, and course level SLO's.

TYPICAL ACTIONS AND DECISIONS:

- ❖ Work with faculty to define SLO's at institutional, program, and course levels
- ❖ Identify assessment tools for measuring SLO's
- ❖ Close the feedback loop and use assessment results to improve student learning
- ❖ Assist faculty in reviewing course outlines and syllabi for inclusion of SLO's
- ❖ Hold workshops to educated faculty on accreditation standards and SLO's

COMMITTEE COMPOSITION:

Group/Position:	Number of members:
Administration	5
Full-Time Faculty	5
Part-Time Faculty	1
Students	1

CHAIR IS DESIGNATED BY COLLEGE POSITION: No

CO-CHAIR IS DESIGNATED BY COLLEGE POSITION: No

Members serving by virtue of their college positions: Vice President of Academic Affairs

Director of Institutional Research

Dean of Instruction – Ukiah

Dean of Instruction – Willits & Lake Centers

Dean of Student Services

TERM LENGTHS OF COMMITTEE MEMBERS: Two years for faculty members

MEMBERS CHOSEN/APPOINTED BY:

Full-Time Faculty – Academic Senate

Part-Time Faculty – MPFA (Mendocino College Part-Time Faculty Assn.)

Student – Associated Students

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

2012/2013 MEMBERSHIP:

Name:	Constituent Group:	Term Expires:
Charles Duffy	Dir. of Institutional Res.	N/A
Meridith Randall	VPESS	N/A
Virginia Guleff	Dean of Instruction	N/A
Mark Rawitsch	Dean of Instruction	N/A
Vacant	Dean of Student Services	N/A
Jaime Cechin, Co-Chair	Full-Time Faculty	
Dan Jenkins, Co-Chair	Full-Time Faculty	
Julie Finnegan	Full-Time Faculty	
John Koetzner	Full-Time Faculty	
Aeron Ives	Full-Time Faculty	
Vacant	Part-Time Faculty	N/A
Vacant	Student	N/A

MENDOCINO COLLEGE ALUMNI COMMITTEE
ON HOLD

Acronym: None

2010/2012 CHAIR: Dean of Student Services

MEETING/SCHULE: 2 meetings per year

BROWN ACT: No

YEAR FORMED: 2003

ADVISEMENT TO: Alumni

BACKGROUND:

To create a communication link between Mendocino College and its graduates

PURPOSE:

To keep in contact with Mendocino College Alumni

TYPICAL ACTIONS/DECISIONS:

Alumni Events

COMMITTEE COMPOSITION:

Group:	Number of Members:
Administration	2
Faculty	3
Alumni	2

CHAIR IS DESIGNATED BY COLLEGE POSITION: No

TERM LENGTHS OF COMMITTEE MEMBERS: To be determined

MEMBERS CHOSEN/APPOINTED BY:

Faculty – Academic Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: None

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: Yes

Alumni must be graduates of Mendocino College

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: No

2010/2012 MEMBERSHIP:

Name:	Constituent Group/Position:	Term Expires:
Meridith Randall	Interim Dean of Student Services	
Vacant	Full-Time Faculty	
Candie Dickinson	Full-Time Faculty	
Vacant	Full-Time Faculty	

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DISTANCE EDUCATION ADVISORY COMMITTEE

2011/2012 CHAIR: Vivian Varela

MEETING SCHEDULE: Monthly

BROWN ACT: No

YEAR FORMED: Fall 1994

ADVISEMENT TO: Curriculum Committee

BACKGROUND:

As the college moved into the realm of interactive distance learning and telecommunications, there was a need to share information, resources and ideas among interested parties.

PURPOSE:

Provide an opportunity to share information, perspectives and resources (both financial and community partnerships) among faculty and staff with an interest in the field of interactive distance learning. To help coordinate activities and initiatives related to interactive distance learning.

TYPICAL ACTIONS/DECISIONS:

- ❖ Provide progress reports on current and developing projects
- ❖ Hear reports on potential grant sources, partnership opportunities and related project initiatives
- ❖ Share ideas, insights and creative inspirations
- ❖ Review Distance Education class proposals

COMMITTEE COMPOSITION:

Group:	Number of members:
Administrator for Distance Ed	1
Full-Time Faculty	3
Part-Time Faculty	1
Counselor	1
Dean of Student Services	
Director of Admissions & Records	
Dean of Instruction, Willits & Lake Centers	
Classified	1

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

MEMBERS CHOSEN/APPOINTED BY: Chair/Academic Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Dean of Student Services, Director of Admissions, Dean of Instruction – Ukiah, CTE Dean, and Director of IT

PART-TIME FACULTY REPRESENTATION ON COMMITTEE: Yes

2011/2012 MEMBERSHIP

Name:	Constituent Group:	Term Expires:
Vivian Varela, Chair	Full-Time Faculty	N/A
Kathlyne Adams	Part-Time Faculty	2012
Kristie Anderson	Director of Admissions and Records	
David Bushway	Library Automation Technician	
Candie Dickinson	Full-Time faculty, Counselor	2013
Toni Fort	Classified Staff	
Sue Goff	CTE Dean	
Roger Hock	Full-Time Faculty	2013
Dan Jenkins	Full-Time Faculty	2013
Conan McKay	Full-Time Faculty	2013
Meridith Randall	VPESS	
Bart Rawlinson	Full-Time Faculty	2013

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FACULTY OFFICE SPACE COMMITTEE

Acronym: OFFCOMM

CHAIR: Alan West

MEETING SCHEDULE: As needed

BROWN ACT: No

YEAR FORMED: 1999

ADVISEMENT TO: This committee is a sub-committee of the Academic Senate

BACKGROUND AND PURPOSE:

The Office Space Committee was formed to assign, monitor, and solve problems related to office space for full-time and part-time faculty.

TYPICAL ACTIONS AND DECISIONS:

- ❖ Monitor and make recommendations to the Academic Senate regarding the assignment and use of office space that is under the Senate's jurisdiction for full-time faculty.
- ❖ Monitor and make recommendations to the Academic Senate regarding the resource offices for part-time faculty.
- ❖ Designate appropriate space for part-time faculty to hold office hours with students.
- ❖ Recommend to the District additions and improvements to existing faculty office space.

COMMITTEE COMPOSITION:

Group/Position:	Number of members:
Full-Time Faculty	4
Part-Time Faculty	0

CHAIR IS DESIGNATED BY COLLEGE POSITION: No

CHAIR CHOSEN/APPOINTED BY: OFFCOM

TERM LENGTHS OF COMMITTEE MEMBERS: Two years

MEMBERS CHOSEN/APPOINTED BY: Academic Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: None

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: No

2010/2012 MEMBERSHIP:

Name	Constituent Group/Position	Term Expires
Alan West, Chair	Full-Time Faculty	2013
Greg Hicks	Full-Time Faculty	2012

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FACULTY PROFESSIONAL DEVELOPMENT LEAVE

2011/2012 CHAIR: Meridith Randall, VPES

MEETING SCHEDULE: As needed

BROWN ACT: NO

YEAR FORMED: Unknown

ADVISEMENT TO: Superintendent/President

BACKGROUND:

Provide faculty the opportunity to improve their individual effectiveness in the college consistent with the District philosophy, purpose, goals, and objectives.

PURPOSE:

To recommend the number and individuals who will receive Professional Development Leave for the next academic year and accept final reports after the leave is completed.

TYPICAL ACTIONS/DECISIONS: (See purpose)

COMMITTEE COMPOSITION:

Group:	Number of members:
Administration	1
Full-Time Faculty	3

CHAIR: Vice President of Education and Student Services

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Three years

MEMBERS CHOSEN/APPOINTED BY: Academic Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITION: Chair

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: Must be a tenured faculty member and not currently applying for leave.

2012/2013 MEMBERSHIP

Name:	Constituent Group:	Term Expires:
Meridith Randall, Chair	VPES	N/A
Catherine Indermill	Full-Time Faculty	
Leslie Saxon-West	Full-Time Faculty	
Jean Stirling	Full-Time Faculty	

OUTREACH AND MARKETING ADVISORY COMMITTEE

2011/2012 CHAIR: Vice-President of Education and Student Services

MEETING SCHEDULE: Monthly

BROWN ACT: No

YEAR FORMED: 1990

ADVISEMENT TO: Vice-President of Education and Student Services

BACKGROUND:

The committee was formed to advise the Director of Public Information and Marketing (or other administrator overseeing marketing) concerning priorities for institutional marketing and communications, to coordinate resources and to improve communication among the various constituencies conducting, requesting, or affected by the outcomes of various institutional marketing activities of the District.

PURPOSE:

To promote the use and understanding of marketing and other outreach as one of several components contributing to achieving District goals and objectives.

GOAL:

To assist the Director of Public Information and Marketing (or other administrator) in the definition and prioritization of marketing and communication activities appropriate to achieving District goals and objectives.

TYPICAL ACTIONS/DECISIONS:

- ❖ Assist in the setting of priorities of marketing and communication activities on an annual basis
- ❖ Review and explain marketing and communication activities to the respective constituencies represented by the membership of the committee
- ❖ Review institutional research data and District demographics as a basis for decision making
- ❖ Discuss allocation of marketing budget
- ❖ Develop marketing plan

COMMITTEE COMPOSITION: Number of members: Administration (Vice-President of Education and Student Services, Deans of Instruction for Ukiah and Centers, CAMP Director, MESA Director, ESL Faculty member, Graphics Assistant, 2 Faculty, Classified 1

Group:	Number of Members:
Administration (VP-Education & Student Services, Deans)	4
Faculty	1
Classified	1

CHAIR: Vice-President of Education and Student Services

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS:

Faculty – Two years

Classified – Two years

Others – Permanent

MEMBERS CHOSEN/APPOINTED BY:

Faculty – Academic Senate

Classified – Classified Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Chair: Vice President of Education and Student Services

Dean of Instruction – Ukiah Campus

Dean of Instruction – Centers

Director of Institutional Research

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: At option of Academic Senate

2012/2013 MEMBERSHIP

<u>Name</u>	<u>Constituent Group:</u>	<u>Term Expires:</u>
Vivian Varela	Full-Time Faculty	
Jean Stirling	Full-Time Faculty	
Steve Crossman	Full-Time Faculty	
Candie Dickinson	Full-Time Faculty	
Eric Stadnik	Full-Time Faculty	
Steve Cardimona	Full-Time Faculty	

MATRICULATION COMMITTEE

CHAIR: Dean of Student Services

YEAR FORMED: 1989

MEETING SCHEDULE: Generally quarterly through the academic year or as needed

BROWN ACT: No

ADVISEMENT TO: Matriculation Coordinator/Vice-President of Education and Student Services

BACKGROUND:

The committee was formed as required under Title V, Matriculation Regulations

PURPOSE:

As required under Title V, Matriculation Regulations, Sections 51023 et seq., "The College's Matriculation Plan shall be developed through consultation with representatives of the Academic Senate, students, and staff with appropriate expertise, pursuant to sections 51023 et. Seq."

TYPICAL ACTIONS/DECISIONS:

- ❖ Annual review/formulation of the college's Matriculation Plan
- ❖ Review/recommend utilization of the college's Matriculation discretionary income (categorical funds).
- ❖ Determine use/approval of locally developed assessment instruments
- ❖ Provide continuous input and review for the individual components of the Matriculation Plan

COMMITTEE COMPOSITION:

Group:	Number of Students:
Faculty	5
Classified	1
Administration	1
Student	1
Ex officio	2

CHAIR:

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

CHAIR CHOSEN/APPOINTED BY: The person who administers the Matriculation Grant serves as the chair of this committee

TERM LENGTHS OF COMMITTEE MEMBERS: Not specified

MEMBERS CHOSEN/APPOINTED BY: Constituent groups

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: All members are somehow involved in the matriculation process: admissions, assessment, orientation, counseling, research, and student follow-up.

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: No

2010/2012 MEMBERSHIP:

Name

Group/Position

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MATRICULATION ASSESSMENT SUB-COMMITTEE

2010/2012 CHAIR: Margaret Sanchez

MEETING SCHEDULE: As needed

BROWN ACT: No

YEAR FORMED: 1997/98

ADVISEMENT TO: Matriculation Committee

BACKGROUND AND PURPOSE:

This sub-committee reviews assessment issues and makes recommendations to the Matriculation Committee.

TYPICAL ACTIONS AND DECISIONS:

- ❖ Review assessment information
- ❖ Consider assessment issues including selection of placement tests, determination of appropriate cut scores, etc.
- ❖ Make recommendations to the Matriculation Committee

COMMITTEE COMPOSITION:

<u>Group/Position</u>	<u>Number of members</u>
Research Office and/or Dean	1 or 2
Full-time English Faculty	1 or 2
Full-time Math Faculty	1 or 2
Computing Services Representative	1
Chair, Director of the Learning Center	1

Members typically also serve on the Matriculation Committee with the exception of the Computing Services Representative.

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Not specified

MEMBERS CHOSEN/APPOINTED BY: Matriculation Assessment Sub-Committee Chair

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: All members whose positions are most directly involved in decisions regarding placement tests.

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

PART-TIME FACULTY REPRESENTATION ON THIS COMMITTEE: No

2010/2012 MEMBERSHIP

Name:

Constituent Group:

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FACILITIES COMMITTEE
(Formerly known as the Physical Resources Master Plan Committee)

CHAIR: Director of Facility Services

YEAR FORMED: 1992

MEETING SCHEDULE: Meets as needed. Meetings to be limited to 1 hour in duration.

BROWN ACT: No

ADVISEMENT TO: Planning and Budgeting Committee (PBC)

BACKGROUND:

Committee was formed as a part of the master planning process developed in response to the 1989 accreditation.

PURPOSE:

Its purpose is to ensure that facilities planning is responsive to the educational programs/needs within the District.

TYPICAL ACTIONS/DECISIONS:

Annually reviews the Five-Year Plan for Capital Outlay and the Facilities Master Plan and recommends to the PBC. Reviews facility needs throughout the District. Seeks input for utilization of space. Review projects for facility impacts.

COMMITTEE COMPOSITION:

Group:	Number of members:
Faculty	1
Classified	1
Dean of Instruction	1
Dean of Students	1
Student	1
Bond Project Manager	1
Chair (Director of Maintenance and Operations)	1

TECHNOLOGY COMMITTEE

2011/2012 CHAIR: Karen Christopherson

MEETING SCHEDULE: As needed during the academic year

BROWN ACT: No

YEAR FORMED: 1996

ADVISEMENT TO: Planning committee which reports to VPs and Deans and PBC

BACKGROUND AND PURPOSE:

Originally formed to provide technology planning in the areas of instructional laboratories and faculty education; however, in 2011-2012; the scope will be changing to include administrative computing planning as well.

TYPICAL ACTIONS AND DECISIONS: Makes (recommendations) decisions in the following areas:

- ❖ Implement the District Technology Plan
- ❖ Faculty and staff computer replacement schedules
- ❖ Computer lab replacement schedules
- ❖ Software in administrative and instructional programs
- ❖ Grant and Bond initiatives

COMMITTEE COMPOSITION:

Group/Position:	Number of members
Members are included because of job duties	8

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Not specified for many members because their membership is determined by their job duties.

MEMBERS CHOSEN/APPOINTED BY: Chairperson of the committee; Academic Senate for faculty.

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: All members

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: Job duties in technology or faculty with an interest to be appointed by Academic Senate

2010/2012 MEMBERSHIP:

Name	Constituent Group:
Karen Christopherson, Chair	M/S/C
Meridith Randall	M/S/C
Sue Goff	M/S/C

Eric Stadnik
Jeffery Bergamini
John Koetzner
Doug Browe
Deborah White
Aeron Ives
Tim Todd
David Bushway
Kevin Burtress
Steve Frick
Lois O'Rouke

Full-Time Faculty
Full-Time Faculty
Head Librarian
Full-Time Faculty
Full-Time Faculty
Full-Time Faculty
Classified Staff
Classified Staff
Classified Staff
Classified Staff
Classified Staff

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ENROLLMENT MANAGEMENT COMMITTEE

2010/2012 CHAIR: Meridith Randall

YEAR FORMED: 2009

MEETING SCHEDULE: Mondays at 4:00 p.m. or as needed

BROWN ACT: No

ADVISEMENT TO: Instructional Administrators

BACKGROUND:

This committee was revived in response to State directives on schedule prioritization and discusses general scheduling priorities in light of legislation, budgets, etc.

PURPOSE:

To develop guidelines for schedule development in Ukiah and the Centers, and develop a framework for faculty involvement in decisions about scheduling. The committee also intends to research the impacts of scheduling choices.

TYPICAL ACTIONS/DECISIONS:

- ❖ Recommends scheduling priorities and other enrollment strategies

COMMITTEE COMPOSITION:

Group:	Number of members:
Instructional Administration	4
Full-Time Faculty	6
Director of Instructional Research	1

CHAIR: Vice President of Education and Student Services

TERM LENGTHS OF COMMITTEE MEMBERS: Not Specified

MEMBERS CHOSEN/APPOINTED BY: Position or Academic Senate

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS: 5

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

2012/2013 MEMBERSHIP:

Name:	Constituent Group:	Term Exp.
Meridith Randall, Chair	VPESS	
Mark Rawitsch	Dean of Instruction, Centers	
Virginia Guleff	Dean of Instruction	
Sue Goff	Dean of CTE	
Candie Dickinson	Full-Time Faculty	

Roger Hock
Conan McKay
Vivian Varela
Les Pfutzenreuter
Marcus Frederickson
Catherine McKay

Full-Time Faculty
Full-Time Faculty
Full-Time Faculty
Full-Time Faculty
Full-Time Faculty
Part-Time Faculty

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SCHOLARSHIP COMMITTEE

2010/2012 CHAIR: Dean of Student Services

MEETING SCHEDULE: Several meetings during the month of March

BROWN ACT: No

YEAR FORMED: 1999

ADVISEMENT TO: Dean of Student Services

BACKGROUND AND PURPOSE:

The committee was formed to coordinate the scholarships donated to the students of Mendocino College and to give donors way to have scholarship recipients chosen by a standing committee familiar with the screening process. Members of the committee meet to match scholarship applicants with donor criteria.

TYPICAL ACTIONS AND DECISIONS:

The committee screens, matches, and chooses scholarship recipients based on the donor's established criteria.

COMMITTEE COMPOSITION:

Group/Position:	Number of members:
Administration	1
Classified	1
Faculty	1
Student	1

CHAIR IS DESIGNATED BY COLLEGE POSITION: Yes

TERM LENGTHS OF COMMITTEE MEMBERS: Not Specified

MEMBERS CHOSEN/APPOINTED BY: Dean of Student Services, from those recommended by constituent groups.

MEMBERS SERVING BY VIRTUE OF THEIR COLLEGE POSITIONS:

Chair, Dean of Student Services

EXPERIENCE REQUIREMENT FOR MEMBERSHIP: None

2010/2012 MEMBERSHIP:

Name:	Constituent Group:	Term Exp.
Admin Asst. to Dean	Dean of Student Services	
	Classified	
	Full-Time Faculty	
	Full-Time Faculty	

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