

COMMITTEES

<http://www.solano.edu/committees/>

Committee	URL or Email	Standard	Membership	Chair	Charge	Meeting days/times (and Location when in-person)
Academic Calendar Committee		BP 6500	<p>Membership:</p> <ul style="list-style-type: none"> • 1 SCFA rep designated by the SCFA Pres • 1 Ac Senate rep designated by the Ac Senate Pres • 1 Flex-Cal Committee Rep designated by the Ac Senate Pres • 1 Scheduling Specialist designated by the VPAA • 1 CSEA rep designated by the CSEA Pres • 1 Operating Engineers rep designated by the Local 39 Pres • 1 ASSC Student rep designated by the Dir of Student Life • 1 School Dean designated by the VPAA • 1 School Administrative Assistant designated by the VPAA • Vice-President of Student Services • Dean of Enrollment Services 	David Williams, VPAA	To develop an ongoing cycle of a three-year Academic Calendar for the College.	During the Fall semester of each academic year.
Academic Council		BP 5200	<p>Membership:</p> <ul style="list-style-type: none"> • Director of Admissions and Records (1) • Academic Dean (1) • Counselor (1) • Academic Senate representative (2) • Classified staff member from Student Services (1) <p>In the event that the Vice President of Student Services is unavailable to serve as the Chair, an Academic or Student Services Dean will be appointed by the Superintendent/President to serve in his/her place.</p>	Lisa Neeley, VPSS	To hear student petitions concerning any matter that pertains to academic performance, enrollment status or registration/withdrawal procedures.	As needed
Academic Program Review (sub-Committee of Ac Senate)	http://www.solano.edu/academic_pr/		<p>Membership (Voting)</p> <ul style="list-style-type: none"> • School of Liberal Arts (1) • School of Health Sciences (1) • School of Social and Behavioral Science (1) • School of Applied Technology and Business (1) • School of Mathematics And Science (1) • Library (1) • Counseling (1) <p>Ex-officio/non-voting parties (guests)</p> <ul style="list-style-type: none"> • Academic Dean (1) • Office of Research and Planning (1) • Vice President of Academic Affairs (1) 	LaNae Jaimez, Academic Program Review Coordinator	To assess the state of academic programs, highlighting strengths and areas of needed improvement. It is a faculty-driven process bringing faculty and administration together to work toward program improvement, setting goals and prioritizing initiatives based on internal and external factors related to student, college, and community needs. Program review has three essential goals: 1) to maintain academic integrity and rigor; 2) to facilitate integrated, long-range planning; 3) to provide continual program improvement to ensure student success.	2nd and 4th Mondays of the month during the Academic Year from 2:30-4 p.m.
Academic Senate	http://www.solano.edu/academic_senate/	BP 2005, BP 2130	<ul style="list-style-type: none"> • President (1) • Vice President, Academic Senate(1) • Secretary/Treasurer (1) • Counseling (1) • Applied Technology & Business (2) • Math and Sciences (2) • Health Science (2) • Liberal Arts (2) • Social and Behavioral Science (2) • At-Large (2) • Adjunct Representatives (2) 	Joshua Scott, Academic Senate President	The Academic Senate is the voice of faculty on matters related to curriculum and instruction, working collaboratively with college administration, staff, and students to promote academic excellence relating to academic and professional matters as set forth in Title 5 Section 53200 (c) (1-11). Per CA Ed Code, Section 70902, the Academic Senate has primary responsibility for recommendations regarding curriculum.	A minimum of two times a month, typically the 2nd and 4th Mondays of the Academic Year from 3-5 p.m. in the Denis Honeychurch Boardroom.

Committee	URL or Email	Standard	Membership	Chair	Charge	Meeting days/times (and Location when in-person)
Assessment Committee (sub-committee of Ac Senate)	http://www.solano.edu/assess/		<p>Voting Membership:</p> <ul style="list-style-type: none"> • School of Liberal Arts Faculty Coordinator (1) • School of Health Sciences Faculty Coordinator (1) • School of Social and Behavioral Science Faculty Coordinator (1) • School of Applied Technology and Business Faculty Coordinator (1) • School of Mathematics and Science Faculty Coordinator (1) • Counseling School Coordinator (1) • Program Review Committee Representative (1) • Curriculum Committee Representative (1) • Adjunct faculty Representative (1) <p>Ex-Officio Members</p> <ul style="list-style-type: none"> • Vice President of Academic Affairs or designee (1) • Research and Planning representative (1) • Academic Dean (1) 	Andrew Wesley, Assessment Coordinator	To provide institutional support and guidance on outcomes assessment including student learning outcomes (SLOs), program learning outcomes (PLOs), general education learning outcomes (GELOs), institutional learning outcomes (ILOs), and service area outcomes (SAOs) (omit what is in read. We do not look at SAOs). The committee helps shape institutional policy regarding assessment; supports faculty in the completion of timely, quality assessments; helps faculty create quality outcomes and tools for measuring them; disseminates information about outcomes assessment; and supports the campus integrated planning process	Determined by availability of school coordinators and assessment committee faculty coordinator. A zoom meeting can be arranged with the Assessment Chair Andrew Wesley
SCC CalWORKs Committee (SCC CalWORKs Partnership Meetings)	for meeting information contact calworks@solano.edu		<p>Based on related interest to identified student groups</p> <ul style="list-style-type: none"> • CalWORKs Counselor/Coordinator (1) • Dean, Counseling & Special Services (1) • Career Employment Services Coordinator (1) • Director, Financial Aid (1) • Solano County Health and Social Services Supervisors • Solano County Health and Social Services Caseworkers 	Priscilla Jones, CalWORKs Coordinator	To coordinate programs that directly serve CalWORKs students, including CalWORKs, Employment Services, Financial Aid and Workforce Development.	Quarterly on the 3rd Thursday of September, January, and May from 9:30 - 11:30AM (on campus/in-person); current meetings are held virtually from 9:30-11:30AM
Citizens Oversight Committee (CBOC)		BP 3390, Ed Code Sect 15278	<ul style="list-style-type: none"> • Student enrolled and active in a community college support group, such as student government. The community college student may, at the discretion of the District, serve up to six months after his or her graduation (1) • Member active in a business organization representing the business community located in the District (1) • Member active in a senior citizens' organization (1) • Member active in a bona-fide taxpayers association (1) • One member active in a support organization for the college (1) • At-large members of the community, who are persons who demonstrate interest in and/or experience with the mission and facilities of the District; such as citizen members of occupational advisory groups, local business representatives, or representatives of local civic organizations (2) • Members of the community who demonstrate interest in and/or experience in the construction and building trades (2) 	Ward Stewart, Member-At-Large, Vallejo	The Charge of the CBOC, as set forth in Education Code Section 15278, is to inform the public concerning the expenditure of bond revenues.	The CBOC is required to meet at least once a year, including an annual organizational meeting, but may not have regular meetings more frequently than quarterly. The CBOC may set special meetings, but only if a majority of the CBOC seats, whether filled or unfilled, agree to setting a special meeting.
College Governance Council	http://www.solano.edu/college_govern/	BP 2005	<p>Membership:</p> <ul style="list-style-type: none"> • Minority Coalition representative (2) • ASSC representative (2) • Administrative Leadership Group representative (2) • SCFA representative (1) • Academic Senate representative (1) • CSEA representative (2) • Local 39 representative (2) • Guided Pathways Coordinator (1) <p>Advisory (Non-Voting) Members:</p> <ul style="list-style-type: none"> Vice President, Academic Affairs (1) Vice President, Student Services (1) Vice President, Finance and Administration (1) Dean, Research and Planning (1) 	Celia Esposito-Noy, S-P	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.	2nd and 4th Wednesdays of the month during Fall and Spring terms, from 3 to 4 p.m., in the Denis Honeychurch Boardroom.

Committee	URL or Email	Standard	Membership	Chair	Charge	Meeting days/times (and Location when in-person)
College Review Board		BP 5300	<p>Membership:</p> <ul style="list-style-type: none"> • Administrator appointed by Superintendent-President (1) • Classified Staff member appointed by CSEA (1) • Faculty member appointed by the Academic Senate (1) • Student appointed by ASSC (1) 	Chair: One of the College Review Board members - appointed by the VPSS	To review and make 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.	Scheduled on an as-needed basis.
Curriculum Committee (sub-committee of Ac Senate)	http://www.solano.edu/curriculum/	BP 6100	<p>Voting Membership:</p> <ul style="list-style-type: none"> • School of Liberal Arts (2) • School of Health Sciences (2) • School of Social and Behavioral Science (2) • School of Applied Technology and Business (2) • School of Mathematics And Science (2) • Student Services (2) • Articulation Officer (1) • Librarian (1) • Academic Deans (2) <p>Non-Voting Members</p> <ul style="list-style-type: none"> • Vice President of Academic Affairs (1) • Curriculum Analyst (1) • ASSC Student Representative majoring in an academic subject (1) • ASSC Student Representative majoring in a vocational subject (2) 	Sarah Barsness, Curriculum Committee Chair	To provide leadership for all areas that involve the College's curriculum. It is a faculty committee that reviews and recommends additions, deletions, and changes to the College's courses and programs.	Times: 2nd and 4th Tuesdays of the month during the Academic Year from 2-4PM
Distance Education Committee (sub-committee of Ac Senate)	http://www.solano.edu/distance_ed/	BP 6115	<p>Membership:</p> <ul style="list-style-type: none"> • Math & Science Faculty (2) • Health Science Faculty (2) • Applied Technology & Business Faculty (2) • Liberal Arts Faculty (2) • Librarian (1) • Social & Behavioral Sciences Faculty (2) • Academic Dean (1) • Counselor (1) • Technology Services & Support (1) • Distance Education Technician (1) 	John Perez, Distance Ed Coordinator	To deal with campus-wide instructional technology issues with special focus on pedagogical and curricular issues. The Distance Education Committee reviews and makes recommendations regarding Distance Education at Solano Community College, to include delivery methods, best practices, and state-wide compliance, as well as providing resources, training and support for staff and faculty as it relates to distance education. In addition, the Distance Education Committee certifies individual courses to ensure regular effective contact hours and regular instructor-initiated contact, as well as compliance with the Americans with Disabilities Act, and any other identified provisions relevant to accreditation, Chancellor's Office Guidelines, Title 5, CA Education Code, or other external approving agencies, as well as approved local practice.	1st Friday of the month from 11 a.m. to 12 p.m.
EOPS/CARE Advisory Committee		BP 5430, Title 5, Sect 56208	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).	Alexandria Castaneda, EOPS/CARE Coordinator	To assist the College in developing and maintaining effective extended opportunity programs and services (as specified in Title 5, Section 56208).	At least twice during each academic year

Committee	URL or Email	Standard	Membership	Chair	Charge	Meeting days/times (and Location when in-person)
Equity Inclusion Advisory Council (EIAC)	http://www.solano.edu/eiac/			Contact HR 707-864-7137	The Equity Inclusion Advisory Council (E.I.A.C.) was created to provide leadership that advocates for diversity and equity in Solano Community College's educational programs, cultural events, and recruitment and hiring training outcomes. Responsibilities of the E.I.A.C.: -To provide leadership to foster an educational climate that encourages mutual respect, trust, acceptance, and teamwork, regardless of backgrounds (as identified in the Board policy 4035 on non-discrimination). -To influence Institutional plans to address equity issues and to eliminate barriers to conditions of equity. Such plans should include work on the Staff Equity Plan as required by the California Community College Chancellor's Office and ACCJC. -To educate all College constituents in the needs of an increasingly diverse educational community. -To make recommendations for revising Board policies pertaining to diversity and equity. -To solicit suggestions from relevant College and community groups to strengthen diversity outreach. -To establish appropriate timelines to complete E.I.A.C. tasks.	
Faculty Class Advancement		Article 20.406 SCFA Agreement	Membership: • SCFA (3) • District Administrators (3)	Erin Duane, Professor	To recommend to the Vice President of Academic Affairs acceptance or denial of academic class advancement credit requests for nontraditional faculty professional improvement.	Meeting Times: Scheduled as needed when requests are received.
Fiscal Advisory Committee	http://www.solano.edu/fac/	BP 2005	Membership • Chairperson, Vice President, Finance & Administration • Academic Senate (3) • Local 39 (1) • CSEA (1) • Educational Administrator (1) • Classified Manager (1) • ASSC (1) • Minority Coalition (1) • SCFA (1) • Executive Director, SCC Educational Foundation (1) Advisory Members • Vice President, Academic Affairs • Vice President, Student Services	Susan Wheat, VPFA	To make recommendations to the Superintendent-President on District financial and budget planning issues.	1st Wednesday of the month, 2-3 p.m., during the academic year, with possible meetings in the summer.
Food Service Advisory Committee		BP 3720	Membership: • Food Service Contractor representative (1) • Academic Senate (1) • ASSC (1) • CSEA (1) • Local 39 (1) • Educational Administrator (1) • Director of Student Development (1)	Susan Wheat, VPFA	To ensure that the Solano Community College Food Service Vendor offers the best food product and service to our students and staff at the most economical price possible.	Two meetings each semester during the academic year.
Guided Pathways Steering Committee			Membership: • Pathways for Academic and Career Excellence (PACE) Leads • Guided Pathway Counselors • Vice President Student Services	Melissa Reeve, Interim Dean Research & Planning	TI support the completion of department area program maps/department web pages and work with student services in developing student success teams for PACE pathways.	1st and 3rd Fridays of the month
Graduation Task Force			Membership: Members represent departments, programs, Academic Senate, and constituencies involved in commencement and are invited to serve on the committee by the Director of Student Development each year.	Rischa Slade, Student Affairs Specialist	To provide campus-wide input regarding the graduation ceremony	2x/month at the beginning of the Spring term and 1x/week during the month prior to graduation

Committee	URL or Email	Standard	Membership	Chair	Charge	Meeting days/times (and Location when in-person)
Measure Q Steering Committee			<p>Membership: To solicit constructive feedback, Deans, Academic Affairs, Student Services, Trustees, and Maintenance and Operations are invited to join, ensuring broad representation on the steering committee.</p> <ul style="list-style-type: none"> • Citizens Oversight Committee (CBOC) • SCC Trustees (3) • Superintendent-President • Bond Manager • Vice President of Finance and Administration • Vice President of Student Services • Vice President of Academic Affairs • Dean of the Vallejo Center • Dean of the Vacaville Center • Dean of Liberal Arts • Dean of Mathematics and Science • Director of Facilities • Biotechnology Faculty (1) • Classified Staff (1) 	Lucky Lofton, VP Facilities	To provide updates and collect feedback on Measure Q Bond funding.	The 1st Wednesday of the Month from 4:30 – 5:30 p.m.
Minority Coalition			<p>Membership: Open to all Solano Community College employees. Ethnic minority employees are encouraged to attend.</p>	Shanan Danley, President	To provide a forum for discussing common concerns of minority groups and provide feedback to college leadership.	Once a month
Professional Development Committee (sub-committee of Ac Senate)	http://www.solano.edu/professional_development/	Accreditation Standard I and III	<p>Membership:</p> <ul style="list-style-type: none"> • Full-time Faculty (3) • Adjunct Faculty (1) • CSEA representative (2) • Human Resources representative (1) 	Michelle Smith, PD Coordinator	To promote professional development opportunities for faculty and staff to broaden their knowledge, expand their skills, and enhance their abilities to benefit the students, the college, as well as the greater community including developing and implementing the Flexible Calendar plan.	1st and 3rd Thursdays of the month from 2:30-4 p.m.
Sabbatical Leave Committee		Article 11 of SCFA Agreement	<p>Membership:</p> <ul style="list-style-type: none"> • Solano College Faculty Association (3) • Administrators appointed by the Vice President of Academic Affairs (2) • Vice President of Academic Affairs (1) 	David Williams, VPAA	To provide the opportunity for faculty members to improve professional skills that will benefit the students and the District. In addition, the concept of sabbatical leaves is to provide an opportunity for the faculty member to participate in educational activities away from the District that will renew and revitalize the faculty member's contribution to students and the District.	October/November, February/March of each academic year
Safety Committee	http://www.solano.edu/police/committee.php	BP 3850	<p>Membership: Appointments made at the beginning of the fall semester by the constituent group.</p> <ul style="list-style-type: none"> • ASSC representative (1) • CSEA representative (1) • Local 39 representative (1) • Academic Senate representative (1) • Educational Administrator (1) • Director of Facilities (1) • Student Health Center representative (1) • Vice President, Finance and Administration (1) 	Brian Travis, Chief Dept of Public Safety	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.	The committee meets on the 4th Wednesday of each month during the regular academic year and is comprised of representatives from all constituent groups.
Student Equity and Success Council (sub-committee of Ac Senate)	http://www.solano.edu/basic_skills/		<p>Membership (Voting):</p> <ul style="list-style-type: none"> • Student Equity and Success Coordinator, Co-Chair (1) • Administration, Co-Chair (1) • English Basic Skills Coordinator (1) • Math Basic Skills Coordinator (1) • DSP/Counseling Faculty Member (1) • Academic Success and Tutoring Center Coordinator (1) • Pathway Coordinator (1) • First-Year Experience Coordinator (1) 	Michael Silva, Student Equity and Success Council Chair	To provide institutional direction to integrate validated effective practices for underprepared students to succeed at college level learning. The committee is responsible for developing and evaluating a yearly basic skills plan reflecting the state's Basic Skills Initiative.	2nd and 4th Fridays of the month during the Academic Year at 12:00 p.m.

Committee	URL or Email	Standard	Membership	Chair	Charge	Meeting days/times (and Location when in-person)
Sustainability Advisory Committee (SAC)	https://www.facebook.com/Sustainability.Solano			Pam Muick, Sandra Diehl	Solano Community College will be a leader in sustainable practices that balance the best interests of the environment, our community and fiscal responsibility. In particular, it will reduce its ecological footprint through energy, water and waste reduction, curriculum development and community engagement.	2nd Friday of the Month at the VV Center (1:30-3) 4th Friday of the month at the FF Campus (1:30-3)
Tech Committee - Strategic Advisory Technology Committee (STAC)			Membership: <ul style="list-style-type: none"> • ALG (1) • ASSC (1) • SCFA (2) • Academic Senate (3) • CSEA (1) • Local 39 (1) 	Co-chairs: James "Kimo" Calilan & Justin Howell	To set the information technology strategic direction of the college. The committee recommends college wide information technology policies, procedures and standards; reviews and recommends priorities for the development of applications and for capital requests; and serves as an information-sharing forum. The Committee serves as an advisory panel to the Chief Technology Officer in areas of policy recommendations and technology plans that are to be processed through the colleges shared governance processes.	Quarterly
Technical Review Committee (sub-committee of Curriculum Committee)	http://www.solano.edu/tech_review/	BP 6100	Voting Members <ul style="list-style-type: none"> • Curriculum Committee Chair • Articulation Officer • Two faculty currently serving on the Curriculum Committee (appointed by the Curriculum Chair) • One Academic Dean (appointed by the VPAA) Permanent, Non-Voting Members <ul style="list-style-type: none"> • Vice President of Academic Affairs • Assessment Coordinator • Curriculum Analyst 	Sarah Barsness, Curriculum Committee Chair	The primary responsibility for all Curriculum proposals is held by the Technical Review, a subcommittee of the Curriculum Committee.	Times: 1st and 3rd Tuesdays of the month during the Academic Year (2-4PM)
Workload Committee		Article 19.6 of SCFA Agreement	Voting Members <ul style="list-style-type: none"> • (3) SCFA members (appointed by SCFA) • (3) Administrators (appointed by the VPAA) If there is a tie vote within the Workload Committee, the VPAA and the SCFA President will make the final decision.	Assignments made as-needed	Faculty within the discipline shall recommend the class maximum for a new course or changes to the maximum for an existing course to the Curriculum Committee. The Curriculum Committee will then forward its recommendation(s) to the Workload Committee. A majority vote of the Workload Committee shall be required to approve any change in class size.	As needed