



Nurtured

Directed

Focused

Valued

Engaged

Connected

ADMINISTRATION

Councils and Committees Pathways to Decisions

2021-22



Shared Governance Councils

Budget Council

Reports to: College Council

Functions

1. Utilize institutional annual and long-term goals to analyze and recommend approaches to the management of institutional financial resources.
2. Hold primary responsibility to respond to the fiscal component of the educational and facilities master plan and respond to accreditation standard IIID and other accreditation activities.
3. Be a resource to the district on budgetary issues, revenue sources, limitations on the use of funds, and the demands for funds.
4. Disseminate information to faculty, staff, and administration as well as through the institutional governance structure as appropriate.
5. Act as a recommending body to the College Council on matters related to budget development and management.
6. Monitor progress in achieving Budget Council goals and objectives.
7. Work collaboratively with the campus constituencies to address issues of mutual concern and/or interest.
8. Develop, interpret, recommend, and communicate policies, guidelines, and procedures for the budget development process and assure broad staff participation.
9. Establish assumptions for use in district budget development.
10. Provide general advice on the use of one-time funds.

Membership and Appointment

Associate superintendent/vice president, administrative services (1) (co-chair)
 Academic Senate (1) (co-chair)
 Management Association (1)
 Faculty Association (1)
 Part-time Faculty Association (1)
 ASBG (1)
 Supervisory/Confidential (1)
 CSEA (1)

Ex-officio members

Director, business services (1); additional members as appointed by Budget Council.

Meetings

Meetings are held bi-monthly, on the 2nd and 4th Monday, from 2:30-4:00 p.m.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

Committees

Institutional Advancement Committee

College Council

The College Council serves as the shared governance entity that integrates strategic planning and resource allocation.

Functions

1. Review recommendations of the Councils and make recommendations to the president on policies, procedures, budget and related college issues.
2. Oversee the district's overall planning activities with the prioritization of short and long-term goals and priorities.
3. Facilitate communication and consultation on issues related to institutional policy and planning.
4. Develop the college strategic plan reflecting information/data received from Institutional Effectiveness Council.
5. Facilitate collaboration between councils to ensure alignment with the overall district strategic plan and its short- and long-term goals and priorities.
6. Review and update the college mission, vision, and philosophy statements; by coordinating the college consultation process.
7. Assign annual college-wide goals, objectives, and priorities to shared governance councils.
8. Review and approve changes to Councils and Committees: Pathways to Decisions manual (CCPD).

Membership and Appointment

Superintendent/President (1) (co-chair)

Academic Senate (1) (co-chair)

Management Association (1)

ASBG (1)

Supervisory/Confidential (1)

CSEA (1)

Faculty Association (1)

Part-time Faculty Association (1)

Ex-officio members

Minimum of one co-chair from each Council (7); director, Public Affairs & Communications

Some membership may be duplicated.

Meetings

Meetings are held bi-monthly, on the 1st and 3rd Monday, from 2:30-3:30 p.m.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

Committees

Resource Alignment Committee

Facilities Council

Reports to: College Council

Functions

1. Utilize institutional annual and long-term goals to develop and implement initiatives leading toward the recommendation of order of priorities, the state's scheduled maintenance, and the 5-year construction plan.
2. Hold primary responsibility to develop the facilities master plan and respond to accreditation activities related to Standard IIIB.
3. Act as a resource to the campus on issues related to facilities and emergency preparedness.
4. Disseminate information to faculty, staff, and administration as well as through the institutional governance structure as appropriate.
5. Act as a recommending body to the College Council on issues related to facilities.
6. Monitor Facility Council's progress in achieving goals, objectives, and institutional effectiveness.
7. Work collaboratively with the Academic Senate to address issues of mutual concern and/or interest.
8. Develop and recommend innovative strategies to improve facilities including sustainability, landscape design, traffic flow, parking, and security matters.

Membership and Appointment

Associate Superintendent/Vice President, Finance and Administration (1) (co-chair)

Academic Senate (1) (co-chair)

Management Association (1)

ASBG (1)

Supervisory/Confidential (1)

CSEA (1)

Faculty Association (1)

Part-time Faculty Association (1)

Ex-officio members

LVC representative, senior administrator or designee (1)

Purchasing supervisor, Business Services

Chief of police, Campus Police

Technology services supervisor, Information Technology Services

Director, Facilities

Director, PCPA

Minimum of one chair or designee of each standing committee of the Facilities Council

Additional members as appointed by Facilities Council.

Meetings

Meetings are held bi-monthly, on the 2nd and 4th Thursday, from 9:30 – 11:00 a.m.

Agenda Items

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

Committees

Art on Campus

Safety

Sustainability

*Approved at College Council 10/05/2020

Human Resources Council

Reports to: College Council

Functions

1. Hold primary responsibility to respond to accreditation activities related to Standard IIIA.
2. Be a resource to the district on issues related to human resources and the improvement of recruitment (EEO), retention, professional development, and related procedures.
3. Disseminate information to faculty, staff, and administration as well as through the institutional governance structure.
4. Act as a recommending body on policy and issues related to human resources and required training and professional development for all employees.
5. Provide overall guidance and direction to standing committees.
6. Work collaboratively with all constituencies to address issues of mutual concern and/or interest.
7. Review and update appropriate board policies relative to Human Resources.

Membership and Appointment

Director, human resources (1) (co-chair)

Academic Senate (1) (co-chair)

Chair, Academic Senate Professional Development Committee (1) (designee)

Management Association (1)

ASBG (1)

Supervisory/Confidential (1)

CSEA (1)

Faculty Association (1)

Part-time Faculty Association (1)

Ex-officio members

Minimum of one chair or designee of each standing committee of the Human Resources Council; additional members as appointed by Human Resources Council.

Meetings

Meetings are held monthly, on the second and fourth Thursday of each month from 1:30-3 p.m.

Agenda

Agenda items are the responsibility of the Co-chairs. Other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and posted online for access by all members.

Committees

Diversity/EEO

Staff Benefits

Professional Development/Training

➤ Taskforces

New Employee Orientation

Institutional Effectiveness Council

Reports to: College Council

The Institutional Effectiveness Council functions as a shared governance entity that monitors and improves institutional effectiveness via program review and integrated planning. It also ensures compliance with accreditation standards.

Functions

1. Reviews and evaluates the institutional program review processes including the use of relevant forms and documents, implementation of timelines, and may make recommendations to the Academic Senate and development of overall institutional summary information for use in planning.
2. Act as the institutional accreditation steering committee and make recommendations for ongoing institutional improvement.
3. Be a resource to and inform the college community on accreditation issues.
4. Disseminate information to faculty, staff, and administration through the institutional governance structure as appropriate.
5. Monitor and report progress in achieving college goals and institutional effectiveness to college council.
6. Facilitate and review the components to the college educational master plan based on strategic plan objectives, departmental and campus review of needs, current status, and intended innovations.
7. Develop and implement processes and procedures to evaluate the integrity and effectiveness of governance and decision-making structures and processes; widely communicate these results and recommend their use for institutional improvement.
8. Provide status report for all institutional plans to College Council and ensure college-wide dissemination.

Membership and Appointment

Vice President of Institutional Effectiveness (1) (co-chair)

Academic Senate (1) (co-chair)

Faculty Association (1)

Management Association (1)

Supervisory/Confidential (1)

Part-time Faculty Association (1)

CSEA (1)

ASBG (1)

Accreditation Liaison Officer

Ex-officio members

Minimum of one chair or designee of each standing committee of the Institutional Effectiveness Council; Student Services administrator appointed by the Superintendent/President (1); Superintendent/President (1); additional members as appointed by Institutional Effectiveness Council.

Meetings

Meetings are held bimonthly, on the 2nd and 4th Tuesday, from 2:30-4:00 p.m.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

Committees

Enrollment Management

*Approved at College Council 08/21/2017

Student Learning Council

Reports to: College Council

The Student Learning Council is an advocate for student learning. It develops and recommends strategies to support, protect, and improve student learning programs, and seeks to advance and encourage innovation in teaching and learning to meet the changing needs of our students.

Functions

1. Make recommendations to the Institutional Effectiveness Council (IEC) regarding accreditation standards related to Standard 2A (Student Learning Programs and Services – Instructional Programs).
2. Be a resource to the campus on issues related to student learning and the improvement of student learning programs.
3. Disseminate information to faculty, staff, and administration as well as through the institutional governance structure as appropriate.
4. Act as a recommending body to the College Council on issues related to student learning programs.
5. Monitor progress in achieving goals, objectives, and institutional effectiveness.
6. Work collaboratively with the Academic Senate to address issues of mutual concern and/or interest.
7. Develop and recommend innovative strategies to improve student learning programs.
8. Provide overall guidance and direction to the standing committees.
9. Provide overall guidance and direction to the college to ensure alignment with all district plans related to student learning program.

Membership and Appointment

Vice president, academic affairs or designee (1) (co-chair)

Academic Senate (1) (co-chair)

Management Association (1)

Supervisory/Confidential (1)

CSEA (1)

Faculty Association (1)

Part-time Faculty Association (1)

ASBG (1)

Ex-officio members

Department Chair (1); minimum of one chair or designee of each standing committee of the Student Learning Council; Academic Senate Executive (2) appointed by Academic Senate Exec.; Student Services Council member (1); academic administrator (1); additional members as appointed by Student Learning Council.

Meetings

Meetings are held bi-monthly, on the 2nd and 4th Wednesday from 2:30-4:00 p.m.

Agenda

Co-chairs create the agenda.

Notes

Vice President, Academic Affairs or designee is responsible for note taking.

Committees

Basic Skills

Distance Learning

Learning Outcomes & Assessment – Academic Affairs

*Approved at College Council 10/01/2018

Student Services Council

Reports to: College Council

Functions

1. Disseminate information to faculty, staff, and administration as well as through the institutional governance structure as appropriate.
2. Utilizing institutional annual and long-term goals develop and implement initiatives leading toward the improvement of student services programs.
3. Hold primary responsibility to respond to accreditation activities related to Standard III.C.
4. Be a resource to the campus on issues related to student services and the improvement of student services programs.
5. Act as a recommending body to the college council on issues related to student services programs.
6. Monitor progress in achieving goals, objectives, and institutional effectiveness.
7. Work collaboratively with the Academic Senate to address issues of mutual concern and/or interest.
8. Develop and recommend innovative strategies to improve student services programs.
9. Provide overall guidance and direction to the standing committees.

Membership and Appointment

Vice president, student services (1) (co-chair)

Academic Senate Designee (1) (co-chair)

Management Association (1)

Supervisory/Confidential (1)

CSEA (1)

Faculty Association (1)

Part Time Faculty Association (1)

ASBG (1)

Ex-officio members

Minimum of one chair or designee of each standing committee of the Student Services Council; department chair (1); instructional faculty (1); additional members as appointed by Student Services Council.

Standing Invitees

Director, Admissions & Records

Length of Appointment

Membership is based on role/position which dictates the length of appointment. Members at large have a two-year term.

Meetings

Meetings are held bi-monthly, on the 2nd and 4th Thursday from 1:00 p.m. to 2:30 p.m.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items 9 days before the scheduled meeting.

Notes

Notes are maintained by the administrative assistant and are available on the myHancock portal.

Committees

Calendar Committee

CAST Committee

Catalog Committee

Grade Review Committee

Learning Outcomes & Assessment Committee (SS)

Outreach Committee

Student Success and Equity Committee

*Approved at College Council 09/21/2020

Technology Council

Reports to: College Council

Functions

1. Use institutional annual and long-term goals to establish technology priorities and make recommendations for allocation of budget resources.
2. Hold primary responsibility to develop the technology master plan in conjunction with the educational and facilities master plan and respond to accreditation activities related to Standard III.C.
3. Review and recommend new technology for implementation.
4. Ensure that the technology master plan represents the campus technology vision.
5. Disseminate technology council information to faculty, staff, and administration through the institutional governance structure.
6. Act as a recommending body to the College Council on issues related to technology.
7. Establish annual Technology Council goals and objectives and report progress.
8. Work collaboratively with the college constituencies to address technology issues of mutual concern and/or interest through the institutional governance structure.
9. Investigate innovative technology to enhance instruction.
10. Provide overall guidance and direction to the standing committees.

Membership and Appointment

Director, Information Technology Services (co-chair)

Academic Senate (1) (co-chair)

Management Association (1)

ASBG (1)

Supervisory/Confidential (1)

CSEA (1)

Faculty Association (1)

Part-time Faculty Association (1)

Ex-officio members

Minimum of one chair or designee of each standing committee of the Technology Council; additional members as appointed by Technology Council.

Co-Chairs

Director, Information Technology Services and faculty member selected by Academic Senate.

Length of Appointment

Faculty, Deans, Classified and Supervisory/Confidential appointed members generally serve a two-year term. Other members are permanent members.

Faculty Appointment

Faculty are represented from full- and part-time faculty.

Meetings

Meetings are held bi-monthly, usually on the 2nd and 4th Friday, from 1:00 - 2:00 p.m.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

Committees

Banner Student Committee

Banner HR/PY/Finance Committee

Educational Technology Advisory Committee (edTAC)

Web Services Committee

*Approved at College Council 09/16/2019

Committees

Art on Campus Committee

Reports to: Facilities Council

Purpose

The Art on Campus subcommittee provides leadership for public art projects at Allan Hancock College in order to:

- Provide access to a variety of high-quality artistic experiences for the students, staff, and community of Allan Hancock College;
- Enhance the campus environment, establish identifiable destination points for art on campus, and encourage campus pride and a sense of legacy;
- Ensure an established process for public art projects;
- Pursue a variety of art that is inclusive of diverse cultural backgrounds and honors our local heritage;
- Encourage involvement in and appreciation of the arts.

Functions

1. Recommend to the Facilities Council guidelines that include scope and functions of the Art on Campus subcommittee; update and modify guidelines as needed and forward recommendations to the Facilities Council for approval.
2. Using these guidelines and working with designated architects (when applicable), recommend to the superintendent/president art placement opportunities in new, remodeled, and existing buildings and outdoor public areas.
3. Consult with the director, facilities and/or other experts to review structural, safety, and installation considerations, and relocation and/or refurbishment or decommissioning of existing art.
4. Present final recommendations to the superintendent/president regarding selection of art for designated spaces; also, present recommendations regarding relocation, refurbishment, and/or decommissioning of existing art.
5. Manage the selection, purchase, donation, and installation of art pieces, including faculty, student, local and regional art works; maintain an up-to-date Art Inventory Record and establish maintenance plans as needed.
6. Communicate regularly with the Facilities Council regarding Art on Campus subcommittee activities including, when necessary, alignment with the Facilities Master Plan.
7. Be available to consult with architects and stakeholders regarding permanent decorative and/or ornamental elements designed into a project by the building architect.
8. Create Selection Panels for oversight of specific art acquisitions and installations.
9. Provide for secure, appropriate, short-term and long-term storage for artwork as needed.

Membership and Appointment

Dean Academic Affairs (1)
 Director, Public Affairs and Communications
 Director, Public Safety/Chief of Police
 Director, Institutional Grants
 Executive Director, College Advancement
 Facilities representative

Committees will work with the respective council to validate functions and membership.

Faculty (5) represented by full and part-time faculty
Librarian
PCPA representative

Co-Chairs

Patrick Trimbath, fine arts faculty
Lauren Milbourne, director, public affairs and communications

Faculty/Appointment

Faculty are appointed by Academic Senate

Meetings

Meeting are held on the first Friday of the month from 10-11:30 a.m.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

*Approved at College Council 09/16/2019

Banner HR/PY/Finance Committee

Reports to: Technology Council

Functions

1. Provide process and technical coordination for the Banner financial, human resources, and payroll activities.
2. Plan and manage upgrades.
3. Review enhancements and new releases of Banner and coordinate any functional changes with affected departments.
4. Liaison with the Banner Student Committee for interdependencies and standards.
5. Ensure ongoing training and adequate user documentation on Banner.
6. Review and prioritize local enhancements for submission to vendor's idea forum.
7. Report objectives and status to Technology Council.
8. Submit all proposed policies and guidelines to Technology Council.

Membership and Appointment

Director, Business Services (co-chair)

Director, Human Resources

Director, Information Technology Services (co-chair)

Budget Analyst (Administrative Services)

Auxiliary Accounting Supervisor (Auxiliary Accounting)

Accounting Supervisor (Business Services)

Purchasing Supervisor (Business Services)

Payroll Supervisor or designee (Business Services)

Human Resources representatives (up to four)

ITS representatives (up to four)

Accounts Payable/Purchasing Coordinator (PCPA)

Accountant (Business Services)

Length of Appointment

Membership is based upon employment in specific positions.

Co-Chairs

Director, Business Services and Director, Information Technology Services.

Meetings

Meetings are held monthly, usually on the 2nd Monday, from 10:00 – 11:30 am.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and posted online for access by all members.

*Approved at College Council 10/01/2018

Committees will work with the respective council to validate functions and membership.

Banner Student Committee

Reports to: Technology Council

Functions

1. Provide process and technical coordination for the Banner student system activities.
2. Plan and manage upgrades and enhanced features.
3. Review enhancements and new releases and coordinate any functional changes with affected departments.
4. Liaison with the Banner HR/PY/Finance Committee for interdependencies and standards.
5. Ensure ongoing training and adequate user documentation on Banner.
6. Review and prioritize local enhancements.
7. Report objectives and status to Technology Council.
8. Submit all proposed policies and guidelines to Technology Council.

Membership and Appointment

Director, Admissions and Records

Deans (2), Student Services

Director, Financial Aid

Director, Information Technology Services (co-chair)

Vice President, Institutional Effectiveness or designee

Director, Business Services or designee

Executive Director, College Advancement or designee

Deans (up to two), Academic Affairs

Supervisor, Auxiliary Accounting

Coordinator, Cashier Services & Student AR

ITS Representatives (up to four)

Scheduling/Course Data Technician II (Academic Affairs)

Coordinator, Admissions & Records Services (Admissions and Records)

Student Success and Support Technical Specialist (Counseling)

Faculty member (1) appointed by Faculty Association

Faculty member (1) appointed by Academic Senate Exec.

Classified member (1) appointed by CSEA

Student (1) appointed by ASBG

Management member (1) appointed by management association

Length of Appointment

Membership based upon employment in specific positions is ongoing. Appointed Faculty, CSEA, and Management members generally serve a two-year term.

Co-Chairs

Director, Information Technology Services and Dean, Student Services

Faculty Appointment

Faculty can be represented from full- and part-time faculty.

Meetings

Meetings are held monthly, usually on the 2nd Monday, from 8:30 - 10:00 a.m.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and posted online for access by all members.

*Approved at College Council 10/04/2021

Committees will work with the respective council to validate functions and membership.

Basic Skills Committee

Reports to: Student Learning Council

Functions

1. Identify and recommend instructional and student support strategies to improve student success in basic skills.
2. Identify learning gaps/needs in basic skills instruction and student support services and recommend improvement for student success.
3. Examine pedagogical training needs of basic skills full-time and part-time faculty and recommend a training program.
4. Review and make recommendations for better coordination of basic skills discipline
5. Share ideas about successful instructional strategies, techniques, and collaboration in basic skills programs.
6. Identify research needs and inform institutional planning.
7. Examine gaps between credit and noncredit instruction and make recommendations to the appropriate departments/committees.
8. Strengthen interdepartmental collaboration.

Membership and Appointment

Basic Skills Initiative administrator(s)

Dean of academic affairs (1) selected by the vice president, academic affairs

Dean or director in student services (1) selected by the vice president, student services

Dean, community education

Counselors (2) (one credit, one non-credit) selected by the counseling department

Learning disabilities specialist (1) selected by the learning assistance program

Math faculty (2) selected by the math department

Faculty (3) selected by the respective department(s), including English (1), ESL (1) and reading (1)

Director, EOPS

Classified staff (2), math lab (1) and writing center (1)

Student member (1) appointed by Associated Student Body Government (ASBG)

Faculty (librarian (1)

Length of Appointment

Appointment is for two staggered terms to ensure continuity of committee work and shall be assigned within the first three weeks of each academic year.

Chair

The chairperson is elected by the committee for a two-year term.

Faculty Appointment

Faculty can be represented by full- or part-time faculty.

Meetings

Meetings will be held twice a semester with the time and date established each semester.

Agenda

The chair is responsible for constructing the agenda. Proposed agenda items should be submitted by committee members no later than three days prior to each meeting.

Notes

The chair is responsible for recording and distribution of notes.

*Approved at College Council 11/17/2014

Committees will work with the respective council to validate functions and membership.

Calendar Committee

Reports to: Student Services Council

Functions

The Calendar Committee shall develop and recommend for approval the yearly academic calendar.

Membership and Appointment

Co-chairs: Vice president, student services and Faculty (1) co-chair appointed by Faculty Association
Administrators (2) including the vice president, student services, who has a standing appointment

Director, admissions & records

Staff Member, information technology services

Faculty members (2), one appointed by the Academic Senate, and one appointed by the Faculty Association

Part-time faculty member (1) appointed by Part-time Faculty Association (PFA)

Classified member (1) appointed by CSEA

Student member (1) appointed by Associated Student Body Government (ASBG)

Length of Appointment

Vice president, student services has a continuous appointment. All others serve one year, but may be reappointed.

Meetings

Scheduled two to four meetings during the fall and spring semesters as needed to develop and recommend the calendar.

Agenda

The agenda is developed by the vice president, student services in collaboration with the faculty co-chair.

Notes

Notes are maintained by the administrative secretary and are available on the myHancock portal. The vice president, student services distributes the revised calendar.

*Approved at College Council 10/21/2019

Campus Support & Assessment Team (CAST) Committee

Reports to: Student Services Council

Purpose

The mission of CAST is to improve and promote campus community safety and wellness by coordinating information and developing support plans for people of concern. The purpose of CAST is to serve as the coordinating hub of a network of existing resources, focused on prevention and early intervention in campus community situations involving individuals experiencing distress or engaging in harmful or disruptive behaviors. The team will regularly review and assess these situations and recommend actions in accord with existing college policies.

Functions

1. Receive, review and catalogue information about campus community concerns regarding campus community member behavior.
2. Perform initial assessment of risk and refer cases to offices and officials as needed for additional assessment i.e., student discipline, Learning Assistance Program, and Student Health Services.
3. Develop specific strategies to manage potentially harmful or disruptive behavior to protect the safety and rights of both the individual and the college community.
4. Make recommendations to college officials on appropriate actions consistent with college policies and procedures.
5. Engage in ongoing refinement of Team procedures and protocols to foster optimal team functioning and interface with the college community.
6. Identify college policy and procedural issues warranting further examination and refer such matters to appropriate entities.
7. Identify campus training needs, recommend programs, and conduct outreach and training for faculty, staff and students.

Membership and Appointment

Vice president, student services (co-chair)
 Coordinator, student health services (co-chair)
 Chief of Police, campus police
 Dean, Student Services (2)
 Department chair, counseling
 Counselor, counseling
 Counselor/Specialist, learning assistance program
 Mental health counselor (2), student health services
 Human Resources director, or designee

Co-chairs

Vice president, student services
 Coordinator, student health services

Meetings

The CAST Committee will meet a minimum of at least once per month during the fall and spring semesters.

Agenda

Chair is responsible for constructing the agenda. Proposed agenda items should be submitted by committee members no later than the day before the scheduled meeting.

Notes

Chair (or designee) will be responsible for recording and distribution of notes to the committee members.

*Approved at College Council 09/16/2019

Committees will work with the respective council to validate functions and membership.

Catalog Committee

Reports to: Student Services Council and Student Learning Council

Functions

The Catalog Committee guides the development of the annual catalog.

1. Establish the annual timeline and deadlines for catalog production.
2. Monitor the progress of annual catalog production and ensure deadlines are met.
3. Review and make recommendations for improvements and changes to the catalog.

Membership and Appointment

Director, Admissions and Records

Curriculum Specialist

ITS/Web Services (1)

Public Affairs representative (1)

VP Student Services administrative assistant

Counseling faculty representative (1) appointed by Academic Senate

Instructional faculty (2) appointed by Academic Senate

AP&P representative (1)

Learning Assistance Program (LAP) faculty representative (1) appointed by Academic Senate

Veterans & Financial Aid representative

Student member (1) appointed by Associated Student Body Government (ASBG)

Length of Appointment

Membership is based on role/position, which dictates the length of appointment.

Members at large have a two-year term.

Chair(s)

TBD

Meetings

Meetings will be held regularly as needed (meeting timeline to be established by committee).

Agenda

Agenda items are the responsibility of the chair(s). All other members may submit agenda items at any time.

Notes

Notes are maintained by a designated note taker and are available on the myHancock portal.

*Approved at College Council 12/16/2019

Distance Learning Committee

Reports to: Student Learning Council

Functions

To address issues, explore options, and recommend policies, procedures and tools to enhance the quality of student learning and services in the delivery of distance education offered by Allan Hancock College.

1. Recommend criteria to promote quality of instruction and develop strategies to increase student retention and success in distance learning.
2. Facilitate the development of new ideas and recommend innovative technologies for distance learning.
3. Assess distance learning technology.
4. Make recommendations for online course maintenance.
5. Identify, develop and recommend policies to enhance faculty and student support.
6. Recommend policies to enhance support services for distance learning students.
7. Promote awareness and make recommendations concerning intellectual property/copyright issues for distance learning.
8. Recommend guidelines for training and approval of distance learning instructors.
9. Evaluate and make recommendations for distance learning platforms and infrastructure.

Membership

Vice President, Academic Affairs

Asst. Dean, Learning Resources

Director, Information Technology Services

Distance Education Specialist, Learning Resources (chair)

Distance Learning Technician

Adaptive Technician/Internet Access Specialist, Learning Assistance

Program/Multimedia Services

Student Services Administrator

Full-Time Faculty (2) appointed by Academic Senate

Full-Time Faculty (1) appointed by Full-Time faculty Association

Full-Time Counselor (1)

Part-Time Faculty (1)

Student member (1) appointed by Associated Student Body Government (ASBG)

Length of Appointment

Members serve two years.

Faculty Appointment

Faculty can be represented from full- or part-time faculty.

Meetings

Meetings take place on the first Tuesday of the month at 1 p.m.

Agenda

The chair is responsible for constructing the agenda. Proposed agenda items should be submitted by committee members no later than two days prior to each meeting.

Notes

During each meeting, a note taker will be selected and will make a record of agenda items discussion. The chair will be responsible for distribution of notes to committee members.

*Approved at College Council 10/01/2018

Committees will work with the respective council to validate functions and membership.

Diversity/Equal Employment Opportunity (EEO) Committee

Reports to: Human Resources Council

Functions

1. Be familiar with pertinent state and federal regulations; review district wide commitment to comply with regulations and recommend changes needed to gain compliance with regulations.
2. Review and advise on the district's staff diversity/EEO plan and monitor its progress.
3. Develop, evaluate and ensure staff diversity/EEO definition is clearly understood and used in the hiring process.
4. Recommend, conduct, and participate in in-service training on staff diversity/EEO.
5. Periodically review recruitment procedures and selection processes.
6. Review and suggest revisions of services, employment policies, and other written and unwritten rules, policies, practices, and procedures that affect the district's diverse employee population.
7. Ensure that there are anti-harassment and discrimination policies and procedures in place.

Membership and Appointment

Director, human resources (1) (co-chair)

Co-chair: Management Association (1)

Faculty Association representative

CSEA representative (1)

Supervisory/Confidential representative (1)

Student member (1) appointed by Associated Student Body Government (ASBG)

Length of Appointment

Faculty, classified, supervisory/confidential, management appointed members generally serve a two-year term. Other members are permanent members.

Co-Chairs

Director, Human Resources or designee

Meetings

Regularly scheduled meetings will be held monthly with the time and day established each semester.

Agenda

Agenda items are the responsibility of the chair. Proposed agenda items should be submitted to the chair by committee members no later than two days before the meetings.

Notes

Notes will be maintained by the chair and distributed to all members.

*Approved at College Council 10/03/2016

Educational Technology Advisory Committee (edTAC)

Reports to: Technology Council

Functions

1. Research and review educational technology that aligns with and supports the goals of the Technology Masterplan and provide input to the Technology Council regarding updates to the masterplan.
2. Make recommendations to the Technology Council regarding standards and priorities for purchase of instructional and support equipment and software.
3. Assist the district to seek out new ideas and innovative technologies.
4. Recommend updates to the computer obsolescence guidelines document.
5. Review annual program requests for instructional and support technologies and make recommendations to the Technology Council.
6. Analyze educational and institutional technology requests and purchase in order to detect patterns, ensure transparency, and promote accountability.
7. On at least a biannual basis, work with ITS to assess currency and effectiveness of technology in classrooms and instructional facilities and recommend updates as needed.

Membership and Appointment

Technical Services Supervisor, ITS (co-chair)

Up to seven faculty appointed by Academic Senate, including one from a student services area. One faculty member will be appointed as the co-chair.

Full-time faculty member, appointed by Faculty Association

Part-time faculty member, appointed by Part-time Faculty Association

Classified members, (4) preferably from instructional support areas, appointed by CSEA

Student member appointed by Associated Student Body Government (ASBG)

Academic Dean, appointed by Management Association

Length of Appointment

Members generally serve a two-year term with the exception of the Technical Services Supervisor, who is a permanent member.

Co-Chairs

A faculty co-chair appointed by the Academic Senate and the Technical Services Supervisor.

Meetings

Meetings will be held bimonthly, usually the second and fourth Tuesdays at 1pm in L215.

Faculty Appointment

Faculty may be appointed from full and part-time faculty.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and posted online for access by all members.

*Approved at College Council 12/02/2019

Committees will work with the respective council to validate functions and membership.

Enrollment Management Committee

Reports to: Institutional Effectiveness Council

Functions

The enrollment management committee is responsible for the development and monitoring of the district's enrollment management plan. The committee utilizes institutional planning documents and data to evaluate student enrollment trends, make recommendations regarding the growth and decline of course offerings, and evaluate and make recommendations to address issues of student recruitment, retention, and success.

Membership and Appointment

Vice President, Institutional Effectiveness

Vice President, Academic Affairs

Vice President, Student Services

Director, Public Affairs & Communications

Academic Administrators (2) appointed by the Management Association

Student Services Managers (2) appointed by the Management Association

Faculty (5) including one part time faculty member appointed by the Academic Senate

Department Chairs (2)

Outreach Committee representative

CSEA members (2)

ASBG (1)

Ex-officio members

Deans & Department Chairs

Chair

Elected by the committee for a two-year term which will be voted on each spring.

Meetings

Third Thursday of each month, 12:30-2:00 pm

Agenda

The chairperson is responsible for constructing the agenda.

Notes

The chairperson is responsible for recording and distributing notes from each meeting.

*Approved at College Council 10/03/2016

Institutional Advancement Committee

Reports to: Budget Council

Institutional Advancement encompasses such college-wide operations as grant development and implementation, fundraising, friend raising, alumni relations, internal and external communications, government and corporate relations, community relations, student relations/outreach, marketing, volunteer coordination, and economic development.

Functions

1. Review and recommend college-wide policies and practices concerning institutional advancement.
2. Review, discuss, and when appropriate and necessary, recommend action on important and substantive issues and proposals related to institutional advancement.
3. Coordinate activities of all “advancement” components across the campus.
4. Respond to district identified needs in all areas of institutional advancement including grant development, community relations, fundraising, etc.
5. Identify opportunities for college advancement in all areas of institutional advancement such as grant opportunities, fundraising efforts, corporate partnerships, etc. as they relate to the college Strategic Plan.

Membership

Director of Public Affairs and Communications
 Executive Director, Foundation
 Director, Institutional Grants
 Director of Marketing PCPA
 Director PCPA Foundation
 Dean of Community Education
 Dean, Academic Affairs CTE Programs
 Student Activities Coordinator (ASBG)
 Assoc. Dean, Athletics/PE
 Dean, Counseling and Matriculation
 Director, Bookstore
 Dean, Extended Campus
 Representative from the Hancock Boosters, Inc.
 Other interested faculty and classified staff (such as rep from Title V grant)

Length of Appointment

Membership is based on role/position, which dictates the length of appointment. Members at large have a two-year term.

Chair

Annual chair rotation among directors of Grants, Foundation and Public Affairs and Publications

Meetings

Scheduled monthly. There may be an intermittent need to convene quickly – electronically or in person – to elicit input/response on specific topics or projects.

*Approved at College Council 10/21/2019

Committees will work with the respective council to validate functions and membership.

Learning Outcomes & Assessment Committee – Academic Affairs

Reports to: Student Learning Council

Functions

The Learning Outcomes and Assessment Committee – Academic Affairs (LOAC-AA) supports curricular practices at AHC that incorporate the learning outcomes assessment cycle, including the creation of SLOs, data collection, improvement plans and implementation through the following functions.

The functions of LOAC-AA include:

1. Assist departments to develop strategies to implement assessment cycle at the course, program, and institutional levels.
2. Oversee the assessment of the institutional learning outcomes (ILOs).
3. Monitor and maintain the institutional assessment plan (IAP) to link the assessment cycle to the college's planning processes.
4. Provide training for faculty and staff on all parts of the assessment cycle.
5. Work with program review participants to implement improvement plans related to assessment.
6. Maintain assessment cycle timelines.
7. Recommend to the Program Review committee updates to course and program assessment forms and timelines as needed.

Membership

Coordinator, student learning outcomes – Academic Affairs (chair)

Coordinator, student learning outcomes – Student Services

Instructional departmental liaisons (14)

ASBG (1)

Ex-officio Members

Academic Senate Exec representative or designee (1)

Chair, academic planning & procedures or designee

Vice President, Institutional Effectiveness or designee

Designated Research & Planning Analyst

Part-time faculty representative

Vice president, Academic Affairs or designee

Vice president, Student Services or designee

Deans

Length of Appointment

All members are appointed for two years per their position.

Chair

Coordinator, student learning outcomes – Academic Affairs

Meetings

Regular scheduled meetings are held once per month during the fall and spring semesters.

Agenda

The chair is responsible for constructing the agenda. Proposed agenda items should be submitted by committee members no later than three days before the scheduled meeting.

Notes

The chair (or his/her designee) will be responsible for recording and distribution of notes to the committee members.

Learning Outcomes & Assessment Committee – Student Services

Reports to: Student Services Council

Functions

1. Assist departments in the development, implementation, and assessment of student learning outcomes at the course and program levels for student services.
2. Provide input and feedback in the assessment of institutional learning outcomes (ILOs).
3. SLO liaisons will report on SLO assessment progress in their departments.
4. Facilitate training for faculty and staff on assessment of learning outcomes.
5. Work with program review participants to implement improvement plans related to assessment.
6. Maintain assessment cycle timelines.
7. Advocate for resources and support within the department as it relates to student learning and assessment.

Membership and Appointment

Coordinator, student learning outcomes - student services (chair)

Coordinator, student learning outcomes - academic affairs

Student services departmental/program liaisons

Standing Invitees

Vice president, student services

Research and planning analyst

Deans, student services

Vice president, institutional effectiveness or designee

Length of Appointment

Liaisons are appointed annually. All other members are permanent due to their position responsibilities.

Chair

Coordinator, student learning outcomes – student services

Meetings

Regular scheduled meetings are held once per month during the fall and spring semesters.

Agenda

Chair is responsible for constructing the agenda. Proposed agenda items should be submitted by committee members no later than three days before the scheduled meeting.

Notes

Chair (or designee) will be responsible for recording and distribution of notes to the committee members.

*Approved at College Council 10/03/2016

Outreach Committee

Reports to: Student Services Council

Functions

1. Disseminate current campus, regional, and statewide credit and non-credit matriculation information regarding in-reach and outreach events and activities.
2. Review and make recommendations on outreach and student engagement procedures, policies, and reports.
3. Establish outreach master calendar.
4. Guide and direct the outreach team and make recommendations to Student Services Council.

Membership and Appointment

Dean, Student Services
 Extended campus representative
 Admissions & records representative
 EOPS & special outreach representative
 Financial aid representative
 Public affairs and publications representative
 Department chair, counseling
 3SP Technical Specialist
 Outreach or Career counselor
 Noncredit representative
 Associated student body representative appointed by the ASBG president
 CTE Faculty member(s) (1-3)
 Project Director, K-12 Partnerships
 Retention and Outreach Specialists
 Outreach Coordinator
 Outreach Specialist
 Noncredit Counseling representative

Chair

Director, Student Activities & Outreach or other designee appointed by the Vice President, Student Services.

Meetings

Meetings will be held every second Tuesday of the month from 2:30-3:30pm, or as needed.

Agenda

Agenda items should be submitted to the chairperson and contain items from previous meeting follow-up items, updates received from the state, staff presentations of matriculation activities on campus. Members may submit agenda items at least one week prior to the next meeting.

Notes

Notes are distributed to all members and guests attending the meeting.

*Approved at College Council 10/05/2020

Professional Development/Training Committee

Reports to: Human Resources Council

Functions

1. Facilitates and encourages skill development/training, support, employee retention.
2. Schedules institutionally developed workshops, conferences, and skill development training sessions.
3. Develops guidelines for the creation and development of staff training and professional development opportunities.
4. Facilitates the tracking system for professional development activities.
5. Identifies skills development and cross training needs and assists in facilitating that need.
6. Identifies employees who can provide staff development training.
7. Conducts needs assessments surveys to determine training needs.
8. Performs regular assessments/evaluations of training activities to determine effectiveness.
9. Manages and publishes annual calendar of professional growth activities and training opportunities.
10. Communicates professional development activities monthly in District newsletter.

Membership and Appointment

Director, human resources/equal employment opportunity or designee (1) (co-chair)

Co-chair: Management Association (1)

Academic Senate Professional Development Committee Chair (1)

Faculty Association (1)

PT Faculty Association (1)

CSEA (1)

Supervisory/Confidential (1)

Student member (1) appointed by Associated Student Body Government (ASBG)

Length of Appointment

Faculty, classified, supervisory/confidential, management appointed members generally serve a two-year term. Other members are permanent members.

Chair

Director, Human Resources/EEO or designee

Meetings

Regularly scheduled meetings will be held monthly, with the time and day established each semester.

Agenda

Agenda items are the responsibility of the chair. Proposed agenda items should be submitted to the chair by committee members no later than two days before the meetings.

Notes

Notes will be maintained by the chair and distributed to all members.

*Approved at College Council 12/16/2013

Resource Alignment Committee

Reports to: College Council

As part of the integrated planning process, the Resource Alignment Committee matches prioritized resource requests with available funding sources; prioritizes institutional-wide needs that aligns with annual planning goals; and ensures a transparent and equitable resource alignment process.

Functions

1. Review all special categorical/grant fund allocations and categorical and discretionary district fund balances and make funding recommendations to College Council.
2. Increase campus awareness of annual categorical/grant fund allocations and processes for application.
3. Ensure that a transparent, equitable, and orderly resource allocation process is followed to meet institutional needs.
4. Leverage categorical and district funds to best meet institutional needs and goals that have been prioritized in accordance with established institutional processes.
5. Review resource requests to meet institutional needs that align with the integrated planning goals and objectives but that are not program specific.
6. Align categorical resource allocation to institutional priorities supported by data, including program review, student achievement, and internal and external demographic trends.
7. To meet Accreditation Standard 1.B.9., work with the Budget and Institutional Effectiveness Councils to annually evaluate the effectiveness of the resource alignment process and make recommendations for improvement if needed.

Membership and Appointment

Vice President, Administrative Services (co-chair)

Vice President, Academic Affairs

Vice President, Student Services

Academic Senate (3), including the co-chair

Student member (1) appointed by Associated Student Body Government (ASBG)

Ex-officio members

Deans

Management Association (1)

Supervisory/Confidential (1)

CSEA (1)

Faculty member (1) appointed by Faculty Association

Part-time Faculty member (1) appointed by Part-time Faculty Association

Meetings

Meetings are held at least monthly during the spring semester and as needed at other times.

Agenda

Agenda items are the responsibility of the co-chairs. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

*Approved at College Council 10/19/2020

Committees will work with the respective council to validate functions and membership.

Safety Committee

Reports to: Facilities Council

Functions

1. Help provide the safest work environment possible for Allan Hancock College staff, visitors, children, and students.
2. Review safety practices.
3. Conduct site inspections.
4. Disseminate information to employees on safety, health and catastrophic occurrences
5. Receive safety/hazard reports for review and investigations for recommendations on corrections.
6. Recommend staff development activities.
7. Establish procedures for compliance with hazardous materials regulations.
8. Develop and recommend procedures relating to handling, labeling and disposal of hazardous materials and universal waste.
9. Coordinate staff training related to hazardous materials.
10. Maintain the Employee Right-To-Understand and Hazardous Communication Program by informing staff of chemical hazards and how to work safely with chemicals.
11. Investigate and develop procedures to generate less hazardous materials on campus.
12. Assist in the management of the overall emergency/disaster preparedness organizational structure.
13. Coordinate staff training and emergency drills.
14. Recommend relates Standardized Emergency Management System (SEMS) operations training.
15. Serve as a liaison with municipal and county emergency response agencies.
16. Recommend necessary district resources for disaster response.

Membership and Appointment

Director, Public Safety/chief of police (co-chair)
 Director, Facilities (co-chair)
 Associate Dean representative (1)
 Faculty member (1) appointed by the Faculty Association
 Part-time faculty member (1) appointed by PFA
 Science laboratory specialist, life and physical sciences (1)
 S.I.P.E. safety officer (1)
 Coordinator, Student Services (1)
 PCPA member (1) appointed by the associate dean/artistic director, PCPA
 College nurse
 Director, Children's Center
 Classified member (1) appointed by CSEA
 ASBG member (1) appointed by ASBG
 Operations Supervisor-Custodial (1)

Ex-Officio

Supervisory/Confidential, human resources (1)
 Sergeant, Campus Police

Co-Chairs

Director, Public Safety/chief of police

Director, Facilities

Faculty Appointment

Faculty can be represented from full- or part-time faculty.

Meetings

Five regularly scheduled meetings held each fiscal year (September, November, February, April and June).

Agenda

The co-chairs are responsible for the meeting agendas. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

*Approved at College Council 10/05/2020

Student Success and Student Equity Committee

Reports to: Student Services Council

Functions

1. Disseminate current campus, regional, and statewide success and equity information.
2. Review and make recommendations related to student success and equity procedures, policies, and reports.
3. Provide guidance to responsible Administrator (i.e. budget, goals, mission and implementation).
4. Establish taskforces as needed.
5. Integrate student success and equity activities into institutional mission.
6. Ensure student success and equity efforts are aligned with the college mission and integrated planning efforts.
7. Review, evaluate, and recommend new and ongoing activities to improve student success and equity.
8. Evaluate and identify equity and achievement gaps and identify strategies for improvement.

Membership and Appointment

Dean, Student Services (2) (1 chair)

Dean, Academic Affairs (2)

Institutional Effectiveness representative

Director, EOPS/CARE/NextUp, CalWORKs or designee

Information Technology Services representative

Faculty Members (8) (half of which are counseling faculty) appointed by the Academic Senate

Learning Assistance Program (LAP) representative appointed by the Dean, Student Services

Director, Admissions and Records or designee appointed by the Director, Admissions and Records

Classified Members (2) appointed by CSEA

Student member appointed by Associated Student Body Government (ASBG)

Length of Appointment

Membership is based on role/position which dictates the length of appointment.

Members at large have a two-year term.

Chair

Dean, Student Services

Meetings

Meetings will be held monthly, on the 3rd Thursday from 10:30 a.m. – 12:00 p.m.

Agenda

Agenda items are the responsibility of the chair. All other members may submit agenda items at any time.

Notes

Notes are maintained by the Dean's assistant and are available on the myHancock portal.

*Approved at College Council 03/02/2020

Sustainability Committee

Reports to: Facilities Council

Functions

1. Establish and promote campus-wide sustainability awareness that supports Allan Hancock College students and employees to be global citizens and stewards of the environment.
2. Act as a resource to the campus on issues of sustainability.
3. Provide the leadership effort to implement the District's Sustainability plan goals and objectives.
4. Responsibly manage fiscal budget to promote sustainability and provide training for campus awareness.

Membership and Appointment

Academic Senate (1)

Management Association (1) – Recommend Director of Facilities

Student member (1) appointed by Associated Student Body Government (ASBG)

Supervisory/Confidential (1) – Recommend Landscape Supervisor

CSEA (1)

Faculty Association (1)

Part-time Faculty Association (1)

Lompoc representative (1)

Co-chairs

Appointed by the Facilities Council

Meetings

The committee meets the third Thursday of every month from 9-10 a.m.

Agenda

The co-chairs are responsible for the meeting agendas. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and distributed to all members.

*Approved at College Council 10/05/2020

Web Services Committee

Reports to: Technology Council

Functions

1. Create and review Web and social media communication standards and procedures.
2. Review and approve the design and layout of all college websites and portals.
3. Ensure adequate and ongoing training on the content management system (CMS).
4. Review and recommend security access for content management system (CMS).
5. Monitor currency of public Web pages.
6. Manage domain names and email address formats.
7. Analyze and respond to Web page analytics.
8. Review and approve Web requests for new sites/pages/templates.
9. Report objectives and status to Technology Council.
10. Recommend all proposed policies and guidelines to Technology Council.

Membership and Appointment

Web Services Specialist (chair)

Director, Information Technology Services

Coordinator, Admissions and Records Services

Dean, Academic Affairs

Director, Admissions and Records Services

Director, Public Affairs

Financial Aid Analyst

Student Success and Support Technical Specialist

One ITS Helpdesk representative

One full-time faculty member appointed by FA

One part-time faculty member appointed by PFA

One faculty member appointed by Academic Senate

Classified members (up to 4) appointed by CSEA

One supervisory/confidential member appointed by Supervisory/Confidential

One management member appointed by Management Association

Student members (up to 2) appointed by Associated Student Body Government (ASBG)

Length of Appointment

Faculty, Classified, Supervisory/Confidential, Management appointed members generally serve a two-year term. Student members serve a one-year term. Other members are permanent members.

Chair

Web Services Specialist

Faculty Appointment

Faculty are represented from full- and part-time faculty.

Meetings

Meetings are held bi-monthly, usually on the 1st and 3rd Thursday, from 8:30 – 10:00 am.

Agenda

Agenda items are the responsibility of the chair. All other members may submit agenda items at any time for the next meeting.

Notes

Notes are maintained by a designated note taker and posted online for access by all members.

* Approved at College Council 10/01/2018

Committees will work with the respective council to validate functions and membership.