I. INTRODUCTION

Shared governance is a collaborative college-wide process dependent on trust and open communication among stakeholders in an environment of mutual respect, collegiality and accountability.

Shared governance at Cerritos College operates through a collaborative decision-making process in which the members of each of the major campus constituencies—the Board of Trustees, the Administration, the Management, the Faculty, the Classified/Confidential Staff, and the students—play an appropriate role. This shared governance process functions in accordance with the Education Code, Title 5 (including AB 1725), and approved policies of the Board of Trustees. As a result, the Board utilizes each constituency group’s knowledge, training, experience, and expertise in the formulation and development of college policies and procedures. This collegial decision-making process encourages the campus communities to work together to find the best responses to issues the college must address. This collegial governance process assigns primary responsibility for academic and professional matters to the Faculty Senate in accordance with both Title 5 and approved Board Policy. This process intends to assure that campus decision-making is the result of timely and pertinent advice from relevant constituencies. (See Appendix A, Cerritos College Board Policy 2510)

For classified, confidential, and administrative staff, shared governance at Cerritos College functions through the shared governance committee structure and collaborative decision-making among the representative college constituencies. This governance process provides opportunities for effective participation in the development and formulation of district policies and procedures, and assures that jointly developed recommendations for action are forwarded to the Governing Board. When a classified staff representative is to serve on a college committee or other governance group, the CSEA chapter shall appoint the representative unless a classified staff member is a member of a committee by virtue of the function of the position.

For students, shared governance at Cerritos College promotes opportunities to participate in the development and formulation of district and college policies that will have a significant effect on students. This process assures that positions or recommendations developed by students are given meaningful consideration, and further assures the collegial development of all recommendations to the Governing Board. (See Appendix A, Cerritos College Board Policy 2510)

The Cerritos College shared governance process assures that decisions regarding policies and procedures to be recommended to the College President and Board of Trustees are
the result of contributions from appropriate college constituencies that have been
developed through the campus committee structure and forwarded to the College
Coordinating Committee. Committee members will draw upon their expertise to make
informed recommendations that support the mission, goals, and needs of Cerritos
College. This collaborative shared governance structure in no way infringes on any of
the roles, responsibilities, or legal powers of the College President or the Board of
Trustees. The intent of this document is to promote a more efficient, cooperative, and
productive environment at Cerritos College.

Within each committee, the decision-making processes occur and lead to institutional
recommendations. Consensus shall be the preferred decision-making process. If
consensus cannot be achieved, committees shall use majority vote of members present
and voting as its voting method. All Institutional and Faculty Senate committee meetings
are open to the public.
II. SHARED GOVERNANCE COMMITTEES

The Shared Governance process at Cerritos College occurs through the campus committee structure. There are sixteen (16) Institutional standing committees and eight (8) Faculty Senate standing committees. This committee structure affords broad-based participation in the shared governance process by all campus constituencies.

1. College Committee on Accreditation
2. College Committee on Campus Transformation
3. College Coordinating Committee
4. College Committee on Developmental Education
5. College Committee on Enrollment Management
6. College Equal Employment Opportunity Advisory Committee (EEOAC) (formerly known as the Diversity Committee)
7. College Committee on Facilities Planning
8. College Committee on Information Technology Standards (formerly known as the Information Services Committee)
9. College Committee on Matriculation
10. College Committee on Outstanding Classified Employee Selection (approved 9/14/09)
11. College Committee on Planning and Budget
12. College Committee on Staff Development
13. College Committee on Student Life (formerly known as the Student Services Committee)
14. College Committee on Student Success (approved 2/8/10)
15. College Committee on Web Standards
16. District Committee on Safety (approved 3/8/10 and formerly known as the College Committee on Safety)
17. Senate Committee on Academic Affairs
18. Senate Committee on Curriculum
19. Senate Committee on Hiring Standards (temporarily known as the Faculty Equivalency/Local Standards – revised 3/2/09)
20. Senate Committee on Instructional Program Review (formerly known as the Program Review Committee)
21. Senate Committee on Professional Relations
22. Senate Committee on Sabbatical Leave
23. Senate Committee on Student Learning Outcomes (approved 3/9/09)
24. Senate Committee on Technology-Based Learning (formerly known as the Instructional Technology Committee)
COLLEGE COMMITTEE ON ACCREDITATION
(revised on 8/31/09)

A. **Purposes**

   · Monitors the preparation of the college’s self-study
   · Monitors the preparation of interim and other progress reports required by the Accrediting Commission for Community and Junior Colleges (ACCJC)
   · Monitors the college’s progress in addressing standards of accreditation
   · Prepares annual report on college’s progress in meeting accreditation standards and sets an agenda for activities regarding accreditation
   · Recruits committee and subcommittee co-chairs
   · Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

   None

C. **Chairperson** (how selected/elected)

   1. The Accreditation Liaison Officer and a Faculty member will serve as Co-Chairpersons.
   2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, and forward information to the College Coordinating Committee.

D. **Other Officers** (if any)

   None

E. **Membership** *(revised 10/19/09, 2/22/10)*

   Accreditation Liaison Officer
   Faculty Co-Chairperson appointed by Faculty Senate
   Director of Research and Planning
   ACCME President (or designee)
   Faculty Senate President (or designee)
   CCFF President (or designee)
   CSEA President (or designee)
   ASCC President (or designee)

   During the preparation of the self-study, 8 additional members will join the Committee as co-chairs of the committees of the four major standards. The Accreditation Liaison Officer will appoint administration members, the Faculty Senate will appoint faculty members, ACCME will appoint management members, CSEA will appoint classified members and ASCC will appoint student members.
F. Terms of Office

1. The committee members, except for the standard committee co-chairs and student representative, will serve through one entire 6-year accreditation cycle. The cycle will commence immediately after the preparation of the mid-term report.

2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will establish its quorum requirement at the beginning of each academic year.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

The College Committee on Accreditation will make regular reports to the College Coordinating Committee. All actions of the College Committee on Accreditation will be communicated to the College Coordinating Committee in the form of minutes. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website.

J. Meetings (day and time)

To Be Determined
COLLEGE COMMITTEE ON CAMPUS TRANSFORMATION

A. Purposes

- In coordination with the College Committee on Facilities Planning, reviews and makes recommendations about the College’s Facilities Master Plan
- In coordination with the College Committee on Facilities Planning, reviews and makes recommendations about the college’s Five-Year Construction Plan
- Reviews and makes recommendations about the allocation of Facilities resources
- Reviews and makes recommendations about an implementation calendar for Facilities Master Plan work
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. The Vice President of Business Services/Assistant Superintendent is the Chairperson.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward information to the College Coordinating Committee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (34 members – revised on 12/10/07, 1/28/08, 10/20/08)

- Vice President of Academic Affairs/Assistant Superintendent
- Vice President of Business Services/Assistant Superintendent
- Vice President of Student Services/Assistant Superintendent
- Director of Physical Plant
- Dean of Disabled Students, Programs and Services
- Chief of Campus Police
- Director of Student Activities
- Faculty Senate President (For clarification, this position does not count as a Instructional Division Representative)
- A faculty representative from every Instructional Division (8)
- A faculty representative from Counseling Services Division
- Staff or Manager representative from Student Support Services Division
- Staff or Manager representative from Admissions, Records and Services Division
Staff or Faculty or Manager representative from Adult Education/Community Services/CITE
Staff or Manager representative from Information Technology
Staff or Manager representative from Business Services/Human Resources
Staff or Manager representative from Public & Governmental Relations
Staff or Faculty or Manager representative from Library/LRC
* If classified staff are recommended to represent any of the (7) above areas, appointees must be cleared by CSEA

4 Management representatives appointed by ACCME
3 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
2 Student representatives appointed by ASCC

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. The ASCC representatives will serve one-year terms.

G. Quorum

The committee will establish its quorum requirement at the beginning of each academic year.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

All actions of the College Committee on Campus Transformation will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. Meetings (day and time)

To Be Determined
COLLEGE COORDINATING COMMITTEE

A. **Purposes**

- Provides effective communication among representatives of all college constituencies
- Discusses issues of concern to the college community and refers to appropriate committees for development and recommendations
- Ensures that information flows to and from institutional and ad hoc committees and constituencies
- Monitors the memberships of institutional and ad hoc committees for the purpose of ensuring diversity and representation
- Reviews the Board Agenda for the next Board of Trustees meeting
- Monitors that shared governance processes are adhered to
- Reviews both the committee structure and the shared governance structure regularly and makes revision recommendations
- Maintains a handbook of current committees and of memberships on all committees which is reviewed and updated annually
- Reviews on a regular basis the college’s administrative procedures and gives input to the review and development of Board Policy
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. The College President is the Chairperson.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward College Coordinating Committee recommendations to the Board of Trustees, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (14 members – revised on 11/03/08)

College President
Vice President of Academic Affairs/Assistant Superintendent
Vice President of Business Services/Assistant Superintendent
Vice President of Student Services/Assistant Superintendent
1 management representative appointed by ACCME
4 faculty representatives – Faculty Senate President (or designee) and 3 others appointed by Faculty Senate
3 classified representatives - CSEA President (or designee) and
   2 others appointed by CSEA
1 confidential representative appointed by confidential employee group
1 student representative appointed by ASCC

The Institutional and Faculty Senate Committee Chairpersons (or designees) will
attend the meetings of the College Coordinating Committee as non-voting
resources when agenda items are forwarded by their committee or when their
attendance is requested.

F.   Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed
   positions. Exceptions may be considered by the College Coordinating
   Committee.

2. The ASCC representative will serve a one-year term.

G.   Quorum

The committee will establish its quorum requirement at the beginning of each
academic year.

H.   Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot
be achieved, the committee shall use majority vote of members present and voting
as its voting method.

I.   Reporting Guidelines

1. All actions of the College Coordinating Committee will be communicated to
   its constituencies in the form of minutes and communication by members.

2. All actions of the College Coordinating Committee will be communicated to
   the Board of Trustees in the form of minutes.

3. The Chairperson will be responsible for maintaining relevant committee
   information on the website.

J.   Meetings (day and time)

Mondays at 1 p.m. in the Cheryl A. Eppe Board Room
K. Agenda

1. The College Coordinating Committee will normally generate its agenda with items submitted by the members of the College Coordinating Committee. Others who desire items placed on a meeting’s agenda should contact their College Coordinating Committee Representative. The College Coordinating Committee will assign items to appropriate committees for further work as necessary.

2. The College Coordinating Committee agenda will have as standing items reports from all Institutional and Faculty Senate committees. Decisions from Institutional, Faculty Senate and ad hoc committees shall be presented to the College Coordinating Committee for action. Action may be delayed for one week to allow members time to gain further understanding of an issue. Decisions from Faculty Senate on academic and professional matters shall be presented to the College Coordinating Committee for information only. (See Appendix B)

3. The College President is responsible for the preparation of the Board Agenda and Board Book. The College Coordinating Committee will have as a standing agenda item the review of the agenda for the Board of Trustees meetings. It is recognized that there are Board items such as closed session matters, unforeseen items and emergencies, requests by the public for matters falling within the subject matter jurisdiction of the Board, and items outside the scope of the Shared Governance Committees (such as classified negotiations) that will require items being placed on the Board’s agenda without review by the College Coordinating Committee.

4. The College Coordinating Committee will have as a standing agenda item the review of decisions to determine if decisions are being made as a result of the appropriate shared governance process.

5. The College Coordinating Committee receives information and recommendations from Institutional, Faculty Senate and ad hoc committees. If the College Coordinating Committee disagrees with a recommendation from an Institutional, Faculty Senate or ad hoc committee it will be sent back to the committee with written reasons for disagreeing with the recommendation and requesting a meeting to work toward consensus. The College Coordinating Committee will receive, for information purposes only, recommendations requiring Board of Trustees’ consideration from Faculty Senate before they are forwarded to the College President for addition to the Board Agenda.
COLLEGE COMMITTEE ON DEVELOPMENTAL EDUCATION

A. **Purposes**

- Develops recommendations regarding developmental education
- Develops recommendations regarding skills, services and activities that support developmental learning
- Develops recommendations regarding student learning support centers
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. The Chairperson will be elected by the voting members of the Committee for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (24 members – revised 9/08/08, 9/28/09)

Two faculty members appointed by each of the following instructional areas and confirmed by the Faculty Senate:
- English
- Reading
- Math
- Career Technical Education

Coordinator of Developmental Education (non-voting)
2 faculty representatives from Counseling appointed by the Faculty Senate
1 faculty representative from ESL (credit) appointed by the Faculty Senate
1 faculty representative from Adult Education
2 faculty representatives appointed at-large by the Faculty Senate
1 representative from DSPS
Vice President of Academic Affairs/Assistant Superintendent or designee
Faculty Senate President or designee
2 management representatives appointed by ACCME
Director of Research and Planning or designee
2 classified/confidential representatives appointed by CSEA (preferably from student support centers)
1 student representative appointed by ASCC

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

All actions of the Committee and its subcommittees, if any, will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

To Be Determined
COLLEGE COMMITTEE ON ENROLLMENT MANAGEMENT

A. **Purposes**

- Analyzes external trends, including college-going, employment, cost of living, and service area K-12 enrollment
- Analyzes existing practices and efforts for effectiveness
- Identifies priorities for college-wide enrollment management
- Develops, maintains, and updates the college Enrollment Management Plan
- Recommends projects to members, subcommittees, and others based on the Enrollment Management Plan and identified priorities
- Monitors tasks, projects, and assignments designed to maximize the college’s enrollment management efforts
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

Vary according to existing needs.

C. **Chairperson** (how selected/elected)

1. The Vice President of Academic Affairs/Assistant Superintendent and Vice President of Student Services/Assistant Superintendent are the Co-Chairpersons.

2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (18 members)

Vice President of Academic Affairs/Assistant Superintendent
Vice President of Student Services/Assistant Superintendent
Administrative Dean of Technology Training and Distance Education
Coordinator of School Relations
Dean of Academic Affairs
Dean of Admissions, Records and Services
Dean of Counseling Services
Director of Career and Assessment Services
Director of Public and Governmental Relations
Director of Research and Planning
Director of Student Activities
1 instructional dean appointed by ACCME
3 faculty representatives appointed by Faculty Senate
2 classified representatives appointed by CSEA
1 student representative appointed by ASCC

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement, subject to annual review.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

All actions of the College Committee on Enrollment Management and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes, committee and subcommittee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

Third Thursday of each month at 9:30 a.m.
COLLEGE EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

A. **Purposes**

- Assists the District in the development and implementation of the District’s Equal Employment Opportunity Plan which include: the Nondiscrimination Complaint Procedures and the District’s Equal Employment Opportunity Plan as governed by Title 5, Section 53001 et seq., California Code of Regulations
- Reviews training procedures for participants and those serving as monitors on hiring selection committees and ensures that training is provided
- Assist in promoting and supporting equal employment and nondiscrimination policies and procedures
- Receives training by the Faculty and Staff Diversity Officer in all aspects of the EEO Plan
- Reviews the District’s EEO and diversity recruiting efforts, programs, policies and progress at least quarterly
- Makes appropriate recommendations, as necessary, to the Board of Trustees, the College President and the Faculty and Staff Diversity Officer regarding equal employment opportunity programs, policies and procedures
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. The Manager of Employment Services/Faculty and Staff Diversity Officer is the Chairperson (non-voting).

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (11 members – revised 3/10/08, 10/6/08)

Each community college district shall establish an Equal Employment Opportunity Advisory Committee to assist the district in developing and implementing the plan required under section 53003. This advisory committee shall include a diverse membership whenever possible (Title 5, Section 53005). The Manager of Employment Services/Faculty and Staff Diversity Officer and the
College President will work with constituency groups to ensure that the membership is diverse. (EEO Model Plan Language)

Manager of Employment Services/Faculty and Staff Diversity Officer (non-voting)
2 faculty representatives appointed by Faculty Senate
1 faculty representative appointed by CCFF
2 management representative appointed by ACCME
2 classified representatives appointed by CSEA
1 confidential representative appointed by the confidential group
2 student representatives appointed by ASCC

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. ASCC representatives will serve one-year terms.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

All actions of the College Equal Opportunity Advisory Committee will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

To Be Determined
COLLEGE COMMITTEE ON FACILITIES PLANNING

A. **Purposes**
   
   • Reviews and makes recommendations to the College Campus Transformation Committee about the college’s Five-Year Construction Plan
   • Reviews and makes recommendations about the college’s Scheduled Maintenance Plan
   • Reviews and makes recommendations about campus modification projects
   • Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

   None

C. **Chairperson** (how selected/elected)

   1. The Vice President of Business Services/Assistant Superintendent is the Chairperson.
   2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

   None

E. **Membership** (11 members)

   Vice President of Business Services/Assistant Superintendent
   3 faculty representatives appointed by Faculty Senate
   3 management representatives appointed by ACCME
   2 classified representatives appointed by CSEA
   1 confidential representative appointed by confidential employee group
   1 student representative appointed by ASCC

F. **Terms of Office**

   1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.
   2. The ASCC representative will serve a one-year term.
G. Quorum

The committee will establish its quorum requirement at the beginning of each academic year.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

All actions of the College Committee on Facilities Planning will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. Meetings (day and time)

To Be Determined
COLLEGE COMMITTEE ON INFORMATION TECHNOLOGY STANDARDS

A. **Purposes**
   - Assists the college in developing a Technology Master Plan
   - Recommends policies and procedures governing the implementation and use of college technology
   - Recommends standards for hardware and peripherals that are compatible with our software standards
   - Reviews and updates software standards
   - Makes recommendations to departments/divisions for computer equipment and peripherals
   - Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**
   None

C. **Chairperson** (how selected/elected)
   1. The Director of Information Technology is the Chairperson.
   2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)
   None

E. **Membership** (13 members)
   Director of Information Technology
   Manager of Information Technology
   2 management representatives appointed by ACCME
   4 faculty representatives appointed by the Faculty Senate
   4 classified representatives appointed by CSEA
   1 student representative appointed by ASCC

F. **Terms of Office**
   1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.
   2. The ASCC representative will serve a one-year term.
G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

All actions of the College Committee on Information Technology Standards will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

To Be Determined
COLLEGE COMMITTEE ON MATRICULATION

A. **Purposes**

- Guides development of and recommends for Board approval the college’s Matriculation Plan
- Monitors the seven components of matriculation to ensure that they maximize student access and success: admissions, orientation, assessment, counseling, research, follow-up and training
- Guides the development of and recommends for Board approval the Student Equity Plan
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. The Dean of Counseling Services is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (19 members)

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:

- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology
Vice President of Student Services/Assistant Superintendent or designee
Dean of Admissions, Records and Services
Instructional Dean appointed by ACCME
2 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
2 student representatives appointed by ASCC

F.   Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. ASCC representatives will serve one-year terms.

G.   Quorum

The committee will establish its quorum requirement at the beginning of each academic year.

H.   Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I.   Reporting Guidelines

All actions of the College Committee on Matriculation will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

I.   Meetings (day and time)

Monthly meetings on Wednesday at 1:00 p.m., dates to be set at first meeting.
COLLEGE COMMITTEE ON OUTSTANDING CLASSIFIED EMPLOYEE SELECTION
(approved 9/14/09)

A. Purposes

- Maintain and periodically revise a process for selection of the Outstanding Classified Employee of the Month and of the Year
- Identifies and rewards classified staff excellence via such programs as The Outstanding Classified Awards ceremony
- Record the process in writing
- Fairly and consistently implement the process free of conflict of interest
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. The Dean of the Library and Learning Resource Center is the Chairperson. In the absence of the Dean of the Library and Learning Resource Center, the Vice-Chairperson will serve as chairperson.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. Other Officers

The Vice-Chairperson will be elected by the voting members of the committee for a two-year term. A Secretary will be selected by the committee and will serve in the absence of the Program Assistant II. The Program Assistant II will record the official minutes of all meetings and distribute them to all committee members in a timely manner. Nominations will be sent to the Program Assistant II as well as to the Secretary. The Program Assistant II will bring nominations to the committee.

E. Membership (16 members)

Dean of the Library and Learning Resource Center
1 management representative appointed by ACCME
1 faculty representative appointed by the Faculty Senate
11 classified representatives: the Program Assistant II-Staff Development (non-voting) and 10 other representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
1 student representative appointed by ASCC
F. **Terms of Office**

1. Two-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. The term of the Vice-Chairperson shall commence on July 1 and end on June 30.

3. The ASCC representative will serve a one-year term.

G. **Quorum**

A quorum will be a minimum of 8 voting members.

H. **Decision-making Process**

The College Committee on Outstanding Classified Employee Selection will operate collegially and free of conflict of interest. Robert’s Rules of Order will prevail in the event that consensus cannot be achieved. Chairs may not break ties if they supervise any of the nominated employees and voting members of the committee may not be nominated for an award.

The Chairperson will be responsible for maintaining relevant committee information on the website.

I. **Reporting Guidelines**

All actions of the College Committee on Outstanding Classified Employee Selection will be communicated to the College Coordinating Committee in the form of minutes and committee reports.

J. **Meetings** (day and time)

Meetings will be held monthly, to be determined by the committee.
COLLEGE COMMITTEE ON PLANNING AND BUDGET

A. Purposes

- Reviews data for institutional planning
- Develops and recommends for approval the college’s strategic plan
- Collaborates in the development of college-wide plans such as the Educational Master Plan and the Technology Plan, and makes recommendations to the Board for approval
- Develops processes for unit and area planning
- Ensures that planning and resource allocation are linked
- Develops and recommends for approval the college’s annual budget and ensures that it reflects college planning priorities
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. The Vice President of Business Services/Assistant Superintendent is the Chairperson.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward information to the College Coordinating Committee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (21 members – revised 10/20/08)

Vice President of Academic Affairs/Assistant Superintendent
Vice President of Business Services/Assistant Superintendent
Vice President of Student Services/Assistant Superintendent
Director of Public & Governmental Relations
Faculty Senate President
Director of Research & Planning
4 management representatives appointed by ACCME (2 Educational Administrators and 2 Classified Management)
6 faculty representatives preferably from different divisions appointed by Faculty Senate
CSEA President (or designee) and 2 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
1 student representative appointed by ASCC

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

All actions of the College Committee on Planning and Budget will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

First and Third Thursdays at 2:00 p.m. in the Cheryl A. Epple Board Room
COLLEGE COMMITTEE ON STAFF DEVELOPMENT

A. **Purposes**
   - Develops and implements a Staff Development Plan and activities for all segments of the college
   - Plans and coordinates recognition events for staff and faculty
   - Provides support for other staff development activities that occur at the college
   - Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**
   None

C. **Chairperson** (how selected/elected)
   1. The Dean of the Library and Learning Resource Center is the Chairperson.
   2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)
   None

E. **Membership** (13 members – revised 10/6/08, 8/24/09)
   Dean of the Library and Learning Resource Center
   Program Assistant II – Staff Development (non-voting)
   2 management representatives appointed by ACCME (one instructional manager and one classified manager)
   3 faculty representatives, preferably from different divisions, appointed by Faculty Senate
   1 faculty representative appointed by CCFF
   3 classified representatives appointed by CSEA
   1 confidential representative appointed by confidential employee group
   1 student representative appointed by ASCC
F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method. The Chairperson will be responsible for maintaining relevant committee information on the website.

I. **Reporting Guidelines**

All actions of the College Committee on Staff Development will be communicated to the College Coordinating Committee in the form of minutes and committee reports.

J. **Meetings** (day and time)

Third Thursday at 3:30 p.m.
COLLEGE COMMITTEE ON STUDENT LIFE

A. **Purposes**

- Develops and implements procedures for student rights and responsibilities, student grievances, and student conduct and discipline
- Promotes awareness of student events and accomplishments
- Develops and implements procedures for the commencement ceremony
- Recommends a commencement speaker to the Coordinating Committee
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

Commencement Speaker Selection Subcommittee

C. **Chairperson** (how selected/elected)

1. The Director of Student Activities is the Chairperson.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (17 members – revised 12/7/09)

Director of Student Activities
Vice President of Student Services/Assistant Superintendent or designee
Coordinator of Student Activities
Coordinator of Judicial Affairs
2 management representatives appointed by ACCME
2 faculty representatives appointed by the Faculty Senate (one instructional and one from a student services unit)
2 classified/confidential representatives appointed by CSEA
ASCC Commissioner of Student Services or designee
1 student representative appointed by ASCC
Ex-officio members: Bookstore Manager, Director of Student Health Services, Dean of Disabled Student Programs & Services, Chief of Campus Police and Facilities representative (all non-voting)
F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

All actions of the College Committee on Student Life and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes, committee and subcommittee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

First Thursday of each month at 1:00 p.m.
COLLEGE COMMITTEE ON STUDENT SUCCESS

A. Purposes

- Oversees, manages and maintains the Cerritos College Student Success Plan
- Promotes an atmosphere where improvement from the College learning environment is continual and sustainable
- Raises overall awareness and understanding of the College learning environment across all constituent groups
- Enhances the integration of the College learning environment and expands levels of collaboration across all sectors of the College
- Reviews student success efforts and recommends strategies to avoid duplication of work
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. The Chairperson will be elected by the voting members of the Committee for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward information to the College Coordinating Committee, and maintain the Committee and Student Success Plan websites.

D. Other Officers (if any)

None

E. Membership (16 members)

Vice President of Academic Affairs/Assistant Superintendent (or designee)
Vice President of Business Services/Assistant Superintendent (or designee)
Vice President of Student Services/Assistant Superintendent (or designee)
Faculty Senate President (or designee)
Director of Research & Planning (or designee)
Chairperson of the College Committee on Developmental Education (or designee)
Chairperson of the College Committee on Staff Development (or designee)
Chairperson of the Senate Committee on Instructional Program Review (or designee)
Chairperson of the Senate Committee on Student Learning Outcomes (or designee)
iFALCON Coordinator (or designee)
1 management representative appointed by ACCME
1 faculty representative appointed by Faculty Senate
2 classified representatives appointed by CSEA
ASCC President (or designee)
1 student representative appointed by ASCC

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the College Coordinating Committee.

2. The ASCC representatives will serve one-year terms.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

All actions of the College Committee on Student Success will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the websites.

J. **Meetings** (day and time)

To Be Determined
COLLEGE COMMITTEE ON WEB STANDARDS

A. Purposes

- Participates in the development of standards for the operation and maintenance of web sites hosted, branded and/or identified as a Cerritos College web site
- Recommends standards for the college Web site for graphic design and branding, consistent with college branding initiatives, accuracy and currency
- Recommends college web site posting standards to comply with copyright and intellectual property rights
- Recommends standards and protocols for compliance with the Americans with Disabilities Act (ADA) and Sections 504 and 508 of the Rehabilitation Act for the college Web presence
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

Branding and Design Subcommittee
Implementation Subcommittee
Accessibility Subcommittee

C. Chairperson (how selected/elected)

1. The Director of Public and Governmental Relations is the Chairperson.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (18 members)

Director of Public and Governmental Relations
Administrative Dean of Technology Training and Distance Education
Web Administrator
Manager of Information Technology
Senior Technical Support Specialist in Information Technology
Program Assistant I to the Web Administrator
Dean of the Library and LRC
Dean of Admissions, Records and Services
Director of Disabled Students Programs & Services
Coordinator of Academic Support Center
4 faculty representatives appointed by Faculty Senate
2 classified representatives appointed by CSEA
ASCC Commissioner of Information Technology
1 student representative appointed by ASCC

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed selected/elected positions. Exceptions may be considered by the College Coordinating Committee.

2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

All actions of the College Committee on Web Standards and its subcommittees will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

To Be Determined
DISTRICT COMMITTEE ON SAFETY
(revised on 3/8/10)

A. Purposes

- Provides advice to the Executive Council for purposes of maintaining safe conditions on campus.
- Makes recommendations addressing compliance with safety laws and regulations.
- Proposes efforts for the promotion of contemporary safety awareness and the use of campus and community safety resources.
- Monitors trends and practices on issues within the committee’s scope and communicates them to the Executive Council.

B. Functions

Serves as the primary college body for:
- Communication to the Executive Council regarding safety conditions and practices.
- Participation in the collection, review, discussion, and dissemination of authoritative safety information.
- Recommendation of development and production of procedures, programs, and services to enhance campus safety.
- Facilitation of college efforts to promote safety awareness and individual adoption of current safety practices and attitudes.
- Reporting of Committee activity to the College Coordinating Committee.

C. Subcommittees

None

D. Chairpersons (how selected/elected)

1. The Director of Physical Plant and the Chief of Campus Police serve as Co-Chairpersons.

2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

E. Other Officers (if any)

None
F. **Membership** (14 members – revised 10/6/08, 3/8/10)

   Director of Physical Plant  
   Chief of Campus Police  
   Coordinator of Student Health Services  
   Assistant Director of Human Resources  
   3 faculty representatives appointed by CCFF, one of which may be the CCFF Executive Director  
   5 classified representatives appointed by CSEA  
   1 management representative appointed by ACCME  
   1 student representative appointed by ASCC

G. **Terms of Office**

1. Appointees of CCFF, CSEA, and ACCME serve 3-year terms and are eligible for reappointment.

2. Appointee of ASCC serves a one-year term and is eligible for one reappointment.

H. **Quorum**

   The quorum requirement shall be 50% of the seats. Actions may be taken by consensus or by majority vote of those present and voting.

I. **Decision-making Process**

   Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

J. **Reporting Guidelines**

   The District Committee on Safety will advise the Executive Council and make regular reports to the College Coordinating Committee. All actions of the District Committee on Safety will be communicated to the College Coordinating Committee in the form of minutes. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website.

K. **Meetings** (day and time)

   This committee will meet monthly and determine its meeting dates and times at its first meeting.
SENATE COMMITTEE ON ACADEMIC AFFAIRS

A. Purposes

- Identifies standards for student success
- Identifies and rewards academic excellence among students
- Coordinates the Academic Excellence Awards program
- Reviews the college’s academic achievement data and makes recommendations, where appropriate
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (15 members)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology
2 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the Faculty Senate.

2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will establish its quorum requirement at the beginning of each academic year.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

1. All actions of the Senate Committee on Academic Affairs will be communicated to the Faculty Senate in the form of minutes.

2. The Chairperson of the Senate Committee on Academic Affairs will give a report to the Faculty Senate at least one time each semester.

3. The Chairperson of the Senate Committee on Academic Affairs will give a report to the College Coordinating Committee at least one time each semester.

4. The Chairperson of the Senate Committee on Academic Affairs will be responsible for maintaining relevant committee information on the website.

J. Meetings (day and time)

Third Tuesday of each month at 11 a.m.
SENATE COMMITTEE ON CURRICULUM

A. Purposes

- Recommends for approval by the Board of Trustees all new courses and programs of study
- Recommends for approval by the Board of Trustees all major course and program revisions
- Recommends for approval by the Board of Trustees all degree and certificate requirements
- Recommends for approval by the Board of Trustees all General Education requirements
- Establishes procedures for the submission of curricula by faculty to the committee
- Provides technical assistance to those submitting curricula to the committee
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

Technical Review Subcommittee

C. Chairperson (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee for information only, then to the Board of Trustees or its designee, and maintain the Committee website. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. Other Officers (if any)

None

E. Membership (19 members)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
Liberal Arts
Library & Learning Resources Center
Health, Physical Education & Athletics
Science, Engineering & Mathematics
Student Services
Technology
Vice President of Academic Affairs/Assistant Superintendent (or designee)
1 student representative appointed by ASCC

Non-voting members: 6
1 Dean of Admissions, Records and Services
2 management representatives appointed by ACCME
1 Faculty Senate Vice President
1 Articulation Officer (faculty representative)
1 classified/confidential representative (Academic Affairs Office staff member responsible for curriculum support)

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by Faculty Senate.

2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will establish its quorum requirement at the beginning of each academic year.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

1. All actions of the Senate Committee on Curriculum and its subcommittees will be communicated to the Faculty Senate in the form of minutes.

2. The Chairperson of the Senate Committee on Curriculum will give a report to the Faculty Senate at least one time each semester.

3. The Chairperson of the Senate Committee on Curriculum will give a report to the College Coordinating Committee at least one time each semester.

4. The Chairperson of the Senate Committee on Curriculum will be responsible for maintaining relevant committee information on the website.
J. **Meetings** (day and time)

Second and Fourth Thursdays at 2:00 p.m. in the Cheryl A. Epple Board Room
SENATE COMMITTEE ON HIRING STANDARDS
(temporarily named the Senate Committee on Faculty Equivalency/Local Standards 10/15/07 – 3/2/09)

A. **Purposes** *(revised 3/10/08)*

- Develops criteria for faculty equivalency standards and make recommendations about their adoption, where appropriate
- Reviews and recommends to the Board local standards that exceed state minimum qualifications *(added 10/15/07)*
- Develops an equivalency process to determine if candidates for faculty positions meet minimum job qualifications in ways other than those specified in the state’s minimum qualifications statements
- Regularly reviews/revises processes for faculty equivalency
- Reviews candidates for equivalency and makes determinations about whether candidates meet equivalency standards.
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

None

C. **Chairperson** *(how selected/elected)*

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

D. **Other Officers** *(if any)*

None

E. **Membership** *(17 members)*

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:

- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education & Athletics
Science, Engineering & Mathematics
Student Services
Technology

3 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC
Ex-Officio member: Director of Human Resources or designee (non-voting)

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the Faculty Senate.

2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will establish its quorum requirement at the beginning of each academic year.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

1. All actions of the Senate Committee on Faculty Equivalency/Local Standards will be communicated to the Faculty Senate in the form of minutes.

2. The Chairperson of the Senate Committee on Faculty Equivalency/Local Standards will report to the Faculty Senate at least one time each semester.

3. The Chairperson of the Senate Committee on Faculty Equivalency/Local Standards will report to the College Coordinating Committee at least one time each semester.

4. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. Meetings (day and time)

As needed - meetings called by Chairperson
SENATE COMMITTEE ON INSTRUCTIONAL PROGRAM REVIEW

A. Purposes
   • Works with the Academic Affairs Office to develop procedures for the regular and systematic review of instructional programs
   • In cooperation with the Academic Affairs Office, ensures that all instructional programs are regularly reviewed for effectiveness
   • Receives and validates the reviews of instructional programs before forwarding the reports to the Faculty Senate
   • Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. Following the final term, the Chairperson will serve two years as the immediate past Chairperson in an ex-officio capacity.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (18 members)

One faculty member may be appointed by each of the following instructional areas and confirmed by Faculty Senate:
   - Business Education
   - Counseling
   - Fine Arts & Communications
   - Health Occupations
   - Humanities/Social Sciences
   - Liberal Arts
   - Library & Learning Resource Center
   - Health, Physical Education & Athletics
   - Science, Engineering & Mathematics
   - Student Services
   - Technology
4 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC
Ex-officio immediate past Chairperson

F.  **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the Faculty Senate.

2. The ASCC representative will serve a one-year term.

G.  **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H.  **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I.  **Reporting Guidelines**

1. All actions of the Senate Committee on Instructional Program Review will be communicated to the Faculty Senate in the form of minutes.

2. The Chairperson of the Senate Committee on Instructional Program Review will report to the Faculty Senate at least one time each semester.

3. The Chairperson of the committee will inform the Vice President of Academic Affairs, the Director of Research and Planning and the appropriate direct managers about which programs will undergo review each year.

4. The Chairperson of the Senate Committee on Instructional Program Review will report to the College Coordinating Committee and College Committee on Planning and Budget at least one time each semester.

5. The Chairperson will be responsible for maintaining relevant committee information on the website.

J.  **Meetings** (day and time)

First and Third Tuesdays at 11 a.m.
SENATE COMMITTEE ON PROFESSIONAL RELATIONS

A. Purposes

- Identifies, coordinates, and rewards faculty excellence via such programs as The Outstanding Faculty Awards ceremony
- Recommends criteria, policies and procedures for academic rank
- Recommends policies and procedures governing academic freedom
- Develops and recommends policies and procedures governing the ethical behavior of faculty
- Implements the college’s procedures for the review of Faculty Service Areas
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

D. Other Officers (if any)

FSA Review Officer appointed by the Faculty Senate President

E. Membership (15 members)

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate (FSA Review Officer shall represent his/her division):

- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology
2 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the Faculty Senate.

2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

1. All actions of the Senate Committee on Professional Relations will be communicated to the Faculty Senate in the form of minutes.

2. The Chairperson of the Senate Committee on Professional Relations will report to the Faculty Senate at least one time each semester.

3. The Chairperson of the Senate Committee on Professional Relations will report to the College Coordinating Committee at least one time each semester.

4. The Chairperson of the Senate Committee on Professional Relations will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

Third Tuesday of every month at 11 a.m.
SENATE COMMITTEE ON SABBATICAL LEAVE

A. Purposes

- Establishes procedures for soliciting and receiving sabbatical leave proposals from faculty
- Receives and reviews sabbatical leave proposals from faculty
- Recommends sabbatical leave proposals to the Faculty Senate and to the Board of Trustees
- Receives and reviews post-sabbatical reports from faculty
- Coordinates an annual college-wide forum for presentation of sabbatical leave reports
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (11 members)

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:
- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology
F. **Terms of Office**

Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the Faculty Senate.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

1. All actions of the Senate Committee on Sabbatical Review will be communicated to the Faculty Senate in the form of minutes.

2. The Chairperson of the Senate Committee on Sabbatical Review will report to the Faculty Senate at least one time each semester.

3. Upon submission of statements of intent to request sabbatical leave, the Chairperson of the committee will send a list of those requesting leaves to the Vice President of Academic Affairs. Upon completion of committee deliberations and selection of those to be recommended for sabbatical leaves to the Board of Trustees, the Chairperson of the committee will send a list of those being recommended to the Vice President of Academic Affairs via the Faculty Senate.

4. The committee will schedule an annual report to the Board of Trustees about sabbatical leaves.

5. The Chairperson of the Senate Committee on Sabbatical Review will report to the College Coordinating Committee at least one time each semester.

6. The Chairperson will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

As needed - meetings called by Chairperson
SENATE COMMITTEE ON STUDENT LEARNING OUTCOMES

A. **Purposes**

- Oversees the SLO strategy for Cerritos College
- Provides support to all individuals and programs on campus that need help with developing and assessing SLOs
- Suggests College-level resources to support SLOs
- Coordinates with other groups doing SLO work, including the Instructional Program Review Committee, Curriculum Committee, and the Office of Research and Planning
- Oversees SLO assessments for the AA/GE program, career and technical education program, transfer program, developmental education program, and institution
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. A faculty member elected by the voting members of the Committee for a two-year term. The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (24 members)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:
- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology
1 faculty representative appointed at-large by the Faculty Senate
1 faculty representative appointed by CCFF
Vice President of Academic Affairs/Assistant Superintendent (or designee)
Vice President of Student Services/Assistant Superintendent (or designee)
2 management representatives appointed by ACCME (preferably one
instructional dean)
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC

Non-voting members:
  1 representative from the Curriculum Committee
  1 representative from the Instructional Program Review Committee
  1 representative from the Office of Research and Planning
  Student Learning Outcomes Coordinator(s)

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed
   positions. Exceptions may be considered by Faculty Senate.

2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will establish its quorum requirement at the beginning of each
academic year.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot
be achieved, the committee shall use majority vote of members present and voting
as its voting method.

I. Reporting Guidelines

1. All actions of the Senate Committee on Student Learning Outcomes will be
   communicated to the Faculty Senate in the form of minutes.

2. The Chairperson of the Senate Committee on Student Learning Outcomes will
   report to the Faculty Senate at least one time each semester.

3. The Chairperson of the Senate Committee on Student Learning Outcomes will
   give a report to the College Coordinating Committee at least one time each
   semester.

4. The Chairperson of the Senate Committee on Student Learning Outcomes will
   be responsible for maintaining relevant committee information on the website.

J. Meetings (day and time)

Second and Fourth Mondays at 3:00 p.m.
SENATE COMMITTEE ON TECHNOLOGY-BASED LEARNING

A. **Purposes**

- Recommends policies and procedures on distance learning
- Develops and recommends the specifications for electronic classrooms
- Develops and recommends the specifications for professional development for participation in technology-based learning
- Develops and recommends the specifications for course/learning management systems
- Monitors trends and practices on issues within the committee’s scope and communicates them to the college

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (15 members)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts & Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library & Learning Resource Center
- Health, Physical Education & Athletics
- Science, Engineering & Mathematics
- Student Services
- Technology
Administrative Dean of Technology Training and Distance Education or designee
1 management representative appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC

F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions. Exceptions may be considered by the Faculty Senate.

2. The ASCC representative will serve a one-year term.

G. **Quorum**

The committee will establish its quorum requirement at the beginning of each academic year.

H. **Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. **Reporting Guidelines**

1. All actions of the Senate Committee on Technology-Based Learning will be communicated to the Faculty Senate in the form of minutes.

2. The Chairperson of the Senate Committee on Technology-Based Learning will report to the Faculty Senate at least one time each semester.

3. The Chairperson of the Senate Committee on Technology-Based Learning will report to the College Coordinating Committee at least one time each semester.

4. The Chairperson of the Senate Committee on Technology-Based Learning will be responsible for maintaining relevant committee information on the website.

J. **Meetings** (day and time)

Third Thursday of each month at 11 a.m.
III. CONCLUSION

The responsibility of shared governance at Cerritos College is undertaken in the spirit of collegiality, cooperation and collective effort. This shared governance process seeks the appropriate involvement of staff and students in the planning and operation of the college. The campus committee structure exists to formalize collegiality, facilitate communication, develop effective plans and processes, and to support the guidance of the college toward its goals. (For a Graphic Representation see Appendix C)

This governance structure benefits from the substantial efforts that individuals and campus constituent groups have devoted to its design. It is not a static plan; rather it is expected that fine-tuning over time will enhance collegial governance at Cerritos College. This plan attempts to: (1) provide appropriate representation for each constituent group; (2) delineate committee responsibilities and reporting relationships; (3) establish the appropriate number and size of committees; (4) ensure that operational matters are handled appropriately; and (5) establish a framework for short-term and long-range strategic planning with goals and objectives for the future and processes for achieving them. This document is to be reviewed periodically by the College Coordinating Committee.