Santa Barbara City College
1999-2000 Committees

The following is a list of standing committees, including membership, functions and responsibilities. The list is organized according to committees of the Academic Senate, Student Affairs, and College-wide committees. In accordance with the policy on committee service, full-time faculty are appointed to campus committees by the President of the Academic Senate, except where otherwise specified.

Key Senate Committees

Academic Senate

Time: 1st/3rd Wed, 3:00 p.m.

Responsible to: Superintendent/President and Board of Trustees

Membership:
- 1 Academic Senate President (elected at large)
- 1 Immediate Past-President or President-Elect (alternate years)
- 11 Senators elected by departments or divisions
- 1 Additional Senator from English
- 1 Senator representing part time credit faculty
- 1 Senator representing Continuing Education faculty
- 1 Vice President, Academic Affairs (non-voting)

Resources (non-voting) --
- 1 President, Associated Student Body
- 1 President, Instructors' Association Academic Affairs Deans

Functions and Responsibilities:

Serves as forum for consideration of matters of significance to faculty in academic, instructional support and student service units.

Reviews and recommends policies concerning academic issues to appropriate college units, Superintendent/President and Board of Trustees

Advises the Superintendent/President and the Board of Trustees in matters of faculty concern

Defines faculty goals, priorities, strategies, and makes recommendations to appropriate college units.

Functions as an academic planning body for the college in pursuit of its mission.

Defines academic priorities for allocation of resources with input from the Office of Academic Affairs.

Reviews resource requests from academic units and recommends specific resource allocations to the College Planning Council.

Constitutes, oversees, and maintains Academic Senate committees.

Assigns faculty to Academic Senate and college-wide committees.

Academic Policies Committee

Time: 2nd/4th Thu, 2:00 p.m.
Membership:

1   Academic Senate Liaison (Chair)
11 Faculty [1 from each division]
4   At-Large faculty [no more than a
       total of 3 from any one division]
1   Academic Affairs Dean
1   Vice President, Human Services

    (Resource)

Responsible to: Academic Senate

Functions and Responsibilities:
Recommends policies for evaluation of
  faculty and policies to protect academic
  freedom.
Reviews applications and makes recommen-
  dations for salary class transfer.
Makes recommendations on faculty requests
  to waive committee service.
Makes recommendations on appeals re-
  garding teacher load policy issues.
Reviews and makes recommendation to
  Academic Senate for action when integrity
  of a faculty member is questioned.
Reviews policy and procedures for assign-
  ment of faculty to FSAs.
Reviews requests and assigns faculty to
  FSAs.

Curriculum Advisory Committee (CAC)

Time: 1st/3rd Mon, 3:00 p.m.

Membership:

1   Academic Senate Liaison (Chair)
1   Academic Affairs Dean (non-voting)
11 Faculty [1 from each division]
1   President of Academic Senate
3   AcademicAffairs Deans (resources]
1   UCSB Transition Counselor
          Officer
1   Articulation
4   At-Large Faculty (n
       total of 3 from any one division)

Responsible to: Academic Senate

Functions and Responsibilities:
Reviews and approves all proposed changes
  and additions to college curriculum.
Reviews other college functions related to
  curriculum.
Advises the Vice-President, Academic
  Affairs, on curriculum development.
Reviews the GE requirements and recom-
  mends changes as appropriate. GE
  requirements should be reviewed at
  least once every three years.

Faculty Enrichment Committee (FEC)

Time: 1st/3rd Thu, 3:30 p.m.

Membership:
1   Faculty Enrichment Chair
11 Faculty (1 from each division)
1   Academic Affairs Dean (non-voting)
4   At-Large Faculty (no more than a
       total of 3 from any one div.)
1   Director, Learning Support Services

Responsible to: Academic Senate

Functions and Responsibilities:
In cooperation with the Office of Academic
  Affairs, plans, develops, and implements
  faculty in-service days.
Recommends activities to improve instruct-
  ional programs and faculty teaching
  abilities.

Faculty Enrichment Committee

Functions and Responsibilities (Cont'd.)

Participates in planning college-wide staff development activities.

Reviews applications for Faculty Enrichment Grants and recommends awards.

Assists other college committees and organizations in addressing the issue of under-represented students by informing them of opportunities for in-service sessions and guest speakers.

Plans and prepares faculty development of publications such as the Instructional Improvement booklet and the Faculty Voice

Instructional Technology Committee (ITC)

Time: 2nd/4th Fri, 2:00 p.m.

Responsible to: Academic Senate

Membership:
- 1 FRC Director
- 11 Faculty (1 from each division)
- 4 At-Large Faculty (no more than a total of 3 from any one division)
- 1 Academic Affairs Office Liaison

Functions and Responsibilities:

Provides guidelines and leadership in the development of the instructional technology plan for Academic Affairs.

Serves as advisory committee for the Faculty Resource Center (FRC).

Reviews proposals and makes recommendations for funding of requests to acquire computer technology.

Provides guidelines for campus-wide software and platform upgrades and decisions.

Learning Support Services Committee (LSS)
[Formerly Tutorial/Learning Assistance and Library Committee]

Time: 2nd/4th Mon, 3:00 p.m.

Responsible to: Academic Senate

Membership:

- 1 LSS Director
- 1 Head Librarian (or designee)
- 1 LRC Supervisor
- 11 Faculty (1 from each division)
- 5 Faculty at large (no more than a total of 3 from any one division)
- 1 Academic Affairs Dean Liaison

Functions and Responsibilities:

Identifies and facilitates the incorporation of strategies that enhance student success in the classroom and through campus learning support services (Library and LRC).

Works closely with instructional faculty and Student Services to integrate student success initiatives campus-wide.

Learning Support Services Committee

Serves as liaison between various departments and Learning Support Services (Library and LRC).

Reviews and recommends policy for the operation of Learning Support Services.

Reviews budget requests for tutors.and makes recommendations for allocations.

Reviews budget requests for readers and makes recommendations for allocations.

Advises the Tutorial Center Supervisor regarding tutorial allocations to departments.

Serves as liaison between faculty and library staff on policies affecting utilization of the library, its resources and other faculty matters.

Planning and Resources Committee (P&R)

Time: 2nd/4th Tue, 3:15 p.m.

Responsible to: Academic Senate

Membership:

Functions and Responsibilities:

1	Academic Senate Liaison
11	Faculty (1 from each division)
5	Faculty at large (no more than a total of 3 from any one division)
1	Academic Affairs Vice President or Dean Liaison (non-voting)
1	Instructors' Association President or designee

Establishes and maintains liaison with the Offices of Academic and Business Affairs.

Meets at least once each semester with the Academic Affairs Vice President and Deans to clarify academic goals and identify major initiatives that facilitate achievement of stated goals.

Establishes and reviews academic priorities and the philosophical framework that drive the budget planning process.

Develops policy regarding faculty consultation on academic initiatives and resource issues.

Makes recommendations from Academic Affairs and the faculty regarding budget priorities and major academic initiatives.

Proposes and reviews potential sources of funding for major initiatives (e.g. grants) and allocation of budget surpluses.

Serves as expert faculty resource committee on academic and budget issues.

Sabbatical Leave Committee

Time: 2nd/4th Thu, 3:30 p.m.

Membership:
- 1 Academic Senate Liaison(Chairs)
- 11 Faculty (1 from each division)
- 4 At-large Faculty (no more than a total of 3 from any one div.)
- 1 Academic Affairs Dean Liaison (non-voting)

Responsible to: Academic Senate

Functions and Responsibilities:
Assists faculty in preparing sabbatical leave proposals and reports.

Reviews, updates and circulates the Sabbatical Leave Handbook.

Establishes criteria for proposals and reports using the Board of Trustees policy on sabbatical leaves as a guideline.

Reviews and makes recommendations on proposals and reports to the Academic Senate.

Additional Academic Senate Committees

Faculty Lecturer

Time: TBD

Membership:
- 7 Most Recent Faculty Lecturers
- 2 Academic Senate Members
- 1 Academic Affairs Dean (non-voting)

Responsible to: Academic Senate

Functions and Responsibilities:
Initiates process for selection of Faculty Lecturer.

Publicizes and monitors the nominations process.

Chooses Faculty Lecturer.

Reviews Faculty Lecturer selection policy and procedures.

Honors Program Advisory Committee

Time: 3rd Fri, 2:00 p.m.

Membership:
- 1 Honors Program Director
- 15 Faculty
- 1 Academic Affairs Office Liaison
- 2 Students from Honors Programs
- 1 High School Relations Counselor

Responsible to: Academic Senate

Functions and Responsibilities:
Reviews and revised philosophy and goals of Honors Program.

Recommends curriculum for the Honors Program.

Plans and schedules Honors Program courses.

Coordinates colloquia, field trips and other activities for Honors Program students.

Evaluates program effectiveness and develops long-range plans.

International Education

Time: 2nd Tue, 3:00 p.m.

Membership:
  15 Faculty
  1 ELSP Director
  1 Foreign Students Advisor 1
  Academic Affairs Vice Pres.
    or Dean

Responsible to: Academic Senate

Functions and Responsibilities:
In cooperation with the Office of Academic
  Affairs, participates in review and endorse-
  ment of study-abroad programs, selection,
  of program directors, and development of
  policies for the study-abroad programs.
Recommends policies and programs that
  broaden and enhance the International/
  Inter-cultural component of the college
  curriculum.

STUDENT AFFAIRS COMMITEES

EOPS/Financial Aid Advisory

Time: 3rd Tue, 3:15 p.m.

Membership:
- 1 EOPS/Financial Aid. Coordinator
- 3 Faculty (including 1 Counselor)
- 1 EOPS Program Supervisor
- 1 Financial Aid Program Supervisor
- 1 Associated Student Body Rep.
- 1 EOPS Student
- 1 Financial Aid Recipient
- 2-3 Community Members .

Responsible to: Student Services Advisory Committee and V. P., Student Affairs

Functions and Responsibilities:
Oversees EOPS operations.
Reviews and endorses annual EOPS plan.
Hears appeals of EOPS program decisions.
Reviews appeals of decisions regarding financial aid awards.
Advises on college financial aid policies and programs.

Scholastic Standards

Time: 2nd Mon, 2:00 p.m.

Membership:
- 1 Asst. Dean, Adm. & Records (ex-officio)
- 1 Counselor
- 11 Faculty (1 from each division)
- 1 Student

Responsible to: Student Services Advisory Committee and V. P., Student Affairs

Functions and Responsibilities:
Assures consistent application and maintenance of academic standards in areas of admissions, re-admission, attendance, residence, graduation, grade requirements, course loads, grade changes and withdrawals.

Student Activities, Athletics, Bookstore

Time: 2nd Fri, 11:00 a.m.

Membership:
- 1 Dean, Student Service
- 1 Director, Studen ctivities
- 1 Controller, Business Services
- 1 Athletic Director (ex-officio)
- 1 Bookstore Manager (ex-officio)
- 3 Faculty [1 from each Div. Dean area]
- 2 Students
- 1 Asst. Dean, Admissions & Records
- 1 Transfer Center Director
- 1 Classified Council Representative

Responsible to: Student Services Advisory Committee and V. P., Student Affairs

Functions and Responsibilities:
Reviews and recommends allocation of co-curricular budget.
Develops new sources for co-curricular funding.
Reviews policy and makes recommendations regarding conduct of college athletic programs.
Reviews operational problems referred by Bookstore Manager, students, faculty or administration. Oversees fiscal operation.

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STUDENT AFFAIRS COMMITTEES -- Continued

Student Services Advisory Committee

Time: 2nd Thu, 2:00 p.m.

Responsible to: Vice Pres., Student Affairs

Membership:
- 1 Vice Pres., Student Affairs (ex-officio)
- 1 Dean, Student Services
- 1 Asst. Dean, Admissions and Records
- 1 Dean, Student Development
- 1 EOPS/Financial Aid Co rdinator
- 1 Director, Studen Activities
- 1 Bookstore Manager
- 1 Security Representative
- 1 Health/Wellness Nurse
- 3 Faculty [1 from each Div. Dean area]
- 1 Supervisor, Admissions and Records
- 1 Athletic Director
- 1 Director, Transfer Center
- 1 Director, Career Center
- 1 Counselin Department Chair
- 1 Senate Liaison
- 2 Students

Functions and Responsibilities:
Reviews and recommends to Supt./Pres. new and revised Student Personnel Policies.
Evaluates current Student Affairs operational practices and procedures of on-going programs.
Advises and recommends new programs for college-wide implementation.

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COLLEGE -WIDE COMMITTEES

College Planning Council (CPC)

Time: 1st/3rd Tue, 3:00 p.m.

Membership:
- 5 Vice Presidents
- 3 Division representatives from the
     Academic Senate (including the
     Chair of the Planning and
     Resources Committee
- 1 Academic Senate President
- 1 Classified Employee
- 1 Student

Responsible to: Superintendent/President

Functions and Responsibilities:
Assesses trends and plans/develops short-
and long-term objectives of the college.
Reviews department/program plans and
coordinates the development of the
Statement of Institutional Direction.
Participates in the development of the
college budget.
Makes recommendations to the Supt./Pres.
on permanent personnel positions and
allocation of college resources.
Serves as advisory group to Supt./Pres. on
fiscal/planning matters.

Affirmative Action

Time: 3rd Thu, 2:00 p.m.

Membership:
- 1   Affirmative Action Officer
- 1   Vice President, Academic Affairs
- 1   Dean, Continuing Education
- 4   Faculty
      Classified Employees
- 3   Students

Responsible to: Superintendent/President

Functions and Responsibilities:
Assists in establishing methods, procedures,

and policies to identify and correct under-
utilization of ethnic minorities and women
in all segments of District employment.
Reviews hiring practices and progress
reports.

District Technology Committee [Replaces College Computer Coordinating Committee]

Time: 1st/3rd Fri, 1:00 p.m.

Membership:
- 1   Vice President, Academic Affairs
- 1   Vice President, Business Services
- 1   Vice President, Continuing Educ.
- 1   Vice President, Student Affairs
- 1   Assoc. V.P., Information Resources
- 1   President, Academic Senate
- 1   Chair, Instructional Tech. Comm.
- 2   Faculty appointed by CPC
- 1   Classified Staff [appointed by CPC]

Responsible to: Superintendent/President

Functions and Responsibilities:
Develops district-wide technology policy,
resource allocation and evaluation.
Coordinates planning, policy development
and evaluation of the planning process.
Actively engages in high-level technology
planning on an on-going basis.
Standardizes the information required to be
included in technology proposals, and
oversee and coordinate the district- wide
planning process.

Employee Wellness Committee   [Called on an as-needed basis]

Time: 1st/3rd Tue, 1:30 p.m.

Responsible to: Vice-Pres., Human Res.

Membership:
- 1   Physical Fitness Lab Director
- 1   Health/Wellness Nurse
- 2   Faculty
- 1   Personnel Specialist
- 1   Director, Facility Operations
- 1   Director, Administrative Services
- 2   Classified (1 from Classified Council)

Functions and Responsibilities:
Reviews Campus Employment Wellness
  Programs.
Develops Employee Wellness Program.
Implements Employee Wellness Program.
Makes recommendations to Supt./Pres.

Institutional Research

Time: TBA

Responsible to: Superintendent/President

Membership:
- 2   Deans, Academic Affairs
- 1   Dean, Student Development
- 1   Asst. Dean, Admissions and Records
- 1   Asst. to Superintendent/President
     Faculty

Functions and Responsibilities:
Identifies priorities for Institutional
  Research.
Designs and conducts specific research
  projects.
Evaluates research projects.

Matriculation

Time: 1st Thu, 2:00 p.m.

Responsible to: Vice Pres., Academic
  Affairs and Academic Senate

Membership:

- 2   English Division Faculty
     (Ess. Skills/ESL, Eng. Comp.)
- 1   Math Division Faculty
- 1   Faculty (Bus./Tech., Health/
     Human Services)
- 1   Faculty (Sciences, Phys. Ed.)
- 1   Faculty (Soc. Sci., Fine Arts)
- 1   Dean, Student Services
- 1   Dean, Student Development
- 1   Counselor
- 2   Deans, Academic Affairs
- 1   Asst. Dean, Admissions and Records
- 1   Classified Council Rep.
- 1   Student Senate Rep

Functions and Responsibilities:
Develops college-wide assessment, place-
  ment, retention program.
Recommends ways to increase number of
  students who are academically successful.
Recommends advisement methods and
  means to integrate skills development,
  improve inter-program communication and
  evaluate effectiveness of program.

COLLEGE-WIDE COMMITTEES — Continued

Personnel Benefits [Called on an as-needed basis]

Time: TBA

Responsible to: V. P., Business Services

Membership:
1 Vice President, Business Services
1 Vice President, Human Resources
1 Vice President, Continuing Educ.
1 Dean, Academic Affairs
3 Faculty *
3 Classified *(2*from CSEA)

Functions and Responsibilities:
Reviews faculty and staff concerns regarding
   employee benefits.
Examines various plans for providing
   personnel benefits and alternative carriers.
Makes recommendations to Supt./Pres.
   regarding changes in benefit programs.

* Three faculty are appointed by Superintendent/President from six names
   submitted by the Instructors Association.

Academic Senate
Date: 9/2/98

October 19, 1999

To: College Planning Council / District Technology Committee

From: Bill Hamre

Subject: Gartner Group Symposium

I came back from a week at the Gartner Group Symposium with a few key insights from Gartner:

1) While Gartner usually focuses the conference on three key issues, this year (and for the foreseeable future) there is only one: **E-Business.** This is not Web pages or Intranet development, but a comprehensive restructuring of organizations around electronic commerce with customers, suppliers, and other organizations. Many corporations have found it difficult to reconcile a web-model business strategy from their traditional mode of doing business. <u>Implications for SBCC.</u> What is our ideal model for our future delivery of instruction, support services, and administrative systems? How can we build a cost model for our preferred mix of traditional and technology mediated ways of serving our students?

2) Gartner predicts that IT spending will increase from the current 6.2% of revenues to 10% in the next four years. This reflects Gartner's view that increasingly IT is not facilitating business initiatives - IT is the business. In the past two years, 40% of appointments of CIOs have been from the business, rather than technical side of the organization. <u>Implications for SBCC.</u> How will SBCC use Growth, COLA and Partnership For Excellence revenues to support the technology infrastructure and ongoing support needed for new technology initiatives? How will SBCC best develop and maintain technology expertise in individual departments within the college? What organizational model best supports the linkage of technology and business units?

3) All organizations will have to "Co-source" applications with external service providers. Only 6 of 10 IT positions will be filled - fewer in smaller, public entities (that's us). HP, GTE, Oracle, and even Microsoft are undertaking aggressive "application service provider" initiatives for various parts of the technology stack. Making the right selections of ESPs will be critical over the next several years. <u>Implications for SBCC.</u> We will need to co-source hosting of a significant part of our technology infrastructure. To date, discussions with GTE and Oracle have not produced an economic model that makes sense for the California Community Colleges. Individually, and as a system, we will need to continue to find ways to contract for technology support services at a reasonable cost.

4) As a result of these directions, local IT staff will have to enhance skills in project management and contract management along with their technical skills. <u>Implications for SBCC.</u> IRD Staff training and development will need to broaden from a technology skills focus to include project and contract management.

5) Organizations are moving to a four-year replacement cycle on desktops, rather than three, as for the first time in a while, the applications software (largely web-based) is not stretching the processing power that has been achieved in the hardware. Even Microsoft Windows / Office 2000 (when it is ready for prime time in a year or so) should run well on machines purchased in the past two years. <u>Implications for SBCC.</u> We need to reexamine our assumptions on replacements by individual lab area and tier of user.