



C U Y A M A C A
· C O L L E G E ·

L E A R N I N G F O R
T H E F U T U R E

Shared Governance Handbook

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Cuyamaca College's Commitment to Participative Governance

Cuyamaca College takes great pride in fostering a collegial and participatory approach to the planning and decision-making processes of the college. Clearly defined organizational and governance structures have been instituted at Cuyamaca College to ensure optimal participation for all constituency groups. The Organizational and Governance Structures Handbook provides an overview of the college's administrative structures and its various councils, committees and sub-units, including their memberships, functions, and reporting responsibilities. The college created this Handbook to promote understanding and encourage participation on behalf of all members of the college community to serve on its various committees and councils.

Cuyamaca College's Strategic Plan: 2016-2022, sets forth four Key Priorities for the institution:

- **Accelerated Basic Skills in Math, English, and ESL**
- **Guided Student Pathways**
- **Student Validation and Engagement**
- **Organizational Health**

The members of the college community are committed to achieving the objectives of these Key Priorities through a logical and efficient system of organizational and shared governance structures which provide for respectful dialogue, constructive collaboration, successful planning and effective decision-making.

The institutional structures outlined in this Handbook will ensure the success of our students and the continued advancement of Cuyamaca College. It is The Cuyamaca Way!

Introduction

Participative decision-making at Cuyamaca College is achieved in the spirit of cooperation, collaboration, and collegiality. It promotes the mission, vision and values of the college and ensures their achievement through the planning process, initiatives, policies and procedures.

The purpose of the Cuyamaca College governance structure is to provide each constituency group the opportunity to participate in planning processes, and initiatives and the development of college policies and procedures through their representatives. Functionally, this is organized and carried out through a system of committees, councils, and task forces created to formalize collegiality, facilitate communication, solve issues at the levels closest to the individuals affected, and develop effective plans and processes. These structures provide opportunities for all interests to be considered and a resolution to be reached.

The final authority for governance at Cuyamaca College is the Governing Board. The Governing Board delegates authority to the President through the District Chancellor. The President and all constituency groups are committed to a functional and effective participative decision-making process.

General Principles:

1. Pervading all decision-making must be the recognition that the college exists to educate its students.
2. Participative decision-making is a method of collegial interaction in which faculty, staff, and students participate in the decision-making process and in which recommendations are made to the college President.
3. Through active participation and collegial interaction by all members, mutual agreement is the goal.
4. The most effective means of developing policy and procedures is to provide an opportunity for involvement by the constituency groups affected by the policy and procedures.
5. In academic and professional matters, as defined by AB1725, the President will rely primarily on the advice and judgment of the Academic Senate.
6. All governance groups have a vested interest in ensuring that Cuyamaca College fulfills the mission given to it by the legislature, State Board of Governors, and the Governing Board of the Grossmont-Cuyamaca Community College District.
7. Members have the responsibility of keeping their respective groups informed of the proceedings and recommendations of governance groups.
8. Unless otherwise stated, a quorum has been defined as two-thirds of the total voting members.

(It should be noted, that during periods of interim administrative vacancies, the administrative membership on respective councils and committees will not be altered; instead, an individual will be appointed to represent the administrative vacancy.)

Roles of the Participants in College Governance

Members of the governance groups of the college are determined by position held or through selection by constituency groups.

Governing Board

The **Governing Board**, with appropriate input from all constituencies through a participative decision-making governance model, establishes District goals, adopts policies, authorizes the annual budget, awards bids and contracts, appoints and terminates personnel, and serves as an avenue of final appeal within the District for issues unresolved through normal processes of the college governance model.

College President

The **College President** organizes the college environment to ensure effective communication channels and organizational and governance structures for achieving participation from all constituencies in the decision-making processes appropriate to shared governance. The president is responsible for presenting the college perspective/recommendations based on these processes. The president encourages and monitors the participation of all constituencies in their appropriate college governance roles.

Administrators

Administrators serve on committees, councils and task forces as initiators, facilitators, resource persons, and to provide staff support. Administrative responsibilities also include implementation and enforcement of policies and procedures approved through shared governance bodies and communication of same to operational staff in the administrator's area(s) of purview and to liaison with other organizational units as appropriate. Administrative appointments on shared governance bodies are made by the college president.

Academic Senate

The **Academic Senate** represents the faculty of Cuyamaca College. The Senate expresses the view of the faculty through a vote of the Senate. At the Senate's discretion, the Senate may choose to delegate its responsibility to individual faculty members for limited duration and purpose.

Per AB1725, the Governing Board or their designee consults collegially with the Academic Senate on academic and professional matters. As appropriate, the Senate adopts, approves, endorses academic and professional matters which include: (1) Curriculum including established prerequisites and placing courses within disciplines; (2) degree and certificate requirements; (3) grading policies; (4) educational program development; (5) standards or policies regarding student preparation and success; (6) district and college governance structures as related to faculty roles; (7) faculty roles in accreditation process, including self-study and annual reports; (8) policies for faculty professional development activities; (9) processes for program review; (10) processes for institutional plans and budget development; and (11) other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.

All faculty appointments to college governance bodies are made by the Academic Senate. Faculty appointments to standing committees and councils are for two-year terms of service unless otherwise noted in the committee/council charge and composition; additional terms are subject to senate approval. Whenever possible, the senate will stagger new appointments to ensure continuity on committees and councils. Unless explicitly authorized by vote of the Senate, faculty members serving on committees do not speak or decide for the Senate and are obligated to communicate regularly to the Senate on the committee's activities. Appointees have the responsibility of keeping their respective groups informed of the proceedings. Appointees are expected to attend meetings and to contribute as a part of their professional responsibilities. The Senate will inform the appropriate administrator of the role the faculty representative plays on the committee.

Classified Senate and California School Employees Association

The **Classified Senate** and the **California School Employees Association (CSEA)** as defined in the Memorandum of Understanding with the Grossmont-Cuyamaca Community College District, dated 5/16/02 represent the classified staff in participative decision-making. The classified staff representative is the Cuyamaca College Vice President of the Grossmont-Cuyamaca Community College District Classified Senate and the CSEA Cuyamaca College representative is selected by the Grossmont-Cuyamaca Community College District CSEA President. Both groups represent the classified staff in promoting the participative decision-making process which develops and formulates policy and practice related, but not limited to, the following: (1) the selection of administrative staff; (2) in-service education; (3) facilities and services; (4) relations and communication among the various interest groups in the Grossmont-Cuyamaca Community College District; and (5) finance and budget. The practice is to have a representative from both the Classified Senate and CSEA on all college governance committees. The College President ensures that the recommendations and opinions of classified staff are given every reasonable consideration within these structures.

The Associated Students Government of Cuyamaca College

The **Associated Students Government of Cuyamaca College** is the official voice of the Cuyamaca College student body and is responsible for selecting students to serve on shared governance groups. Through representation on college shared governance groups, the Associated Students are able to articulate student perspectives regarding issues, policies, etc., to the Associate Dean of Student Affairs.

Labor Groups

For matters related to compensation and working conditions, employees are represented by the following organizations:

- Faculty—American Federation of Teachers Guild, Local 1931
- Classified Staff—California School Employees Association, Chapter 707
- Administrators—Administrators Association
- Confidential Administrators—meet and confer unit
- Confidential Supervisors/Assistants—meet and confer unit

Responsibilities of All Parties

Whether or not governed by the Brown Act, college governance committee deliberations and votes should be public. In addition to representation afforded to individuals through constituencies, individuals and groups may also be heard in any committee by requesting permission to speak. Written minutes of proceedings will be recorded for all college governance councils and committees.



Committees and Councils

ADMINISTRATIVE LEADERSHIP ADVISORY TEAM

Charge

The Administrative Leadership Advisory Team (ALAT) serves in an advisory capacity to the President in all matters related to the administration of the college. It is the college-wide communication link and it interacts with all other segments of the community college district when appropriate.

Meeting Schedule

Second Tuesday, 8:30-10:00 a.m.

Chair

President

Composition

President

Vice President, Instruction

Vice President, Student Services

Vice President, Administrative Services

Senior Dean, Institutional Effectiveness, Success & Equity

Director, Admissions and Records

Director, Facilities

Director, Financial Aid

Director, Human Resources

Dean, Arts, Humanities & Social Sciences

Dean, Athletics, Kinesiology & Health Ed

Dean, Career & Technical Education

Dean, Counseling Services

Dean, Learning & Technology Resources

Dean, Math, Science & Engineering

Dean, Student Affairs

Associate Dean, Student Equity & Engagement

Assistant Dean, Student Services & Special Programs

Bookstore Manager

Food Services General Manager

Student Success Coordinator

CASHIERING APPEALS COMMITTEE

Charge

This committee is a due process committee that reviews and recommends to the Director, College Fiscal Operations resolution of student appeals for cashier refunds.

Meeting Schedule

As needed

Chair

Vice President, Administrative Services

Composition

Vice President, Administrative Services

Dean, Admissions and Records

Full-Time Cashier

Faculty Representative

Associated Students Representative

Ex-Officio

Vice President, Administrative Services

Approved: 10/97

Revised: 2/99

CLASSIFIED HIRING PRIORITIES COMMITTEE

Charge

The Classified Hiring Priorities Committee (CHPC):

- Identifies annual priorities for new classified staff positions based on an established set of criteria
- Establishes and implements the annual process for prioritization of classified staff positions, including the request forms, documentation, and criteria (rubrics) for evaluating position requests
- Assesses the annual classified hiring prioritization process and makes improvements as necessary
- Ensures the classified hiring prioritization process is aligned with the college mission and strategic plan and is driven by program review process
- Reports to the Resource and Operations Council

Philosophy

- All representatives/members are to review requests in light of the college-wide mission, goals, initiatives, and priorities
- The Committee will review requests with a focus on student needs/improving student success to ensure requests that will most positively impact student learning and achievement are the priority

Co-Chairs/Facilitators (with staggered terms/appointments):

Classified Senate President (or designee)

Confidential Administrator Selected by the College President (to be appointed/reappointed every two years)

Composition

Administrator (excluding the administrative co-chair)

Faculty (2 - one from Student Services and one from Instruction)

Classified Staff (3 - one from each: Student Services, Instruction, and Administrative Services)

Resources

Senior Dean of Institutional Effectiveness, Success, and Equity

VP of Administrative Services

VP of Instruction

VP of Student Services

Associate Dean of Student Equity and Engagement

First reading: 2/25/2020

Second reading: Waived

Approved: 2/27/2020

COLLEGE TECHNOLOGY COMMITTEE

Charge

The College Technology Committee (CTC) reports to the Cuyamaca College Council (CCC) and provides a forum for the discussion of current and emerging technology issues, trends, innovations, changes and needs related to campus technology. This committee is responsible for creating the college Technology Plan and ensuring that it supports the strategic priorities as outlined in the institutional planning documents. These priorities are intended to advance and improve student success and equity. The committee reviews and ranks technology requests submitted through the Program Review process, and based on these rankings, produces a report outlining the recommended college technology priorities for the following year. The committee makes recommendations regarding off-cycle requests, endorses priorities for purchase of instructional and administrative technology and recommends policies and procedures on the utilization of technology and related resources, including ADA and Accessibility standards, and technology affecting the academic, administrative and operational environment. The committee forwards recommendations to CCC, Academic Senate and district technology committees as appropriate and implements technology recommendations utilizing established college processes.

Meeting Schedule

Second Friday, 1:30–3:00 p.m.

Co-Chairs

Faculty Representative: Selected from and elected by Faculty committee membership
Dean, Learning & Technology Resources

Composition

Dean, Learning & Technology Resources
Administrative Services Representatives (1 Administrator and 1 Classified)
Student Services Representatives (1 Administrator and 1 Classified)
Online Teaching & Learning Committee Faculty Co-chair
Faculty Representative from Math, Science & Engineering
Faculty Representative from Arts, Humanities & Social Sciences
Faculty Representative from Career Technical Education
Faculty Representative from Athletics, Kinesiology and Health Education
Counselor
Librarian
DSPS Representative (Faculty or Classified)
Instructional Design Technology Specialist
Supervisor, Instructional Computer Facilities
Instructional Media Services, Lead or Representative
Associated Students Representative

Ex-Officio (Non-Voting)

Senior Director of Information Systems
Other Information Systems Staff as appropriate

First reading: 04/14/2020
Second reading: waived
Approved: 04/14/2020

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES & PROCEDURES COMMITTEE

Charge

In accordance with Title 5 (T.5 55002 (a) (1)), and consistent with the Governance Structure of Cuyamaca College, the Committee, under the authority of the Academic Senate, has the oversight responsibility for the following:

- 1) Approve additions, modifications, deactivations, and deletions of courses and programs, and review the student learning outcomes of the college credit and non-credit curriculum;
- 2) Facilitate the requirements and content of the General Education package and graduation requirements;
- 3) Manage the alignment, articulation and differentiation procedures between Cuyamaca College and Grossmont College related to curriculum;
- 4) Report regularly to the Academic Senate regarding all of the above.;
- 5) Appoint sub-committees or work groups as needed to help conduct the committee's business.

Scope of work includes review and recommendations of related academic policies and procedures (e.g., advanced placement, graduation requirements, etc.) for final submission to Academic Senate and the Governing Board.

Meeting Schedule

First and third Tuesdays, 2:00–4:00 p.m.

Co-Chair(s)

Faculty (See selection process below)

Vice President, Instruction

Composition

Vice President, Instruction

Faculty Co-Chair

Division Dean of Instruction for reviewing technical matters

Faculty representing the following areas (8 total):

- Career Education (CE)
- Math
- Science & Engineering
- Arts & Humanities
- English
- Social & Behavioral Sciences
- Athletics, Kinesiology & Health Education
- Articulation Officer/Counselor

Student Learning Outcomes Coordinator

Faculty Members at Large (Open to all faculty) (2)

As much as possible, the Committee is structured to provide representation from all instructional segments of the college. At-large faculty representatives should be selected from disciplines that are not represented or are underrepresented on the committee composition.

No more than 50% of the committee should be replaced each year.

Ex-Officio (Non-Voting)

Members as appropriate: Instructional Operations Supervisor

Dean of Counseling Services

Division Deans of Instruction

Student Success and Equity Coordinator

Student Representative

Process for Selecting the Faculty Co-chair of the Curriculum, General Education and Academic Policies and Procedures Committee

The following process will be followed for selecting the faculty co-chair of the Curriculum, General Education and Academic Policies and Procedures Committee. Under normal circumstances this process should take place at the beginning of the spring semester for terms starting on July 1.

1. When an opening occurs for the faculty co-chair position, the presiding faculty co-chair and/or administrative co-chair shall inform the committee and the Academic Senate of the opening, and review with the committee the nomination and selection process to fill the vacancy.
2. Nominations shall be open for 2 weeks following the announcement of the opening.
Individuals may self-nominate, or nominations may be submitted by any faculty member on the committee or by any member of the Academic Senate. Nominations shall be submitted to the administrative co-chair's administrative assistant.
3. Once nominations close, the faculty members on the committee shall vote through secret ballot with a simple majority rule determining the nominee to be submitted to SOC for appointment.
4. The term shall be for 2 years and start on July 1, or at a time established by the committee, in consultation with the Academic Senate, for mid-year replacements.

First read Academic Senate: 4/9/20

Second read Academic Senate: 4/23/20

Approved by Academic Senate: 4/23/20

CUYAMACA COLLEGE COUNCIL

Charge

The Cuyamaca College Council (CCC) is the primary participatory governance body for the College which ensures an effective governance structure and transparent communication to and from all governance and constituency groups. Its purpose is to provide final recommendations to the College President on matters pertaining to institutional effectiveness, student success & equity, resource allocation & operations, and related policies, practices, and procedures. The CCC achieves this through collegial consultation and is informed by recommendations from appropriate governance councils.

Meeting Schedule

Second and fourth Tuesdays, 2:00-4:00 p.m.

Other times as needed to fulfill the charge of the committee

Chair(s)

College President, Tri-Chair

Academic Senate President, Tri-Chair

Classified Senate President or designee, Tri-Chair

Composition

President (Tri-Chair)

Academic Senate President (Tri-Chair)

Classified Senate President (Tri-Chair)

Academic Senate Vice President

Classified Senate Vice President

Associated Student Government President

Associated Student Government Vice President

AFT Representative

CSEA Representative

Administrators' Association Representative

Vice President of Instruction

Vice President of Student Services

Vice President of Administrative Services

Senior Dean of Institutional Effectiveness, Success, and Equity

At-Large Faculty Member

Resource

Dean, Student Equity & Engagement

Director, College & Community Relations

First reading: 9/22/2020

Second reading: 12/8/2020

Approved: 12/8/2020

EMERGENCY PREPAREDNESS COMMITTEE

Charge

Cuyamaca College is committed to providing a safe learning and working environment for students, employees, and visitors. The Cuyamaca College Emergency Preparedness Committee (EPC) serves in an advisory capacity to the President's Cabinet on matters related to public safety and emergency preparedness. The EPC is responsible for the overall coordination of emergency preparedness efforts at the college, coordinating such efforts with the District Wide Public Safety and Emergency Preparedness Council. The EPC develops and revises the College Emergency Preparedness Plan which outlines practices and methods to mitigate, prepare for, respond to and recover from emergencies that affect the college. The EPC develops, assesses, and revises committee goals on an annual basis.

Meeting Schedule

3rd Friday, 10:00–11:30 a.m.

Chair

Vice President, Administrative Services

Co-Chairs

Appointed representative deemed by committee

Composition

Vice President, Administrative Services
Vice President, Instruction
Vice President, Student Services
Director, Facilities
Associate Dean of Student Affairs
District Representative(s)
Health Services Supervisor
Law Enforcement Services Sergeant
CAPS representative
FEMA certified personnel
CDC Coordinator
At-Large Faculty Members (3)
At-Large Classified Staff Members (2)
Associated Students Representative
Other Resource Members as needed, (e.g. DSPS, Science, Automotive, Art, etc.)

First Reading	12/8/15
Second Reading	Waived
Approved	12/8/15

FACILITIES & SUSTAINABILITY PLANNING COMMITTEE

Charge

The College Facilities and Sustainability Planning Committee (F&SPC) works to build and implement an integrated facilities planning model, to ensure the safety and security of the campus and facilities, and to improve the environmental sustainability for the college that enhances the teaching & learning environment to improve student success. Each spring semester the F&SPC will review and rank facilities requests submitted through departmental Program Review and, based on these rankings, produce a report outlining the recommended college facilities priorities. The F&SPC is also responsible for developing, monitoring and revising the College Facilities Master Plan and the College Sustainability Plan, and making recommendations for implementation. The F&SPC reports to the Resource & Operations Council (ROC) and serves as a liaison to the Districtwide Facilities Planning Office. The F&SPC is also responsible for developing, assessing and revising committee goals on an annual basis, and reporting the results to the ROC.

Meeting Schedule

Third Fridays, 8:30-10:00 a.m.

Chair

Administrative Co-Chair: Director, Campus Facilities, Operations and Maintenance

Faculty Co-Chair: Selected from and elected by faculty committee membership

Composition

Vice President, Administrative Services

Director, Campus Facilities, Operations and Maintenance

At-Large Faculty Members (3)

At-Large Classified Staff Members (2)

Associated Student Government Representative

Sr. Director, District Facilities, Planning, Development, and Maintenance

First reading: 2/26/2019

Second reading: 5/28/2019

Approved: 5/28/2019

FACULTY HIRING PRIORITIES COMMITTEE

Charge

The Faculty Hiring Priorities Committee (FHPC):

- Identifies annual priorities for new and replacement faculty positions based on an established set of criteria
- Establishes and implements the annual process for prioritization of faculty, including the request forms, documentation, and criteria (rubrics) for evaluating position requests
- Assesses the annual faculty hiring prioritization process and makes improvements as necessary
- Ensures the faculty hiring prioritization process is aligned with the college mission and strategic plan, and is driven by program review process
- Provides FHPC request form training and feedback to authors
- Reports to the Resource and Operations Council

Philosophy

- All representatives/members will review requests through the lens of the college-wide vision, mission, values, and initiatives
- All representatives/members will prioritize the needs of the college rather than their own individual department needs

Co-Chairs/Facilitators (with staggered terms/appointments):

Academic Senate President

Appointed Administrator

Composition

Instructional Deans (2 – two-year rotating term)

Student Services Dean (1 – two-year rotating term)

Student Success & Equity Dean

Instructional Faculty (5 – one from each division)

Student Services Faculty (2)

Classified Staff (1)

Student Representatives (2)

Resources

Vice President, Administrative Services

Vice President, Student Services

Sr. Dean, Institutional Effectiveness, Success & Equity

Deans (Instructional and Student Affairs)

Associate Dean, Student Services & Special Programs

GUIDED PATHWAYS STEERING COMMITTEE

Charge

The Guided Pathways Steering Committee (GPSC) is a shared governance structure. Its focus is on developing and implementing an integrated, institution-wide approach to student success. This data-informed approach will guide each student effectively and efficiently from their point of entry through their attainment of postsecondary credentials and careers.

As such, it will:

- Facilitate improvement of the student experience in each of the four pillar areas through review of 90-day planning cycles for each Inquiry Team;
- Evaluate the planning cycles from the Inquiry Team areas to ensure collaboration within all areas of the college that support each student from point of entry to attainment of high-quality post-secondary credentials and careers;
- Use evidence to guide the end results for prioritizing pathways activities for student services and instruction;
- Provide a means for continuous dialogue among the institution, service areas, and departments regarding effectiveness and outcomes of pathways activities;
- Provide feedback and suggestions on the effectiveness of pathways activities in relation to student success and student equity as it relates to the mission of the college;
- Evaluate the committee's planning practices and effectiveness and make recommendations for improvement, when necessary, to the Cuyamaca College Council; and,
- Develop an annual report of Inquiry Team area-level planning priorities, achievements, needs, and challenges linked to college planning priorities.

Meeting Schedule

First Thursdays, 9:00-11:100 a.m.

Chair(s)

Vice President, Instruction

Instructional Guided Pathways Coordinator

Student Services Guided Pathways Coordinator

Composition

Inquiry Teams:

Pillar 1: 1 Faculty, 1 Administrator or Classified

Pillar 2: 1 Faculty, 1 Administrator or Classified

Pillar 3: 1 Faculty, 1 Administrator or Classified

Pillar 4: 1 Faculty, 1 Administrator or Classified

Classified Representative

Academic Senate Representative

Resource

Sr. Dean Institutional Effectiveness & Student Equity

First reading: 11/13/2018

Second reading: waived

Approved: 11/13/2018

INSTITUTIONAL EFFECTIVENESS COUNCIL

Charge

The Institutional Effectiveness Council (IEC) operates under a charter sponsored by the Cuyamaca College Council. To fulfill the College's mission and vision, IEC provides coordination for integrated planning (comprehensive program review and annual updates); facilitates the college-wide strategic planning process; guides college-wide planning, research, and evaluation; develops and implements guidelines and processes related to college-wide research and data; integrates and coordinates institutional effectiveness-related training and activities; supports planning and evaluation of college systems and processes to maximize institutional effectiveness; and ensures the college maintains compliance with appropriate accreditation standards.

Meeting Schedule

Second and Fourth Mondays, 9:00–10:45 a.m.

Co-Chairs

Sr. Dean, Institutional Effectiveness, Success and Equity

Faculty Co-Chair (Selected from and elected by faculty representatives on the Council)

Composition

Sr. Dean, Institutional Effectiveness, Success and Equity

Arts, Humanities, and Social Sciences Faculty Representative

Athletics, Kinesiology and Health Ed Faculty Representative

Career and Technical Education Faculty Representative

Math, Science, and Engineering Faculty Representative

Student Services Faculty Representative

Academic Senate Representative

Classified Senate Representative

Learning and Technology Resources Representative

Vice President

Instructional Administrator (Supervisor, Manager, Director, or Dean)

Student Services Administrator (Supervisor, Manager, Director, or Dean)

Associated Student Government Representative

Campus-Based Researcher

Program Review Faculty Tri-Chair Representative

SLO Coordinator

Resources

Accreditation Faculty Co-Chair

First reading: 9/14/2021

Second reading: Waived

Approved: 9/14/2021

INSTRUCTIONAL LEADERSHIP ADVISORY TEAM

Charge

The Instructional Leadership Advisory Team (ILAT) is the advisory team to the Vice President of Instruction. As such, it reviews, discusses, and makes recommendations regarding issues, functions, and activities in Instruction. The purpose of the team is to facilitate collaboration and teamwork, and to promote dialogue and joint problem solving among the instructional leadership representatives on key matters. This team serves as a communication link to the rest of the faculty regarding operational matters.

Meeting Schedule

First Monday from 1:00–3:00 p.m.

Chair(s)

Vice President, Instruction
Department Chair/Coordinator

Composition

Vice President, Instruction
All Department Chairs & Program Coordinators
Dean, Math, Science & Engineering
Dean, Career & Technical Education
Dean, Arts, Humanities & Social Sciences
Dean, Athletics, Kinesiology & Health Ed
Dean, Learning & Technology Resources
Dean, Counseling Services

Resources

Academic Senate President
Curriculum Co-Chair
Associate Dean, Student Equity & Engagement
SLO Coordinator
Instructional Operations Supervisor
Associate Dean, Student Services & Special Programs
Faculty Learning Assistance Coordinator
Sr. Dean, Institutional Effectiveness, Success & Equity
Vice Chancellor, Student & Institutional Success
AFT Representative

LATE-ADD PETITIONS REVIEW COMMITTEE

Charge

This committee is a due process committee that reviews late-add class petitions submitted by students and approves or denies the submission.

Meeting Schedule

Once each semester or as needed with days and times TBD

Chair(s)

Instructional Administrator

Admissions & Records Specialist

Composition

Instructional Administrator

Admissions & Records Specialist

Dean, Student Affairs

Faculty Representative (Instruction) – even years*

Faculty Representative (Instruction) – odd years*

Faculty Representative (Counselor) – even years*

Associated Students Government Representative – every year

*Members elected for two-year terms, with staggered start years

First Reading: 02/11/25

Second Reading: 02/25/25

Approved: 02/25/25

LEARNING ASSISTANCE CENTER ADVISORY COMMITTEE

Charge

The Learning Assistance Center Advisory Committee (LACAC) is part of Cuyamaca's integrated planning process and, as such, it is responsible for recommending standards and strategic directions for the college's learning assistance plan. Within the framework of the program regulations governing learning assistance, and based on current available data and collegial conversations, the committee will advise and make recommendations regarding learning assistance services and learning assistant training to the Student Success and Equity Council. The committee also coordinates and communicates with Academic Senate and other college councils and committees as needed.

Meeting Schedule

Twice each semester at a minimum, on the first Monday of the month, 3: 15-4:30 p.m.

Co-Chairs

Faculty Learning Assistance Coordinator
Dean, Learning and Technology Resources

Composition

Tutoring Center Specialist from the Academic Resource Center (ARC)

Tutoring Center Specialist from the STEM Achievement Center

Tutoring Center Specialist from the Writing Center

Faculty Representatives:

Student Services Faculty Representative

CE (Career Education) Faculty Representative

Math, Science & Engineering Faculty Representative (Math)

Math, Science & Engineering Faculty Representative (Science)

Arts, Humanities & Social Sciences Faculty Representative

Athletics, Kinesiology and Health Education

Associated Student Representative (Not a Learning Assistant)

Learning Assistant Representative

First Reading: 04/14/2020

Second Reading: waived

Approved: 04/14/2020

ONLINE TEACHING & LEARNING COMMITTEE

Charge

Reports to and submits recommendations for consideration and approval to the College Technology Committee, Curriculum Committee and Academic Senate as appropriate; coordinates and communicates with other college committees as needed.

1. Makes recommendations regarding online course plan components and criteria, online course evaluation requirements, online course ADA compliance requirements and other related issues.
2. Recommends criteria for initial online faculty certification and any continuing in-service training requirements.
3. Recommends, develops and provides continuing in-service training workshops, forums and activities to support online faculty.
4. Recommends online course standards of good practice and quality control.
5. Recommends ADA compliance monitoring procedures and acts as a resource in the verification of online course material ADA compliance.
6. Recommends online instructional technology standards and implementation guidelines.
7. Prepares a Distance Education Plan as needed
8. With the support of the Institutional Effectiveness, Success, & Equity office, conducts student and faculty needs assessment surveys and tabulates student demographic and success data annually. Promotes student success in online courses by assessing the data to inform improvements for online learning policies and processes. Presents a summary to the College Technology Committee, Academic Senate, and other committees and councils when appropriate.

Meeting Schedule

Meeting dates determined by committee members, generally second Friday at 10:00 a.m. to noon, prior to the College Technology Committee (CTC) meetings. Committee workgroups meet as needed.

Co-Chairs

Distance Education Coordinator

Dean, Learning & Technology Resources

Composition

Administrator (appointed by Vice President of Instruction)

Faculty (10)

Library Faculty Representative

Student Services Faculty Representative

Curriculum Committee Representative

Instructional Faculty Representatives (6)

AHSS Faculty Division Representative

AKHE Faculty Division Representative

CTE Faculty Division Representative

MSE Faculty Division Representative

2 Faculty At-Large Representatives

Adjunct Faculty Representative

Instructional Design Technology Specialist

Disabled Student Programs & Services Faculty Representative

Ex-Officio (Non-Voting)

IT Representative

First Approved: March 2013

Last Revised: May 31, 2023

OPEN EDUCATION RESOURCES COMMITTEE (OERC)

Charge

The Open Education Resources Committee (OERC) reports to the Academic Senate and Student Success and Equity Council. The OERC provides a forum for the discussion of local OER awareness, adoption, and support for faculty and students. The committee offers and provides support, recommendations, guidelines, and standards for the integration and sustainability of OER across the curriculum. The committee works towards eliminating barriers to quality higher education and closing equity gaps in student outcomes through the adoption of open education resources and practices and culturally relevant course materials.

Meeting Schedule

Second Fridays of the month, 2:00-3:00 p.m.

Chair(s)

Faculty OER Liaison to the ASCCC/OER Coordinator
Dean (rotates between all Deans on annual schedule)

Composition

One faculty member from each of the following divisions will serve as Workgroup Leads to help fulfill the Charge of the committee in their divisions:

- Arts, Humanities & Social Sciences (Workgroup Lead)
- Athletics, Kinesiology & Health Ed (Workgroup Lead)
- Career & Technical Education (Workgroup Lead)
- Counseling Services (Workgroup Lead)
- Learning & Technology Resources (Workgroup Lead)
- Math, Science & Engineering (Workgroup Lead)

Representative from the Professional Development Committee

At-Large Faculty

Classified Staff Member

Associated Student Government Representatives (3)

Resources

Instructional Dean (1) - will rotate every year between AHSS, AKHE, CTE, CS, MSE, Counseling, LTR

Dean of Student Success and Equity

Distance Education Coordinator

Bookstore Representative

Disabled Students Programs & Services

Past Faculty OER Liaison to the ASCCC/Past OER Coordinator

Other Resources

- [Open Education Resources \(cuyamaca.edu\)](http://cuyamaca.edu)
- [ASCCC OERI | ASCCC Open Educational Resources Initiative \(asccc-oeri.org\)](http://asccc-oeri.org)

First reading: 03/23/2021

Second reading: waived

Approved: 03/23/2021

OUTCOMES & ASSESSMENT COMMITTEE (OAC)

Charge

The Committee is charged with advancing a culture of assessment across the college, and with supporting the use of assessment data in continuous improvement processes at the course, program, service area, and institutional levels.

To accomplish this, the committee is responsible for the following:

1. Maintain outcomes assessment schedules for all instructional programs and student service areas
2. Inform faculty leaders and relevant administrators of outcomes assessment needs by instructional program and/or service area
3. Follow up with faculty to ensure on-time and thorough completion of outcomes assessment, including the dialogue and follow up processes
4. Create and maintain institutional processes for efficient and useful outcomes assessment
5. Manage collection and input of learning outcomes data into the campus management system
6. Facilitate communication about outcomes assessment data to faculty and the campus community as a whole
7. Consult with faculty members and service area leaders about all aspects of learning outcomes and assessment, from the creation of outcomes statements, to successful practices for assessment
8. Host professional development opportunities about outcomes and assessment at the department, service area and college-wide levels
9. Develop and pilot innovative practices in learning outcomes assessment
10. Support the incorporation of student experience, input and voice in outcomes assessment

Committee members will be responsible for staying up-to-date with the status of outcomes assessment in their designated instructional or service area. Committee member liaisons will specifically manage communication and support with faculty and service area leaders to support on-time assessment. Committee members will additionally work with

Overall, the committee serves as a channel for communication, planning, institutional dialogue regarding continuous quality improvement, and coordination of assessment activities between departments and organizational units of Student Services, Instruction and Administrative Services. The Outcomes and Assessment Committee is a committee of the Academic Senate, and will regularly work with Academic Senate, the Program Review Steering Committee, and the Institutional Effectiveness Council.

Meeting Schedule

Monthly, third Monday of the month, 3:30-5:00 p.m.

Chair(s)

Sr. Dean, Institutional Effectiveness, Success & Equity/Accreditation Liaison Officer
SLO Coordinator

Composition

Instructional Faculty Representatives from MSE (2)
Instructional Faculty Representatives from AHSS (2)
Instructional Faculty Representative from CE
Instructional Faculty Representative AKHE
Counseling Faculty Representative from Student Services
Representative from LTR

Composition (cont'd)

Representative from Student Services (Administrative)

Classified Staff Representative

Student Representative

* Note: at least one of the above faculty representatives should be certified to teach online

Resources

Institutional Effectiveness Specialist from the Institutional Effectiveness, Success, and Equity Office

TracDat Coordinator

Accreditation Co-Chair

Articulation Officer

First reading: 04/14/2020

Second reading: waived

Approved: 04/14/2020

PETITIONS COMMITTEE

Charge

The Petitions Committee (PC) is a due process committee that reviews and recommends resolution of student petitions for degree requirements, probation, dismissal, readmission, enrollment priority, academic renewal, and late class additions.

Meeting Schedule

Weekly

Co-Chairs

Manager of Admissions and Records
Faculty Member

Composition

Manager of Admissions and Records
Admissions and Records Evaluation Advisor
Instructional Faculty Member
Counseling Faculty Member
Categorical Programs Faculty Member

First Reading: 2/25/14

Second Reading: 7/22/14

Approved: 7/22/14

PROGRAM REVIEW STEERING COMMITTEE

Charge

The Program Review Steering Committee (PRSC) will be responsible for guiding the program review process and developing and recommending policies, processes, and procedures related to college-wide program review.

The PRSC reports to the Institutional Effectiveness Council (IEC). In order to ensure the program review process meets the needs of the college and the community, the PRSC will consult with the Academic Senate and other governance councils and committees (as applicable) to facilitate continuous improvement of programs and services across the campus. The PRSC will also ensure the program review process is in compliance with related accreditation standards.

PRSC is also responsible for assisting in the execution of the program review process, providing training and support for program review authors and liaisons, in assessing program reviews, and in gathering feedback to inform improvements to the program review process to advance the college vision, mission, and values.

Responsibilities/Guiding Principles:

1. Developing and refining college-wide program review standards and processes;
2. Creating, implementing, evaluating and improving the process for instructional and non-instructional program review assessment;
3. Ensuring the program review process facilitates meaningful, data-informed planning, assessment, dialog, and improvement to promote equitable access and success;
4. Developing an annual summative report of unit-level planning priorities, achievements, needs, and challenges linked to college planning priorities;
5. Working with the Institutional Effectiveness Council to develop common institutional overarching needs analysis and identify challenges to inform strategic planning; and
6. Provide training and support to program review authors through interactive workshops, resources and peer support teams.

Meeting Schedule

Fall: Third Thursdays

Spring: First and third Thursdays, or more as needed

2:00-3:45 p.m.

Chair(s)

Sr. Dean, Institutional Effectiveness, Success & Equity (Administrative Chair)

Instructional Faculty Co-Chair

Student Services Faculty Co-Chair

Composition

3 Tri-Chairs

4 Instructional Faculty (no more than 1 from each division area)

1 PT Faculty (instruction or student services)

- 1 Librarian
- 1 Student Services Faculty – General Counseling
- 1 Student Services Faculty – Transfer Center or Articulation Office
- 1 Student Services Faculty – Special Funded Programs
- 1 Administrator from Student Services
- 1 Administrator from Instruction
- 3 Classified Staff
- 17

Resources

College Deans

Vice President, Instruction

Vice President, Student Services

Vice President, Administrative Services

First reading: 10/26/2021

Second reading: waived

Approved: 10/26/2021

RESOURCE & OPERATIONS COUNCIL

Charge

The Resource & Operations Council (ROC) is the participatory governance council responsible for developing integrated budget priorities, procedures, and processes. Its purpose is to provide recommendations for resource allocation to the Cuyamaca College Council in the areas of technology, staffing, facilities, and other budget requests received through Program Review. It achieves this by establishing, integrating, and aligning priorities, goals, and objectives with appropriate governance councils and committees.

Meeting Schedule

First and third Wednesdays

Chair(s)

Vice President, Administrative Services (Co-Chair)

Faculty Co-Chair (Co-Chair)

Composition

Vice President, Administrative Services (Co-Chair)

Faculty Co-Chair

Arts, Humanities, and Social Sciences Faculty

Career Education Faculty

Math, Science, and Engineering Faculty

Athletics, Kinesiology and Health Education Faculty

Student Services Faculty

Classified Representatives (2)

Dean, Learning & Technology Resources

Student Services Dean

Director, Facilities

Associated Student Government Representative

Resources

Vice President, Instruction

Vice President, Student Services

Senior Dean, Institutional Effectiveness, Success & Equity

First reading: 10/26/2021

Second reading: waived

Approved: 10/26/2021

SCHOLARSHIP COMMITTEE

Charge

The charge of the Scholarship Committee is to assist in the overall coordination of the college's scholarship program. This includes selection of scholarship recipients, increasing availability and visibility of scholarships on campus, and representing the college at various community scholarship functions. Committee members are also involved in the planning and coordination of the Cuyamaca College Scholarship Ceremony. The committee makes recommendations to the Student Services Council related to the overall enhancement of the scholarship program.

Meeting Schedule

Once a semester or as needed

Chair

Director, Financial Aid

Composition

Director, Financial Aid

Supervisor, Financial Aid

Scholarship Specialist

Associate Dean, Student Affairs

Faculty Representative, Student Services

Faculty Representative, Instruction

Classified Representative

Associated Students Representative

First Reading: 8/23/11

Second Reading: 9/27/11

Approved: 9/27/11

STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE

Charge

The Strategic Enrollment Management Committee (SEMC) is the work-oriented participatory governance committee tasked with the development, promotion, and continuous improvement of a transparent, integrated, comprehensive, and cohesive strategic plan for enrollment management. The charge of the SEMC includes developing guiding principles for class scheduling, guiding updates and improvements to scheduling processes, supporting the institutionalization and integration of campus initiatives impacting enrollment, and offering recommendations that promote student access, equity and success. The SEMC is also tasked with making recommendations to the Resource Operations Council (ROC) for creating budgetary priorities that align with the Strategic Enrollment Plan and related goals.

The SEMC is advised by the Instructional Leadership Advisory Team (ILAT) and achieves its mission through the use of qualitative and quantitative data; continuous review and evaluation of ongoing enrollment trends, activities, and initiatives; evaluation of progress toward strategic enrollment planning goals; and collaboration with college constituencies to develop, implement, and evaluate enrollment management goals and strategies as they align with Cuyamaca College's Strategic Goals and Mission, Vision, and Values.

SEMC reports to the Cuyamaca College Council (CCC) and reports out to the Academic Senate.

Meeting Schedule

Fourth Mondays, 1:00-3:00 p.m.

Co-Chairs

Vice President, Instruction
Chair of Chairs

Composition

Vice President, Instruction
Chair of Chairs
Instructional Deans from Different Divisions (2)*
Department Chairs from Different Divisions (2)*
Counseling Chair or Designee
At-Large Faculty
At-Large Part-Time Faculty
Learning and Technology Resources Representative
Director, Admissions and Records
Distance Education Coordinator
Instructional Operations Supervisor
Classified Representative (2)**
Student Representatives (2)

*Appointed Instructional Deans and Department Chairs should come from a Division not already represented by current members representing Instructional Deans and Department Chairs

**Each from a different area

Resources

Vice President, Administrative Services
Vice President, Student Services
Sr. Dean, Institutional Effectiveness, Success & Equity
Deans, Student Affairs
Dual Enrollment Coordinator
Student Success Coordinator
Associate Dean, Student Services and Special Programs
Director, Financial Aid
Admissions and Records Specialist, Sr.
Dean, Counseling Services
Dean, Learning & Technology Resources
Dean, Student Success and Equity
Academic Senate President
Research and Planning Analyst
Master Scheduler

First reading: 11/12/2024
Second reading: 12/10/2024
Approved: 12/10/2024

STUDENT CENTER ADVISORY COMMITTEE

Charge

This committee reviews and makes recommendations to the Vice President of Administrative Services, regarding dining services, bookstore services, and the student center for the purposes of ensuring excellent customer service to serve the needs of the campus community.

Meeting Schedule

Quarterly on Fridays, 9:00–10:00 a.m.

Chair

Vice President, Administrative Services

Composition

Vice President, Administrative Services
Director, Campus Facilities, Operations and Maintenance
Food Service Manager
Bookstore Manager
Associate Dean, Student Affairs
Faculty Representative
Classified Representative
Associated Students Representative

Last updated: 10/25/16

STUDENT DISCIPLINE & GRIEVANCE HEARING COMMITTEE

Charge

The purpose of the Student Discipline and Grievance Hearing Committee is to conduct official discipline or grievance hearings. If student cannot reach an informal resolution or do not accept administrative sanctions due to the alleged student code of conduct violations, a formal hearing may be conducted through this committee. If there is a formal hearing, two students, two faculty members, and one administrator will hear the case. (All of them will be selected from the panel of committee members.) All steps will be taken to ensure that there will be no conflict of interest among any of the members of the committee and the student.

Meeting Schedule

As needed

Chair

Associate Dean, Student Affairs

Composition

Administrative Representatives (Selected by the College President) (5)

Faculty Representatives (Recommended by the Academic Senate) (5)

Students (Recommended by the ASGCC) (5)

***Fifteen members make up the entire panel, but if there is a need to convene the committee to review a request or hear a case, there would be two students, two faculty members, and one administrator selected from this panel.*

First Reading: 8/23/11

Second Reading: 9/27/11

Approved: 9/27/11

STUDENT SERVICES LEADERSHIP ADVISORY TEAM

Charge

The Leadership Advisory Team to the Vice President, Student Services, reviews and makes recommendations regarding the functions and activities of the various Student Services areas. The purpose of the team is to provide teamwork and joint problem solving among all the student services representatives. This team serves as a communication link to the rest of the student services staff.

Meeting Schedule

Second Thursday, 8:30–10:00 a.m.

Chair

Vice President, Student Services

Composition

Vice President, Student Services
Dean, Counseling Services
Associate Dean, Student Affairs
Associate Dean, Athletics
Associate Dean, Special Funded Programs
Department Chair, Counseling
Articulation Officer
Supervisor, Health and Wellness Center
Supervisor, Admissions & Records
Supervisor, Financial Aid
Coordinator, Transfer Center
Coordinator, DSPS
Coordinator, EOPS
Coordinator, CARE
Coordinator, Student Success
Program Specialist, CalWORKS
Director, Financial Aid
Instructional Dean
Academic Senate President
Student Representative

STUDENT SUCCESS & EQUITY COUNCIL

Charge

The Student Success and Equity Council (SSEC) is the participatory governance council responsible for planning, assessing, and supporting student success and equity initiatives, efforts, and programming. The SSEC develops internal and state-mandated equity plans; engages in equity-minded inquiry; monitors and assesses equity gaps and efforts to eliminate equity gaps; monitors and assesses campus climate and efforts to improve campus climate; guides and facilitates racial equity and social justice efforts; monitors and provides guidance related to the efficacy of grants and grant-funded programs and services focused on student equity, and other success and equity projects and initiatives; advises on equity-minded professional development programming; provides racial equity and social justice expertise and guidance related to validation and engagement programming and efforts; and provides guidance and resources to committees and councils to facilitate policy and procedure review with an equity lens.

Meeting Schedule

Second and fourth Fridays, 9:00-11:00 a.m.

Chair(s)

Dean, Student Success & Equity (Administrative Co-Chair)
Student Success and Equity Coordinator (Faculty Co-Chair)

Composition

Dean, Student Success & Equity
Student Success and Equity Coordinator
Vice President, Student Services
Vice President, Instruction
Part-time Faculty at large
Arts, Humanities, and Social Sciences Faculty
Athletics, Kinesiology and Health Ed Faculty
Math, Science, and Engineering Faculty
Career Education Faculty
Categorical Counseling Faculty Representative
Counseling Faculty Representative
Professional Development Faculty Coordinator
Kumeyaay Studies Representative
Instructional Classified Representative
Student Services Classified Representative
Campus-Based Researcher
Dean, Career Education
Dean, Student Affairs
Dean, Counseling Services
Student Representative *

Resources

Senior Dean, Institutional Effectiveness, Success, and Equity
Instructional Deans
Tutoring Coordinator
Distance Education Coordinator
HSI Grant Coordinator/Representatives
Admissions and Records Director
Financial Aid Director
Associate Dean of Student Services & Special Programs
Open Educational Resources Coordinator

*Student representatives are appointed by the Associated Student Government.

First reading: 5/25/2021
Second reading: 6/10/2021
Approved: 8/4/2021

TEACHING & LEARNING COMMITTEE

Charge

This committee will collaborate with the Teaching & Learning Coordinator (formerly PD Coordinator) to develop and plan the criteria, direction, priorities, and policies related to professional learning for current and future faculty, classified, and administrative employees, based on and in support of the college's strategic priorities and commitment to racial equity, anti-racism, social justice, student-centered practices, and student success. As part of this work, the committee will help to create and manage the college's Center for Teaching and Learning. The committee will and will collaborate with the professional development leads at Grossmont College and the District on district-wide professional development activities. This committee reports to the Student Success and Equity Council (SSEC), and reports matters of faculty development to the Academic Senate and matters of classified development to the Classified Senate.

Meeting Schedule

Third Wednesday, 2:00-4:00 p.m.

Tri-Chairs

Teaching and Learning Co-Coordinators (faculty)

Dean of Student Success & Equity

Classified Senate representative to be chosen from the composition

Composition

Classified Representatives (3)

Full-Time Faculty Representatives (3)

Part-Time Faculty Representatives (2)

Student Services Dean

Supervisor or Director

Instructional Dean (1)

Professional Development Specialist

Student Representatives* (3)

Resources

Distance Education Coordinator

OER Coordinator

Student Success & Equity Coordinator

Instructional Design Technology Specialist

Student Services Specialist, Student Affairs

Career Center Representative

Notes

All committee members have a two-year renewable term length.

*Student representatives are appointed by the Associated Student Government.

WORKFORCE DEVELOPMENT COMMITTEE

Charge

The Workforce Development Committee (WDC) will maintain currency on workforce related issues, the effect of emerging technologies on workforce preparation, participate in relevant initiatives or special projects that support workforce preparation, and collaborate in budgeting the college's Carl Perkins funding as well as other special funds to support workforce education and employability skills. The WDC participates in the college's integrated planning process and is responsible for reviewing and prioritizing Perkins funding requests in developing the college's annual Perkins Plan. The Perkins Plan will be submitted through the College's integrated planning process.

Meeting Schedule

3rd Monday, 2- 3:30 p.m.

Co-Chairs

Administrative Co-Chair: Instructional Dean

Faculty Co-Chair: Selected from and by the faculty membership of the committee to serve a two-year term

Composition

Dean, Career & Technical Education

Program Coordinators for all Career Technical Education programs:

- | | | |
|-------------------|------------------------|---------------------------|
| ▪ Accounting | ▪ Child Development | ▪ Ornamental Horticulture |
| ▪ Automotive | ▪ Computer and | ▪ Paralegal |
| ▪ Business | Information Science | ▪ Real Estate |
| ▪ Business Office | ▪ Environmental Health | ▪ Surveying |
| Technology | and Safety Management | ▪ Water/Wastewater |
| ▪ CADD Technology | ▪ Graphic Design | Technology |

Ex-officio members:

- | | | |
|-----------------|----------------|---------------------------|
| ▪ CalWORKs | ▪ DSPS | ▪ Tutoring & Study Skills |
| ▪ Career Center | ▪ EOPS/Care | Coordinator |
| ▪ Counseling | ▪ ESL Faculty | ▪ Veteran's Counselor |
| | Representative | |

Other faculty and staff and regional representatives, as interests in special initiatives arise

First Reading: 10/28/14

Second Reading: 11/25/14

Approved: 11/25/14