

**Districtwide Technology Advisory Committee (DTAC)
Operating Agreement
(Approved 05/03/2021)**

Purpose

The Districtwide Technology Advisory Committee (DTAC) is the District's policy and planning body for areas involving technology. Its purpose is to recommend District initiatives to the Chancellor's Cabinet regarding technology that aligns with the District's Strategic Plan.

Duties and Functions

- Recommend to Chancellor's Cabinet Districtwide technology initiatives prioritization based on recommendations by the IT Steering Committee.
- Review and update the District Technology Plan.
- Recommend priorities and provide oversight of District's long-term technology planning.
- Recommend guidelines and measurements and use these to monitor progress towards completion of the initiatives.
- Coordinate technology planning with District's Strategic Plan to project future technological needs of the District.
- Ensure that the colleges'/centers' technology plans align with the District's technology plan.
- Recommend ad hoc committees essential to technology planning implementation (i.e., Security).
- Work with campus technology committees (i.e., Technology Advisory Committees (TACs) and Distance Education (DE) committees) to share information on technological needs and developments.
- Evaluate, review, and advise in planning for acquisition, maintenance, and use of current and future Districtwide technology.
- Review policy, procedures and guidelines recommendations for Districtwide standards related to data integration, data integrity, and data governance for both academic and operational activities, where "data governance" is defined as the procedures to share and access data while safeguarding against fraud and theft to ensure compliance with regulatory requirements such as FERPA and HIPAA.
- Advise on technology in future facilities projects by developing minimum standards for technology infrastructure.
- Work with colleges/centers to set minimum standards for accessibility of technology to all students.
- Coordinate technology planning between the District and colleges/centers.

Membership

Representatives will be selected by their constituencies. Membership is comprised of constituent representatives from each campus and the District Office. A consulting group is available as a resource to the committee, but members of the consulting group are not voting members of the committee. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur.

Standing Members

- District Chief Technology Officer (Chair)
- Vice Chancellor, Educational Services & Institutional Effectiveness
- District Director of Information Systems
- District Enrollment Management Manager (non-voting)
- District Director of Enrollment Management (non-voting)
- District Director of Enterprise Technology Architecture (non-voting)
- District Senior Applications Developer (non-voting)

- CCC/MCC Director of College Technology Services
- FCC Director of College Technology Services
- RC Director of College Technology Services

Selection of Members

The Academic Senate will select faculty representatives as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

One (1) Faculty Union representative shall be selected by the SCFT

Two (2) classified representatives shall be appointed by the California School Employees Association (CSEA).

Two (2) classified representatives shall be selected by the Classified Senates

California School Employees Association and Classified Senate will mutually work together to provide representation from all SCCCDC colleges and District Office; however, CSEA still reserves its right to select its appointees from any SCCCDC college or District Office regardless of the Classified Senates appointees.

Four (4) student representatives shall be selected by their recognized student organization as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

Administrators to be appointed by Chancellor’s Cabinet as follows:

- One (1) Vice President of Student Services
- One (1) Vice President of Instruction
- One (1) Vice President of Administrative Services
- One (1) Financial Aid Director

Terms of Members

- Members will serve a two-year term. Students will serve a one-year term.
- Designees/alternates are allowed voting privileges if the regular member is not present.
- Members are expected to attend meetings regularly. Constituencies will be notified when a member misses two consecutive meetings, and can at the discretion of the constituency, be grounds for removal from the committee. Missing more than four meetings per academic year can also be grounds for dismissal, at the discretion of the relevant constituency.
- Constituent group representatives are responsible for reporting Committee actions back to their groups.
- Each member of the DTAC needs to come to meetings prepared to discuss topics identified on the agenda.

Communication Norms between Colleges/Centers and the District Office

- The DTAC role is to work with colleges/centers in a collegial manner.
- Committee representatives are the main communication vehicles between their constituencies and the DTAC.

Procedures and Committee Management

- The Committee shall be chaired by the District Chief Technology Officer.
- The Office of the District Chief Technology Officer shall be the secretariat for the Committee.
- The duties and responsibilities of the Chair shall include:
 - o Call meetings to order
 - o Develop and post agendas at least 72 hours in advance of a meeting
 - o Ensure all Committee materials are recorded and posted appropriately
 - o Facilitate meetings
 - o Report Committee recommendations to the Chancellor's Cabinet
 - o Submit required annual reports
- The duties and responsibilities of the clerical support shall include:
 - o Type and post the Agenda
 - o Prepare and distribute Minutes
 - o Archive documents
 - o Additional clerical support as required
 - o To communicate member absences (see above)
- The Committee will review the Operating Agreement annually.
- The Committee shall meet regularly during the calendar year, as necessary. Meetings will be called by the Chair.
- There will be an open forum at the beginning of each meeting with a time limit of three minutes per person with a maximum of twelve (12) minutes per topic.
- The meetings will be open to anyone to attend.

Meeting Schedule

The DTAC meets on the first Friday of the month from 9:00 – 10:30 a.m.

Formal Recommendation Process

- Quorum is established if majority [50% +1] of the membership is in attendance.
- An archive for DTAC will be established and maintained at the District Office and will contain all agendas, minutes, and formal correspondence pertaining to DTAC business.

Draft Updated 04/05/2019

Revised 04/09/2021 – DTAC Approved

Reviewed 04/26/2021 – Chancellor's Cabinet Revised

2nd Read 05/03/2021 – Chancellor's Cabinet Approved

Standing Member Titles Updated and Punctuation Revisions 5/10/2021 – Puma Jones

District Budget and Resource Allocation Advisory Committee (DBRAAC) Operating Agreement

Purpose

The District Budget and Resource Allocation Advisory Committee (DBRAAC) is the district's highest-level financial resource planning advisory body. Its purpose is to recommend an allocation plan for district resources and to provide input into financial matters of the district.

Duties and Functions

- Evaluation of the current resource-allocation plan to address the allocation of funds and recommend changes to the plan as appropriate to achieve the individual strategic-plan goals of the district, colleges, and centers.
- Recommend to Chancellor's Cabinet a fair and equitable distribution plan of district resources.
- Recommend to Chancellor's Cabinet cost-saving strategies.
- Recommend ad hoc committees essential to district budget and resource planning and implementation.

Membership

Representatives will be selected by their constituencies. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.

Ex-officio Members (Non-Voting Resource Members)

- Vice Chancellor Finance and Administration

Selection of Voting Members

The Academic Senates will select faculty representatives as follows:

- Two (2) from Fresno City College
- Two (2) from Reedley College
- Two (2) from Clovis Community College
- Two (2) from Madera Community College

One (1) Faculty Union representative shall be selected by State Center Federation of Teachers (SCFT)

Reviewed and revised by DRAMT March 2, 2012; March 30, 2012; April 13, 2012; April 27, 2012; May 11, 2012; May 29, 2012; July 26, 2012; August 24, 2012; Nov. 16, 2012; Nov. 20, 2012; Jan. 11, 2013.

Reviewed by Communications Council May 29, 2012; Sept. 25, 2012; Dec. 4, 2012; Dec. 6, 2016

Reviewed by Chancellor's Cabinet Dec.3, 2012; Approved by Chancellor's Cabinet April 1, 2013; Dec. 5, 2016; Revised by Chancellor's Cabinet Sept. 14, 2020

Revised by DBRAAC: Dec. 5, 2014; Oct. 14, 2016; Oct. 6, 2017; Oct. 30, 2017; March 19, 2021 Reviewed by DBRAAC Nov. 20, 2020

Last Date Approved: April 16, 2021 by DBRAAC

Four (4) classified representatives shall be appointed by the California School Employees Association (CSEA) preferably, one from each college, as follows.

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

One (1) classified representative shall be appointed by the Police Officers Association

Four (4) classified representatives shall be selected by the Classified Senates as follow:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

Four (4) student representatives shall be selected by their recognized student organizations as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

Six (6) Administrators to be appointed by Chancellor's Cabinet as follows:

- One (1) Vice President, Administrative Services from Fresno City College
- One (1) Vice President, Administrative Services from Reedley College
- One (1) Vice President, Administrative Services from Clovis Community College
- One (1) Vice President, Administrative Services from Madera Community College
- One (1) from the District Office Human Resources
- One (1) District Director of Finance

Terms of Members

- Student members will serve a one-year term; all other members will serve a two-year term.
- Designees/alternates are allowed voting privileges if the regular member is not present.
- Members are expected to attend meetings regularly. Constituencies will be notified when a member misses two consecutive meetings. Two consecutive absences may, at the discretion of the constituency, be grounds for removal from the committee. Missing more than four meetings per academic year may also be grounds for dismissal, at the discretion of the relevant constituency.
- Constituent group representatives are responsible for reporting Committee actions back to their groups.

- Each member of the DBRAAC needs to come to meetings prepared to discuss topics identified on the agenda.

Procedures and Committee Management

- The Chair of the DBRAAC Committee will be the Vice Chancellor of Finance and Administration. A Co-Chair will be elected by the committee at the last meeting of the academic year or the first meeting of the following academic year. Clerical support will be provided from the Office of Vice Chancellor, Finance and Administration.
- The duties and responsibilities of the Chair shall include:
 - Call meetings to order
 - Develop and post agendas at least 72 hours in advance of a meeting
 - Ensure all Committee materials are recorded and posted appropriately
 - Facilitate meetings
 - Report Committee recommendations to the Chancellor's Cabinet
 - Submit required annual reports
- The duties and responsibilities of the clerical support shall include:
 - Type and post the Agenda
 - Prepare and distribute Minutes
 - Archive documents
 - Additional clerical support as required
 - To communicate member absences (see above)
- An archive for the DBRAAC will be established and maintained through the Office of the Vice Chancellor Finance and Administration. The archive will contain all agendas, minutes, and formal correspondence pertaining to DBRAAC business. This information will be accessible through electronic means.
- The Committee will evaluate this operating agreement on an annual basis.
- Evaluation of the resource allocation model will be completed by December 31st of each year. This will include an evaluation of the equitable distribution of resources of the resource allocation model. Suggestions for revisions to the resource allocation model will be provided annually to all constituent groups as an information item.
- The DBRAAC Committee will review the process of the District in following the resource allocation model.

Meeting Schedule

- Meetings will be conducted monthly during the academic year or as determined by the Chair and Co-Chair.
- The meeting calendar for the incoming academic year will be set prior to the last meeting of the current year.

Formal Recommendations Process

- Quorum is established if majority [50%+1] of the current voting membership is in attendance. A vote cannot be called unless a quorum is present at the time of action. A two-thirds majority is required for a proposal to be accepted. The majority is based on the number of members present at the time of the vote.

Other

The DBRAAC meetings will be open to everyone.

District Strategic Planning Advisory Committee (DSPAC)

Operating Agreement

(Approved 01/19/2021)

Purpose

The District Strategic Planning Advisory Committee (DSPAC) makes recommendations to Chancellor's Cabinet on districtwide planning related to the district Strategic Plan. Its purpose is to recommend district goals and annual strategic objectives that align with the district's Strategic Plan.

Duties and Functions

- Review policy and procedures related to districtwide strategic planning
- Conduct periodic review of the district Mission and Vision Statements and monitor implementation
- Recommend priorities and provide oversight of district's long-term planning process
- Conduct periodic update of the District Strategic Plan and monitor implementation
- Recommend district-wide goals and annual strategic objectives.
- Recommend guidelines and measurements and use these to monitor progress towards completion of goals and objectives
- Recommend ad hoc committees essential to district strategic planning implementation
- Establish a framework to ensure effective strategic planning takes place across the district
- Examine district-level data and develop periodic and annual reports to inform planning

Membership

Representatives will be selected by their constituencies. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.

Selection of Members

The Academic Senates will select faculty representatives as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

One (1) Faculty Union representative shall be selected by the SCFT.

Two (2) classified representatives shall be appointed by the California School Employees Association (CSEA).

Two (2) classified representatives shall be selected by the Classified Senates.

California School Employees Association and Classified Senate will mutually work together to provide representation across the SCCCDC colleges and district office; however, CSEA still reserves its right to select its appointees from any SCCCDC college or district office regardless of the Classified Senates appointees.

Four (4) student representatives shall be selected by their recognized student organizations as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College

Administrators to be selected by the Chancellor and College Presidents as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College
- One (1) from the District Office
- *The college/district research director's attendance at various meetings will be needed for consultation.*

Terms of Membership

- Members will serve a two-year term. Students will serve a one-year term.
- Designees/alternates are allowed voting privileges if the regular member is not present.
- Members are expected to attend meetings regularly. Constituencies will be notified when a member misses two consecutive meetings or more than four meetings per academic year, and can, at the discretion of the constituency, be grounds for removal from the committee.
- Constituent group representatives are responsible for reporting committee actions back to their groups.
- Each member of the DSPAC needs to come to meetings prepared to discuss topics identified on the agenda.

Communication Norms between DSPAC, the Colleges, and the District Office

- The DSPAC's role is to work with colleges in a collegial manner.
- Committee representatives are the main communication vehicles between their constituencies and the DSPAC.

Procedures and Committee Management

- The Committee shall be co-chaired by the Vice Chancellor, Educational Services & Institutional Effectiveness and a co-chair selected by and from the membership of the Committee. The co-chair will be selected at the last meeting of the academic year for the following year. The co-chair shall serve for one-year term, and may serve longer with the approval of the Committee.
- Clerical support will be provided by the Educational Services and Institutional Effectiveness Division.
- The duties and responsibilities of the co- chair shall include:
 - o Call meetings to order
 - o Develop and post agendas at least 72 hours in advance of a meeting
 - o Ensure all Committee materials are recorded and posted appropriately
 - o Facilitate meetings
 - o Report Committee recommendations to the Chancellor's Cabinet
 - o Submit required annual reports
- The duties and responsibilities of the clerical support shall include:
 - o Type and post the Agenda
 - o Prepare and distribute Minutes
 - o Archive documents
 - o Additional clerical support as required
 - o To communicate member absences (see above)
- The Committee will evaluate this operating agreement every two years. Recommendations for changes will be submitted to Chancellor's Cabinet for review and approval. Changes to this operating agreement will be shared with Communications Council prior to taking effect.

- Each March, the DSPAC will conduct a district-wide evaluation of how well the District's Strategic Plan is being implemented and assess improvement of the annual strategic objective areas. This evaluation will be submitted to each constituent group in May as an informational item. The purpose of this evaluation is to ensure goals and annual strategic objectives are still relevant and being met.

Meeting Schedule

The DSPAC meets on the fourth Friday of each month at 3:30 – 5:00 p.m. Additional meetings will be scheduled when deemed necessary by the co-chairs.

Formal Recommendations Process

Quorum is established if majority [50%+1] of the membership is in attendance.

Proxies may be used only if they are not already voting members of the committee and the names of proxies are provided to the chair in advance of the meeting.

An archive for the DSPAC will be established and maintained at the district office and will contain all agendas, minutes, and formal correspondence pertaining to DSPAC business.

Draft Updated 04.05.19
Revised: 09/25/2020 – Committee Approved
Rv: 10/12/20 Chancellor's Cabinet
1/19/2021 Chancellor's Cabinet Approved

District Facilities & Safety Advisory Committee (DFSAC) Operating Agreement

Purpose

This committee makes recommendations to Chancellor's Cabinet on district-wide planning related to facilities, maintenance; and, providing a safe environment.

Duties and Functions

- The members communicate districtwide facilities and safety topics to the constituents that they represent.
- Review, make recommendations, or participate in the process of districtwide facilities planning efforts, such as the districtwide Facilities Master Plan, Five-Year Construction Plan, and Five-Year Scheduled Maintenance Plan, which establish districtwide priorities based on the District Strategic Plan
- Provide input to District Operations for updates to the Districtwide Space Utilization report
- Make recommendations for the district Emergency Preparedness Plan
- Committee representatives shall report safety, security, and environmental health or safety issues

Membership

Representatives will be selected by their constituencies. Membership is comprised of constituent representatives from each college and the District Office.

Standing Members

- Vice Chancellor, Operations (Chair)
- Director of Facilities Planning
- Director, Construction Services
- Director, Maintenance & Transportation
- Director, Environmental Health & Safety
- Chief of Police
- Vice President of Administrative Services, Fresno City College
- Vice President of Administrative Services, Reedley College
- Vice President of Administrative Services, Clovis Community College
- Vice President of Administrative Services, Madera Community College Center

Selection of Members

The Academic Senates will appoint faculty representatives as follows:

- One (1) appointed from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College Center (MOFA)

One (1) Faculty Union representative shall be selected by the SCFT

One (1) Peace Officer Union representative shall be selected by the POA

Two (2) classified representatives shall be selected by the California School Employees Association (CSEA)

Two (2) classified representatives shall be selected by the classified senates

California School Employees Association and Classified Senate will mutually work together to provide representation across the SCCCDC colleges and district office; however, CSEA still reserves its right to select its appointees from any SCCCDC college or district office regardless of the Classified Senate appointees.

Four (4) student representatives shall be selected by their recognized student organizations as follows:

- One (1) from Fresno City College
- One (1) from Reedley College
- One (1) from Clovis Community College
- One (1) from Madera Community College Center

Terms of Members

- Terms of membership will be two years, with students having a one-year term. Members may be reappointed or reelected by their constituency group.
- If a member cannot attend, then the member may designate a substitute with full voting privilege. It is the responsibility of the committee member to notify the committee chair when he or she will not be able to attend a scheduled meeting.
- If a member of the committee has two consecutive absences, the chair will notify that member and his or her supervisor or constituency about the absences and will reaffirm the membership or request for a replacement to the supervisor or constituency. Constituent group representatives are responsible for reporting Committee actions back to their groups.
- Each member of the Districtwide Facilities and Safety Committee needs to come to meetings prepared to discuss topics identified on the agenda.

Communication Norms between the Colleges/Centers and the District Office

- The Director of Environmental Health & Safety shall communicate back to the committee meetings the findings and solutions, if appropriate, of prior reports of safety concerns related to his or her area of responsibility.
- The Chief of Police shall communicate back to the committee meetings the findings and solutions, if appropriate, of prior reports of safety concerns related to his or her area of responsibility.
- The Vice Chancellor, Operations (Chair) will request a written summary from the colleges' Vice President, Administration describing the highlights of the college facilities meetings, which include local decisions, recommendations, and topics or concerns that may have district wide implications or interest. These updates will be posted as a standing item on the agenda for review and discussion.

Procedures and Committee Management

- The chair of the committee will be the Vice Chancellor, Operations.
- The Operating Agreement shall be reviewed by the committee once every two years.

- The duties and responsibilities of the chair shall include:
 - Call meetings to order
 - Develop and post agendas at least 72 hours in advance of a meeting
 - Ensure all Committee materials are recorded and posted appropriately
 - Facilitate meetings
 - Report Committee recommendations to the Chancellor's Cabinet
 - Request written summaries of college facilities meetings from each colleges' Vice President, Administration.
 - Submit required annual reports
- The duties and responsibilities of the clerical support shall include:
 - Type and post the Agenda
 - Prepare and distribute Minutes
 - Archive documents
 - Additional clerical support as required
 - To communicate member absences (see above)

Meeting Schedule

The committee shall meet on the third Tuesday of the month at 2:00 p.m., when scheduled, during the academic year as announced by the chair.

Formal Recommendation Process

Quorum is a majority of the committee's voting members plus one

Proxies may be used only if they are not already voting members of the committee and the names of proxies are provided to the chair in advance of the meeting.

An archive for the DSPC will be established and maintained at the district office and will contain all agendas, minutes, and formal correspondence pertaining to DSPC business.



Educational Coordinating and Planning Committee (ECPC)

Operating Agreement

ECPC Approved 9/9/2022

Chancellor's Cabinet Approved 9/26/2022

Purpose

The Educational Coordinating and Planning Committee (ECPC) is a districtwide curriculum planning and review body. Its purpose is to review new and revised curriculum proposals, including courses, programs, and degrees and facilitate coordination and planning on related districtwide educational and curriculum topics.

Duties and Functions

- Review new and revised curriculum proposals, including courses, programs, degrees and modalities.
- Review curriculum proposal summaries for compliance with accreditation standards, Title 5, and Ed Code.
- Identify opportunities for district-wide coordination and planning around curriculum, guided pathways, and related matters.
- Recommend curriculum alignment across colleges where possible.
- Review and recommend common catalog language for SCCC colleges

Membership

Representatives will be selected by their constituencies. Membership is comprised of constituent representatives from each campus and the District Office. Any recommended changes in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by Chancellor's Cabinet.

Standing Members

- Vice Chancellor of Ed. Services and Institutional Effectiveness (Co-Chair, Ex-officio, non-voting)
- District Director of Enrollment Management (Ex-officio, non-voting)

Selection of Members

- College Presidents (Ex-officio, non-voting)
- Vice Presidents of Instruction (Clovis, Reedley, Fresno)
- Vice Presidents of Student Services (Clovis, Reedley, Fresno)
- Vice President of Learning and Student Success (Madera)
- Vice President of Equity and Institutional Effectiveness (Madera) Academic Senate Presidents
- Curriculum Committee Chairs (one to serve as ECPC Co-Chair)
- Curriculum Analysts
- Articulation Officers

Terms of Membership

- Designees/alternates are allowed voting privileges if the regular member is not present.
- Constituent group representatives are responsible for reporting Committee actions back to their groups.
- Each member of the ECPC needs to come to meetings prepared to discuss topics identified on the agenda.

Communication Norms between Colleges/Centers and the District Office

- The ECPC role is to work with colleges in a collegial manner.
- Committee representatives provide the main communication between their constituencies and the ECPC.

Procedures and Committee Management

- The Committees shall be co-chaired by the Vice Chancellor of Educational Services and Institutional Effectiveness and a designated college Curriculum Chair. Each fall, the college Curriculum Committee Chairs will designate one of their members to serve as ECPC Co-Chair.
- Clerical support will be provided from the office of the Vice Chancellor of Educational Services and Institutional Effectiveness.
- The duties and responsibilities of the Vice Chancellor of Educational Services and Institutional Effectiveness shall include:
 - Schedule Meetings
 - Call meetings to order
 - Develop and post agendas at least 72 hours in advance of a meeting
 - Ensure all committee minutes are compiled and posted
 - Facilitate meetings in accordance with Roberts Rules of Order
 - Report committee recommendations to the Chancellor's Cabinet
 - Forward reviewed curriculum to the SCCC Board of Trustees
 - Submit required annual reports
- The duties and responsibilities of the Curriculum Committee Co-Chair shall include:
 - Assist in development of the ECPC meeting agendas
 - Assist in facilitation of ECPC meetings in accordance with Roberts Rules of Order
 - Facilitate the ECPC workgroup in conjunction with a Vice President of Instruction
- The duties and responsibilities of the clerical support shall include:
 - Type and post the Agenda
 - Prepare and distribute Minutes
 - Archive documents
 - Additional clerical support as required

Meeting Schedule

- ECPC meets monthly on the second Friday from 8:30-10:30am, September through May. Additional meetings may be scheduled by vote of the committee members.
- The meeting calendar for the upcoming academic year will be set prior to the last meeting of the current year.

Formal Recommendations Process

- Quorum is established if a majority [50%+1] of the committee's voting members are in attendance. Participation via phone/zoom must be approved in advance by the Vice Chancellor of Educational Services & Institutional Effectiveness.

- Proxies may be used only if they are not already voting members of the committee and the names of proxies are provided to the chair in advance of the meeting. 3

Workgroups

- ECPC Workgroup – The ECPC Workgroup will meet at least monthly (September through May) to enhance communication, coordination, and dialogue regarding curriculum-related topics. The ECPC Workgroup will also review curriculum proposals to identify and resolve potential conflicts and issues prior to the ECPC meetings. As needed, ECPC may also task the Workgroup with review of and recommendations regarding other relevant issues, which are then referred back to ECPC for broader discussion. ECPC Workgroup membership consists of the Vice Presidents of Instruction, Curriculum Committee Chairs, Curriculum Analysts, and Articulation Officers from all district colleges; other resource experts are asked to join the Workgroup as needed. The ECPC Workgroup is facilitated by a college Vice President of Instruction or Vice President of Instruction/Student Services and the Curriculum Committee Co-Chair.
- Common Catalog Workgroup – The Common Catalog Workgroup will meet once monthly, September through May. Proposed catalog changes shall be brought to the Common Catalog Workgroup for discussion and to ensure that District Catalogs have consistent language. The Common Catalog Workgroup is facilitated by a Vice President of Instruction, a Vice President of Student Services, or a Vice President of Instruction/Student Services on a two-year rotating basis. Membership may include Admission and Records Managers, Curriculum Chairs, Curriculum Analysts, Articulation Officers, Vice Presidents of Student Services, Vice Presidents of Instruction, and the Vice President of Learning and Student Success (Madera / Oakhurst) and other interested ECPC members. Other resource experts are asked to join the Workgroup as needed. This workgroup will make recommendations on catalog changes to ECPC.

An archive for the ECPC will be established and maintained at the district office and will contain all agendas, minutes, and formal correspondence pertaining to ECPC business.

EEO Advisory Committee (EEOAC)

Operating Agreement

Purpose

The District shall establish an Equal Employment Opportunity Advisory Committee to assist in developing, revising, and implementing the District's Plan. The Committee Chair and/or co-chair will report recommendations and general considerations to be reviewed regularly by Chancellor's Cabinet. Additional responsibilities of the Committee will include, but not be limited to the following:

Duties and Functions

- Assist in promoting understanding and support of equal employment opportunity and nondiscrimination policies and procedures
- Sponsor events, trainings, or other activities that promote equal employment opportunity, nondiscrimination, retention or diversity
- Make recommendations and provide support to EEO Officer on the types of training offered as well as in implementation of events, trainings and other activities to be held
- Promote communication with community groups and organizations for people with disabilities;
- Promote the hiring of faculty who have, themselves, graduated from community college;
- Develop communications among departments to foster understanding of the Plan;
- Review and approve the annual written report to the Chancellor, the Board of Trustees, and the California Community College Chancellor's Office (CCCCO).
- Make recommendations and general considerations to the Chancellor and Chancellor's Cabinet on:
 - recruitment efforts, job announcements, interview protocols, retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse and equity-minded faculty and staff;
 - the implementation of the District's obligation to hire faculty and administrators with demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and
 - special training or professional development needs;

Membership

The Committee will include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit Committee members who are members of historically marginalized groups.

Committee membership will rotate to ensure fluid diversity of membership, and to allow for fresh input. Representatives will be selected by their constituencies.

The Committee will be comprised of full-time faculty, part-time faculty, classified staff, administrators,

college equity staff, and a student representative as listed here:

District Office:

Vice Chancellor, Human Resources (EEO Officer and Committee Co-Chair)
District Director of Personnel Commission & Classified Employment Services
District Director of Human Resources
District Director of EEO/Diversity & Professional Development

District-Wide

Part-time Faculty Member*
State Center Federation of Teachers (SCFT) President/designee
California School Employees Association (CSEA) President/designee
Peace Officers' Association (POA) President/designee
Student Member, appointed by Associated Student Government (ASG). *
(*Appointments will rotate between colleges. *)

Clovis Community College

Administration
Academic Member
Classified Member
Equity Office Member

Fresno City College

Administration
Academic Member
Classified Member
Equity Office Member

Reedley College

Administration
Academic Member
Classified Member
Equity Office Member

Madera Community College (including Oakhurst Community College Center)

Administration
Academic Member
Classified Member
Equity Office Member

California School Employees Association and State Center Federation of Teachers and their respective Senates will mutually work together to provide representation across the SCCC colleges and District

Office; however, CSEA and SCFT reserve their right to select their appointees from any SCCCD college or District Office, regardless of the Senate appointees.

Additional District employees or community members may also be invited to participate as guests or as regular standing members of the Committee.

Terms of Membership

- Members will serve a three-year term, with students having a one-year term.
- Designees/alternates are allowed voting privileges if the regular member is not present.
- Guests and other non-regular member employees may attend and participate in committee meetings and events, but do not hold voting privileges.
- Members are expected to attend meetings regularly. Constituencies will be notified when a member misses two consecutive meetings.
- Constituency groups are encouraged to ensure that appointees are active participants in committee business. Missing more than four meetings per academic year can also be grounds for dismissal, at the discretion of the relevant constituency.
- Constituent group members are responsible for reporting Committee actions back to their groups.
- Each member of the District EEO Advisory Committee needs to come to meetings prepared to discuss topics identified on the agenda.

Communication Norms between Colleges/Centers and the District Office

- The EEO Advisory Committee's role is to work with the colleges/centers and the District Office in a collegial manner.
- Committee members are the main communication vehicles between their constituencies and the EEO Advisory Committee.

Procedures and Committee Management

- An EEO Committee Co-Chair will be elected by the Committee membership and serve approximately two fiscal years, unless Committee membership deems the need for shorter or longer terms and holds a new election. The EEO Officer or designee will serve as Co-Chair.
- The duties and responsibilities of the co-chairs will include:
 - Call meetings to order
 - Develop and post agendas at least 48 hours in advance of a meeting
 - Ensure that all Committee materials are recorded and posted appropriately
 - Facilitate meetings
 - Report Committee recommendations to the Chancellor and Chancellor's Cabinet
 - Submit required annual reports
 - Review the Operating Agreement on an annual basis
- Clerical support will be provided by the EEO/Diversity & Professional Development office.
- The duties and responsibilities of the clerical support will include:
 - Type and post the meeting agendas
 - Prepare and distribute the meeting Minutes

- Archive documents
- Additional clerical support as required
- Communicate member absences
- When appropriate, the advisory committee may make recommendations to the Chancellor and Chancellor's Cabinet. Given that the Committee serves in an advisory capacity, the authority to make final decisions resides with the Board of Trustees, the Chancellor and Chancellor's Cabinet.
- The Committee may also make recommendations and provide support to the EEO Office on the types of training as well as in implementation of events, trainings, and other activities to be held.
- The EEO Officer, or designee, will train the advisory committee on equal employment compliance and on the Plan itself. Each member of the Committee will receive training in all of the following:
 - the requirements of this plan and of state and federal nondiscrimination laws;
 - the identification and elimination of bias in hiring;
 - the educational benefits of workforce diversity; and
 - the role of the advisory committee in carrying out the District's EEO Plan.

Meeting Schedule

- Meetings will be conducted monthly, with additional meetings if needed to review equal employment opportunity and diversity efforts, programs, policies and progress.
- Quorum is established if a majority [50%+1] of the membership is in attendance. A vote on recommendations cannot be called unless a quorum is present at the time of action.
- Recommendations are made by a majority vote of members present at quorum.
- The District EEO Advisory Committee meetings will be open to everyone.
- An archive for the EEOAC will be established and maintained at the district office and will contain all agendas, minutes, and formal correspondence pertaining to EEOAC business.
- The Committee will evaluate this operating agreement every three years. Any substantive change to any aspect of this operating agreement must be forwarded to the Chancellor's Cabinet for approval, if agreed at the Chancellor's Cabinet then the Presidents will forward the draft to the campus constituency groups for review prior to final approval by the Chancellor's Cabinet.

SCCCD Guided Pathways Workgroup Charge Statement

Background

The SCCC Guided Pathways workgroup promotes collegial understanding and collaboration on topics and activities related to strategies that support the colleges' efforts to implement guided pathways. The workgroup also makes recommendations on district-wide coordination of design principles.

Philosophy Statement

The guided pathways framework is a collective effort to culturally, systemically, and institutionally change the way our students interact and engage with community colleges, through an equity-minded and student-centered approach, to significantly increase the number of students earning community college degrees, certificates, and transferring to a four-year university while closing equity gaps.

Workgroup Charge

- Identify common language and communication mechanisms for common understanding of guided pathways, both from an internal and external perspective
- Investigate best practices across the state/country
- Identify areas where the district can support the colleges in implementing guided pathways. Some areas include, but are not limited to:
 - Technology (Integration)
 - Data
 - Guided Pathways related Professional Development
 - Communication
 - Strategic Alignment (fiscal, resources)
- Promote collaboration and collegiality to prevent and dissolve siloed structures.
- Proactively collaborate to address district workflows and processes to ensure the design principles of equity, student experience and student success support the colleges' implementation of the guided pathways framework
- Document and review progress on districtwide implementation activities
- Provide an annual summary of districtwide guided pathways outcomes/achievements to Chancellor's Cabinet

Membership (recommendations are by consensus)

- Co-Chair: Vice Chancellor of Educational Services
- Co-Chair: College Vice President selected by the Chancellor
- Guided Pathways leads as determined for each of the colleges
 - Fresno City College
 - Reedley College
 - Clovis Community College
 - Madera Community College
- District Executive Director of Institutional Research
- Chief Technology Officer
- District Director of Enrollment Management
- Vice Chancellor of Human Resources (or designee)
- Student Membership (5) as determined by campus Guided Pathways leads
 - Fresno City College
 - Reedley College
 - Clovis Community College
 - Madera-Community College
 - Student attending multi-campus (1)

*Resource people will be invited to attend meetings and or participation in workgroups based on specific topics

Procedures & Workgroup Management

Meeting Schedule

Date/Time: The third Wednesday of each Month from 8:30 – 10:00 am

Formal Recommendations Process

Chancellor/Chancellor's Cabinet through the Vice Presidents Workgroup

05/20/20 GP Workgroup Approved

09/16/2020 GP Workgroup Approved

Date Vice Presidents Workgroup Approved

01/19/2021 Chancellor's Cabinet Approved