

## **2014-2015 Annual Committee Self-Evaluation Responses - SUMMARY**

### **Academic Affairs**

N/A

### **Basic Skills Committee**

Committee recommends moving the day of the meetings to Thursdays. Since the Board meetings have changed to Tuesday, administrators on the committee can no longer attend Monday afternoon meetings.

### **Baja Program Committee**

Consider meeting twice per semester if necessary. Maintain an interface with Study Abroad to keep each other informed of future offerings in order to avoid overlap in classes.

### **Campus Development**

Recommendations to improve the committee's performance: keep consistent practices, having the agenda and associated materials prior to the meeting is great. We are a very engaged group!

For the future, the committee might want to consider a more transparent and open process with regard to feedback and recommendations about secondary effects. From my observations as a committee member, it seems that a better process could be developed to include more or alternative perspectives so that the process seems more fair and less political. The nature of secondary effects is that it takes a long time and much expense to implement. By the time the plans for secondary effects are implemented, the needs might have already changed, or other issues come up that need to be considered that could have a significant impact on the use of any particular space. There may not be a solution to this problem, but the committee should continue to discuss more effective, transparent processes regarding secondary effects and uses of vacated space.

### **Campus Executive Committee**

The committee agreed to develop a revised Consent Calendar and the agendaization of Campus Executive subcommittee minutes (adopted and unadopted) so the following can be addressed in a clear and understandable manner:

- Approval of actions from the three standing committees reported on the Consent Calendar;

- Acceptance of the actions of the three standing committees' subcommittees reported on the Consent Calendar;
- Inclusion of adopted and unadopted Campus Executive subcommittee minutes and acceptance of adopted minutes.

### **Campus Computer Coordinating Committee (4 C's)**

1. Setting committee expectations. It is important that we clearly understand the expectations of our committee's responsibility in order to perform our tasks and assignments to the best of our abilities. We need to know the desired outcome of our tasks and assignments.
2. Aligning our discussions to student learning. It is vital that we maintain a focus on our learning environments. We need to always ask ourselves, "How is X augmenting student learning" OR "How is X going to assist in student learning?"

### **Curriculum & Instruction (C & I)**

The only recommendations that we received was to consider using a motion to postpone an agenda item instead of what we currently use—a motion to table an agenda item. Because our campus generally uses a MST, I think we'll keep doing what we're doing.

It was also recommended that we hold a few workshops to train folks on writing and revising course outlines. We'll plan to do this in fall or spring since it's definitely due to be done again. We haven't done a workshop on this topic in two years.

### **Governance Review**

We continue to work on raising awareness of the governance process and decisions.

### **Institutional Planning Coordination Committee (IPCC)**

The delineation of responsibilities for planning between IPCC and Team A is unclear. For example, when a new plan is developed, what is the pathway for approval? IPCC should develop the pathway for approving plans. Additionally, each plan needs to be tracked by one of the committees.

The committee should also work to increase dialogue on campus so people better understand planning processes.

### **Library and Information Competency**

Committee members acknowledged that they don't always communicate library-related information to their constituent groups or advocate for the library on campus. It was suggested that, based on the discussion at the monthly meeting, a message to take back to constituent groups should be formulated.

The library could be more involved in the campus community by hosting the book discussion group or serving as a meeting place for faculty. The desire to see more faculty involvement with the library was expressed.

### **Noncredit Student Success and Support Program Committee (SSSP)**

Find ways to improve the Campus Tour. Continue the efforts to coordinate with our associates and get more student involvement at the Garfield Campus.

### **Safety Committee**

N/A

### **Scholars Program Committee**

Several committee members have not been attending meetings; we need more participation and commitment. In order to more effectively support the mission of the college, the committee felt that it is necessary to meet more than twice a semester, perhaps once a month. Committee members should be updated on the progress of the Scholars students' academics and involvement. Committee members also need more updates of what is going on within the program in general. These updates can be sent in the form of regular emails sent by the Scholars Program Director.

### **Service Learning Committee**

The committee was having a problem gaining a quorum for some meetings, so we were occasionally unable to conduct official meetings. We discussed the problem and realized that our attempts to adjust meeting times to accommodate individual committee members' schedules each semester was actually counterproductive. Therefore, we established an official meeting day/time on the Blue List so new members could plan their schedules accordingly. This adjustment has helped resolve the quorum issue and greatly improved the efficiency and effectiveness of our committee.

### **Staff Development Committee**

As currently constituted, the Staff Development Committee works effectively to fulfill its stated goals. The primary roadblock to increased effectiveness is limited budgeting. Staff Development is currently funded at just under \$16,000 annually which must be used to fulfill a variety of ongoing campus obligations (tuition reimbursement, division retreats, and stipends for lectures series supported by staff development). As a result, the Staff Development Committee is severely limited in how it can introduce new teaching strategies to the instructional faculty. We currently must use on-campus personnel to lead workshops, but this does not help introduce ideas from outside our campus culture. In addition, continual reductions in our annual budget have necessitated reductions in support of tuition reimbursements and division retreats – two areas that are essential for helping both full time and adjunct faculty be engaged in educational innovation.

### **Student Affairs Committee**

It is recommended that all members read information sent to them prior to the meetings so that they are well-informed on previous discussions and agenda items that will be discussed at the meeting.

It is recommended that committee meetings be scheduled in a larger room to more comfortably accommodate the membership.

It is recommended that large documents be distributed to the committee membership in a more timely manner to ensure that members have adequate time to review in preparation for meetings.

### **Student Fees Committee**

- The mission statement of the committee, as well as the membership, will be printed on the agenda.
- Review the Title V regulations and relate these to the mission statement of the committee.

### **Study Abroad Committee**

The committee cannot make firm decisions regarding future programs unless a director is in place. Insufficient released time has been cited as the primary reason the program is unable to attract applicants for the director position. In order to remedy this situation, the committee recommends that the release time for the directorship position be increased in relation to the number of programs offered over the course of a year (1 program = 20% RT; 2 programs = 30%

RT; 3 or more programs = 40% RT). Provide sufficient administrative staff to assist the program director.

### **Web Oversight**

Setting committee expectations. It is important that we clearly understand the expectations of our committee's responsibility in order to perform our tasks and assignments to the best of our abilities. We need to know the desired outcome of our tasks and assignments.