

Evergreen Valley College

Shared Governance
Decision Making Handbook

(Updated March 12, 2012)

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Evergreen Valley College

President's Message

Evergreen Valley College is first and foremost an institution of higher learning. As one of the colleges in the San José/Evergreen Community College District, the College offers educational opportunities and support services to a diverse and growing population in San José, California.

The educational mission of the College is the first principle from which all activities of the institution and its organization derive. Decisions, priorities and activities are undertaken and are evaluated in relationship to their direct or indirect educational benefit for students and the community.

The College is a unique environment. It is a professional environment in character because of the pre-eminence within the institution of the teaching and learning process. The College community includes professors, administrators, professionals and members of the technical and clerical staff and students. The roles and perspectives of all members of the College community are represented in the operation of the institution. Collegiality is valued at Evergreen Valley College and is expressed in a participative, quadripartite mode of decision making. The College's general councils, standing committees, task forces committees and ad hoc committees are representative of all four segments of the College community (administration, faculty, classified staff and students) and their deliberations are open.

Evergreen Valley College takes pride in its system of collaborative decision making; since this process both ensures that decisions are well informed and supports the institution's respect for the diverse perspectives of its members.

College Mission Statement

With equity, opportunity and social justice as our guiding principles, Evergreen Valley College's mission is to empower and prepare students from diverse backgrounds to succeed academically and to be civically responsible global citizens.

Approved by College Council: April 26, 2010

Approved by Board of Trustees: May 11, 2010

Integrated Planning Directions

Organizational Transformation

- Vision: Create a trusting environment where everyone is valued and empowered.

Student Centered

- Vision: Provide access to quality and efficient programs and services to ensure student success.

Community Engagement

- Vision: Transform college image and enhance Partnerships with community, business, and educational institutions.

Decision Making Process

The decision making process is one that provides for information and recommendations to flow from the individual standing committees and other recognized groups through the College Council to the President of the College. The following pages provide brief descriptions of the Governance Councils and Standing Committees including the purpose, membership, and meeting times.

Each committee makes recommendations, and forwards those recommendations to the College Council for review. Recommendations are then forwarded to the College President, with the exception of awarding funds through the Staff Development Committee and decisions of the Curriculum Committee, which recommends to the Academic Senate.

All committee Chairs shall insure that a written record of all meetings are made available to the campus community. The Shared Governance Committee Chairs are responsible to report to the College Council their committee recommendations. All Chairs (or his/her designee) are required to report once a year to the College Council on their work as it relates to the Major Strategic Planning Directions.

- Community partnerships and services
- Fostering trust through mutual respect

Shared Governance

Title V:

Title V of the California Code of Regulations, which implements the legislature's intent in passing AB 1725, established relationships among the constituencies within California's community colleges to ensure faculty, staff, and students the opportunity to express their opinions at the campus level. Shared Governance, simply stated, is a process for shared participation, shared responsibility and shared accountability in decision-making processes that are college-wide in scope, affecting two or more constituent groups.

Introduction:

While shared governance does not necessarily imply total agreement or the same level of involvement by all participants, participation in the decision-making process leads to mutual understanding, commitment to and acceptance of decisions, the promotion of trust and cooperation, equal opportunities, and fair representation for conflict resolution.

College Council Guidelines:

The shared governance process involves the participation of representatives from appropriate constituent groups who engage in open discussion and timely decision making in areas of policy development and implementation not specifically restricted by legal and policy parameters. Efforts to mainstream procedures and share decision making are core. In areas where decision-making is shared, there must also be shared responsibility and accountability. All parties involved in the shared governance process (students, faculty, classified staff and managers/supervisors) recognize their responsibility to meet with all segments and/or levels of constituency members within their respective groups on a regular basis to gather and report factual information, and to communicate back to their members the rationale for supporting a recommendation or decision.

In exercising their responsibilities, as outlined in Title 5, California Code of Regulations, each constituency group recognizes the importance of input from representative committees and task groups in the shared governance process. Appointments to such committees and task groups should be made from as many areas and/or levels within each constituency group as possible to ensure input from those most directly impacted by policies and procedures, and to ensure that such policies and procedures are carried out in an efficient and effective manner.

Operational Rules for all Open Committees:

- a. Open meetings mean that any individual may attend and participate in the meetings of the Governance groups; however, voting privileges are reserved for committee members.
- b. The committee for the subsequent year will be formed in the spring (approximately May) of the previous academic year. New appointees will take office on July 1.
- c. The Chair, or Co-Chairs, of the Committee, if not designated, will be elected by the committee representatives in the spring term and take office on July 1. All Chairs and Co-Chairs will have the responsibility to contact the college Presidents' secretary as previously stated (see Decision Making Process).
- d. All Chairs are responsible to provide constituents with goals, direction, and committee process clarification.
- e. All Chairs will establish leadership roles that welcome, encourage, and respect views from all multicultural constituents.

When a committee or constituency is given the responsibility for developing a recommendation, or if a committee or constituency is generating a recommendation of its own, it will be done with the following understandings:

- a. All recommendations will focus on the current major strategic planning directions.
- b. Governance committees must give due consideration to the resources available to implement the recommendations.
- c. Governance committees must develop timelines for reaching their recommendations. The timeline must be responsive to the needs of the college.
- d. Governance committees shall identify the stakeholders of the issues under consideration and actively invite their participation prior to forming any recommendation. Stakeholders shall be given the opportunity to participate in discussions that will form the basis for making recommendations affecting them.

College Council, Senates, and all Governance committee chairs must provide a list of core representatives, including name, office number, discipline, division and email address to the College President secretary and she/he will distribute this information to the Vice President of Academic Affairs, Vice President of Student Affairs, Presidents of the Academic Senate, Classified and Associated Students after the Spring committee assignments.

Responsibility and Accountability

Responsibility and accountability is an obligation to perform, to justify, to explain and to be held accountable for the consequences and timelines of an action, recommendation or decision.

Principles of accountability are based on the following:

- A responsibility to gather factual information from appropriate sources, report accurate information, adhere to professional ethics, identify possible fiscal and/or a facilities impact, and the potential effect on others.
- Measurable performance criteria, timelines, definition of roles, clear evaluation of standards, all within a legal and fiscal framework.
- A process that designates levels of authority/accountability and areas of responsibility.
- Established and agreed upon fallback procedures, should the processes fail, thus allowing district and state mandates to be met.
- The realization that two or more separate constituencies can have shared accountability for decisions/recommendations.

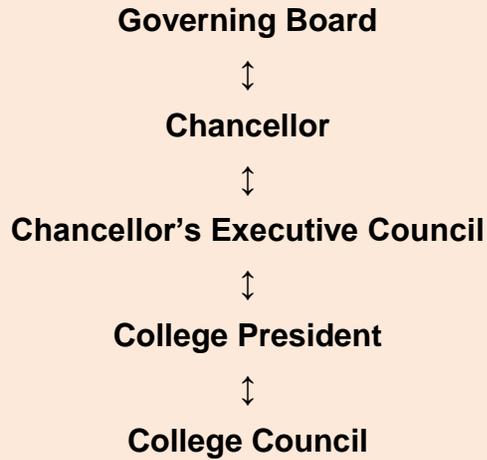
Procedures:

- Any of the four constituency groups may put items on the agenda by contacting their College Council representative, chair and/or the President of the College in advance.
- All agenda items will be supported by relevant and appropriate documents.
- Agendas will be emailed 48 hours prior to scheduled meetings.
- The first appearance of an agenda item will be for information only unless voted into an action item by two-thirds of those delegates present.
- Information items will ordinarily be converted to action items at the next scheduled meeting.
- Fifty percent (50%) of the representatives (6), plus one, will constitute a quorum, with at least one representative from three of the four constituent groups present.
- The college President's secretary, or designee, will take the minutes of the meetings and publish approved meeting minutes.

Limitations:

Shared governance activities shall not be construed as an alternative to or substitute for the legal right of Collective Bargaining Representatives to make recommendations to the Board of Trustees on bargaining issues, or the right of the Academic Senate to assume primary responsibility for making recommendations to the Board of Trustees in the areas of curriculum, academic standards and on professional matters.

EVC Decision Making Process



All members from EVC: Academic Senate President, Faculty Association Representative, Faculty At Large Representative, 3 Associated Students Representatives, 1 Diversity Action Council, Classified Senate President, Classified At Large Representative, CSEA Representative, 2 Managers & 1 Supervisory Representative (1 from Student Services, 1 from Instructional), Ex Officio: College, VP of Administrative Services, VP of Student Affairs, VP of Academic Affairs

Councils	Standing Committees	Ad Hoc Committees	Functional Work Teams
College Council	Archives	Graduation	Student Services
Academic Senate	College Safety Facilities	Marketing	Events Advisory Team
Classified Senate (on hiatus)	College Technology	Scholarship	Outreach
Assoc. Students	College Budget		Academic/Student Affairs Deans
Administrative Council	College Curriculum*		Executive Staff Team
Diversity Action Council	Institutional Effectiveness		
	Retention Matriculation		
	Staff Development*		
*Under the oversight of Academic Senate Council			

Definitions-- Meetings of the college governance groups:

Standing Committees--College-wide quadripartite committees that meet regularly throughout the year

Ad Hoc Committees--Committees who meet on an as needed basis to address college-wide issues

Functional Work Teams--Non-Shared Governance- they do not take part of the decision-making process

Task Force--Committees created, as needed, to address specific (usually single item) issues

Ex Officio-- Non-voting member of a committee

Formation of Committees

In order for a committee, task force, council, etc. to be recognized as part of the collaborative decision making process, it must first be approved by the College Council, including its charge and composition. Once approved, the committee (by whatever name) will be included in this handbook and at least once a semester will report to the College Council on its activities. This does not preclude the formation of ad hoc committees as necessary.

Standing Committees

Appointments to Standing Committees

Membership is determined by the following procedures: The faculty from the appropriate division selects a representative. Names are forwarded to the Academic Senate for final approval. Exception: The FA selects the Faculty Association (FA) representative to the College Council. In collaboration with and approval of CSEA, the EVC-DO Classified Senate appoints classified representatives (on a ratio of 1 out of 2, 1 out of 3, 2 out of 4) to shared governance committees. All other committee appointments are solely appointed by CSEA. The Diversity Action Council selects and forwards one name to the College Council. The Associated Students Executive Board appoints and approves student representation to committees. The College President appoints Management and Supervisory representatives to committees. All committee terms are for one year, renewable by the constituent group, beginning with the fall semester. Selection of committee members should occur by the end of the preceding spring semester. The official committee member start date is July 1.

Service on College Standing Committees

It is vitally important to the collaborative decision making process that as many people as possible from different constituent groups participate on campus standing committees. Committees cannot function effectively unless the members take their responsibilities seriously and regularly attend meetings. If a committee member fails to attend three consecutive meetings, s/he may be removed from the committee. If possible, prior to an absence, a committee member shall notify the committee chair if s/he is unable to attend a meeting. It shall not be construed to be an absence when the member is conducting business on behalf of the College. The committee chair shall notify the appropriate constituency when a vacancy occurs on a committee. The committee chair shall notify the secretary of the College Council whenever someone is deleted from or added to a committee. Only a committee member appointed by their constituent group may vote on agenda items.

Ad Hoc Committees

Ad Hoc Committees are created as needed. Ad Hoc Committees deal with college-wide issues and meet on an as needed basis to address specific issues. Ad Hoc Committees are composed of all appropriate constituencies. Service on an ad hoc committee may be voluntary or job specific.

Task Force Committees

Task Force Committees are created as needed. Task Forces deal with specific (usually single item) issues. Task Forces, composed of all appropriate constituencies, review and analyze assigned issues, prepare alternate courses of action, and make recommendations to the appropriate administrator or the body that constituted the task force and to the College Council.

Governance Councils

The Governance Councils of the Academic Senate, Classified Senate, Associated Students, Administrative Council, and the Diversity Action Council are self-governing. The provided descriptions are not binding but are provided for convenience only. The bylaws for these groups should be consulted for current and accurate information on their governance.

Governance Councils

College Council

Established Fall Semester, 1993

Purpose The College Council is a representative council (administration; faculty; classified staff; students) that advises the College President. Specifically, the Council will:

- Provide college-wide input on shared governance issues through review and discussion.
- Serve as EVC's main policy body that forwards recommendations on shared governance issues.
- Make recommendations to the College President provided by the Shared Governance Committees.
- Disseminate accurate and timely budget recommendations.
- Oversee development and implementation of strategic planning.
- Assures that strategic planning occurs as a result of campus-wide input
- Assures that initiatives are implemented in a timely manner and are revised regularly, based on assessment and the needs of the college.
- Assures that the Mission, Vision and Values of the College are reviewed and revised at regular intervals.
- Maintain/Implement Shared Governance Decision Making Handbook. Exchange information among governance groups.
- Develop and Maintain College Council Timeline
- Review/Record/Implement and disseminate college procedures as they relate to Shared Governance.

Recommendations Forwarded To College President

Membership Three (3) administrators/supervisors
President, Academic Senate
Academic Senate Representative
Faculty Association Representative from EVC
President, Classified Senate

One (1) Diversity Action Council Representative
Classified At Large Representative,
Classified Senate
CSEA President/designee or Representative from EVC
Three (3) Representatives of the Associated Students

Ex Officio (non-voting resource people):
College President
Vice President of Administrative Services
Vice President of Student Affairs
Vice President of Academic Affairs

Term	Two years
Chair	To be selected from among the Council members
Meetings Scheduled	2 nd & 4 th Monday of each month, 2:30 – 4:30pm Meetings are open to any interested member of the College community. Anyone who wishes the College Council to address an issue should either contact their representative or chair to place the item on the agenda.
Attendance	Meeting minutes are posted via email.

Academic Senate

Established

Purpose

As part of the governance structure and decision making process of the college, the Academic Senate is an organization whose primary function is to make recommendations with respect to academic and professional matters. Specifically, these topics include (Ref. Title V, Sec. 53200 & District Policy 1520.2):

- 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 they relate to faculty roles.
- Faculty roles and involvement in accreditation processes, including self-study and annual reports
- Policies for faculty professional development activities.
- Processes for program review.
- Processes for institutional planning and budget development.
- Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

Recommendations Forwarded to:

Governing Board,
College President, or
College Council, as appropriate

Membership

Academic Senate President
Vice President
Immediate Past President and
Treasurer
(These officers will form the Executive committee of the Academic Senate.)

Membership (cont)	<p>Division representatives elected by and from the tenured, contractual full time faculty and tenure-track faculty of each division at EVC.</p> <p>If a division has assigned to it fewer than 20 tenured and tenure-track faculty members, the division shall elect one senator.</p> <p>If the division has assigned to it 20 or more tenured, contractual full time faculty and tenure-track faculty members, the division shall elect two senators.</p> <p>Two (2) at-large representatives elected by and from the tenured, contractual full time faculty and tenure-track faculty at EVC.</p> <p>Two (2) adjunct representatives elected by and from the adjunct faculty at EVC.</p> <p>Note: If at any time the membership as stated differs from the Academic Senate Bylaws, the Bylaws will supersede this section.</p>
Term	<p>President – elected annually</p> <p>Immediate Past President – serves until replaced by current President</p> <p>Division Senators – 2 years</p> <p>At-Large Representatives – 2 years</p> <p>Adjunct Senators – 1 year</p>
Chair	<p>Academic Senate President elected by the faculty; reassigned-time assignment</p>
Meeting Schedule	<p>1st and 3rd Tuesday of each month, 3:00 – 5:00 pm</p> <p>The Senate President, as defined in Academic Senate Bylaws, may call special meetings.</p>
Attendance	<p>Open to any interested member of the college community.</p>

Classified Senate – on hiatus effective 4/28/09

Established	1986
Purpose	The EVC/DO Classified Senate serves the non-bargaining needs, concerns, and viewpoints of all classified staff. The Senate serves as a college- and district-wide communication vehicle to and from constituency groups. Permanent classified staff employed at the EVC campus or at the District Offices are eligible to be elected as a member of the EVC/DO Senate.
Recommendations Forwarded To	College Council and/or District Council (if an issue is specific to DO classified staff only)
Membership	President Vice President Executive Secretary/Communications Officer Treasurer Representatives: <ul style="list-style-type: none">• Maintenance/Operations & Support Services (3)• Instructional [Support] Assistants & Special [Instructional] Services (3)• Administrative Services (3)• District Office (3)• CSEA VP or other Designated Officer Ex Officio: <ul style="list-style-type: none">• Past Classified Senate President
Term	Elected for a two-year term
Chair	Classified Senate President (elected by the Senate members)
Meeting Schedule	Once per month
Attendance	Open to any interested members of the college community.

Associated Student Government

Established	1975
Purpose	As part of the governance structure and decision-making process of the college, the Associated Students Executive Board represents all of the Evergreen Valley College students on issues that affect them. The Council serves as a college-wide communication vehicle to and from constituency groups.
Recommendations Forwarded To	Governing Board, President, Academic Senate or College Council as appropriate
Membership	President Internal Vice President External Vice President Vice President of Finance Secretary 9 Representatives @ Large/Senators Ex Officio: A. S. Student Advisor (faculty member) Office of Student Life Director Note: If at any time the membership stated differs from the Associated Students' Bylaws, the Bylaws will supersede this section.
Term	Elected annually for a one-year term
Chair	President, Associated Students (elected yearly by students)
Meeting Schedule	Thursdays, 3:00PM- 5:00PM Gullo Student Center (G1-206).
Attendance	Open to any interested member of the college community.

Administrative Council

Established	2005
Purpose	As part of the governance structure and decision-making process of the college, the Administrative Council brings together college managers and supervisors in a meeting to advise and consult on college wide issues and operations. This group serves in an advisory capacity to the college president.
Recommendations Forwarded To	Not applicable
Membership	All Vice Presidents, Deans, Supervisors and Directors
Term	Not applicable
Chair	President
Meeting Schedule	1 st & 3 rd Tuesday of the month, 8:30 – 10:00 a.m.
Attendance	Members only

Diversity Action Council

Established:

Fall 2006

Purpose:

The Diversity Action Council is to:

- Advise the president on diversity and equity issues which include, but are not limited to hiring, America Disabilities Act and cultural awareness.
- Answer to the president.
- Influence EVC campus community through the president on issues of EEO, Cultural Competency and New Employee Orientation.
- Have a member on the College Council to view issues through a diversity viewpoint and not a constituency viewpoint.
- Advocate the usage of the Diversity Action Guidelines, by, Vision Incorporated throughout the campus community culture.
- Support multicultural awareness and communication that emerges and reinforces inclusiveness, respect, cultural strength and values.

Recommendations

Forwarded to:

College President

Term:

All members are selected for a one year, renewable through reaffirming their commitment to DAC.

Membership:

There is a maximum of 20 members of DAC with the EVC president included as a member.

- Members of DAC shall include the wealth and depth of our diverse campus community. This includes, but is not limited to those representing historically underrepresented groups, physically challenged, ethnically diverse, sexual orientation from our employee and student community.

- Membership notification will be sent out simultaneously for new and existing members reaffirming and/or resigning in early March.
- Current DAC members will review and recommend new members to membership.
- The Associated Student Officers will assign 3 students to DAC as members.
 - 1 or 2 members during the April/May membership drive.
 - 1 or 2 with no more than a total of 3 student members in September.

Officers:

Co-Chairs are elected on an alternating cycle for a two year period. Secretary is elected for a two year term.

Meeting Schedule:

1st and 3rd Monday each month from 3:00
5:00 p.m.

Training:

Annual training of new and returning members on the Wednesday prior to the fall semester. This will be a full PDD activity for DAC members.

Standing Committees

All College Curriculum Committee

Established	1975
Purpose	<p>The purpose of the College Curriculum Committee is to review, approve, and recommend additions, deletions and changes to the curriculum of the college. Specifically, this committee will:</p> <ul style="list-style-type: none">• Review, approve and recommend additions, deletions and changes to the curriculum of the college.• Articulate and coordinate curriculum matters with San Jose City College, UC, CSU, and other appropriate entities.• Review, approve and recommend new programs and instructional requirements for students.
Recommendations Forwarded to	Academic Senate
Membership	<p>Administration: - 2 Appointed by the College President</p> <p>Associated Students: – 2</p> <p>Classified: - 2—(1) Schedules and Catalog Technician (part of job responsibility) (2) Articulation Specialist (part of job responsibility)</p> <p>Faculty: – 8 (one faculty from each division as determined by the Academic Senate)</p> <ul style="list-style-type: none">• Business & Workforce Development• Counseling & Matriculation• Language Arts• Library and Learning Resources• Math, Science, & Engineering• Nursing & Allied Health• Social Science, Humanities, Arts & P.E.• At-Large (elected by the Academic Senate)• Articulation Officer (part of job responsibility) <p>Ex Officio: Vice President of Academic Affairs</p>
Chair	Chair elected by the Academic Senate for a two-year

Term	term, 40% faculty reassigned time. All members are elected/appointed for one year, renewable by appropriate constituent group.
Meeting	2 nd & 4 th Thursday of each month, 2:30-4:30 p.m.
Attendance	Members have a one-year term, renewable by appropriate constituent group. The committee may elect to enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member prior to announcing the vacancy to the appropriate constituency.

College Archives Committee

Established	2003; updated Nov. 2003, Oct. 2008, March 2012
Purpose	The College Archives Committee recommends policy and provides planning, management and oversight of the college archives. The Committee exists in order to serve as the institutional memory of the college by appraising, collecting, preserving, organizing, and describing records and documents of significant historical, legal, administrative and financial value. College. Members can elect to use a consensus, hand or voice vote.
Recommendation Forwarded To	College Council
Membership	Administration - 2 Associated Students - 2 Classified - 2 Faculty - 8 (one faculty from each division as determined by the Academic Senate) <ul style="list-style-type: none">• Business & Workforce Development• Counseling & Matriculation• Language Arts• Library & Learning Resources• Math, Science & Engineering• Nursing & Allied Health• Social Sciences, Humanities, Arts & PE• At large (elected by Academic Senate) Archivist – approved by College Council
Term	All members are elected/appointed for two years, renewable by appropriate constituent group.
Chair	To be selected from among the committee members
Meeting Schedule	Meets as needed or requested by College Council or the Committee Chair with at least two weeks' notice to the college community.
Attendance	Open to any interested member of the college community.

The mission of the committee is to collect and maintain records of enduring value created by the college and its employees, as well as non-college records and papers that support the academic mission of the college in order to make records and documents accessible to administrators, faculty, staff, students and the community at large. (Approved by Archives Committee November 12, 2003)

College Archivist (voting member approved by College Council)

Has the authority to collect and present details to the Archives Committee for approval. The scope of collection will be limited to:

- a. All material produced on campus.
- b. Manuscripts of employees of the college.
- c. Manuscripts of current and former students of the college.
- d. Manuscripts of contactors with the college.

Mechanics of Collection:

- a. Transfer of Documents: Physical property transfer should be handled by the Archivist to maintain original order or contents and to address preservation issues.
- b. Transfer of Rights of Ownership: Deed of Gift only for manuscripts. No Deed of Gift needed for documents produced on campus.

Records Retention:

- a. There will be no records retention schedule. All material transferred to the Archives will be preserved based upon the priorities of historical, administrative, legal and financial value.
- b. Items to be destroyed will be listed and submitted to the Archives Committee for approval before destruction.
- c. The permanent collection will not include: Payroll records, Admission & Records material, Personnel records, Police crime records other than statistical summaries, and other confidential material.
- d. Deaccession will only occur by order of (and with the approval of the Archives Committee): Board of Trustees, Chancellor, College President and Legal Warrant.

College Budget Committee (CBC)

Established	1993 2000-01, Suspended by College Council 2001-03, Responsibility assigned to College Council 2003-04, Re-established by College Council and College President
Purpose	The purpose of the College Budget Committee is to be an advisory body to the College President on process, procedures, and development of the college budget. Specifically, the committee is charged to: <ul style="list-style-type: none">• Learn the elements of the budget and review Governing Board and District priorities.• Recommend college budget priorities and a campus budget development process.• Make recommendations to the College Council for the allocation of funding and/or budget reductions.• Disseminate accurate and timely budget information to the college community.
Recommendation Forwarded To	College Council
Membership	Administration: - 4 (at least 1 Instruction and 1 Student Services) Associated Students: – 3 Classified: – 4 Faculty: – 8 (one faculty from each division as determined by the Academic Senate) <ul style="list-style-type: none">• Business & Workforce Development• Counseling & Matriculation• Language Arts• Library and Learning Resources• Math, Science, & Engineering• Nursing & Allied Health• Social Science, Humanities, Arts, & PE• At-Large (elected by the Academic Senate) Ex Officio: (non-voting resource people) <ul style="list-style-type: none">• Vice President, Administrative Services
Chair	To be selected from among the committee members

Term	All members are elected/appointed for one year, renewable by appropriate constituent group.
Meeting Attendance	2 nd and 4 th Wednesday of each month, 3:00-5:00pm Open to any interested member of the college community.

College Safety and Facilities Planning Committee

ESTABLISHED

1983 OSHA Committee
1986 Safety Committee
1999 Campus Safety/ADA Committee
2006 College Safety combined with Facilities Committee

PURPOSE

The purpose of the College Safety/Facilities Planning Committee is to:

- Review and make recommendations on individual capital projects, being planned by specific project subcommittees, to ensure that each project reflects the spirit and intent of the college Facilities and Site Master Plan.
- Review and make recommendations on projects to be included in the Five-Year Facilities Plan, submitted to the State each February by the District Facilities and Planning Department.
- Review and assign priorities to major facilities remodeling projects and make recommendations for funding and completing such projects.
- Review and make recommendations on the efficient and effective utilization of college facilities.

Recommendation Forwarded To

College Council

Membership

Administration: – 3

Vice President of Administrative Services (part of job responsibilities)

Associated Students: – 2

Classified: – 2

Faculty: -8 (One from each division as determined by the Academic Senate.)

- Business & Workforce Development
- Counseling & Matriculation
- Language Arts
- Library and Learning Resources
- Math, Science, & Engineering
- Nursing & Allied Health
- Social Science, Humanities, Arts, & PE
- At-Large (elected by the Academic Senate)

Term	All members are elected/appointed for one year , renewable by appropriate constituent group.
Chair	To be selected from among the committee members. Faculty reassigned time.
Meeting Schedule	Third Wednesday of each month, 1:30-3:00 pm
Attendance	Open to any interested member of the college community.

College Technology Committee (CTC)

Established	1988 Instructional Computer Planning Committee 1990 Instructional Technology Committee 1999 College Technology Committee
Purpose	<p>The purpose of the Campus Technology Committee is to assess campus computer resources and to develop, and annually update, a three-year comprehensive Technology Master Plan for the coordination of campus-wide computing. Specifically, the committee will:</p> <p>Make recommendations to the College Council on matters relating to the acquisition and use of technology campus wide.</p> <p>Create, and annually update, an EVC Technology Master Plan, Telecommunications Technology Information Program (TTIP) and Tech II Plans, and promote, evaluate and monitor their implementation.</p> <p>Promote the use of computers and other technology on campus.</p> <p>Make recommendations for use of technology training for faculty and staff development in collaboration with the Staff Development Committee and Learning Resources Consortium.</p> <p>Make recommendations regarding priorities for the acquisition of technology, hardware and software, design and use facilities and other related resources during the review and development process. Such recommendations could include priorities for support staff, training and access to computer resources and laboratories.</p> <p>Recommend procedures for the placement, operation, repair and replacement of technology resources.</p>
Recommendation Forwarded to	College Council
Membership	<p>Administration: – 3</p> <ul style="list-style-type: none">• V.P. of Academic Affairs (part of job description)• Supervisor, Campus Tech Support Services (part of job responsibility)• At Large Representative

Associated Students: – 2

Faculty: – 8 (one from each division as determined by the Academic Senate)

- Business & Workforce Development
- Counseling & Matriculation
- Library and Learning Resources
- Language Arts
- Math, Science, & Engineering
- Nursing & Allied Health
- Social Science, Humanities, Arts & P.E.
- At-Large (elected by the Academic Senate)

Classified: – 4

Term	All members are elected/appointed for one year, renewable by appropriate constituent group.
Chair	To be selected from among the committee members. Faculty reassigned time.
Meeting Schedule	1 st and 3 rd Wednesday of each month, 3:-5:00 pm
Attendance	Open to any interested member of the college community

Institutional Effectiveness

Established

Fall 2006

Purpose

The charge of this committee is to ensure full alignment between the College's mission, strategic directions, planning, quality of programs and services and accreditation standards and requirements.

- Ensure all college planning is responsive to the college vision, values, mission, goals, community expectations, and student demographics.
- This committee will be divided into three subcommittees with specific charges: Accreditation, Program Review and Strategic Planning.
- Maintain a work plan and schedule to include goals, requirements, etc. for the committee and the subcommittees.
- Ensure that the full committee meets once a month and that the subcommittees meet at least once (or twice) a month with monthly reports to the full committee.

Accreditation Subcommittee Charge:

- Oversee the Accreditation compliance process and related accountability in consultation with the VP of Academic Affairs and the various constituent groups.
- Coordinate accreditation activities, including preparation of self-study reports, midterm reports, interim reports, annual reports and site visitations for accreditation reaffirmation.
- Create and monitor a work plan and schedule inclusive of the 6-year accreditation cycle.
- Receive and distribute information from subcommittees:
 - WASC Accreditation Commission
 - Previous accreditation reports
 - Campus and community constituencies
- Maintain and update resources in the

Program Review Subcommittee Charge:

- Establish, monitor, and oversee the program review criteria, process, implementation, and accountability in consultation with the Academic Senate.
- Recommend institutional priorities that are based on data driven Program Review.
- Coordinate information and data (SLO) with Curriculum Committee.
- Provide information and data in support of the committee's and subcommittee's work.
- Develop and monitor Program Review schedule for Academic Affairs and Student Affairs divisions and programs.
- Assessment of Program Reviews as to: (1) form, (2) quality, (3) implementation.
- Place approved program reviews on public folders.

Strategic Planning Subcommittee Charge:

- Establish, monitor, and oversee the Strategic Planning process, implementation and accountability.
- Ensure all college planning is responsive to the college vision, values, mission goals, community, and student demographics.
- Ensure that all planning processes involve appropriate segments of the college community.
- Maintain updated Strategic Plan on public folders.

Recommendation Forwarded to

College Council and Academic Senate as appropriate

Membership

Administration: - 3 appointed by the College President

Associated Students: – 4

Classified: – 4

Faculty: – 8 (one from each division as determined by the Academic Senate)

- Business & Workforce Development
- Counseling & Matriculation

- Language Arts
- Library & Learning Resources
- Math, Science, & Engineering
- Nursing & Allied Health
- Social Sciences, Humanities, Arts & PE.
- At-Large (elected by the Academic Senate)

Ex Officio:

- Vice President of Academic Affairs
- Vice President of Student Affairs
- Chair, Curriculum Committee

Term	All members are elected/appointed for two years, renewable by appropriate constituent group
Chairs	Reassigned time for a two-year term,
Meeting Schedule	Monday, 1 st and 3 rd of each month, 2:30 – 4:30 p.m.
Attendance	Open to any interested member of the college.

Institutional Effectiveness Committee Chair:

Duties:

- Facilitate full committee and monitor progress of work plans.
- One monthly meeting of full committee (2 hours per month).
- Attend subcommittee meetings as much as possible (2 – 4 hours per month).
- Help maintain a work plan and schedule of the committee's and subcommittees' goals, activities, tasks
- Arrange for meeting space (once per semester – 30 minutes).
- Email members for agenda items (before each meeting – 30 minutes).
- Setup and send out agenda along with minutes of previous meeting (before each meeting of full committee – 1 hour).
- Gather agendas and minutes of subcommittees for the full committee meeting (before each meeting of full committee – 30 minutes).
- Post agenda and minutes to Public Folders (after each meeting – 30 minutes).
- Attend related meetings and report back to committee (number of meetings and time varies).
- Meet regularly with Vice President Academic Affairs, Chair of Curriculum Committee, and subcommittee chairs (1 hour per month).
- Attend external meetings and workshops relevant to Institutional Effectiveness.

Accreditation Subcommittee Chair:

Duties:

- Chair the Accreditation Steering subcommittee (2 – 4 hours per month).
- Attend full committee meeting (2 hours per month).
- Email members for agenda items (before each meeting – 30 minutes).
- Setup and send out agenda along with minutes of previous meeting (before each meeting – 1 hour).
- Copy and distribute meeting handouts (before each meeting – 30 minutes).
- Send agenda and minutes to Chair of full committee (after each meeting – 30 minutes).
- Attend related meetings and report back to committee (number of meetings and time varies).
- Meet with regularly with the Vice President Academic Affairs (Accreditation Liaison Officer), Chair of Curriculum Committee, and subcommittee chairs (1 hour per month).
- Maintain the Accreditation Resource Center.
- Help the subcommittee establish, monitor, and coordinate self-study standards committees.
- Work with Vice President of Academic Affairs to produce required reports in a timely manner.
- Participate in relevant external meetings and workshops regarding accreditation.

Program Review Subcommittee Chair:

Duties:

- Chair the Program Review subcommittee (2 – 4 hours per month).
- Attend full committee meeting (2 hours).
- Facilitate relevant groups to set criteria, process and schedule for Academic or Student Affairs divisions, departments or programs.
- Email members for agenda items (before each meeting – 30 minutes).
- Setup and send out agenda along with minutes of previous meeting (before each meeting – 1 hour).
- Copy and distribute meeting handouts (before each meeting – 30 minutes).
- Send agenda and minutes to Chair of full committee (after each meeting – 30 minutes).
- Attend related meetings and report back to committee (number of meetings and time varies).
- Meet regularly with the Vice President Academic Affairs, or Chair of Curriculum Committee, and subcommittee chairs (1 hour per month).
- Work with the District Research group for developing and distributing research data to the committee and subcommittees (time varies as to number of requests).
- Review with the subcommittee Program Review on format and content (1 – 2 hours before subcommittee meeting).
- Place approved program reviews in the Public Folders (1 hour after each meeting).
- Participate in relevant external meetings or workshops regarding program review.

Strategic Planning Subcommittee Chair:

Duties:

- Chair the Strategic Planning Subcommittee (2 – 4 hours per month).
- Attend full committee meeting (2 hours per month).
- Email members for agenda items (before each meeting – 30 minutes).
- Setup and send out agenda along with minutes of previous meeting (before each meeting – 1 hour).
- Copy and distribute meeting handouts (before each meeting – 30 minutes).
- Send agenda and minutes to Chair of full committee (after each meeting – 30 minutes).
- In collaboration with College President, plan and facilitate annual or semi-annual strategic planning retreats or workshops.
- Attend related meetings and report back to committee (number of meetings and time varies).
- Meet with President, Vice President Academic Affairs, or Chair of Curriculum Committee, and subcommittee chairs (1 hour per month).
- Meet with various departments on planning, priorities (time varies).
- Maintain the Strategic Plan with updates on the Public Folder (1 hour per month)
- Participate in external meetings or workshops relevant to strategic planning.

Matriculation & Student Success Committee

Established

1992

Purpose

The purpose of the Matriculation & Student Success (MSS) Committee is to oversee the operational procedures and practices affecting Academic and Student Affairs, primarily those that require coordination between managers, faculty and staff of the Academic divisions and Student Services. To implement College Retention Plans and to review, revise and update the plan annually. The MSS Committee evaluates the effectiveness of current retention and student success activities, makes recommendations on their enhancement and/or improvement. Both Academic and Student Affairs implements new retention and student success activities. The MSS Committee will also review/respond and coordinate the Matriculation Plan and the Student Equity Plan for the campus and with the District.

Specifically, the committee will:

- Evaluate the effectiveness of current retention activities. Make recommendations on their enhancement and/or improvement, and implement new student retention and student success activities.
- Ensure that successful student retention and student success efforts are recognized, communicated to the campus community and implemented in areas where appropriate.
- Recommend annual priorities for funding through the campus budget development process.
- Solicit, initiate and evaluate new proposals for retention and matriculation activities from the campus community.
- Review and coordinate with the District the Matriculation Plan and the Student Equity Plan for the campus.
- Create an annual review and report that is presented to the College Council regarding campus retention activities to ensure accountability for the college's retention and student success efforts.
- Review, revise and update the college retention and

student success efforts as outlined in the Student Equity Plan. To assure a current one-to-three year college-wide retention plan which includes short term and long range goals, with objectives and activities defined for each person and/or programs responsible for completing these tasks; time lines for completion; evaluation measures. Fiscal and other resources necessary to achieve goals and objectives must be addressed and defined. The priorities will be reviewed by College Council and submitted to the College President for final approval and dissemination to the Chancellor and the Governing Board.

- Research, plan and implement activities in college programs and services that promote campus wide student success. Promote integration and cooperation of campus entities to forward overall student success.

Recommendation Forwarded to

College Council

Membership

Administration: – 3

- VP of Student Affairs
- Dean of Counseling & Matriculation (part of job responsibilities)
- At large

Associated Students: – 2

Classified: 2

Faculty: - 8 (one from each division as determined by the Academic Senate)

- Business & Workforce Development
- Counseling & Matriculation
- Language Arts
- Library and Learning Resources
- Math, Science, & Engineering
- Nursing & Allied Health
- Social Science, Humanities, Arts & P.E.
- At-Large (elected by the Academic Senate)

One Representative from each program area:

Admissions and Records

Assessment

AFFIRM

ASPIRE

EOP&S

DSP
Honors
FasTrack Trio SSS
Enlace
Transfer
Outreach
CalWorks/WIN
Financial Aid
Matriculation
Office of Student Life
Instructional Technology
Work Experience

Term	All members are elected/appointed for one year, renewable by appropriate constituent group.
Chair	Faculty reassigned time for a two-year term
Meeting Schedule	1 st & 3 rd Thursday of each month, 2:30 – 4:30 PM
Attendance	Open to any interested member of the college community.

Staff Development Committee

Established

1986

Purpose

The purpose of the Staff Development Committee is to plan and coordinate the staff development activities for faculty and staff. The committee will also work in collaboration with the College Technology Committee in planning and funding activities. The Staff Development Committee is charged with the following responsibilities:

- Assess the needs of the college as they relate to staff development and improvement of instruction.
- Develop programs and strategies to meet these needs.
- Annually evaluate the staff development program and funding guidelines.
- Examine and approve or deny requests for staff development funding.
- Develop, update and maintain policies to promote staff development.
- Plan and coordinate Professional Development Day activities subject to the requirements of the Faculty Association Collective Bargaining Agreement and approval of the Academic Senate. (See FA Contract, Sections 11.6, 7, 8, 9 & 10). A Professional Improvement Committee shall consist of three (3) representatives of the Academic Senate, one (1) administrator, and one (1) representative of the Faculty Association.

Recommendation Forwarded to

College Council or Academic Senate, as appropriate

Membership

Administration: - 2

Classified: – 3

Faculty: - 8 (one faculty from each division as determined by the Academic Senate):

- Business & Workforce Development
- Counseling & Matriculation
- Language Arts
- Library and Learning Resources
- Math, Science, & Engineering
- Nursing & Allied Health
- Social Science, Humanities, Arts & P.E.
- At-Large (elected by the Academic Senate)

Term	All members are elected/appointed for one year, renewable by appropriate constituent group.
Chair	Faculty reassigned time for a two-year term
Meeting Schedule	1 st and 3 rd Thursday of each month, 2:00-3:30 pm
Attendance	Open to any interested member of the college community

Ad Hoc Committees

Ad Hoc Committees are temporary. The committee members are not assigned by the constituency groups or the Senates; they are voluntary. Ad Hoc Committees do not fall under the Shared Governance process but their functions are extremely important to the EVC campus.

Graduation Committee

Established

Purpose

The purpose of the Graduation Committee is to plan and coordinate the college's commencement ceremony and activities. Specifically, the committee will:

- In coordination with SJCC, select date for commencement.
- Plan and coordinate commencement activities with various college and district support services and outside vendors.
- Design, develop and produce commencement program.
- Select commencement speaker.
- Select outstanding graduate(s) .
- Coordinate (3mailing of commencement information to students with A&R and Campus Store.
- Publicize commencement ceremony to the campus.
- Plan campus reception for graduates and guests.

Membership

Participation is voluntary and is open to any member of the campus community.

Chair

Appointed by the College President

Meeting Schedule

As needed fall semester; every two weeks spring semester

Attendance

Open to any interested member of the college community

Marketing – on hiatus eff. Fall 2009

Established	Reinstated 2004
Purpose	<p>The purpose of the Marketing Committee is to identify marketing needs and develop public relations publications and events to support outreach and other campus functions/programs. Specifically, the committee is charged to:</p> <ul style="list-style-type: none">• Identify and prioritize general marketing needs.• Coordinate planning and development with District marketing personnel.• Publicize marketing tools to EVC constituencies• Serve as forum for interested staff and faculty to voice their marketing needs.• Collaborate with District personnel and EVC staff to identify funding for marketing efforts
Membership	Outreach Specialist, EOPS representatives, District Marketing staff, and other campus staff and faculty involved in outreach or other programs requiring marketing.
Chair	Assigned by President
Meeting Schedule	Meets bi-weekly during the academic year or as needed. Meeting dates and times to be determined by the committee members. Meetings are open to any interested member of the college community.
Attendance	Open to any interested member of the college community.

Scholarship

Established	1982
Purpose	<p>The purpose of the Scholarship Committee is to serve as a planning, advisory and coordinating committee to advertise and award Evergreen Valley College scholarships to selected students. Specifically, the committee is charged to:</p> <ul style="list-style-type: none">• Revise individual scholarships for clarity of criteria and funding.• Prepare a standardized format for the description/criteria of individual scholarships.• Review and update application materials and scholarship booklets.• Advertise availability of scholarships to entire campus community.• Secure budget and coordinate logistics for the awards ceremony.• Coordinate the reading of applications.• Coordinate the awarding of scholarships with Business Services.• Plan and coordinate the Scholarship Awards Ceremony.• Seek new sources for additional EVC scholarships.
Membership	<p>Membership is voluntary and is open to any member of the campus community. Staff from the following program areas is encouraged to participate: Admissions/Records, Financial Aid, Business Services, Counseling, Library, Student Life, Honors Institute and Special Programs (FasTrack, EOPS, Affirm, ASPIRE or Enlace).</p>
Chair	<p>To be selected each year from among the membership of the committee.</p>
Meeting Schedule	<p>Meets once a month each fall semester and bi-weekly during the spring semester. Meeting dates and times to be determined by the committee members.</p>
Attendance	<p>Open to any interested member of the college community.</p>

Functional Work Teams

These are teams that meet and provide a valuable function within the campus; however, they do not participate with the Shared Governance process.

Student Services Team

Established

2002

Purpose

The purpose of the Student Services Team is to bring together representatives of various student services areas to discuss common issues; implement student services program review; develop strategic planning goals; implement revised student services procedures; and ensure that students have access to the high quality services they need to be successful.

Recommendations

Forwarded to

College President

Membership	Members are from various services areas as appropriate.
Chair	To be selected from among the committee members
Meeting Schedule	2 nd and 4 th Wednesday, 9:30 AM – 11:00 AM.
Attendance	Open to any interested member of the college community.

Events Advisory Team

Established	2001
Purpose	<p>The purpose of the Events Advisory Team is to act as a liaison for use of college buildings, facilities and athletic fields by on- and off-campus groups and organizations and make recommendations to the College President. Specifically, the group will:</p> <ul style="list-style-type: none">• Recommend, revise and implement campus policies and procedures for facilities usage in accordance to State, District and College policies and guidelines.• Coordinate appropriate users' needs (logistics and resources) between campus and district support services: Custodial, Maintenance, Grounds, Campus Police, Business Services, Media Services, Physical Education, Athletics and President's Office.• Review Facility Use Contracts submitted by off-campus groups or organizations to ensure that the campus can accommodate each event/request with adequate staffing, equipment and necessary support; forward to College President with recommendation.• Ensure users adhere to campus and district policies and procedures for use of buildings, facilities and athletic fields.
Recommendations Forwarded to	College President
Membership	Based on job responsibilities, members are selected from the following areas, as appropriate: Custodial, Maintenance, Grounds, Campus Police, Media Services, Business Services, Physical Education/Athletics, Student Life, President's Office, Associated Students.
Chair	VP Administrative Services (part of job responsibilities)
Meeting Schedule	Every other Wednesday of the month, 3:00-5:00p.m
Attendance	Open to any interested member of the college

Outreach Team	community.
Established	2004
Purpose	<p>The purpose of the Outreach Team is to serve as a planning and coordinating committee overseeing Evergreen Valley College outreach functions. Specifically, the committee is charged to:</p> <ul style="list-style-type: none"> • Develop a master outreach calendar for the academic year. • Discuss current enrollment trends and develop strategies for target markets. • Develop direct mailing and other marketing instruments. • Identify, develop and coordinate on campus and offsite outreach events. • Develop evaluation tools to assess outreach procedures for efficiency and effectiveness (yield and transfer) and report this evaluation.
Membership	Outreach Specialist, EOPS representatives and other campus staff and faculty contributing to Outreach function.
Chair	Dean of Enrollment Management or Dean of Counseling & Matriculation
Meeting Schedule	Meets every two weeks during the academic year or as needed. Meeting dates and times to be determined by the committee members. Meetings are open to any interested member of the college community.
Attendance	Open to any interested member of the college community.

Academic & Student Affairs Deans

(Standing Meeting – See Appendix E)

Executive Staff Team

(Standing Meeting – See Appendix E)

Charges to be completed

Task Force Committees

These are committees that may be formed by the EVC President as needed to accomplish a given task. These temporary committees focus primarily on a task. Task force committees need not comply with the Shared Governance process.

Appendix

A. EVC Historical Review and Process:

To review, clarify and make recommendations to the President for enhancing the shared governance process at Evergreen Valley College, as outlined in AB 1725, a Task Group was convened on October 9, 1995. The Task Group, comprised of representatives from the Associated Students, the Classified Senate, the Classified School Employees Association, the Academic Senate, the Faculty Association and the Management/Supervisory group, has met regularly to complete its charge.

The following definition of shared governance, guidelines for participation and principles of accountability are the result of Task Group deliberations and information gathered from other colleges, the State Academic Senate and the State Chancellor's Office.

- *Approved: February 12, 1996*
- *Approved Revision: October 27, 1997*

B. Revising the Shared Governance Handbook

With a new EVC President and a new Administrative Organizational structure, the need to revise and update the Shared Governance Handbook was necessary.

- Research was conducted comparing several local CCC Shared Governance documents.
- The College Council Chair sent a copy of the Standing Committee Charges to all Chairs for additions, corrections, and/or deletions.
- The Standing Committee Chairs submitted their changes to the College Council Chair.
- The College Council Chair made revisions according to the responses received and after several meetings with the EVC President and the Academic Senate President, a rough draft was presented to the College Council.
- The College Council representatives were asked to share the revised copy with their appropriate constituencies. The Shared Governance Handbook was divided into three parts: Part one included pages 1-17, which was approved by the College Council Spring 2006, part two included pages 18-35, which was approved by the College Council Fall 2006 and part three included pages 35- 49 approved May 7, 2007.

After the Shared Governance Handbook went through the process the entire Handbook was reviewed again for any further changes.

- Approved Revision: May 15, 2006
- Approved revisions by the College Council May 7, 2007.
- Approved revisions by the College Council February 25, 2008
- Approved revisions by the College Council March 10, 2008
- Updated with minor corrections November 8, 2010
- Updated with minor corrections August 26, 2011
- Updated with changes to College Archives Committee March 12, 2012

C. Standing Committee Chair Role

Under the EVC Shared Governance model the following commitments are necessary from the Standing Committee Chairs. This list describes the minimum duties and by no means is intended to restrict other duties as deemed necessary by individual committees.

1. Attend training on Shared Governance and/or participate in training of others with the Shared Governance process at EVC.
2. Prepare and post all agendas.
3. Post all approved minutes under Public Folders.
4. Chair all meetings or provide for a substitute in the event of an absence.
5. Report to the College Council as the committee relates to the College and District Goals once per year.
6. Meet with the College Council Chair at least once per academic year.
7. Ensure that that the committee for the subsequent year will be formed in the spring (approximately May).
8. Maintain that the Chair, or Co-Chairs, of the Committee, if not designated, are elected by the committee representatives in the spring term and take office July 1. The college Presidents' Executive Secretary will be provided this information prior to July 1.
9. Provide the constituents with goals, direction and committee process clarification.
10. Establish leadership roles that welcome, encourage and respect views from all multicultural constituents and use the Vision Guidelines adopted by the College Council.
11. Maintain that all recommendations will focus on the current major strategic planning directions.
12. Give due consideration to the resources available to implement the recommendations.
13. Develop timelines for reaching committee recommendations.
14. Identify the stakeholders of the issues under consideration and actively invite their participation prior to forming any recommendation.
15. Forward all recommendations to the College Council in writing and/or presentation.
16. List the actual meeting dates that you will chair for the following academic year.
17. The Chair is responsible for attendance and membership. He/she will contact constituency group leaders if there is a vacancy.
18. Notify appropriate constituency group leader(s) if there is a member with three or more absences.
19. The hair is responsible for attendance and membership.

Committee Name _____

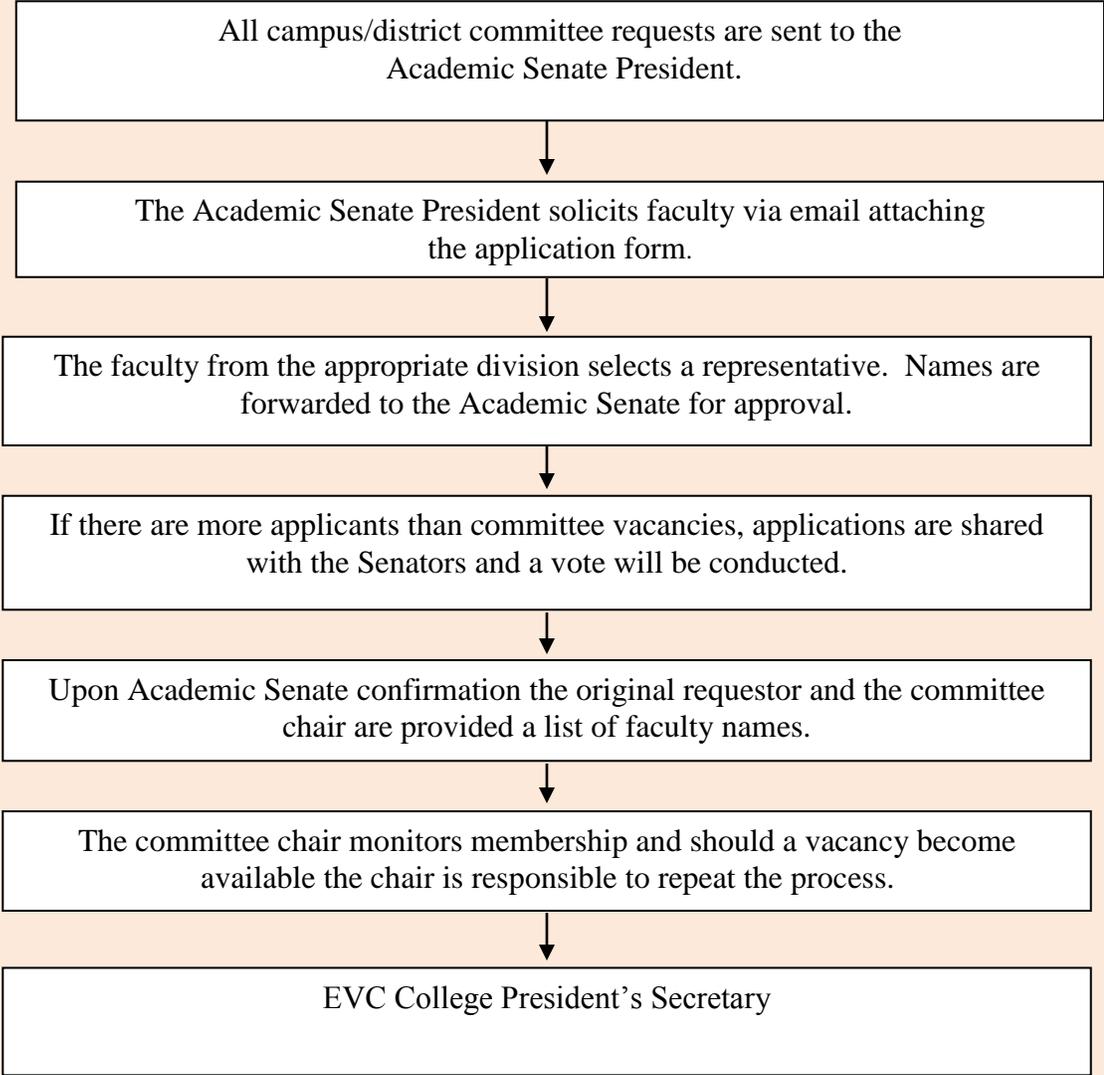
Committee Chair Printed Name _____

Committee Chair Signature _____ Date _____

D. Appointments to Standing Committees

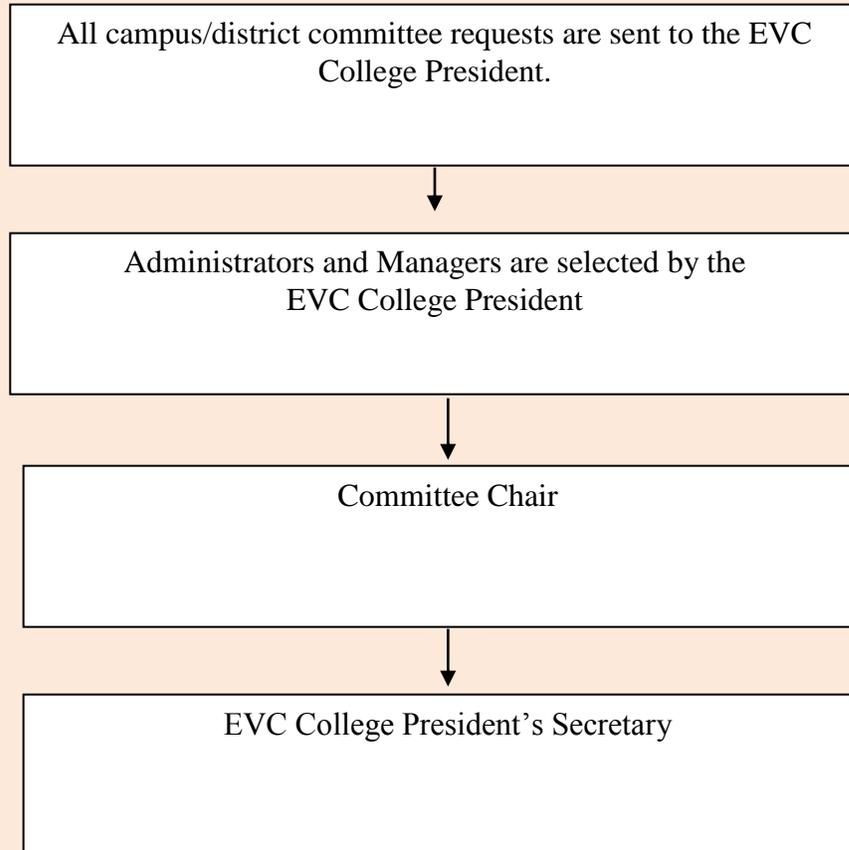
EVC Faculty Appointments

Standing Committees



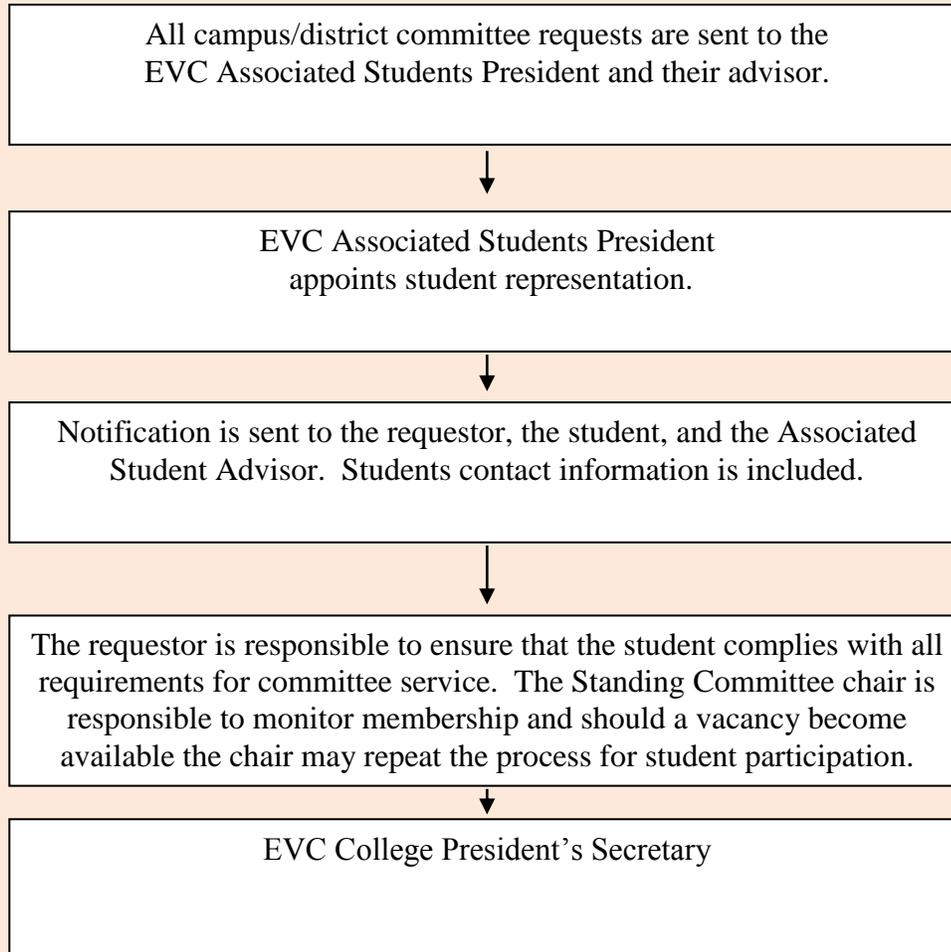
Administrator & Manager Appointments

Standing Committees



Student Appointments

Standing Committees



E. Committee Meeting Matrix

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Wk 1	<p>3:00-4:30 Diversity Action Council</p> <p>2:30-4:30 Institutional Effectiveness</p>	<p>8:30-10 Admin Council</p> <p>3-5:00 Academic Senate</p>	<p>3-5 Event Advisory</p> <p>3:30-5:00 CTC</p>	<p>9-11 Academic/Student Affairs Dean</p> <p>2-3:00 Staff Dev</p> <p>3-4:30 Matric/SS</p> <p>3-5 Assoc Students</p>		
Wk 2	<p>2:30-4:30 College Council</p>		<p>3-5:00 Budget</p>	<p>9-11 Academic/Student Affairs Dean</p> <p>2:30-4:30 Curriculum</p> <p>3-5 Associated Students</p>		
Wk 3	<p>3:00-4:30 Diversity Action Council</p> <p>2:30-4:30 Institutional Effectiveness</p>	<p>8:30-10 Admin Council</p> <p>3-5:00 Academic Senate</p>	<p>3-5 Event Advisory</p> <p>1:30-3 Safety/Facilities</p> <p>3:30-5:00 CTC</p>	<p>9-11 Academic/Student Affairs Dean</p> <p>3-4:30 Matric/SS</p> <p>2-3:00 Staff Dev.</p> <p>3-5:00 Assoc Students</p>		
Wk 4	<p>2:30-4:30 College Council</p>		<p>3-5:00 Budget</p>	<p>9-11 Academic/Student Affairs Dean</p> <p>2:30-4:30 Curriculum</p> <p>3-5 Associated Students</p>		

