

Campus Handbook

2016 — 2017 San Diego City College

Administration and Governance Guide,
Organizational Charts, and Campus Directory



**Preparing the
new generation**

The City College Administrative Handbook is intended to provide important information about the organization and governance structure of San Diego City College.

Within these pages you will find college and department organizational charts, college governance committee membership and responsibilities, along with key telephone numbers and frequently asked questions about various programs and services. Also included is the district's administrative structure, as well as important information about the organization and the role of participatory governance at City College.



Denise S. Whisenhunt, J.D.
Interim President, San Diego City College

Table of Contents

Welcome

- 1 Table of Contents
- 2 Alphabetical Index of College Councils and Committees
- 2 Alphabetical Index of Frequently Asked Questions
- 3-10 Organizational Charts

Accreditation of San Diego City College

- 8 Accreditation of San Diego City College

Shared Governance and Constituent Groups

- 9-12 Overview of Participatory Governance
- 13-17 Academic Senate and Committees
- 18-19 Associated Students Government
- 20-21 Classified Senate

Executive Councils and Committees

- 22-30 President's Council
Executive Cabinet, Diversity Committee, Resource Allocation Committee, Review of Services Committee, Health and Safety Committee, and Public Art on Campus (Ad hoc)
- 31-35 Instructional Services Council
Instructional Improvement (Flex) Committee, Instructional Cabinet, Chairs' Cabinet, and Career Technical Education (CTEA) Committee
- 36-42 Student Services Council
Student Academic Standards Committee, Financial Aid Committee, Matriculation Advisory Committee, Student Success Initiatives Committee, Scholarship Committee, and World Cultures Committee
- 43-48 Master Planning, Assessment, and Resource Oversight Council (MPAROC)
AB 1725/Travel Committee, Research Committee, Accreditation Steering Committee, and Facilities Master Plan Committee
- 49 Institutional Technology Council

Frequently Asked Questions

- 50-51 Frequently Asked Questions

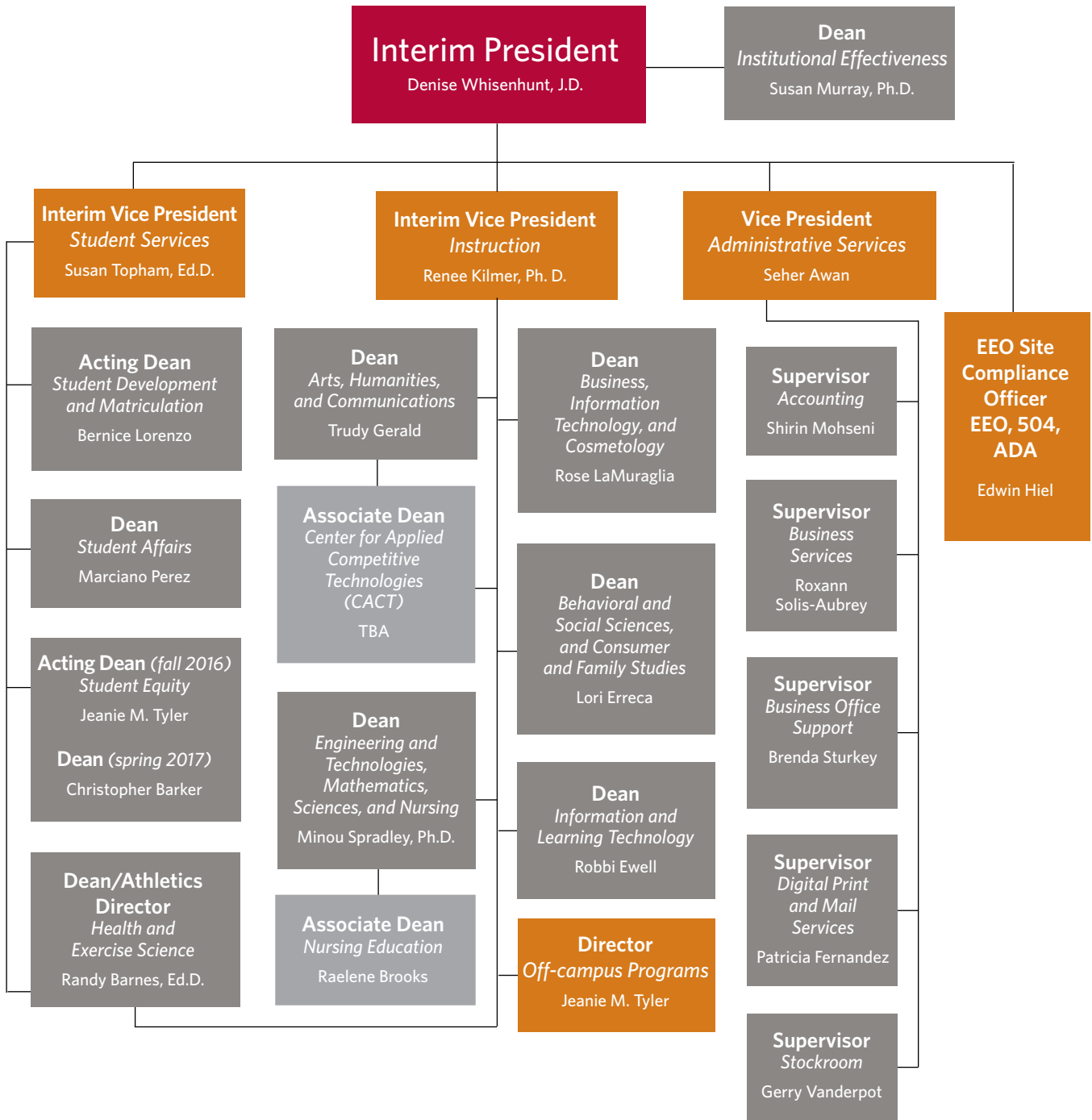
Alphabetical Index of College Councils and Committees

AB 1725/Travel Committee **45**
Academic Senate **13-15**
Accreditation Steering Committee **47**
Associated Students Government **18-19**
Career Technical Education (CTEA) Committee **35**
Chairs' Cabinet **34**
Classified Senate **20-21**
Curriculum Committee **16**
Diversity Committee **25**
Executive Cabinet **24**
Facilities Master Plan Committee **48**
Financial Aid Committee **38**
Health and Safety Committee **29**
Institutional Technology Council **49**
Instructional Cabinet **33**
Instructional Improvement (Flex) Committee **32**
Instructional Services Council **31**
Master Planning, Assessment,
and Resource Oversight Council **43-44**
Matriculation Advisory Committee **39**
President's Council **22-23**
Professional Advancement Committee **17**
Public Art on Campus (ad hoc) **30**
Research Committee **46**
Resource Allocation Committee **26**
Review of Services Committee **28**
Scholarship Committee **41**
Student Academic Standards Committee **37**
Student Services Council **36**
Student Success Initiatives Committee **40**
World Cultures Committee **42**

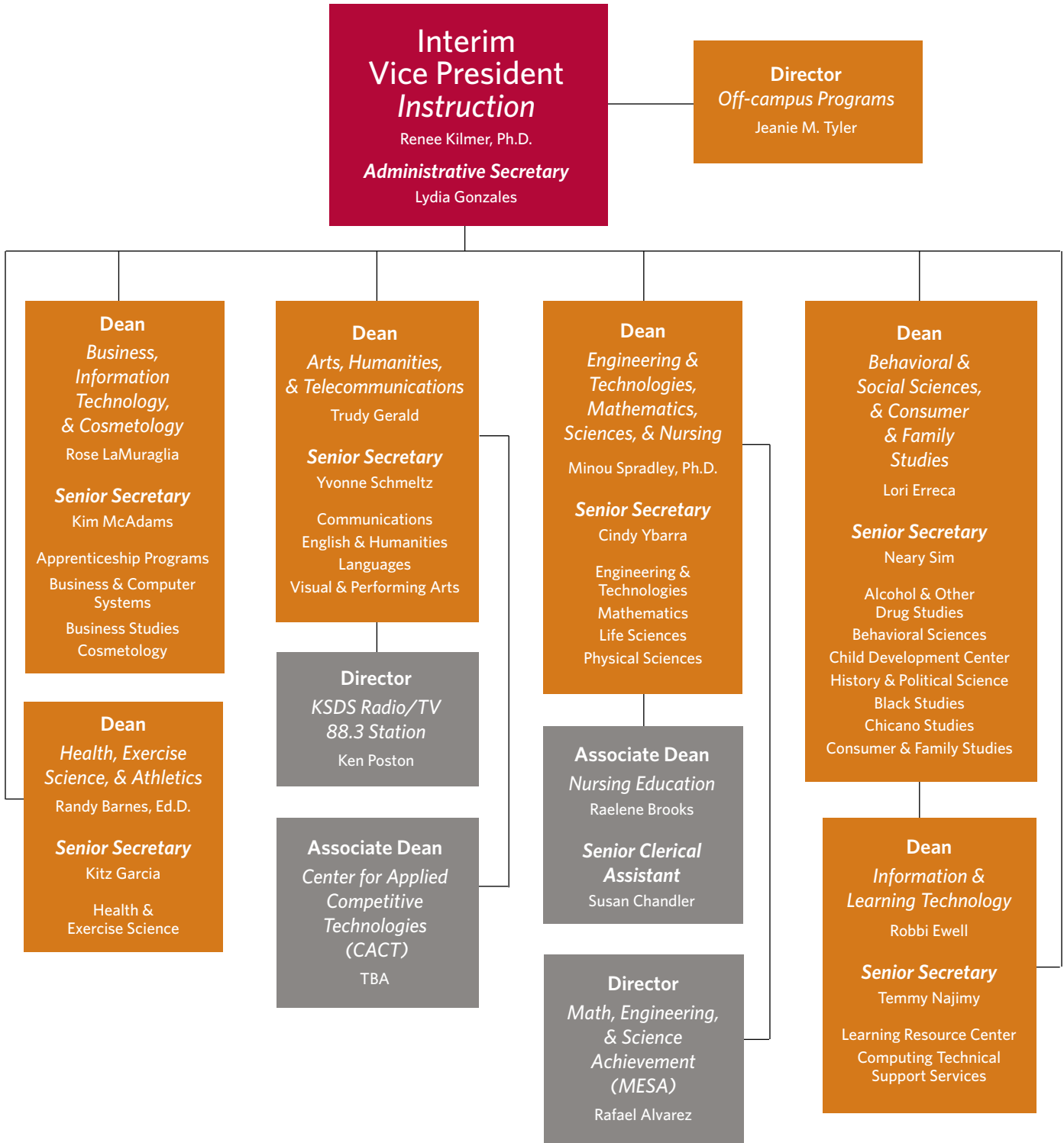
Alphabetical Index of Frequently Asked Questions

Campus Hours **50**
Emergency Information **50-51**
Furniture/Equipment Removal **50**
Paychecks **50**
Professional Development **51**
Room Reservations **50**
Smoking on Campus **50**
Travel Procedures **51**
Volunteers **51**

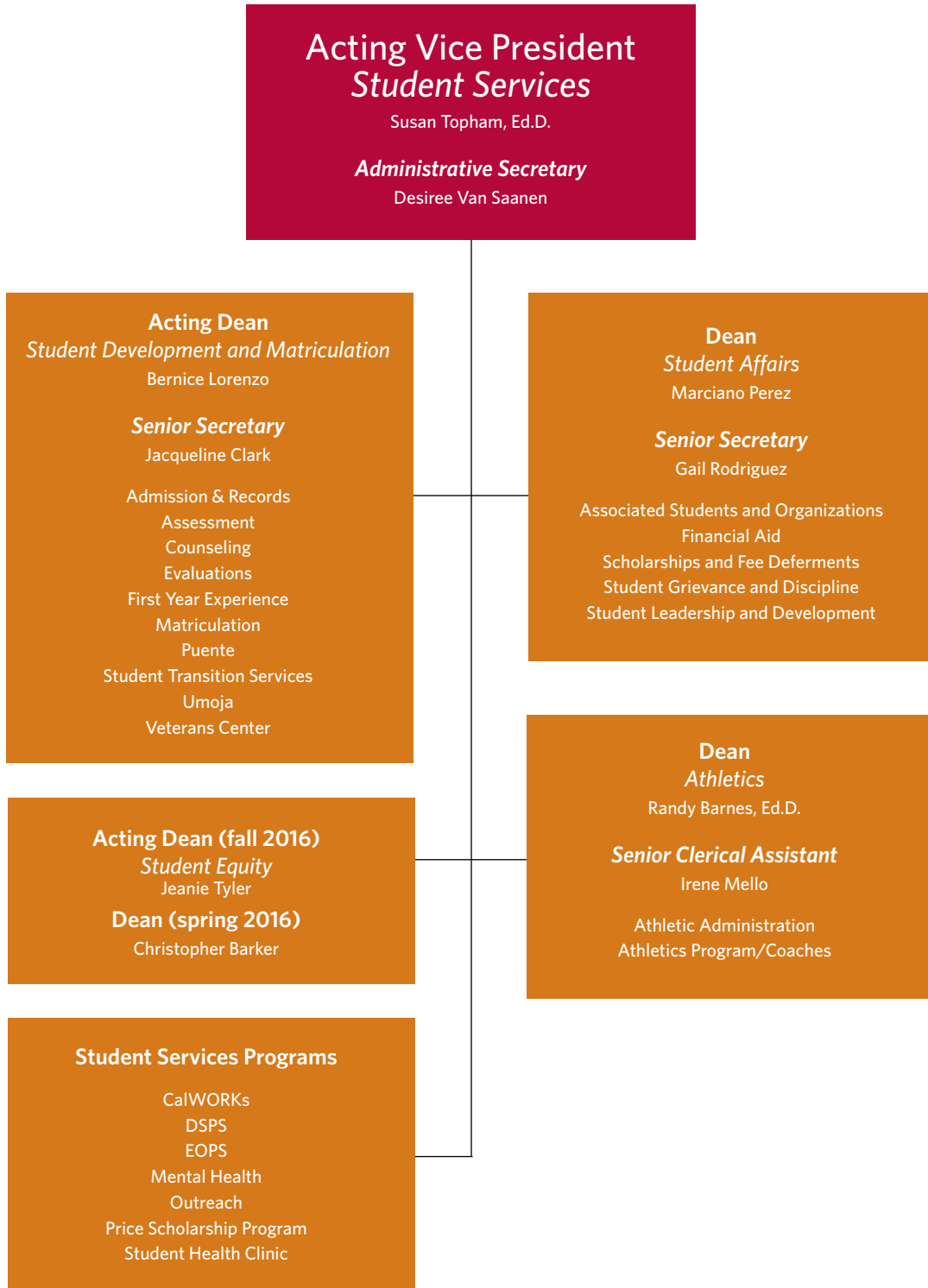
College Administration



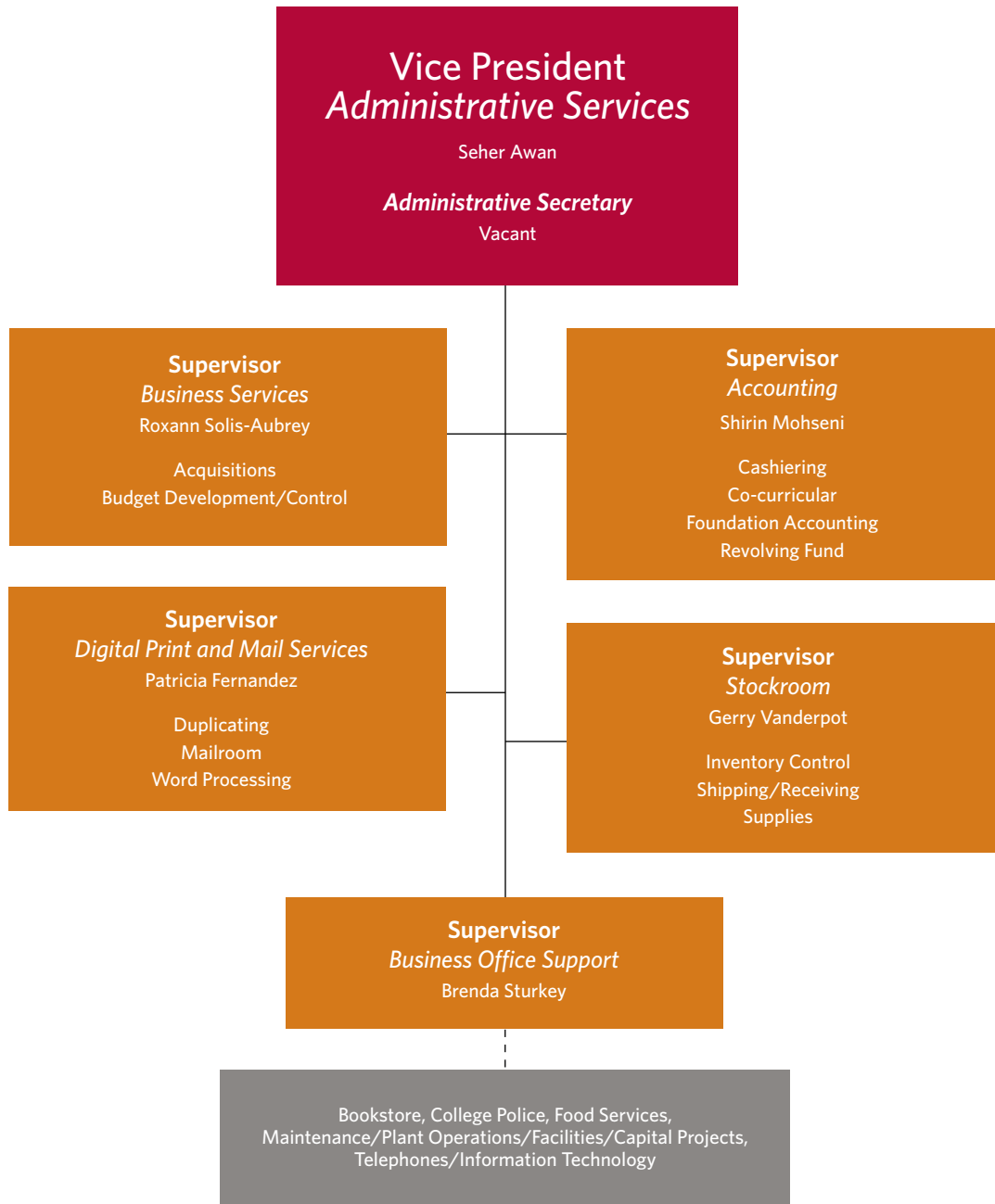
Instructional Division



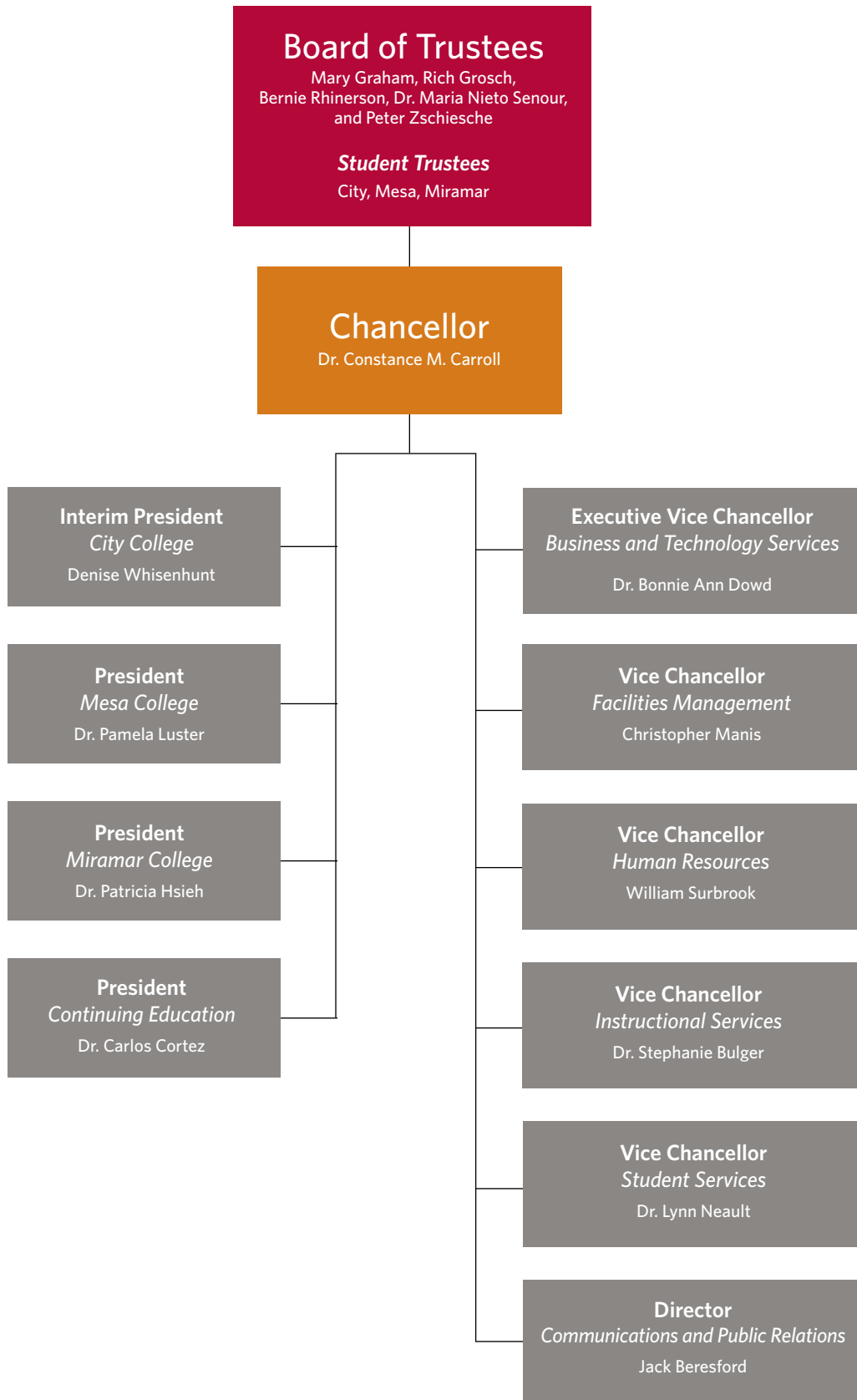
Student Services Division



Administrative Services



District Administration



San Diego City College Accreditation

San Diego City College is accredited by the Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an authorized accrediting agency recognized by both the State of California and the United States Department of Education.

The College is also approved by the Office of Private Postsecondary Education for the training of veterans, as well as by the U.S. Department of State and the U. S. Immigration Service for international student education.

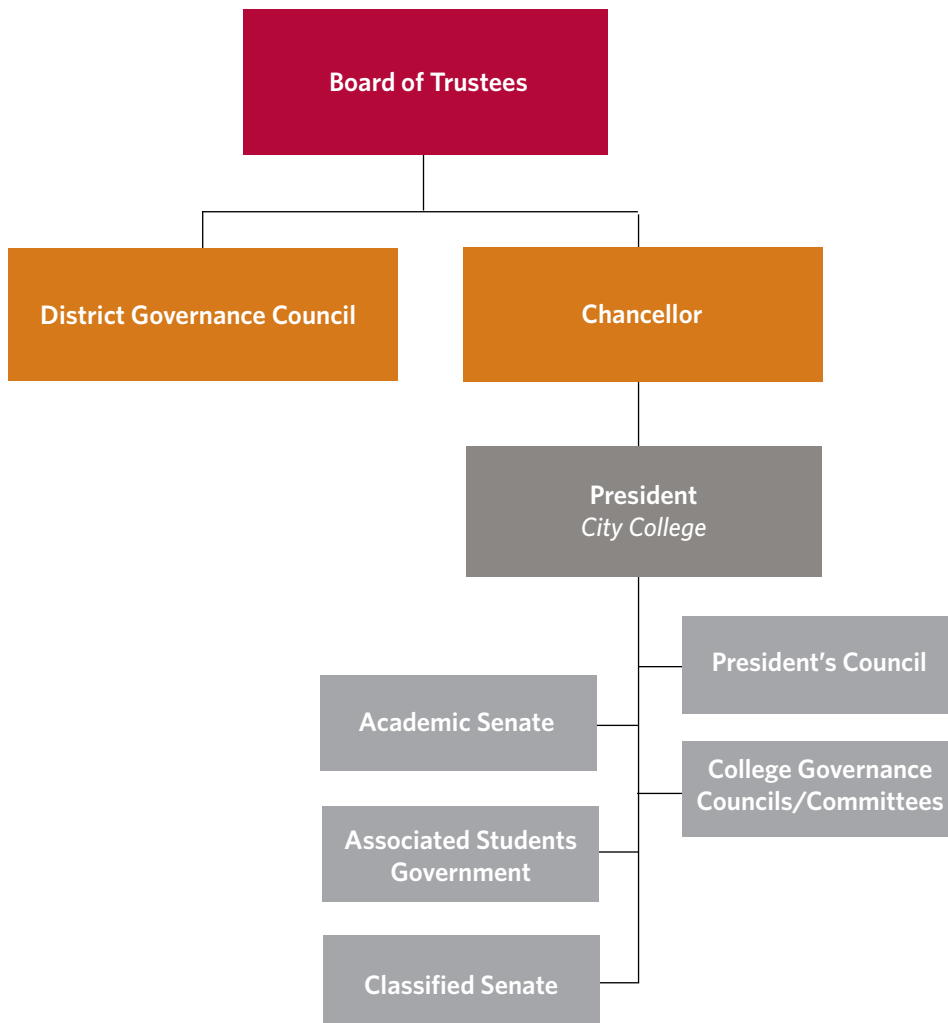
Accreditation is a rigorous process of self-assessment by the institution and validation by the Accrediting Commission in relation to a set of standards of best practices. The process entails an institutional self study, a formal visit by a Commission-appointed accreditation team, and a final review and determination by the independent Commission. The College is extremely proud that a full six-year Accreditation was reaffirmed in 2011.

The official documentation of the college accreditation is on file in the President's Office.

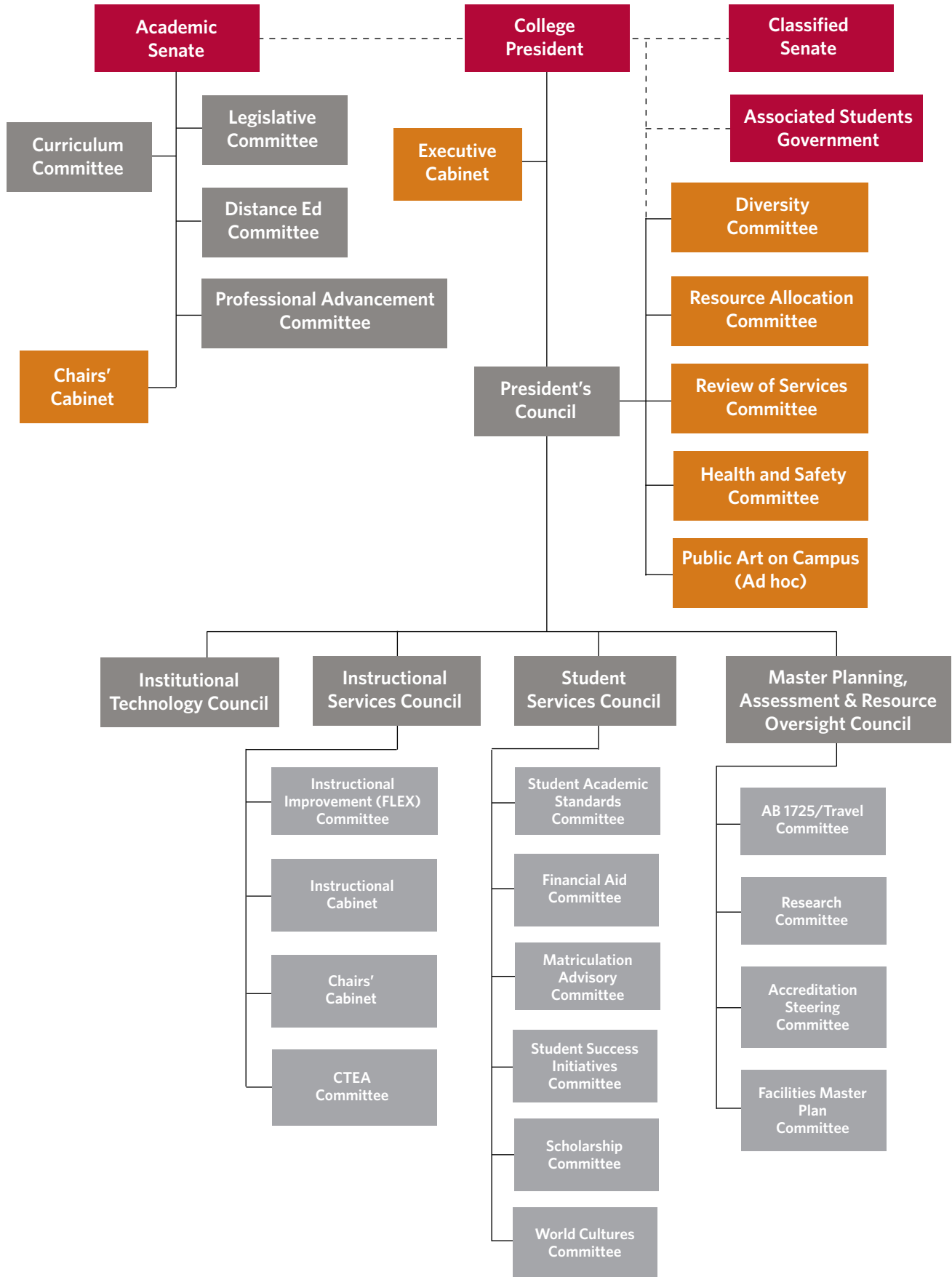
Shared Governance

San Diego City College is governed through a participatory governance process. The role and purpose of all committees and councils in the governance process is to provide input in college decision making and assist in the communication of the nature and the necessities of college projects throughout the college community. College Governance Councils and Committees also make recommendations, through the College President, to the Chancellor and the Board of Trustees.

It is especially important that special interest groups use the governance process to accomplish their goals. This process not only gives interest groups broad-based college support but also assures college-wide prioritization of institutional goals. The chart below shows the line of authority and the line of consultation/communication from the college to the Board of Trustees.



Governance and Administrative Structure



Overview of Participatory Governance

The governance structure of San Diego City College (City College) is reflective of an institutional decision making process that involves representatives of all constituent groups in developing and recommending policies and procedures (exclusive of collective bargaining matters) to the College President, District Chancellor, and Board of Trustees. The represented constituencies include students, faculty, classified staff, and administrators/managers.

The decision-making process is in concert with the recognition of the Board of Governors of the California Community Colleges and the Board of Trustees of the San Diego Community College District (Policy BP 2510) that all appropriate parties participate collectively in college/district governance in accordance with AB1725, Title 5 §53200-53206 and §51024-51025.

This principle of participatory governance provides the foundation for effective shared decision-making at City College. Mutual trust and support are imperative for the success of participatory governance and result from the regular demonstration that every individual and group involved in the decision-making process seeks first and foremost to improve the college and to strengthen its ability to successfully carry out its mission.

Participatory governance carries with it the responsibility and obligation of all participants to be supportive of a collegial decision-making process. Participation requires a willingness of everyone to actively contribute to decision-making and to accept ownership for the development and creation of a college environment resulting from those decisions. All constituencies have the right and the opportunity to express their points of view. The opinions of all staff and students are treated with respect and are given reasonable consideration.

By these means, City College strives to build a culture of open dialogue, trust and mutual respect.

Constituent Groups

City College recognizes that there are four constituent groups that are parties of interest in the governance of the institution.

- **Academic Senate**
representing faculty
- **Associated Students Government**
representing students

- **Classified Senate**
representing classified staff
- **Administrators, college association, directors, deans, vice presidents, president**

The operational form of collegial consultation with constituent groups at City College is a formal Executive Council and Standing Committee structure. City College implements the participatory governance policies of the Board of Trustees through this organization. Executive Councils and Standing Committees include representatives from the four campus constituencies and are organized to encourage the consideration of ideas from every area of the college and specific proposals to be recommended for action.

Executive Councils and Standing Committees

Executive Councils are organized around the major operational components of the college. Collectively, these bodies formalize the collegial consultation process, facilitate communication, develop plans and processes, and provide input for the effective planning and operation of the college.

Executive Council and Standing Committee membership consists of faculty, classified staff, administrators, and, when appropriate, students. Members are appointed by the respective constituent groups. Ad hoc subcommittees, task forces, and work groups may be formed by Executive Councils or Standing Committees and will consist of those members deemed appropriate by the appointing body. Ad-hoc groups will be used rarely and only for specific tasks of short duration that do not overlap with the normal responsibilities of other decision-making groups.

City College has established five Executive Councils that participate in operational and policy recommendations:

- **President's Council**
- **Master Planning, Assessment, and Resource Oversight Council (MPAROC)**
- **Instructional Services Council**
- **Student Services Council**
- **Institutional Technology Council**

Executive Council decisions will be communicated to the college community through the formal governance process. Each Executive Council and its associated Standing Committees will make and keep agendas, meeting notes, and records of its decisions and recommendations. Each Executive Council will develop, publish, and disseminate its procedures for processing requests, proposals, and projects received from the President's Council or any other segment of the college community.

Standing Committees have been established to facilitate policy and operational recommendations to their respective Executive Councils. All formal decision-making bodies of the college will be organized into a reporting relationship with one of the Executive Councils that, in turn, reports to constituent groups and the college president. Each Constituent Group, Executive Council, or Standing Committee will determine the need to form, modify, or disband its associated ad-hoc work groups and may do so as deemed necessary.

Appointees serve for a term of two years with the exception of students, who serve for only one year. Ex-officio members serve by virtue of their office. All members of Executive Councils, Standing Committees, ad-hoc subcommittees, task forces, and work groups have full voting privileges (except ex-officio members). There is no limit to the number of two-year terms a member may serve. Membership on the various Executive Councils and Standing Committees is determined by the constituent groups. Members of each group are expected to serve as part of their professional responsibilities to the college. In the spirit of shared governance, all Classified Senate representatives will be released for committee meetings. Conflicts in meetings times will be resolved by the President's Council.

Recommendations for revision of these procedures are made annually by the President's Council. Nothing within these procedures shall be construed as impinging on any matter within the purview of collective bargaining.

Constituent Groups

Academic Senate

San Diego City College Academic Senate is organized for the following purposes:

- to assume primary responsibility for making recommendations on all academic and professional matters; (Title 5 Regulations on academic senates) 53200, C, 1-11;
- to promote the general welfare of San Diego City College, its faculty, and its students;
- to encourage a sense of professional responsibility of the highest caliber; and
- to assist and promote community college education, especially in regard to matters affecting the faculty of San Diego City College.

The legislative and executive functions are vested in a senate, through which the faculty exercises its powers. The Senate has the power to act for the faculty on all matters within the scope of the faculty. It also serves the president of the college as an advisory council.

President

Justin Akers Chacon

Treasurer

Elizabeth Norvell

Past-President

Berta Harris

President of Chairs' Cabinet

Jan Jarrell

Secretary

Sandra Pesce

Adjunct Officer

Rosiangela Escamilla

Charles H. Parker	1956-57
Lorraine M. Jenkins	1957-58
Walter G. Coats	1958-59
Ruth E. Robinson	1959-60
Wayne Moxley	1960-61
Glen Malpass	1961-62
C. Paul Villani	1962-63
Paul A. Roman	1963-64
George A. Schutte	1964-65
William B. Sulzbach	1965-66
Eugene Chamberlin	1966-67
Abraham Shina	1967-68
George A. Schutte	1968-69
Don K. Wemple	1969-70
Robert L. Downs	1970-71
Frank L. Dolan	1971-72
James M. Burton	1972-73
Herald R. Kane	1973-74
Vincent Harron	1974-75
John Markley	1975-76
Jack Willis	1976-77
Vincent Gosewisch	1977-78
Myles Clowers	1978-79
Steve Mori	1979-80
Frank Nickerson	1980-81
Vincent Gosewisch	1981-82
Joseph Copolla	1982-83
Frank Nickerson	1983-84
Myles Clowers	1984-85
Marchelle Fox	1985-86
Clarence Stanfield	1986-87
Doug Dailard	1987-88
Myles Clowers	1988-90
Doug Dailard	1990-92
Freddie Richards	1992-94
John Markley	1994-96
Doug Dailard	1996-98
Carolyn Thomas	1998-00
Salley Deaton	2000-02
Libby Andersen	2002-04
Kathy McGinnis	2004-06
Roberta Alexander	2006-08
Berta Harris	2008-10
David Fierro	2010-12
Peter Haro	2012-14
Berta Harris	2014-16

Academic Senate Meetings

Meeting Days and Time

Two Mondays per month

<http://www.sdcity.edu/academicsenate/>

Membership

Faculty (34):

Academic Senate President, Academic Senate President-Elect or Academic Senate Immediate Past-President, Academic Senate Secretary, Academic Senate Treasurer, Academic Senate Adjunct Faculty Officer, President of Chairs Council, 28 Senators

Associated Students Government (1):

President or member

Chair:

Academic Senate President

Charge and Decision-making Responsibilities

- Approves all policies and procedures within the purview of the Academic Senate.

The Academic Senate represents the faculty in collegial consultation related to specific academic and professional matters as defined in AB 1725, Title 5, Sections 53200-53206, and Board Policies 0003, 0003.1, 0003.3, 0003.5, 0003.8, 0020.3, 0020.4, 0020.6, 0210, and 5300.2. The Academic Senate shall retain the right to meet with and appear before the governing board with respect to the views, recommendations, or proposals of the Academic Senate. The Board of Trustees will rely primarily upon the advice and judgment of the Academic Senate in academic and professional matters.

Rely primarily means that all recommendations in the areas listed below will be forwarded to the Board of Trustees by the Academic Senate, will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. The Board of Trustees' decision shall be based on a clear and substantive rationale that explains its decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board of Trustees or its designee shall communicate its reason in writing to the Academic Senate within 30 days of the decision. If such recommendations are not accepted, existing policies and procedures shall remain in force.

The Board of Trustees shall rely primarily upon the City College Academic Senate in the following academic and professional matters (Board Policy 0003):

- **Curriculum, including establishing prerequisites and placing courses within disciplines**
Academic Senate & Curriculum Committee
- **Degree and certificate requirements**
Academic Senate & Curriculum Committee
- **Grading policies**
Academic Senate & Curriculum Committee
- **Educational program development**
Academic Senate & Curriculum Committee
- **Standards or policies regarding student preparation and success**
Academic Senate & Student Services Council
- **District and college governance structures as related to faculty roles**
Academic Senate, Master Planning, Assessment, and Resource Oversight Council, Accreditation Committee
- **Faculty roles and involvement in accreditation processes including self study, annual reports, and Master Planning**
Academic Senate, Master Planning, Assessment, and Resource Oversight Council, & Accreditation Committee
- **Processes for institutional planning and budget development**
Academic Senate and Master Planning, Assessment, and Resource Oversight Council

Mutual agreement with the Academic Senate is provided for by the Board of Trustees for certain policy development. Mutual agreement means that policies and procedures recommendations will be established jointly with the Academic Senate and ratified by the Academic Senate and the Board of Trustees or its designees.

Mutual agreement means the policy and procedure recommendations related to academic and professional matters in Title 5 §52300, 53206, and Board Policy 0003 shall be developed directly by the Academic Senate or by an Executive Council or Standing Committee whose membership includes Academic Senate representatives.

Charge and Decision-making Responsibilities continued...

In instances where the governing board elects to provide for mutual agreement with the Academic Senate and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such instances, in the spirit of collegiality, all parties shall continue to participate in the resolution process. In the event mutual agreement cannot be reached, the Board of Trustees shall communicate the reasons in writing to the President of the Academic Senate within three days of the decision.

Academic and professional matters and the designated Academic Senate structures within which issues are to be resolved by mutual agreement are as follows:

- **Policies for faculty professional development activities**
Academic Senate, Exclusive Bargaining Agent, Professional Development Committee, & Instructional Improvement (Flex) Committee
- **Processes for program review**
Academic Senate, Master Planning, Assessment, and Resource Oversight Council
- **Other academic and professional matters as mutually agreed upon by the governing Board and the Academic Senate**
Academic Senate and Board of Trustees

Operating Procedures

The structure and composition of Academic Senate Standing Committees, ad-hoc groups, or other work groups in which matters of an academic or professional nature are discussed and policies developed shall be as follows:

- *Faculty representatives shall be appointed by the Academic Senate.*
- *The Academic Senate and the College President shall mutually agree upon the membership of any college-wide groups that deal with “academic and professional matters” as defined in this policy.*
- *Any policies and procedures related to “academic and professional matters” shall be referred to the Academic Senate for ratification.*

- *The Academic Senate reserves the right, after consultation with the College President or Board of Trustees designee, to present its concerns and recommendations directly to the Board of Trustees, and the Board of Trustees will respond to the Academic Senate (Board Policy 0003).*
- *The Academic Senate operates under its own ratified constitution and bylaws.*

Agendas, Minutes and Related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted on the Academic Senate web page.*

Reporting/Recommending Responsibilities

- **President’s Council**
- **College President**
- **Instructional Services Cabinet**
- **District Chancellor**
- **Board of Trustees**

Curriculum Committee

Standing Committee of the Academic Senate

Meeting Days and Time

Two Wednesdays per month

Full committee:

First and third

Wednesday, monthly

2:00 p.m., Room R-212

Technical Review Subcommittee:

Second and fourth

Wednesday, monthly

2:00 p.m., Room R-212

Membership

Academic Senate (13):

Articulation Officer, Counselor, Librarian, 10 faculty at-large (a balanced representation among arts and sciences and occupational and technical disciplines). *May include a campus Evaluator and DSPS representative.*

Administration (1):

Vice President of Instruction

Chair:

Appointed by the Academic Senate

Charge and Decision-making Responsibilities

Reviews and approves all courses and programs including curriculum proposals, catalog changes for new and revised courses and programs, and course activations and deactivations for compliance with state regulations and district policy to ensure the following (Policy 5300.2):

- Degree credit, non-degree credit, and noncredit courses meet standards for approval as defined by Title 5.
- Courses and programs comply with the criteria as defined in the California Community Colleges Curriculum Standards Handbook.
- Curriculum meets District policy regarding criteria for the Associate Degree and General Education.
- Courses delivered by Distance Education conform to state regulations.
- Classes for the disabled conform to state regulations and guidelines.
- Stand alone courses that are not offered as part of an approved program are reviewed and approved.
- Credit courses fulfill requirements for submission as general education courses to Intersegmental Education Transfer Curriculum (IGETC), California State University (CSU), University of California (UC) transfer standards for electives and major requirements to CSU, UC, and/or other post-secondary colleges and universities.

- Credit courses that fulfill District General Education, multicultural, American Institutions and/or health and physical education requirements are reviewed and approved.
- New programs and modifications to approved programs are reviewed.
- Reviews credit courses throughout the district to determine duplication in content; recommends policy/procedures regarding academic and professional matters; provides in-service training for college faculty serving on curriculum development; provides for emergency review of curriculum.
- Ensures that curriculum committee membership, as determined by City College, is in Compliance with Title 5.
- Advises faculty and administrators on reasons for withholding approval.
- Takes appropriate action on curriculum proposals for the Academic Senate.

Operating Procedures

- Policy and procedure recommendations requiring consultation will be forwarded to the Academic Senate for review and recommendation.
- The Office of the Vice President of Instruction will provide clerical assistance for recording and dissemination of all minutes, reports, and required documents.
- Reports results to the Academic Senate and District Curriculum Instructional Council; forwards results to the Office of Instruction and the Instructional Services Council.
- The faculty committee chair will receive reassigned time supported by the Office of Instruction.

Agenda, Minutes and related

Administrative Activities:

- Agendas and minutes shall be taken and disseminated.
- Minutes shall be posted in a public folder accessible electronically.

Reporting Responsibilities

- Academic Senate
- District Curriculum Instructional Council;
Office of Instruction
- Instructional Services Council

Professional Advancement Committee

Standing Committee of the Academic Senate

Meeting Days and Time

One meeting each month, TBA

Membership

Academic Senate (9): _____

At-large, appointed by the Academic Senate

Chair:

Appointed by the Academic Senate

Charge and Decision-making Responsibilities

- *Solicits, evaluates, rates, and accesses sabbatical leave requests as authorized by the collective bargaining agreement.*
- *Approves sabbatical leave reports.*
- *Evaluates and monitors professional growth plans.*
- *Makes recommendations to the District Professional Development Council.*
- *Reports actions to the Instructional Services Council, Academic Senate, and Academic Senate Executive Committee.*
- *Reviews all evaluations, including tenure and/or promotional recommendations, to ensure that they are procedurally correct and meet general college and district standards.*
- *Reviews non-promotional evaluation appeals as granted by Section 15.13 to ensure that the evaluation is procedurally sound.*
- *Makes recommendations regarding retention, tenure, and promotion to the President of the college.*
- *Convenes/serves as equivalency committee as needed.*

Agenda, Minutes and related

Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **Academic Senate**
- **Academic Senate Executive Committee**

Associated Students Government

The Associated Students Government assumes primary responsibility for representing the students in the college governance process. It is the governing body that finances, organizes, and directs many student-sponsored programs and activities at City College. Elections are held annually for AS Officers. Any registered City College student may vote in the elections.

**President/
Student Trustee**
Daron Woods

Governmental Affairs Officer
Aaron Hanna

Vice President
Suma Massaley

Scholarship Officer
Ben Alderete

Secretary
Allison Santana

Public Events Coordinator
Samanta Ruiz

Treasurer
Mariana Longoria

Public Relations Officer
Claudia Robles

ICC President
Gregory Barba

Webmaster
Abraham Hores

Senate President
Ignacio Hernandez

**Health Safety and
Environmental Officer**
Veronica Gaete

Senate Vice President
Carlos Pastrana

Senate Secretary
Laura Guerrero

Senate Administrator
Ivan Loaiza

Advisor
Marciano Perez

Senators
Janessa Forney
Susana Molina

Brenda Marquez
Michael Picard

Associated Students Government Meetings

Meeting Days and Time

To be determined each year

www.sdcity.edu/ASG

Membership

Defined by the Associated Students Government Constitution.

Updates to student officers can be found online.

Charge and Decision-making Responsibilities

The Associated Students Government is recognized by City College and the Board of Trustees as the duly elected representatives of the student body as provided by Education Code §76060. The Board of Trustees encourages the Associated Students Government to voice opinions and make recommendations to the administration of the college and the Board of Trustees with regard to district and college policies and procedures that have, or will have, a significant effect on the student body (Title 5 §51023.7).

District and college policies and procedures that have or will have a significant effect on students include the following:

- *Grading policies.*
- *Codes of student conduct.*
- *Academic disciplinary policies.*
- *Curriculum development.*
- *Courses or programs which should be initiated or discontinued.*
- *Process for institutional planning and budget development.*
- *Standards and policies regarding student preparation and success.*
- *Student services planning and development.*
- *Student fees, where the adoption of fees are within the authority of the district.*
- *Any other district and college policy, procedure, or related matter that the Board of Trustees determines will have a significant effect on the student body.*

This list does not preclude the opportunity for the Associated Students Government to request participation in other college or district committees as appropriate. The Associated Students Government shall be provided an opportunity to effectively participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on the student body. The Board of Trustees shall ensure that, at both the district and college levels, recommendations and positions developed by the Associated Students Government are given every reasonable consideration (Title 5 §51023.7).

Nothing in this policy shall be construed to impinge upon the due process rights of faculty, staff, and administration, nor detract from any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

Operating Procedures

- *The Office of Student Affairs will provide oversight to the budget for all Associated Students Government officers and provide the necessary clerical assistance.*

Agenda, Minutes and related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **College President**
- **President's Council**
- **Vice President of Student Services**

Standing Committees

As needed

Classified Senate

The purpose of the Classified Senate is to contribute to the general welfare of San Diego City College and its classified personnel through unity, participatory governance, and professional responsibility.

In doing so, the Classified Senate shall foster a sense of excellence among its members; provide opportunities for its members to hear and exchange ideas affecting their college system; and support participation in local, regional and statewide classified staff activities and associations. Further, through collaborative interaction and professional development activities, the Classified Senate shall promote camaraderie, understanding, and morale among all classified staff, as well as advocate student learning and achievement where possible.

President

Awana Payne

Treasurer

Cynthia Laredo

Vice President

Sean Ryan

Secretary

Jennifer Ignacio

Past Presidents

Carol Sampaga
Shirley Norling
Augie Sandoval
Mary Porter
Steve Maule
Hermila Rangel
Rosa Buss
Desiree Van Saanen
June Cressy
Awana Payne
Terri Jackson
Yvonne Schmeltz

Classified Senate Meetings

Meeting Days and Time

Ad Hoc

www.sdcity.edu/classifiedsenate

Membership

Classified Senate, Classified Senate President, Vice President, Secretary-Treasurer, Immediate Past-President, Senators

Chair:

Classified Senate President

Charge and Decision-making Responsibilities

The Classified Senate is recognized by the Board of Trustees as the organization that represents the classified staff in "effective participation" in policy decision-making. The Senate is authorized to fix and amend by vote of the classified staff, the composition, constitution and bylaws of its Senate. It is the intent of this policy that the Board of Trustees gives the recommendations of the Classified Senate every reasonable consideration.

The classified staff, jointly with other constituent groups, will be given the opportunity to actively participate in College/District governance in the formulation and development of recommendations regarding policies and procedures that impact the classified staff in the following areas:

- *Participation in college/district governance structures, including the selection of representatives to serve on college/district committees.*
- *Institutional planning.*
- *Budget planning and development.*
- *Regulations and procedures relating to physical safety.*
- *Selection and evaluation of administrators.*
- *Staff development.*
- *Student/classified and faculty/classified relations.*
- *Other areas deemed to impact classified staff as determined by the Board of Trustees or its designee in consultation.*
- *Representation in academic and professional matters in an advisory role.*

Except in matters of exigency, the Board of Trustees and College President will not take action on matters having a significant impact on classified staff until it has provided an opportunity for classified staff to participate in the formulation and development of those matters through the college governance process.

Nothing in this policy will be construed to infringe upon the due process rights of the classified staff or diminish any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

Agenda, Minutes and Related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder, accessible electronically.*

Reporting/Recommending Responsibilities

- **College President**
- **District Chancellor**
- **Board of Trustees**
- **President's Council**
- **District Governance Council**

Standing Committees

None

Executive Councils and Committees

President's Council

Meeting Days and Time

Every other Tuesday
2:30 p.m.–4:30 p.m., R-212

Membership

Academic Senate (4):

Academic Senate President, Academic Senate Past-President or Academic Senate President-elect, President of Chairs' Cabinet and/or Faculty Co-Chairs of Executive Councils

Administration (7):

College President, Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services, Dean of Information and Learning Technology, Dean of Institutional Effectiveness and administrative representative

Classified Senate (1):

Classified Senate President or designee

Associated Students Government (1):

Associated Students Government President or designee

Other (1):

Public Information Officer (ex-officio)

Chair:

College President

Charge and Decision-making Responsibilities

- Provides college-wide input on shared governance issues through review and discussion.
- Serves as the main policy body that forwards recommendations on shared governance issues to the district and Board of Trustees not requiring primary reliance or mutual agreement between the Academic Senate and the Board of Trustees or its designee.
- Assists in disseminating and interpreting policies and procedures to the appropriate constituent groups.
- Requests, considers, and makes recommendations to the College President on proposals from major decision-making groups (Instructional Services Council, Student Services Council, Master Planning, Assessment and Resource Oversight Council, Institutional Technology Council, Academic Senate, Classified Senate, Associated Students Government, Administrative Cabinet, Public Art on Campus).

- Oversees self-study and accreditation process.
- Coordinates the implementation of the Accreditation Team Report recommendations.
- Approves self-study report and planning agenda items.
- Organizes and tracks the flow of information between and among college decision-making groups.
- Facilitates communication and appropriate involvement of all members of the college community.

Operating Procedures

- Establishes rules of order and other processes to be used by the President's Council in the deliberation on college issues related to shared governance.
- Forwards any policy and procedural recommendation related to academic and professional matters requiring primary reliance or mutual agreement between the Academic Senate will be forwarded to the Academic Senate for review and approval.
- Forwards recommendations on shared governance issues not requiring primary reliance or mutual agreement between the Academic Senate and Board of Trustees. These recommendations are submitted to the College President and District Chancellor for action, or for presentation to the Board of Trustees for action.
- Receives proposals or accepts identified issues from any individual or group within the college and;
- Refers and/or redirects the issue or proposal to one or more Council, Standing Committee or Governance Group for appropriate research, discussion, debate, development, and recommendation to the President's Council.
- Tracks the work effort of the various governance groups.
- Organizes the flow of communication among and between groups.
- Reports on the status of issues before the governance groups.
- Coordinates the maintenance of the governance information system.
- Formulates appropriate recommendations for submission to the College President, where no additional information or participation is required.
- Determines that an issue is not within the scope of shared governance or is not appropriate for consideration by the President's Council.
- Strives to achieve consensus on all issues before forwarding its recommendations
- Since consensus may not mean total agreement on every issue brought to the President's Council, it is recognized that a minority opinion may be recorded.

**Agenda, Minutes and Related
Administrative Activities**

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- College President
- Chancellor
- Board of Trustees
- Constituent Groups

Standing Committees

- Executive Cabinet
- Review of Services Committee
- Health and Safety Committee
- Public Art on Campus (ad hoc)

Executive Cabinet

Standing Committee of President's Council

Meeting Days and Time

As needed

Membership

Administration (4):

College President, Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services.

Chair:

College President

Charge and Decision-making Responsibilities

- *Advises the college president on administrative issues requiring coordination among the major operational areas of the institution: Instruction, Student Services, Administrative Services, and President's Office.*
- *Serves as a venue for sharing operational information among the major operational areas of the institution.*

Agenda, Minutes and Related Administrative Activities

- *Minutes are not recorded.*

Reporting/Recommending Responsibilities

- **College President**

Diversity Committee

Standing Committee of the President's Council

Meeting Days and Time

Two Tuesdays per month, 2:00 p.m., Room AH-208

Membership

Academic Senate (4): At-Large, appointed by Academic Senate

Classified Senate (4): At-Large, appointed by Classified Senate

Associated Students Government (2): Appointed by Associated Students Government

Administration (2): Appointed by the President

Community Representatives (4): Ex-officio

Chair(s): Appointed by President

Agenda, Minutes and related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically and on college website.*

Reporting/Recommending Responsibilities

- **President's Council**
- **Academic Senate, when any policy or procedure is related to academic and professional matters**
- **Classified Senate, when any policy or procedure is related to classified professional matters**
- **District EEO/Diversity Office and District Diversity Committee via Campus Diversity Advisory Council (CDAC)**

Charge and Decision-making Responsibilities

- *Help develop and support the institutional priority of equity, inclusiveness and diversity as identified in the District Equal Employment Opportunity (EEO) Plan and the City College Master Plan.*
- *Increase campus awareness of the importance of a college climate that honors and promotes diversity.*
- *Develop strategies to ensure the recruitment and retention of diverse contract and adjunct faculty, classified staff and administrators.*
- *Act as campus resource for colleges, departments and faculty by introducing curriculum and teaching strategies that improve the academic success and persistence rates of all students, particularly nontraditional students.*
- *Promote the Mission of the Diversity Committee on campus, as well as diversity projects and initiatives throughout the District.*
- *Work with campus research department to assess, collect, and disseminate data pertaining to campus climate, attitudes toward diversity, and relevant topics.*
- *Facilitate opportunities for public discussion related to diversity issues on campus and beyond.*
- *Collaborate with administration, faculty, staff, students and community representatives to ensure the advancement of campus diversity and cultural competency.*
- *Provide oversight of resource dollars to support activities (funding pending submissions to and approval from Resource Allocation Committee).*

Resource Allocation Committee

Standing Committee of President's Council

Meeting Days and Times

Twice per month throughout the fall and spring semesters;
As needed/TBA during spring budget hearings.

Membership

Administrators (4):

Appointed by the College President

Faculty (4):

Appointed by Academic Senate

Classified (4):

Appointed by Classified Senate

Students (2):

Appointed by the Associated Students Government

Accounting Supervisor, Business Services (1)

Chair:

Chief Budget Officer (Ex-Officio) (1)

- *Each member serves on the committee for one full academic year at minimum, to ensure continuity throughout the resource allocation cycle.*
- *Each appointed member will serve no more than three consecutive years on the Resource Allocation Committee.*
- *It is preferred that faculty members and administrators be from different schools.*
- *The Resource Allocation Committee reserves the right to replace members who fail to attend three consecutive committee meetings.*

Charge and Decision-Making Responsibilities

- **Charge:**
 - As part of the integrated planning process for San Diego City College, the Resource Allocation Committee will ensure an open, equitable and orderly budget process is instituted and followed in establishing the operational budget of San Diego City College.
- **Authority:**
 - Recommend a process for the development of the college budget. Review requests and prioritize budget recommendations.
 - The budget allocation process and recommendations will be shared as information items with the following constituency groups on a yearly basis:
 - MPAROC
 - Academic Senate
 - Classified Senate
 - Associated Student Government
 - President's Council

- **Membership:**

- The members of the Resource Allocation Committee will consist of the following positions:
 - Four Administrators - Appointed by the College President
 - Four Faculty - Appointed by Academic Senate
 - Four Classified - Appointed by Classified Senate
 - Two Students - Appointed by the Associated Student Government
 - Accounting Supervisor, Business Services
 - Chief Budget Officer (Ex-Officio)

- Each member serves on the committee for one full academic year at minimum, to ensure continuity throughout the resource allocation cycle. A quorum is defined as more than half of appointed members to the committee.
- It is preferred that faculty members and administrators be from different schools.
- The Resource Allocation Committee reserves the right to replace members who fail to attend three consecutive committee meetings. The Chief Budget Officer will serve as chair of the Resource Allocation Committee.

- **Membership Terms:**

- Each appointed member will serve no more than three consecutive years on the Resource Allocation Committee.
- The Administrator membership will be reviewed every three years and altered as necessary by the College President.
- When a Faculty member reaches their three year membership cycle, their position will be opened for new committee membership through the appropriate Academic Senate processes. The outgoing Faculty member is welcome to re-apply for committee membership; however faculty committee appointments will fall under the purview of the Academic Senate.
- When a Classified member reaches their three year membership cycle, their position will be opened for new committee membership through the appropriate Classified Senate processes. The Classified member is welcome to re-apply for committee membership; however Classified committee appointments will fall under the purview of the Classified Senate.
- The Student membership will be updated as needed throughout the three year cycle.

Reporting/Recommending Responsibilities

- **Demonstrate knowledge about the college budget**
- **Review and update the process for the development of the college budget**
- **Document and communicate the budget process and yearly timeline to all campus constituency groups**
- **Communicate information about changes or adjustments to the college budget to all campus constituency groups**
- **Review all special categorical/grant allocations as needed**
- **Review district and college priorities, including:**
 - Board of Trustees' Priorities
 - Chancellor's Priorities
 - President's Priorities
 - College Strategic Plan
- **Review requests and prioritize budget recommendations for the President's approval**
- **Maintain an ongoing sharing of information and recommendations with campus representatives on the District Budget Committee.**
- **Review Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D.**
 - Ensure allocation recommendations are supported by Program Review
 - Ensure compliance with the SDCC Integrated/Strategic Planning model
 - Establish annual committee goals by the 2nd meeting of the Academic Year
 - Complete an annual self-evaluation as a committee by the end of the Academic Year
 - Demonstrate the Resource Allocation Committee's contributions to Institutional Effectiveness
- **Committee members will regularly report committee proceedings to their constituency groups**

Review of Services Committee

Standing Committee of President's Council

Meeting Days and Time

Fourth Tuesday per month or as needed

Campus Membership

Academic Senate (1):

Academic Senate Representative

Administration (2):

Vice President of Administrative Services
Instructional Dean, VP of Instruction to Appoint

Associated Students Government (1):

Associated Students Government representative

Classified Senate (1):

Classified Senate representative

Public Information Officer

Student Services (1):

Student Services representative,
VP of Student Services to Appoint

Chairperson:

Vice President of Administrative Services

District Membership

Bond Management Team (2)

District Architect (1)

District Police Chief or Designee (1) Facilities

Management (1)

Regional Facilities Officer (1)

Vice Chancellor, Facilities Management (1)

Agenda, Minutes, and Related Administrative Activities

- *Agenda and minutes shall be taken and disseminated.*
- *Shall be posted in a designated on-line public folder.*

Reporting/Recommending Responsibilities

- Vice President of Administrative Services
- President's Council

Charge and Decision-making Responsibilities

- *To review and collaborate on issues relating to administrative and auxiliary services (mailroom, stockroom, reprographics), facilities, maintenance, security, health and safety, telephones, and technology infrastructure. As needs arise to address other services impacting the campus environment or the delivery of programs/services, e.g. Bookstore, Food Services.*
- *To make recommendations or advise college programs, services and constituents in the matters of services stated above impacting the campus environment.*
- *Recommend a prescribed course of action to resolve or improve the issue(s) brought to the committee.*
- *Actions of the Committee are by consensus of appointed members (proxies not permitted). Recommendations are forwarded to the appropriate decision making authority or body.*

Health and Safety Committee

Standing Committee of President's Council

Meeting Days and Time

Fourth Thursday of each month
10:00 a.m.

Membership

Academic (2):

Appointed by the Academic Senate, by program area

Administration (2):

Vice President of Administrative Services, others by program area

Classified Senate(2):

Appointed by the Classified Senate by program area

Associated Students Government (1):

Associated Students President or designee.

Risk Management (1):

Risk Manager or designee

Occupational Environmental Health & Safety Coordinator (1):

Occupational Environmental Health & Safety Coordinator or designee

C-Cert (1):

C-Cert Chair or designee

Facilities (1):

Regional Facilities Officer or designee

Athletics (1):

Athletic Trainer or designee

Student Health Services (1):

Director of Student Health Services or designee

Mental Health Counseling (1):

Director of Mental Health Counseling or designee

Police (1):

Police Chief, Lieutenant, or designee

Sciences (1):

Chemical Hygiene Officer or designee

Chair:

Vice President of Administrative Services

Charge and Decision-making Responsibilities

- *Reviews District Policy 4800 annually and ensure campus emergency plans and procedures support District Policy.*
- *Develops and prescribes direct measures to reduce workplace hazards.*
- *Contact appropriate college and District personnel to address and identify Health and Safety concerns as needed.*
- *Makes recommendations or advises college departments, constituency groups, and administration in the matters of health, safety and well-being of City College employees, students and visitors.*

Agenda, Minutes and related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Agendas and minutes shall be accessible electronically.*

Reporting/Recommending Responsibilities

- **The Vice President of Administrative Services or designee is responsible for reporting to President's Council**

Public Art on Campus Committee (Ad hoc)

Ad hoc Committee of President's Council

Meeting Days and Time

As needed

Membership

Academic Senate (2):

Appointed by the Academic Senate

Associated Students Government (2):

Appointed by the Associated Students Government

Classified Senate (2):

One appointed by the Classified Senate; one appointed by Facilities

Chair:

Administrator/Manager appointed by the President to convene the ad hoc committee

Charge and Decision-making Responsibilities

- Review proposals submitted for public art on campus, which is defined as art that is displayed in public areas on San Diego City College property, including all outdoor campus space and interior public spaces such as lobbies, social spaces, and public meeting rooms.
- Review proposals pursuant to the President's Council Guidelines on Public Art on Campus and forward recommendation(s) for the final review and approval of President's Council.

Agenda, Minutes and related Administrative Activities

- Agendas and minutes shall be taken and disseminated.
- Agendas and minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities

- President's Council

Instructional Services Council

Meeting Days and Time

One Monday per month following Chairs' Cabinet

Membership

Academic Senate (2):

Academic Senate President, Curriculum Committee Chair

Administration (8):

Vice President of Instruction, Instructional and Student Service Deans

Classified Senate (1):

Assigned

Associated Students Government (1):

Assigned

Chairs' Cabinet:

All Faculty Department Chairs

Other (2):

Information Technology Representative, Off-campus Program Director

Co-Chairs:

Vice President of Instruction and President of Chairs' Cabinet

Charge and Decision-making Responsibilities

- *Reviews and makes recommendations to the President's Council.*
- *Coordinates and provides leadership and support for all college functions in instruction.*
- *Reviews and makes policy and procedural recommendations on shared governance issues within instruction requiring primary reliance or mutual agreement between the Academic Senate and the Board of Trustees or the College President.*
- *Facilitates communication among department chairs and deans regarding instructional programs, scheduling, procedures, planning, etc., with the intent of improving services to students. Decisions are made to have common operations among departments and schools with regard to instructional services.*

By consensus:

- *Develops common procedures among schools and departments.*
- *Plans schedule development for the school year.*
- *Shares planning information of interest to the members.*
- *Supports and coordinates the Curriculum Committee.*

Operating Procedures

- *The office of the Vice President of Instruction will provide clerical assistance for recording and disseminating all minutes, reports, and required documents.*
- *Any policy and procedural recommendation related to academic and professional matters requiring primary reliance or mutual agreement between the Academic Senate will be forwarded to the Academic Senate for review and approval.*
- *Recommendations requiring consultation will be forwarded to the President's Council for review and recommendation.*

Agenda, Minutes and related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **President's Council**
- **Academic Senate, when any policy or procedure is related to academic and professional matters**

Standing Committees

- **Instructional Improvement (Flex) Committee**
- **Instructional Cabinet**
- **Chairs' Cabinet**
- **Career Technical Education (CTEA) Committee**

Instructional Improvement (Flex) Committee

Standing Committee of Instructional Services Council

Meeting Days and Time

One meeting each month, TBA

Membership

Academic Senate (10):

At-large, appointed by the Academic Senate

Administration (1):

Appointed by the Vice President of Instruction

Co-Chairs:

Faculty and administrative representatives

Charge and Decision-making Responsibilities

- *Provide opportunities for faculty to maintain currency in their respective disciplines, to improve and expand their knowledge of pedagogical skills, instructional methodologies, and technological abilities, and to develop interdisciplinary approaches to classroom instruction and service delivery to students.*
- *Designs, reviews, implements, and evaluates instructional improvement activities and ensures that instructional improvement activities meet the guidelines for professional development as prescribed in Title 5.*
- *Makes recommendations to the Instructional Services Council at regularly scheduled meetings.*

Agenda, Minutes and related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **Instructional Services Council**
- **Academic Senate**

Instructional Cabinet

Standing Committee of Instructional Services Council

Meeting Days and Time

Wednesdays

9:30 a.m.-11:00 a.m., R-112

Membership

Academic Senate (2):

President, President-elect, or Immediate Past President

Faculty (2):

Chair of Chairs and MPAROC Co-chair

Administration (2):

Vice President of Instruction, Instructional Deans, Student Services Deans, Associate Dean - Nursing, and DSPS Manager

Classified Senate (1):

President or designee

Other (1):

Public Information Officer and Tutoring Center Supervisor

Charge and Decision-making Responsibilities

- *Manages the direction of instructional activities among the schools.*
- *Discusses issues and concerns and makes recommendations/decisions to instructional programs and services.*
- *Exchanges information among participants as well as constituents involved.*

Agenda, Minutes and related

Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Agendas and minutes shall be posted in a public folder, accessible electronically.*

Reporting/Recommending Responsibilities

- **Vice President of Instruction**

Chairs' Cabinet

Standing Committee of Instructional Services Council

Meeting Days and Time

Monthly

1:30 p.m., Room D-121A

Membership

Academic Senate (1):

Academic Senate President

Faculty (26):

Department Chairs (including all instructional departments, EOPS, DSPS, Counseling, Library and Learning Resources).

Chair:

President of Chairs' Cabinet

Charge and Decision-making Responsibilities

- *Facilitates exchange of information between academic and student services departments.*
- *Mentors new chairs and supports all chairs in performing their duties.*
- *Provides a channel of communication between administration and chairs.*
- *Promotes increased communication between the academic senate and chairs.*
- *Fosters discussion of issues and concerns for chairs.*

Operating Procedures

- *At the last meeting of the school year, a Chairs' Cabinet evaluation instrument is distributed by the President of the Chairs' Cabinet for use in evaluating the council's effectiveness and in planning for the following year.*

Agenda, Minutes and related

Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Agendas and meeting notes are posted in a public folder, accessible electronically.*

Reporting/Recommending Responsibilities

- **Instructional Services Council**
- **Academic Senate**

Career Technical Education (CTEA) Committee

Standing Committee of Instructional Services Council

Meeting Days and Time

Three — six meetings per academic year, TBA

Membership

Academic Senate (10):

- Five contract faculty members from career/technical disciplines
- Two contract faculty members from non-career/technical disciplines
- Two adjuncts faculty members from career/technical disciplines
- One faculty member from Counseling representing CTE interests as defined by the Counseling Department

Classified Senate (1-2):

Laboratory Technicians from CTE programs

Computing Services Representative (1):

Chosen by the Supervisor of Computing Services

Special Populations (1-4):

DSPS, Financial Aid, EOPS, Puente, and/or New Horizons

Career Pathways Representative (1):

From either K-12 or University

Administration (2):

CTEA Project Director (CTEA Dean), CTEA Coordinator

CTE Student Representative (1):

Approved by Associated Student Government.

Other members required by CTEA regulations:

- Business Industry (2)
- Labor Organizations (1)

Chair:

CTEA Project Director

- Allocates CTEA funds to eligible CTE programs on campus, ensuring compliance with Federal and State regulations concerning the use of CTEA funds.
- Make recommendations to Vice President of Instruction, and the College President.

Agenda, Minutes and related Administrative Activities

- Agendas and minutes shall be taken and disseminated as requested.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities

- Instructional Services Council
- Master Planning and Resource Oversight Council
- Budget Development Committee

Charge and Decision-making Responsibilities

- Assures compliance with the mandates of Federal and State CTEA regulations to improve the career/technical programs at San Diego City College through curriculum development, required equipment and professional development.
- Improves student success, especially the success of students designated as special populations, in the skill attainment and program completion of career/technical programs.

Student Services Council

Meeting Days and Time

Second Thursday each month
1:00 p.m.

Membership

Academic Senate faculty representation, Chair of Chairs (2):

Appointed by the Academic Senate (one teaching and one counseling faculty members).

Administration (10):

Vice President of Student Services, Dean of Information & Learning Technology, Dean of Matriculation and Student Development, Dean of Student Affairs, EOPS Director, Financial Aid Director, DSPS Coordinator, Instructional Dean, Career and Transfer Center Director, and Health Center Director

Lead Personnel/Area Representative (12):

CalWorks, Counseling, Price Scholars, Puente, Umoja, FYE, Student Affairs, MESA Program, Mental Health, Admissions, Bookstore, Food Services

Classified Senate (1):

Appointed by the Classified Senate/Student Services Administrative Assistant

Associated Students Government (1):

Associated Students President designee

Other (1):

Articulation Officer (ex-officio)

Charge and Decision-making Responsibilities

The Student Services Council is a policy recommending committee devoted to student services and student development activities at City College. This shared governance council initiates and makes policy recommendations to the President through the President's Council.

- Provides leadership and support for all college functions related to Student Services.
- Reviews and makes policy and procedural recommendations on shared governance issues within Student Services requiring primary reliance or mutual agreement between the Academic Senate and the Board of Trustees or the College President.
- Advises the Academic Senate and the college community on recommended policies and procedures dealing with: matriculation, student preparation and success, grading, academic appeals, student fees, student life, student services, co-curricular activities, student services technology, child care, student due process, and policies affecting students.
- Recommends and advises on long-range and short-term plans for the Student Services division.

- Reviews, recommends, and acts upon policies and procedures that affect student services, matriculation and student interests as they pertain to the campus and the district.
- Identifies campus student services issues and develops policy initiatives and proposals for consideration by the President's Council.
- Identifies district-wide issues and develops proposals for consideration of the District Student Services Council.
- Receives and acts on recommendations of subcommittees.

Operating Procedures

- Recommendations requiring consultation will be forwarded to the President's Council for review and recommendation.
- Any policy and procedural recommendation related to academic and professional matters requiring primary reliance upon or mutual agreement with the Academic Senate will be forwarded to the Academic Senate for review and approval.
- Dean of Student Development and Matriculation or Dean of Student Affairs shall be the vice chairperson.
- Voting rights shall be confined to the standing members of the committee or to the person holding the written proxy of a standing member of the committee.
- Members may be represented by their designee or may give their proxy to another member of the standing committee. Such representation must be registered in writing with the chairperson.
- A quorum shall consist of a majority of the standing membership of the committee.
- Resource personnel shall attend meetings as requested by the chairperson of the council.
- Required clerical services shall be provided by the staff of the office of the Vice President of Student Services.

Agenda, Minutes and related Administrative Activities

- Agendas and minutes shall be taken and disseminated.
- Minutes shall be posted in a public folder, accessible electronically.

Reporting/Recommending Responsibilities

- President's Council
- Academic Senate, when any policy or procedure is related to academic and professional matters

Standing Committees

- Student Academic Standards Committee
- Financial Aid Committee
- Matriculation Advisory Committee
- Scholarship Committee
- World Cultures Committee

Student Academic Standards Committee

Standing Committee of Student Services Council

Meeting Days and Time

One meeting each month, TBA

Membership

Academic Senate (8):

At-large faculty, including six teaching faculty members and two counselors

Administration (2):

Vice President of Student Services, Dean appointed by the College President

Other (3):

Articulation Officer (ex-officio), two Evaluators (ex-officio)

Chair:

Vice President of Student Services and faculty representative

Charge and Decision-making Responsibilities

- Acts on individual student petitions requesting a Selected Studies Major for the Associate Degree.
- Acts on individual student petitions requesting substitution of courses or waiver of academic requirements set forth in the City College catalog.
- Acts on individual student petitions requesting credit for upper division coursework or foreign transcript credit.
- Identifies catalog issues and develop policy initiatives and proposals for the consideration of the Instructional Services Council or Student Services Council, as appropriate.
- Makes final decisions pertaining to appeals for exception to graduation requirements.

Agenda, Minutes and related Administrative Activities

- Agendas and minutes shall be taken and disseminated.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities

- Student Services Council

Financial Aid Committee

Standing Committee of the Student Services Council

Meeting Days and Time

TBA

Membership

Administration (2):

Dean of Student Affairs, Financial Aid Manager

Classified Senate (1):

Senior Secretary

Associated Students Government:

None

Other (1):

Financial Aid Supervisor

Chair:

Dean of Student Affairs

Charge and Decision-making Responsibilities

- *Acts on student appeals for financial aid, including financial aid reinstatement and exceptions to financial aid policies.*
- *Makes recommendations regarding issues and concerns pertaining to financial aid and the student assistance program.*
- *Exchanges information among participants as well as constituents involved in the financial aid program.*

Agenda, Minutes and related

Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **Vice President of Student Services**
- **Student Services Council**

Matriculation Advisory Committee

Standing Committee of Student Services Council

Meeting Days and Time

TBA

Membership

Academic Senate (4):

Appointed by the Academic Senate, including two classroom faculty members and two counselors

Administration (1):

Dean of Student Development and Matriculation

Classified Senate (1):

Senior Secretary

Chair:

Dean of Student Development and Matriculation

Charge and Decision-making Responsibilities

- *Advises on the matriculation program content and activities.*
- *Approves the institutional Matriculation Plan and revisions prior to submittal to the State Chancellor's Office.*
- *Makes recommendations regarding issues and concerns pertaining to matriculation and student access and success.*
- *Exchanges information among participants as well as constituents involved in the matriculation program.*

Agenda, Minutes and related

Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **Vice President of Student Services**
- **Student Services Council**

Student Success Initiatives Committee (SSIC)

Standing Committee of President's Council

Meeting Days and Times

The Committee will meet at minimum of two times per semester. More frequent meetings may be required based upon planning initiatives/deadlines.

2016-2019 Membership (14-15 members)

Tri-Chairs:

- Administrative Chair (VPSS or designee)
- Faculty Co-Chair
- Classified Co-Chair

Administrators* (4)(including the co-chair)

- Vice President of Instruction
- Deans
 - Institutional Effectiveness
 - Instruction
 - Student Services

Director of Grants, e.g., Title V (1) (as necessary)

Faculty* (5) (including co-chair)

Classified* (2) (including co-chair)

Associated Students (1)

Campus-Based Researcher(1)

Student Support Supervisor(1)

**Specifically seeking members who represent campus committees focused upon student success and equity, including, but not limited to: Basic Skills, Instructional Council/Cabinet and Student Services Council, and the Diversity Committee. Faculty and Classified members will be appointed based upon Faculty and Classified Senate recommendations respectively.*

Ex-Officio Members (Non-Voting):

- President or designee
- Vice President of Administrative Services
- Public Information Officer
- Dean of Equity

Charge and Decision-making Responsibilities

The primary purpose of the Committee is to provide recommendations in developing innovative campus initiatives in order to strengthen student access, success, and equity. The SSIC makes recommendations to the President's Council regarding student success and equity initiatives, including those outlined in the Student Success and Support Program (SSSP) Plan, the Student Equity Plan, the Basic Skills Initiative (BSI), and the Developing Hispanic-Serving Institutions (DHSI) Program — Title V Grant, and other student success initiatives.

The SSIC will provide a platform for collaboration and communication across City College supporting the integration of student success and equity efforts campus-wide.

The SSIC may establish workgroups/ taskforces to carry out specific objectives. These workgroups/taskforces will directly report back to the SSIC.

The objectives of the SSIC are to:

- Support the development of a shared vision for City College's student success initiatives.
- Advise in the development and implementation of the Student Success and Support Program (SSSP) Plan, the Student Equity Plan, Basic Skill Initiative Plan, and the Developing Hispanic-Serving Institutions Program - Title V Plan.
- Provide recommendations for the development of practices, programs, policies, and procedures that facilitate access, success, and completion for all students.
- Use student success, equity data, and research to inform City College priorities and practices.
- Provide a venue for dialogue so as to fully inform and integrate student success efforts across the campus.
- Disseminate information among participants and constituencies regarding student success and equity.

Agenda, Minutes and related Administrative Activities

- Agendas and minutes shall be taken, disseminated, and posted in a public folder accessible electronically.

Reporting/Recommending Responsibilities

- President's Council

Scholarship Committee

Standing Committee of Student Services Council

Meeting Days and Time

As needed

Membership

Academic Senate (4):

Appointed by the Academic Senate, including two classroom faculty members and two counselors

Administration (1):

Dean of Student Affairs

Classified Senate (1):

Senior Secretary

Chair:

Dean of Student Affairs

Charge and Decision-making Responsibilities

- *Convenes and coordinates appropriate departmental committees to make decisions regarding student scholarship recipients.*
- *Makes recommendations regarding issues and concerns pertaining to the student scholarship program.*
- *Exchanges information among participants as well as constituents involved in the student scholarship program.*

Agenda, Minutes and related

Administrative Activities:

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **Vice President of Student Services**
- **Student Services Council**

World Cultures Committee

Standing Committee of Student Services Council

Meeting Days and Time

TBA

Membership

Academic Senate (4):

At-large, appointed by the Academic Senate, including World Cultures Program co-directors

Administration (1):

Vice President of Student Services and representatives from City College Foundation

Co-Chair:

Co-directors, World Cultures Program

Charge and Decision-making Responsibilities

- *Plans, organizes, and implements a schedule of World Cultures Program events and activities to create a campus environment that welcomes and celebrates diverse cultures, values, and perspectives.*
- *Makes recommendations regarding issues and concerns pertaining to the campus cultural environment and incorporation of cultural perspectives into the college curriculum.*
- *Exchanges information among participants as well as constituents involved in the World Cultures Program.*

Agenda, Minutes and related

Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **Vice President of Student Services**
- **Student Services Council**

Master Planning, Assessment, and Resource Oversight Council (MPAROC)

Meeting Days and Time

Second and fourth Wednesdays
3:30 p.m., Room R-110

Membership

Academic Senate (14):

Appointed by the Academic Senate, including faculty co-chair of the Institutional Technology Council

Administration (5):

Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services, administrative co-chair of the Institutional Technology Council, two deans at-large

Classified Senate (1):

Appointed by the Classified Senate

Associated Students Government (1):

Associated Students President or designee

Other (1):

Community member

Co-Chair:

Faculty member and administrator to be elected by the committee

SLO — Co-coordinator:

Project leads

- Integrates long-term instructional, facilities, and technology plans into the Institutional Master Plan.
- Integrates accreditation action plans into the Institutional Master Plan.
- Develops and publishes the Master Plan and annual updates.
- Evaluates the mission, and institutional priorities and institutional competencies, and makes recommendations to the President's Council.
- Facilities review and updates of:
 - The mission statement
 - Institutional priorities
 - Criteria for hiring and equipment acquisition
- Integrates recommendations of other councils into the program review, planning, and resource allocation processes.
- Coordinates the program review, planning, and resource allocation processes.
- Reviews and makes policy and procedural recommendations on participatory governance budget issues requiring mutual agreement between the Academic Senate and the Board of Trustees or the President.

In Budget Development

- Develops an operating budget that carries out the mission of the college as delineated in the College Master Plan; reviews and assesses the impact of reductions/increases; and justifies the level of any additional program allocations required to provide an appropriate schedule of classes and level of service.
- Establishes the parameters by which the college budget is developed.
- Sets conditions for allocations that are not specified by formula or parameter.
- Oversees the allocation of College Auxiliary Supported Projects (ASP) Funds. This is allocated at the President's discretion.
- Reviews and approves the recommendation of the Vocational Education (CTEA) Committee for the allocation of CTEA funds.
- Facilitates the development of a faculty and staff-led assessment process of Student Learning Outcomes for City College to improve teaching, learning, advising and serving students at the individual, course, program, and institutional level.
- Assists faculty and staff to articulate, implement, evaluate and improve educational processes based upon outcomes and evaluations.

Charge and Decision-making Responsibilities

- Facilitates the development of a faculty and staff-led assessment process of Student Learning and Administrative Outcomes for City College to improve teaching, learning, advising and serving students at the individual, course, program, and institutional level.
- Assists faculty and staff to articulate, implement, evaluate and improve educational processes based upon outcomes and evaluations
- Advises faculty, staff and administrators on the development of student learning outcomes and assessment study design activities.
- Develops and recommends City College student competencies and develops an institutional assessment model.
- Provides direction for the program review, planning, and resource allocation processes for the campus.

- *Advises faculty, staff and administrators on the development of student learning outcomes and assessment study design activities.*
- *Develops and recommends City College student competencies and develops an institutional assessment model.*

Operating Procedures

- *Office of the Vice President of Instruction will provide clerical assistance for recording and disseminating all minutes, reports and required documents.*
- *Recommendations requiring consultation will be forward to the President's Council for review and recommendation.*
- *Recommendations requiring approval of any policy and procedure related to institutional planning and budget will be forward to the Academic Senate for approval.*
- *The membership makes regular reports to their respective areas. The college mission, goals and objectives, facilities plan, technology plan, and accountability report are communicated annually to the College President, Academic Senate, Classified Senate, Associated Students Government, and Board of Trustees.*
- *Annually disseminates the Master Plan and Annual Update to each employee.*

Agenda, Minutes and related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **President's Council**
- **Academic Senate, when any policy or procedure is related to institutional planning and budget.**

Standing Committees

- **Career Technical Education (CTEA) Committee**
- **AB 1725/Travel Committee**
- **Research Committee**
- **Accreditation Steering Committee**
- **Facilities Master Plan Committee**

AB 1725/Travel Committee

Standing Committee of MPAROC

Meeting Days and Time

One meeting each month, TBA

Membership

Academic Senate (6):

At-large, appointed by the Academic Senate

Administration (2):

At-large, appointed by the College President

Classified Senate (4)

At-large, appointed by the Classified Senate

Co-Chairs:

Faculty and administrative representatives

Charge and Decision-making Responsibilities

- *Reviews and approves AB1725/Travel funding requests of faculty, classified staff and administrators to off-campus conferences, seminars and workshops as authorized by district and college procedures.*
- *Reviews and approves AB 1725/Travel Reports.*
- *Supports faculty, classified staff, and administrators in their goal to maintain currency in their respective fields and improve service delivery to students.*

Agenda, Minutes and related

Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **Master Planning, Assessment, and Resource Oversight Council**

Research Committee

Standing Committee of MPAROC

Meeting Days and Time

Twice per semester, to be determined

Membership

Co-Chairs:

Vice President, Student Services, Academic President or designee

Administrators (3):

Appointed by the President

Faculty members (3):

Appointed by the Academic Senate

Classified staff members (2):

Appointed by the Classified Senate

Other (1):

Campus Researcher

Charge and Decision-making Responsibility

The committee receives and reviews requests from faculty, staff, and college programs for research data; prioritizes research requests in line with the college's Mission Statement, Master Plan, accreditation requirements, and state, federal and other funding-agency requirements; initiates research requests itself based on identification of college-wide research needs; develops and periodically updates annual college-wide research agenda; and makes research results, as appropriate, available to the college community.

Agenda, Minutes and related

Administrative Activities

- *Agenda and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **Master Planning, Assessment, and Resource Oversight Council**

Accreditation Steering Committee

Standing Committee of MPAROC

Meeting Days and Time

As needed

Membership

Academic Senate (4-6):

At-large, appointed by the Academic Senate

Administration (4-6):

Vice President of Instruction, Vice President of Student Services, Vice President of Administrative Services, Instructional and Student Services Deans

Classified Senate (1-2):

At-large, appointed by the Classified Senate

Associated Students Government (1):

At-large, appointed by the Associated Students Government

Other (1):

Campus Researcher

Co-Chair (2):

Faculty member, recommended by the President, approved by the Academic Senate, and Vice President of Instruction or Student Services

Charge and Decision-making Responsibilities

- Oversees and coordinates the Accreditation Standard Sub-committee, in consultation with the Academic Senate and College President.
- Oversees the development and review of the Accreditation Self-study, Mid-term and Special Accreditation Reports.
- Coordinates the implementation of Accreditation Self-study Action Agenda Items.

Operating Procedures

- Action recommendations will be forward to the President's Council for review and disposition.

Agenda, Minutes and related

Administrative Activities

- Agendas and minutes shall be taken and disseminated.
- Minutes shall be posted on the City College website.

Reporting/Recommending Responsibilities

- **President's Council**
- **Academic Senate, when any policy or procedure is related to academic and professional matters.**

Facilities Master Plan Committee

Standing Committee of MPAROC

Meeting Days and Time

As needed

Membership

Academic Senate (4):

Academic Senate President or designee, Chair of Chairs' Council, at-large Department Chair, representative of Master Planning, Assessment, and Resource Oversight Council

Administration (5):

Vice President of administrative Services, Vice President of Instruction, Vice President of Student Services, at-large Instructional Dean, at-large Student Services Dean

Classified Senate (1):

Classified Senate President or designee

Associated Student Government (1):

Associated Student Government President or designee

Other (1):

Campus Researcher

Chair:

Vice President, Administrative Services

Charge and Decision-making Responsibilities

- Establishes as needed, subcommittees with specific facilities related purpose e.g. by project, program, category, etc.
- Participates on such subcommittees where interest and input is relevant to committee charge.
- Communicates with constituent groups e.g. program, department, school, division or designated, such as chairs, senate, etc.
- Becomes knowledgeable about historic, present, future facilities plans.
- Updates the campus community as to the status of the Facilities Master Plan.

Operating Procedures

- One member shall serve as recorder.

Agenda, Minutes and related

Administrative Activities

- Agendas and minutes shall be taken and disseminated.
- Minutes shall be posted in a public folder accessible electronically.

Reporting/ Recommending Responsibilities

- Master Planning, Assessment, and Resource Oversight Council

Institutional Technology Council

Meeting Days and Time

2nd Wednesday, every month, 1:00 p.m.

Membership

Academic Senate (5):

Appointed by the Academic Senate, to include faculty from Computer Sciences, Engineering, Multimedia, and Online Instruction

Administration (4):

Dean of Information and Learning Resources, Instructional Dean, Student Services Dean or Supervisor, Vice President of Administrative Services or designee

Classified Senate (1):

Appointed by the Classified Senate to include one Network Specialist

Associated Students Government (1):

Associated Students Government President or designee

Other (3):

SCT Representative assigned to City College, Supervisor of Technology Support Group, and Public Information Officer

Co-Chairs:

Dean of Information and Learning Technology and faculty representative

- *Assesses, evaluates and anticipates impact or relation of information technology to institutional priorities and directions.*
- *Provides guidelines and leadership in the development of computer-assisted instruction including curriculum and assessment of instructional computer use.*

Agenda, Minutes and related Administrative Activities

- *Agendas and minutes shall be taken and disseminated.*
- *Minutes shall be posted in a public folder accessible electronically.*

Reporting/Recommending Responsibilities

- **President's Council**

Standing Committees

None

Charge and Decision-making Responsibilities

Develops an institutional Information Technology Plan with a primary focus on the role of technology in the support and delivery of information-based resources to all constituencies of the College.

- *Reviews and revises, as an ongoing process, the Information Technology Plan as the College's priorities and strategies change in response to student and community needs.*
- *Supports and assists the college in its mission with regard to technology decisions to meet current and future needs to areas, such as:*
 - microcomputer platforms, operating systems, software and peripherals
 - infrastructure and facility to ensure acquisition interface
 - schedule for replacement/refurbishment/reallocation of equipment
 - security, staffing and maintenance needs
 - provide guidelines for the development of computer-assisted instruction

Frequently Asked Questions

Where do I go to pick up my paycheck?

Electronic deposit of your pay warrant is convenient and credited to your account at midnight preceding the pay date (time varies based on your financial institution's policy). For those who still choose to pick-up their warrants, please be advised that they are available during business hours in Business Services for 5 workdays (including payday) and then sent back to the District Payroll Department.

How do I reserve a room?

All conference room and classroom reservations require submission of the Request for Facilities Use form. Submitting the form confirms the reservation and alerts Facilities and College Police to the activity. Please notify the appropriate person to cancel a room reservation. This will allow for rescheduling of the room, if needed, as meeting space on the campus is minimal.

To reserve the following campus spaces, contact:
Business Services x.3428

Classrooms are assigned to instructional deans. Contact the appropriate dean's assistant to reserve a classroom.

All contract employees may receive access to the room scheduling web program (Room Matrix) to preview classroom availability. **Contact the Vice President of Instruction Office (x3523) to request room matrix access.**

Outside organizations may use our facilities for a fee. Arrangements are made through Business Services Office at (619) 388-3428.

How can I get rid of furniture/equipment I no longer need?

To move excess or obsolete equipment, submit an Equipment Transfer Document (ETD) to Business Services.

Items identified as "dropped off" will be delivered back to their point of origin pending receipt of appropriate ETD's. When the approved ETD is received, Facilities Services will relocate the equipment for pickup by the warehouse.

Am I allowed to come to campus during off-hours?

If you have a reason to be on campus beyond normal hours of operation, please let College Police know you are on campus. Dispatch can be reached at 388-6405. This is for your safety as well as for the security of the campus environment. The campus is closed on official holidays.

What is the college's smoking policy?

San Diego City College is a Smoke and Tobacco Free campus. All tobacco, smokeless products and electronic delivery systems are prohibited. SDCCD Policy 0505. California Smokers' Helpline | 1-800-NO-BUTTS

What do I do in emergency situations?

Emergency Telephones

Emergency Call Boxes have been installed in most classrooms. Most are located on the front wall (teaching area) of the classroom. Others, due to original cable installation, may be on other walls. You should familiarize yourself with the call box location in each of your teaching environments.

The call box is a red square apparatus and you only need to push the button for direct dial to College Police Dispatch. Keep access to these phones clear of desks, TV/VCR's, overhead projectors and any other equipment. There are also blue light emergency phone located though out the campus.

Fire Alarms

When a fire alarm sounds, you **MUST** evacuate the areas affected. Alarms are specific to "regions," which means they sound only in the areas requiring evacuation. Doors should be closed, but left unlocked when you leave the area. Remain outside until notified by College Police or Facilities that you can re-enter.

If evacuation is necessary for other reasons, College Police, and if required, other designated staff will convey that information in person. Doors should be locked in this instance. Re-entry is permissible only on the advisement of designated staff or College Police.

Medical Incidents

If you witness an accident or injury that appears to require immediate medical attention, call either 9-911 or x6405 or use the designated College Police key on your office telephone.

Calling x6405 summons College Police who will assess and evaluate the need for additional medical response. If you believe the situation is a medical emergency, it is appropriate to dial 9-911 first and College Police second.

Accident Reports

In order to advise District Risk Management of workplace injuries as soon as possible after they occur, within 24 hours, supervisors (not the injured employee) should complete the Accident, Injury, and Occupational Illness Investigation Report and fax both sides to Risk Management at x6898.

The original and the Employee's Claim for Workers' Compensation Benefits Form should then follow the normal process. Send a copy of both forms to Business Services.

EvacuChair

The EvacuChair is for use when elevators are inoperable and wheelchair access to another floor is needed. If a need arises which requires use of the EvacuChair please contact one of the following for assistance:

Derrall Chandler

Facilities Services
x3537

Darwin Browne

Disability Support Program and Services
x3513

Dottie Cordell

Student Health Clinic
x3450

Debra Reed

Biology
x3256

Patty Fernandez

Reprographics
x3444

Is there anything else I may need to know?

Travel Requests

To ensure timely processing of checks for Travel & Conference (e.g. Advances, and Direct Pays for Registration and Transportation, etc.), submit completed documentation into ERP at least 2 1/2 weeks prior to the registration deadline and/or date of travel.

Parking

Parking permits are required to park in all lots. Students must have valid permits beginning the first day of the semester. If you do not have a valid permit, you will be cited.

One-day Parking Permit Machine Locations: City: CTC/V building parking structure floors 2, 5, & 6 located at 17th & C Streets. Daily permits are \$1.00 per hour or \$5.00 per day — cash and coin only. For more information visit the College Police web page at:

<http://police.sdccd.edu/parking/parking.cfm>

Professional Development Forms

The Professional Development forms for faculty are available online at City College website. Paper copy forms are no longer available in the President's office. Go to:

<http://www.sdcity.edu/facstaff/downloads.asp>

Volunteer Workers

Any and all unsalaried persons performing voluntary services (volunteers) for City College must have a current Volunteer Worker Notification Form on file with Business Services. This form must be completed before the person performing the services actually starts. One is needed for each "dates of assignment" period. The time period entered in the "dates of assignment" line cannot go beyond the fiscal year in which the volunteer started.

WHO'S RESPONSIBLE?

Visit the City College website for the most current information:

<http://www.sdcity.edu/facstaff/directory.asp>

SAN DIEGO CITY COLLEGE

SAN DIEGO CITY COLLEGE
1313 Park Boulevard
San Diego, CA 92101-4787
619-388-3400



Denise Whisenbunt, J.D., Interim President

The San Diego Community College District includes San Diego City College, San Diego Mesa College, San Diego Miramar College, and San Diego Continuing Education. The SDCCD is governed by its Board of Trustees. No oral or written agreement is binding on the San Diego Community College District without the express approval of the Board of Trustees (Mary Graham, Rich Grosch, Bernie Rhinerson, Maria Nieto Senour, Ph.D., Peter Zscheische).

Constance M. Carroll, Ph.D., Chancellor