

ADMISSIONS AND RECORDS/ACADEMIC APPEALS COMMITTEE CHARTER

- PURPOSE:** The general purpose of the Admissions and Records/Academic Appeals Committee is to:
1. Consider appeals from students regarding denial of exceptions to College regulations, academic renewal, and grading.
 2. Be the vehicle for full consideration of faculty on any proposed changes in Admissions and Records procedures and policies that impact faculty.
 3. Make Policy recommendations related to the scope of committee responsibility and academic regulations.
- COMPOSITION:** The committee consists of four faculty members (three instructors and one counselor), a Division Dean, the Registrar (Director, Admissions and Records) an ad hoc member. Members are appointed by the President upon the recommendation of the Vice President of Instruction, Vice President of Student Services, and the President of the Faculty Senate.
- Members shall serve two years.
- FREQUENCY:** The committee meets twice a semester and calls special meetings as necessary.
- TIMES:** Decided by the committee.
- NOTE:** Services retained in counseling
1. Overload requests
 2. Petitions for reinstatement
 3. Recommendation (form) for Special High School Students
- Services retained by Registrar
1. Foreign Student transcript counseling
 2. Transcript evaluation from other institutions

AFFIRMATIVE ACTION ADVISORY COMMITTEE CHARTER
(note: charter needs updating)

PURPOSE: The general purpose of the Affirmative Action Advisory Committee is to:

1. Review the District's recruiting, testing, selection and promotional procedures.
2. Make recommendations relating to ways and means to accomplish the Affirmative Action goals.
3. Perform other duties related to the Affirmative Action Program as may be assigned by the Board of Trustees.
4. Encourage administrators to maintain liaison with community organizations representing ethnic minorities and women to advance the objectives of the Affirmative Action Program.

COMPOSITION: The Board of Trustees creates and appoints the Advisory Council which is composed of the following eight members:

President of Ohlone as ex-officio member

The Affirmative Action Officer

Administration 1 member

Faculty 1 member

Classified Staff 1 member

Students 1 member

At least two individuals from the community representing minority and women's organizations.

FREQUENCY: The Council will meet at least once a semester.

TIME: Decided by committee.

NOTES:

This is a new committee for the Affirmative Action Officer and she is waiting for outside community member appointments from the Board. The committee will be scheduled to meet in April regardless of these appointments to review goals and objectives for the College.

ASSESSMENT COMMITTEE CHARTER

PURPOSE: The general purpose of the Assessment Committee is to provide planning, procedures, and recommended policies for a comprehensive assessment program in accordance with College goals and the matriculation plan. The committee discusses and resolves issues and concerns relating to assessment.

COMPOSITION: The Assessment Committee is composed of nine members :

Management	2 members	Director of Research and Planning Director of Information Systems (or designated staff member)
Faculty	4 members	Assessment Coordinator, (Chair) 1 English/ESL faculty 1 Math faculty 1 at large
Classified Staff	2 members	1 staff Admissions & Records 1 staff NOC
Students	1 member	Usually appointed by ASOC.

Faculty appointments are for two (2) years and are staggered to provide continuity from year to year.

FREQUENCY: Meetings are held approximately once a semester. Additional meetings as required.

TIME: Third Thursday in October and March, 3:00-4:00 p.m.

NOTES:

BUDGET COMMITTEE CHARTER

PURPOSE: The purpose of this meeting is for the Budget Committee to provide direction to the President on significant budgetary issues which impact the District and its students. The Committee also develops long-range plans assessing needs and resource provisions for the District's Annual Budget.

COMPOSITION: The Budget Committee is composed of twelve members including the Vice President for Business who serves as the facilitator:

Management 4 member

Faculty 4 members

Classified Staff 3 members

Students 1 member

Representatives are recommended by their respective organizations on a volunteer basis subject to approval by the College President.

FREQUENCY: Committee meets once a month from November through April Tuesdays. Dates and times are subject change based on the work schedules of the current committee members and financial reporting deadlines. There are additional meetings held jointly with the Strategic Planning Committee to facilitate the linking of budget to planning.

TIME: 3:00 p.m.

NOTES:

COURSE AND PROGRAM APPROVAL COMMITTEE CHARTER
(based on CAPAC Guidelines, revised 08/27/01)

PURPOSE: The purpose of the Course and Program Approval Committee is to encourage faculty leadership and student participation in curriculum decision-making at Ohlone College. The committee examines proposals submitted for adding or expanding, deleting or modifying programs and courses; examines on its own initiative the existing curricular offerings; evaluates the college's courses and programs in terms of their general education, transfer, and occupational purposes; and makes recommendations to the Vice President of Instruction on proposals submitted.

COMPOSITION: Voting members:
Faculty by division

Exercise Science and Wellness	1
Health Sciences	2
Business and Technology	2
Deaf Studies and Special Services	1
Language Arts	2
Social Sciences	1
Math, Science and Engineering	3
Counseling	2
Fine and Performing Arts	2
Learning Resources	1
Students	2

Ex-officio (nonvoting): Vice President Educational Services; Provost, Instruction; Provost, Student Services; and Division Deans.

FREQUENCY: The committee meets on the first Monday of the month. There may be a second meeting on the third Monday of the month.

TIMES: 3–5 p.m.

NOTES: The minimum term of appointment will be two years. A member would have a maximum of two 2-year terms (4 years) if another member from the area wishes to be on the committee. A CAPAC member may serve longer than 4 years if no other member from the area wishes to be on the committee. It is desirable that CAPAC appointees be members of the faculty for a minimum of two years before serving on CAPAC.

EQUIVALENCY COMMITTEE CHARTER

- PURPOSE:** "Initial determination of equivalency to the minimum qualifications for hire shall be decided by the departmental hiring committee, following procedures established by the Faculty Senate. If the hiring committee is unable to agree, the decision shall be referred to the Equivalency Committee (3.5.1.2.C)."
- "Equivalency for candidates for adjunct positions shall be determined by the Equivalency Committee. In cases of the emergency process for adjunct hiring, the administrator, in consultation with the Vice President, or designee, determines equivalency. Adjunct faculty member's equivalency shall be reviewed by the Equivalency Committee prior to any subsequent hiring (3.5.1.2.D)."
- COMPOSITION:** Faculty Senate President, or designee
3 faculty members representing diverse disciplines appointed by the Faculty Senate
1 faculty member and the administrator from the discipline
Vice-President of Instruction, or designee
- FREQUENCY:** Adjunct Faculty: The committee meets during the first three weeks of each semester to establish the list of faculty members requiring equivalency (the list will be forwarded to the committee by Human Resources). The committee will meet with faculty and administrators from disciplines requiring an equivalency determination. A representative of the committee is to present the list of equivalencies and the determination (accepted or denied) to the Faculty Senate no later than the tenth week of the semester. The Faculty Senate will then forward the list of determinations to the Board of Trustees for final approval.
- During any semester in which there is a hiring process for a full-time faculty position, faculty hiring committees will take primary responsibility for establishing equivalencies for candidates. In the event that the hiring committee cannot come to an agreement, the hiring committee chair will refer the equivalency determination to the Equivalency Committee Chair. The committee will convene, including the department administrator and the hiring committee faculty chair. The determination (accepted or denied) is to be given to the Faculty Senate President immediately, who will forward the determination to the Board of Trustees for final approval.
- In the event that a faculty member who is already employed under a contract qualifies for new disciplines or additional faculty service areas, upon initiation of the equivalency process by the faculty member, the equivalency will be determined by a committee from the discipline.
- TIMES:** As needed
- NOTES:** None at this time

FINANCIAL AID ADVISORY COMMITTEE CHARTER
(under review)

PURPOSE: The Financial Aid Advisory Committee assists the Financial Aid Director and staff in review of policy and procedures. The committee serves, when necessary, as a committee of final appeal for students who have questions or complaints relating to financial aid matters.

COMPOSITION: The Financial Aid Advisory Committee is composed of 6 members:

Management* Director, Financial Aid (non-rotating)

Faculty 1 counselor
 1 faculty

Business Office Staff 1 member

The chairperson shall serve a two-year term and have at least one year experience on the committee prior to being selected chair. Faculty appointments are for two (2) years and are staggered to provide for continuity from year to year.

*Director, Financial Aid is a non-voting member of the committee.

FREQUENCY: Three times per year or as needed.

TIMES: Date and time of each meeting is scheduled during the previous meeting to assure maximum participation. Duration of meeting can vary from two to three hours in length.

NOTES:

FOOD SERVICE COMMITTEE CHARTER

PURPOSE: This committee meets to oversee food service to the Ohlone College community, and serves as an advisory group to the Ohlone College contracted food service.

1. Deals with food quality, selection of food, service, cafeteria environment and approval of the menu.
2. Develops dining room policies, suggests programs, improvements and deals with the evaluation, costs and other matters relating to food services for ASOC Council consideration.
3. Serves as selection committee for new food service contract and makes recommendation to ASOC Council as needed, approximately every 3-5 years.

COMPOSITION: The Food Service Committee is composed of 10 members:

Management	1 member	The Director, Campus Activities (Chair). In addition, the cafeteria manager is a non-voting member of the committee.
Faculty	2 members	(Faculty appointments are for two years and are staggered to provide for continuity from year to year.) Members occasionally use food service.)
Classified Staff	1 member	
Students	3 members	

FREQUENCY: The committee meets once each Fall & Spring semester.

TIMES: Decided by committee.

NOTES: The work load of this committee varies according to the food service needs of the campus community. When the food service contract is up for bid, the committee meets frequently.

INTERNATIONAL EDUCATION COMMITTEE CHARTER

PURPOSE: To provide international opportunities for students and faculty by supporting and supervising a Semester Abroad Program and summer travel study programs.

COMPOSITION:

Chair:		Coordinator of International Education Programs
Managers:	2 members	
Faculty	3 members	
Classified Staff	1 member	
Students	1 member	

FREQUENCY: The committee meets once a month and calls special meetings as necessary.

TIMES: Changes every semester.

NOTES: The committee hopes to develop an A.A. in International Studies in its continuing effort to expand opportunities for students to understand international issues.

LEARNING RESOURCES ADVISORY COMMITTEE CHARTER

PURPOSE: The general purpose of the Learning Resources Advisory Committee is to provide a mechanism for Learning Resources and Instructional Technology faculty and staff to work cooperatively with instructional faculty in developing policies and programs for the following areas:

- Library
- Media Services
- Distance Education: on line courses, telecourses
- Videoconferencing
- Instructional technology across the curriculum

COMPOSITION: The Learning Resources Advisory Committee is composed of four faculty members (representing three different divisions and the Newark-Ohlone Center), the Division Dean of Learning Resources and Instructional Technology, three faculty members from Learning Resources, and one classified staff member from Learning Resources.

Faculty appointments are for two (2) years and are staggered to provide continuity from year to year.

FREQUENCY: The committee meets twice a semester and calls special meetings as necessary.

TIMES: Decided by the committee.

MATRICULATION ADVISORY COMMITTEE
(needs to be updated)

PURPOSE: The Matriculation Advisory Committee reviews and makes recommendations regarding the policies and procedures for the implementation of the Ohlone College Matriculation Plan. Committee members review information regarding the matriculation components (admissions, assessment, orientation, advising and counseling, student follow-up, research and training and coordination) and make recommendations regarding the procedures for the implementation.

COMPOSITION: The Matriculation Advisory Committee is composed of 15 members:

Management	3 members	Matriculation Coordinator Director, Data Processing Registrar
Counseling Faculty	4 members	Division Director, Counseling Assessment Coordinator DSPS Coordinator EOPS Coordinator
Classroom Faculty	4 members	Faculty Senate President CAPAC Chair TBA TBA
Classified Staff	3 members	Researcher TBA TBA
Students	1 member	ASOC

The composition of the Matriculation Committee, to some degree, is dictated by matriculation regulations. We must include DSPS, EOPS, Admissions & Records, Data Processing, the Researcher, a student and faculty members on the committee. As you will note, some members are appointed by virtue of their positions and working relations with matriculation.

FREQUENCY: The committee meets once a month, every third Tuesday.

TIMES: 3:30 p.m.

NOTES:

MISSION AND GOALS REVIEW COMMITTEE CHARTER

PURPOSE: The Mission & Goals Review Committee conducts an annual review of the College's Mission & Goals and Master Plan.

COMPOSITION: The Mission & Goals Review Committee is composed of 12 members:

Manager	1 member
Faculty	6 members
Staff	3 members
Student	1 member

FREQUENCY: The committee meets as needed

TIMES: Times are arranged accordingly to the member's schedule.

NOTES: The Mission and Goals Committee did a major revision of the mission and goals as part of a process for creating a Master Plan in 1993-94. In 1996-97, the College developed a planning process for developing the goals of the College which culminated in a Charrette involving representatives from the College and the community. The shared vision and the core purpose statements were developed in the Strategic Planning process in the Fall of 1998. In the Spring of 2000, the Mission and Goals Committee and the members of Standard 1 began a complete revision of the vision, mission and goals of the College. In the Fall 2000, these revisions were taken through the shared governance process.

PROGRAMS AND SERVICES REVIEW COMMITTEE CHARTER

PURPOSE: The Programs and Services Review Committee will review the process annually to determine if any modification is needed. Specific responsibilities are to:

- Create the schedule of programs to be reviewed
- Create the timeline each year for the process.
- Work with programs and services in the creation of validation teams and approve the final composition of each team.
- Supervise the process to ensure that all deadlines are met.
- Ensure the appropriate Vice President to designee meets with each program and service to review and approve the Programs and Services Review Report.
- Review and approve the College Report written by the Programs and Services Review Coordinator.

COMPOSITION: The committee will include the following twelve members:

Programs and Services Review Coordinator (Chair)

Director of Research and Planning

Managers	3 members	One from instruction, instructional support services, and administrative services
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Faculty	3 members	Appointed by Faculty Senate
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Classified Staff	3 members	One from instruction, instructional support services, and administrative services
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Students	1 member	
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FREQUENCY: Four face-to-face meetings per year.

TIMES: Time to be determined.

RESEARCH AND PLANNING ADVISORY COMMITTEE CHARTER

PURPOSE: This committee will bring together representatives from across the College to share information and ideas regarding the functions of the Research and Planning Office and help define and promote the roles of research and planning at the College. The committee will review and prioritize current and proposed additional research projects.

COMPOSITION: The Research and Planning Advisory Committee is composed of 11 members.

Managers	Director of Information Services Dean of Enrollment Management or designee Director of Research & Planning
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Faculty	Assessment Coordinator Program Services & Review Coordinator Strategic Planning Coordinator 2 members at large
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Deans	Dean of Enrollment Management Dean of Counseling Dean of Business & Technology
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Staff	Classified representative
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FREQUENCY: Two to three times per year. Once in Fall semester and once or twice in the Spring semester.

TIMES: Decided by committee.

NOTES: The level of time commitment from committee members will be limited to attending meetings and possibly reviewing materials prior to meeting in preparation. There is also a chance that an unscheduled meeting could be called if a research project arises that needs the immediate consideration of the committee.

SABBATICAL COMMITTEE CHARTER

PURPOSE: The Sabbatical Committee makes ordered recommendations on who should have the sabbatical leaves that are available.

COMPOSITION: The Sabbatical Committee is composed of 5 members:

VP Instruction

Faculty 3 members

Dean 1 member

FREQUENCY: The committee meets once a year. There is a series of meetings depending on how many people apply, how many slots are available, whether there are new members on the committee, and how available the candidates are for interviews.

TIMES: Decided by committee.

NOTES:

SAFETY COMMITTEE CHARTER

PURPOSE: The purpose of the Safety Committee is to monitor the Campus and identify any unsafe conditions. After identifying unsafe conditions the committee will propose remedial action as appropriate. The committee will make recommendations for rectification of unsafe conditions to the Director of Buildings and Grounds.

COMPOSITION: The Safety Committees is composed of six members:

Management	2 members
Faculty	4 members
Classified Staff	2 members
Students	2 members

The two managers remain on the committee indefinitely as they are the Chief of Safety and Security and the Director of Buildings and Grounds. The faculty member remains on the committee for two years and the other members for one year. The persons assigned to the Safety Committee are appointed by the President/Superintendent.

FREQUENCY: Meetings of the Safety Committee are approximately four times per year, more if needed to rectify safety concerns.

TIME: The Third Thursday of each month.

NOTES:

SCHOLARSHIPS COMMITTEE CHARTER

PURPOSE: The Scholarships Committee reviews and oversees criteria for scholarships, serves as or appoints interview committees for scholarship applications, approves an annual scholarship calendar, develops recognition programs for volunteers and donors, and provides other assistance regarding scholarships as requested by the Financial Aid staff.

COMPOSITION: The Scholarship Committee is composed of 7 members:

Management*	Director, Financial Aid
Faculty	1 member
Classified Staff	1 member
Students	1 member

Members shall serve for two years.
*May designate staff as official representative.

FREQUENCY: Twice per semester or as needed.

TIME: To be determined by members' schedule to assure maximum member participation.

NOTES:

SOAR COMMITTEE CHARTER

PURPOSE: The SOAR Committee is to help in morale, social and recognition issues concerning the Ohlone College faculty and staff.

COMPOSITION: The SOAR Committees is composed of six members:

Management 1 member

Faculty 3 members

Classified Staff 2 members

FREQUENCY: The SOAR Committee meets monthly or as needed to support faculty and staff events.

TIME: Meeting days and times vary as to the availability of the committee members.

NOTES:

STAFF DEVELOPMENT COMMITTEE CHARTER

PURPOSE: The primary objective of Ohlone College is to create an outstanding learning environment that advances the development, growth, and success of each student. The purpose of the Staff Development Committee is to design and support professional development activities for faculty, classified staff, and management in order to provide a broad range of educational approaches and support services necessary to ensure that students achieve their highest potential. Consequently, the mission of Staff Development is to support quality teaching, learning, and support services for all students by providing the necessary resources for employees to develop and fulfill career, personal, and professional needs and goals. Continuous professional development and training is essential to maintain highly qualified faculty and staff committed to serving the educational needs of students.

The organizational structure of the Committee will provide the foundation for a quality Staff Development Program. To fulfill these goals, the Committee Chair will periodically conduct needs assessments and regularly evaluate activities sponsored by the group. The Staff Development Committee reviews individual and group project proposals and makes recommendations for funding. The Staff Development Committee develops and implements the activities on the FLEX calendar, with input from the community at large, Cabinet and the Faculty Senate. The Staff Development Committee presents a report of all activities sponsored through its operation at the annual Pre-graduation Dinner.

COMPOSITION: The Staff Development Committee is comprised of 12 members:

Faculty 6 members

Classified Staff 4 members

Management 2 members

* Membership to include a minimum of one representative from each of the following groups: Faculty Senate, Classified Senate, Human Resources, SOAR representative, campus grant specialist, and Instructional Technology. Faculty from both student services and instruction shall serve on the Committee.

FREQUENCY: The Staff Development Committee meets at least on the second Monday of each month; however, members may occasionally be asked to meet on call to address timely matters.

TIME: 2:30-4:00 p.m.

NOTES: Appointments are for two-year terms and are staggered to provide for continuity from year to year. The Staff Development Coordinator shall serve as Committee Chair. Two standing subcommittees shall meet regularly and make recommendations to the general Committee: the FLEX Subcommittee, comprised of a minimum of three faculty members; and, the Project/Conference Funding Subcommittee, comprised of a minimum of one faculty member and one representative from classified staff or management. Membership on the latter subcommittee shall rotate monthly.

TECHNOLOGY ADVISORY COMMITTEE at OHLONE (TACO)
(under revision)

PURPOSE: The general purpose of the Technology Advisory Committee at Ohlone is to make recommendations to the President's Cabinet on technology-related issues such as:

- Hardware, software, and network purchases
- Use of technology as an educational tool
- Content of the Ohlone Web Internet and Intranet sites
- Operation of the computer labs.

The committee will work within the framework of the College Strategic Plan to make recommendations and prepare budgets for these suggestions.

COMPOSITION: Co-Chairs: 1 Faculty, 1 Dean
1 Student
1 Representative Business Services
1 Representative Human Resources
1 Representative Community Services
Faculty Senate President (or designee)
Classified Senate President (or designee)
Coordinator, Strategic Planning
Director, Newark Ohlone Center
Associate VP, Educational Services
2 Deans
6 Faculty Representatives
Advisors (non-voting):

- a. Director of Information Services
- b. Manager, Network Services
- c. Educational Technologist
- d. Coordinator, Instructional Labs

Observers:

- a. College President
- b. VP Educational Services
- c. VP Business Services

FREQUENCY: The committee meets at least once each month.

TIME: Decided by the committee. Currently the forth Thursday at 3:30 p.m.

NOTES: Each of the five sub-committees will meet independently of the main committee. Sub-committees will include at least one faculty representative, and each sub-committee has determined a list of responsibilities and goals that have been approved by the main committee.