

# SOLANO COMMUNITY COLLEGE CAMPUS-WIDE COMMITTEES 2009-10

## *Committees/Task Forces/Councils/Coalitions*

### 1. *ACADEMIC COUNCIL*

Chair: Lisa Waits, Ed.D., Vice President – Student Services

Purpose: To hear student petitions concerning any matter that pertains to academic performance, enrollment status or registration/withdrawal procedures.

Meeting Times: As needed.

Membership: Vice President of Student Services (Chairperson), Dean of Admissions and Records, one counselor, two faculty members (appointed by the Academic Senate), and one classified staff member from Student Services. Members are appointed through constituency groups.

### 2. *ACADEMIC SENATE*

Chair (President): Jeffrey Lamb, Faculty Member

Purpose: To provide faculty with a formal procedure for participation in the formation of District policies on academic and professional matters, confer with administration and the Governing Board, promote communication and mutual understanding within the faculty, as well as promote communication and mutual understanding between the faculty and other groups interested in the College and its programs.

Meeting Times: First and Third Mondays of each month from 2:30 p.m. – 5:00 p.m. in the Board Room.

Membership: Faculty membership is appointed by division or by general faculty election to Senate.

### **3. *ACADEMIC SENATE CURRICULUM COMMITTEE***

Chair: Erin Duane, Faculty Member

Purpose: The Curriculum Committee is an advisory committee that reports to the Academic Senate and is charged with the overall responsibility for the curriculum at Solano College. The committee functions are:

- a. Evaluation of overall curriculum needs within the College.
- b. Participation in the planning and development of short- and long-range curriculum and instructional programs.
- c. Development and/or implementation of policies and regulations applicable to the curriculum and instructional programs.
- d. Making recommendations to the administration and/or Governing Board regarding additions, modifications and deletions in the College curriculum.

Meeting Times: Second and Fourth Tuesday of each month at 1:30 p.m.

Membership: Members are elected by or appointed by each division or area and serve for one academic year.

### **4. *ACADEMIC SENATE DISTINGUISHED FACULTY TASK FORCE***

Chair: Thom Watkins, Faculty Member

Purpose: As a subcommittee of the Academic Senate, the Academic Senate Distinguished Faculty Task Force is charged with eliciting nominations and selecting annual distinguished faculty award recipients.

Meeting Times: One meeting only for the year.

Membership: Chair (appointed by Academic Senate), previous year's recipients, plus additional appointees at the discretion of the Chair.

### **5. *ACADEMIC SENATE ELECTIONS TASK FORCE***

Chair: Past President of the Academic Senate

Purpose: To conduct Senate elections annually for Senate-wide offices.

Meeting Times: Spring semester on an as-needed basis.

Membership: Appointments by volunteers authorized by the Senate President.

## **6. AFRICAN AMERICAN STAFF ASSOCIATION**

Chair: Jocelyn Mouton, Faculty Member

Purpose: To encourage and motivate African American students to strive for discipline, commitment and achievement in their lives. The organization may serve in an advisory role to the campus community regarding matters related to curriculum, hiring, promotion, affirmative action/diversity issues, and cultural events which affect the short- and long-term goals as well as the Mission of Solano Community College.

Meeting Times: Scheduled on an as-needed basis.

Membership: Open to SCC Staff. Retirees welcome.

## **7. ATHLETIC BOOSTER CLUB**

Chair: Jesse Branch

Purpose: To promote the athletic program at Solano Community College. To assist in fund raising, to provide assistance in upgrading athletic facilities and to perform other tasks related to the Solano Community College athletic program.

Meeting Times: The First Tuesday of each month at 12:30 p.m. in Room 1725.

Membership: In accordance with the By Laws, membership shall be opened to faculty, staff, students, and community members who wish to assist in promoting the Solano Community College athletic program and who pay annual dues. Elections are held every two years for the Board of Directors. Elections are held by closed ballot for all members.

## **8. CalWORKs COMMITTEE**

Chair: Jocelyn Mouton, Coordinator/Counselor, CalWORKs

Purpose: The purpose of the CalWORKs Committee is to coordinate programs that directly serve CalWORKs students. This includes CalWORKs, Job Placement, Financial Aid and Workforce Development.

Meeting Times: Monthly

Membership: Based on related interest to identified student groups.

- Coordinator/Counselor, CalWORKs
- Vice President of Student Services
- Student Placement Officer
- Dean, Financial Aid/EOPS

**9. CALENDAR ADVISORY COMMITTEE**

Chair: Lisa Waits, Ed.D., Vice President – Student Services

Purpose: To seek input from Management, CTA/CCA, CSEA, Local 39 and Students for the calendar.

Meeting Times: To be announced November through February.

Membership: Members are appointed by the areas/organizations they represent.

**10. COLLEGE REVIEW BOARD**

Chair: Dr. Robin Steinback, Vice President – Academic Affairs

Purpose: As an administrative agency of the College, the Review Board is responsible to the Superintendent/President for reviewing and making recommendations relative to student discipline matters brought before it and in accordance with the policies and procedures outlined in Governing Board Policy and Procedures 5300, *Student Conduct and Discipline*.

Meeting Times: Scheduled on an as-needed basis.

Membership:

Chair (appointed by Superintendent/President)  
Faculty (3)  
Classified Staff (2)  
Students appointed by ASSC (3)

**11. DISABLED STUDENTS PROGRAM AND SERVICES ADVISORY COMMITTEE**

Chair: Candace Roe, DSP Counselor/Coordinator

Purpose: Required by Title 5 regulations to oversee the program, staff, functions and utilization of funds.

Meeting Times: Two meetings per year.

Membership: Members appointed to this committee have involvement with people throughout the County who have disabilities.

## **12. DISTANCE EDUCATION COMMITTEE** (Subcommittee of the Academic Senate)

Chair: Rennee Moore, Faculty

Purpose: To promote and facilitate the development of full online and hybrid online instruction, to review and recommend the development of online degrees and certificate programs and to coordinate with eCollege, the District's online service provider.

Meeting Times: The First and Third Thursday of each month at 2:00 p.m. The full committee meets on the first Thursday. The eTeachers meet on the third Thursday.

Membership: Membership is chosen by the Academic Senate. Jay Field, Vice President – Technology and Learning Resources, and Scott Ota, Webmaster, serve as Resource Persons.

## **13. EDUCATIONAL ADMINISTRATORS**

Chair: Lisa J. Waits, Interim Superintendent/President

Purpose: To develop strategies and approaches as well as disseminate information.

Meeting Times: Second Tuesday of each month at 12:00 Noon in the Room 414.

Membership:

- Superintendent/President
- Vice President – Academic Affairs
- Vice President – Administrative and Business Services
- Vice President – Student Services
- Vice President – Technology and Learning Resources
- Director, Student Development
- Dean, Admissions & Records
- Dean, Business & Computer Science & Career Technical Education
- Dean, Counseling/DSP
- Dean, Fine & Applied Arts/Behavioral Sciences
- Dean, Health, Public Safety & Family Studies
- Dean, Humanities
- Dean, Mathematics and Science
- Dean, Physical Education/Athletics
- Dean, Special Services (Financial Aid & EOPS)
- Dean, Career Technical Education

#### **14. EMPLOYEE BENEFITS COMMITTEE**

Interim Co-Chairs: Susan Rinne, Interim Director – Fiscal Services, and Trudy Largent, Ed.D., Interim Director of Human Resources

Purpose: To discuss health and welfare issues of mutual interest, including benefit plan options, reviewing rate increase and making recommendations to the collective bargaining groups as appropriate.

Meeting Times: As needed.

Membership: Representatives of the collective bargaining groups.

#### **15. ENROLLMENT AND RETENTION**

Chair: Lisa Waits, Ed.D., Vice President – Student Services

Purpose: The Enrollment Management and Retention Committee serves the College as the body that formally coordinates an institutional enrollment planning and retention process that assists the institution in achieving optimum student access, retention success and institutional efficiency.

Meeting Times: First and Third Thursday of each month from 9 a.m. to 11 a.m.

Membership: Kevin Brewer (faculty member), Abba Christensen (faculty member), Rob Simas (management), Amy Gaylor (faculty member), Joanne Goodsell (classified staff), Judy Spencer (Confidential staff); Robin Steinback, Vice President – Academic Affairs

#### **16. EOPS/CARE ADVISORY COMMITTEE**

Chair: Erin Vines, Dean of Counseling and Special Services

Purpose: To assist the College in developing and maintaining effective extended opportunity programs and services (as specified in Title 5, Section 56208).

Meeting Times: At least once during each academic year.

Membership: Appointed by the Superintendent/President upon recommendation of the EOPS Director to include representation from College personnel, EOPS students, local or feeder high schools, community and business sectors (as specified in Title 5, Section 56208).

## **17. ETHNIC MINORITY COALITION**

Chair: Shirley Lewis, Dean, Student Development & Outreach

Purpose: To provide a forum for discussing common concerns and to take a representative course of action.

Meeting Times: Once per semester and as needed.

Membership: Any individual from the campus community interested in ethnic minority coalition concerns.

## **18. FABPAC (*Financial and Budget Planning Advisory Council*)**

Interim Chair: Susan Rinne, Interim Director – Fiscal Services

Purpose: The FABPAC Council is charged with the responsibility of making recommendations to the Superintendent/President on District financial and budget planning issues.

Meeting Times: First and Third Wednesdays during the academic year, with possible meetings in the summer

Membership: Appointments are made at the beginning of the fall semester by constituent groups as follows:

- Chairperson, Vice President – Administrative & Business Services (1)
- Faculty/Academic Senate (6)
- Classified Staff (4)
- Educational Administrators (2)
- Vice President – Academic Affairs
- Vice President – Student Services
- Classified Managers (2)
- ASSC (2)
- Director of Fiscal Services (1)
- Ethnic Minority Coalition (2)
- SCFA (2)

## **19. FACULTY CLASS ADVANCEMENT**

Chair: Mary Gotch-Posta, Faculty Member

Purpose: The Class Advancement Committee is established for the purpose of recommending to the Vice President – Academic Affairs acceptance or denial of academic class advancement credit requests for nontraditional professional improvement (Page 49 of CTA Contract).

Meeting Times: Scheduled as needed when requests are received.

Membership: Management selects three, and three faculty members represent CTA.

## **20. FOOD SERVICE ADVISORY**

Interim Chair: Shirley Lewis, Dean, Student Development & Outreach

Purpose: To ensure that Solano Community College Food Service Vendor offers the best food product and service to our students and staff at the most economical price possible.

Meeting Times: Two meetings each semester during the academic year.

Membership: Appointments are made at the beginning of fall semester by the constituent group.

- Food service contractor representative
- ASSC appointee
- CSEA appointee
- Local 39 appointee
- Educational Administrator appointee
- Director of Student Development
- Academic Senate Representative

## **21. GRADUATION COMMITTEE**

Chair: Shirley Lewis, J.D., Director, Student Development

Purpose: To provide campus-wide input regarding the graduation ceremony

Meeting Times: Scheduled on an as-needed basis.

Membership: Members represent departments, programs and constituencies involved in commencement and are invited to serve on the committee by the Director of Student Development each year.

## **22. OCCUPATIONAL AND CAREER EDUCATION ADVISORY COUNCIL**

Chair: John Urrutia, Dean, Business, Computer Science & Career Technical Education

Purpose: To meet requirements of Carl Perkins law regarding distribution of vocational educational funds at Solano College; i.e., review projects for funding. This includes the Tech-Prep Program Reports.

Meeting Times: Once per semester.

Membership:

- Dean, Financial Aid/EOPS
  - Director of Production, Genentech
  - District Attorney Investigator, Solano County Hall of Justice
  - Hope 2B Beautiful representative
  - Drafting Department representative
  - Solano Irrigation District representative
  - Business Division representatives
- Continued on Next Page*
- Business Manager, Napa-Solano Building Trades Council
  - Director, ROP/Career Education, Solano County Office of Education
  - Dean, Fine & Applied Arts/Behavioral Sciences
  - Director, Student Development
  - Vaca Valley Auto Parts representative
  - Dean, Math & Science
  - Welding Department representative
  - Fire Chief, Suisun City Fire Department
  - Dean, Business & Computer Science & Career Technical Education
  - Dean, Counseling/Guidance and DSP
  - Dean, Health, Public Safety, & Family Studies
  - School-to-Career/Tech Prep Coordinator, Solano County Office of Education
  - Counselor/Coordinator, CalWORKs

## **23. RETIREMENT AND RECOGNITION COMMITTEE**

Chair: Teresa McLeod, Center Director, Vacaville

Purpose: To coordinate events for recognition of College staff for their retirement and for significant years of service (10, 15, 20, 25, 30).

Meeting Times: As needed.

Membership: Announcements are campus-wide for interested people.

Funding Support: SCC Foundation

## **24. SABBATICAL LEAVE COMMITTEE**

Co-Chairs: Alena Hairston and Mary Gumlia

Contact: Robin Steinback, Vice President – Academic Affairs (Resource to the Committee)

Purpose: To follow and implement Article 11 of CCA Contract. This includes designing the application form, determining eligibility, interviewing applicants and making recommendations to the Superintendent/President.

Meeting Times: September/October

Membership: Three faculty members chosen by the Association and two management members chosen by Management plus the Vice President – Academic Affairs. The Vice President of Academic Affairs shall be a permanent member of the committee as a resource person without voting rights.

## **25. SAFETY COMMITTEE**

Chair: Steven Dawson, SCCD Police Chief

Purpose: To promote and facilitate the development of procedures and practices that maintain an environment-fostering safe and healthful attitudes on the part of all employees.

Meeting Times: The committee meets on the Fourth Wednesday of each month during the regular academic year and is comprised of representatives from all constituent groups.

Membership: Appointments made at the beginning of the fall semester by the constituent group.

- ASSC appointee
- CSEA appointee
- Local 39 appointee
- Academic Senate appointee
- Educational Administrators appointee
- Director of Facilities (permanent)
- Campus Police Chief (permanent)
- Health Services appointee (Student Health Center)
- Vice President of Administrative & Business Services (permanent)

## **26. SHARED GOVERNANCE COUNCIL**

Chair: Jowel C. Laguerre, Ph.D., Superintendent/President

Purpose: For collaborative participation of appropriate members of the College in planning for the future and in developing policies, procedures and recommendations under which the College is governed and administered.

Meeting Times: Second and Fourth Wednesdays, 2:30 to 4:00 p.m., in the Board Room.

Membership: Superintendent/President, Chair

Minority Coalition (2)

ASSC (2)

Administration (2)

Classified (2) – 1 from CSEA and 1 from Local 39

Faculty (2) – 1 from SCFA and 1 from Academic Senate

Resource Persons:

VP – Academic Affairs

VP – Administrative and Business Services

VP – Student Services

VP – Technology & Learning Resources

Director, Human Resources

Director, Public Relations, Communication & Marketing

Director, Research & Development

## **27. STAFF DEVELOPMENT/FLEX CAL ADVISORY COMMITTEE**

Chair: Rich Christensen, Director, Human Resources

Purpose: To design Flex Cal program each semester and to follow mandates of AB 1725 and establish direction for campus-wide staff development activities, to make decisions as to the use of AB 1725 funds, to write end-of-year evaluation and beginning of year staff development plan.

Meeting Times: Meeting times identified each semester.

Membership:

- Director, Human Resources, Chair
- Administration (1)
- Administrative Leadership Group (1)
- CSEA (1)
- CTA (1)

## **28. STAFF DIVERSITY ADVISORY COUNCIL**

Chair: A member of the committee.

Contact: Rich Christensen, Director, Human Resources

Purpose: To review Title 5 regulations, revise the Staff Diversity Plan and plan for the future in regard to equal opportunity employment at Solano Community College.

Meeting Times: Meeting times identified each semester.

Membership: Members are appointed by their respective constituent groups.

Director, Human Resources (Ex-officio)

Academic Senate (1)

CTA (1)

CSEA (1)

Local 39 (1)

Administrative Leadership Group (1)

Student (1)

Ethnic Minority Coalition (1)

Vietnam Veteran (1)

Disabled Member (1)

## **29. STRATEGIC TECHNOLOGY ADVISORY COMMITTEE**

Chair: Jay Field, Vice President – Technology & Learning Resources

Purpose: To update and maintain the District Strategic Technology Plan and Standards Document

Meeting Times: Monthly

Membership:

Jay Field, Vice President – Technology & Learning Resources (Chair)

CTA (1)

Academic Senate (1)

ASSC (1)

CSEA (1)

Administrative Leadership Group (1)

Director of Technology Services & Support (Resource)

### **30. SUPERINTENDENT/PRESIDENT'S CABINET**

Chair: Jowel C. Laguerre, Ph.D., Superintendent/President

Purpose: The Superintendent/President's Cabinet is responsible for making decisions and recommendations related to the operation of the college, including matters pertaining to fiscal stability, personnel, coordination of programs/services and policies/procedures.

Meeting Times: Mondays, 9:00 a.m. to 12:00 Noon, Room 433

Membership:

- Superintendent/President
- Vice President – Academic Affairs
- Vice President – Administrative and Business Services
- Vice President – Student Services
- Vice President – Technology and Learning Resources
- Director, Human Resources
- Director, PR, Marketing and Communication

### **31. VOC/ED DEANS COMMITTEE**

Chair: John Urrutia, Dean, Business, Computer Science & Career Technical Education

Purpose: To meet requirements of Carl Perkins law regarding distribution of vocational education funds at Solano College; i.e., review projects for funding. This includes planning for program development.

Meetings Times: Second Thursday of each month at 9:00 a.m.

Membership: Membership includes the vocational deans and those appointed by the chair or the Vice President of Academic Affairs

## **Employee Organizations**

### **32. CSEA**

Chair: Cynthia Simon, Classified Staff

Purpose: The California School Employees Association (CSEA) of Solano Community College is one of the bargaining groups for the Classified Staff. The purpose of Chapter 211 is to conduct union business and inform the membership body. All CSEA members are given release time according to the CSEA Contract 5.1.8 to attend the regular monthly chapter meetings.

Meeting Times: Meeting times are scheduled once a month on the Third Wednesdays at 12:00 p.m., location TBA.

Membership: CSEA Classified Staff members.

### **33. SCFA -- FACULTY ASSOCIATION**

Chair: Tom Grube, Faculty Member (SCFA President)

Purpose: The SCC Chapter of CCA/CTA/NEA is the exclusive representative in collective bargaining for the faculty as defined in the CCA/CTA/NEA-District Collective Bargaining Agreement. All full-time faculty are required to join the Association or pay an agency fee for representation. See the Contract for specific provisions. Copies of the contract are available in the Human Resources Department located in the Administration Building (Bldg. 600).

Meeting Times: Meeting times are once or twice each month on Tuesdays, 2:05 p.m. to 3:55 p.m.(excluding summer).

Membership: 156 (approximately) Full-time Faculty and 80 Adjunct Faculty.

### **34. OPERATING ENGINEERS, LOCAL 39**

Chair/Unit President: Jeff Lehfeldt, Classified Staff

Purpose: Represent Classified Staff. A bargaining unit for maintenance and operations, grounds, custodial, police and technical staff.

Meeting Times: Second Tuesday of every month at 3:30 p.m.

Membership: By a vote of the membership to elect a president.

## Ad Hoc Committees

### **35. STUDENT LEARNING OUTCOMES (SLO) TASK FORCE**

Co-Chairs: Dr. Robin Steinback, Vice President – Academic Affairs, and Jeffrey Lamb, Academic Senate President

Purpose: To promote Student Learning Outcomes (SLO's). SLO's are the specific measurable goals and results that are expected subsequent to a learning experience. These outcomes may involve knowledge (cognitive), skills (behavioral) or attitudes (affective behavior) that display evidence that learning has occurred at a specified level of competency as a result of a course or program. Learning outcomes are clear and assessable statements that define what a student is able to do at the completion of a course or program. Learning outcomes provide a focus and a standard for the classroom and Student Services.

Membership: Administration, faculty and staff