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Message from the Superintendent/President

Dear Colleagues:

As a learning community of dedicated professionals, Citrus College has a longstanding commitment to shared and participatory governance. The college’s governance philosophy is based on the effective governance principles of shared decision-making, which include shared vision, engagement, respect, information and risk.

To further encourage collegewide participation in shared governance, this Organization and Governance Handbook provides a resource and guide to shared governance opportunities at Citrus College. In addition to organizational charts and flow charts, the handbook includes the purpose and responsibilities of the Steering Committee and its standing committees. It also has a directory of Citrus College organizations and committees, which includes contact information.

Please take a moment to review this handbook and look for areas of interest. The college community is fortunate to have many energetic, thoughtful individuals among all college constituent groups, and I encourage you to consider contributing your time and talents to the decision-making process at Citrus College.

The development of the college’s 2016-2021 Strategic Plan was exemplary of our shared governance philosophy, and it is gratifying to see that many of the committee statements that are part of this updated Organization and Governance Handbook reference the Strategic Plan and its Annual Implementation Plan (AIP) activities.

Working together, we have made Citrus College one of the top community colleges in the state and nation. I am confident that our continued collaboration will take the college to the next level of excellence in higher education and keep us on the leading edge of innovation and success.

Sincerely,

Geraldine M. Perri, Ph.D.
Superintendent/President
Citrus Community College
Governance Philosophy

Citrus Community College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college’s mission and strategic goals. This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

**Shared vision** – Our shared ideals are expressed in our mission statement and objectives, vision, and values. As we move forward, this vision will provide the basis and strong foundation for facing our common future.

**Shared engagement** – Each of us must care about the direction and quality of our college. Each of us must be involved in our classes, offices, departments, and campus, making personal contributions that are integral to the over-all quality and progress of the institution. Good ideas grow most successfully when people throughout the college are engaged.

**Shared respect** – The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial.

**Shared information** – For governance and decision-making to work, each of us needs to take personal responsibility for being informed and informing others. Our best thinking requires the sharing of critical information, explanations, context, and implications before, during, and after decision-making and implementation. Appropriate communication styles and systems are essential components of effective governance.

**Shared risk** – Moving forward entails risk. We study information available to us, agree on assumptions about the future, and we move forward with thoughtful and reasoned actions. In the ideal situation, this process will be the result of engaged decision-making, based on solid information all of us can trust, and awareness that all opinions are respected.

It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.
BP 1200  MISSION

References: ACCJC Accreditation Standard I

The mission of the Citrus Community College District is:

Citrus College provides innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community. In meeting the needs of our demographically diverse student population, we embrace unity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

The mission is evaluated and revised on a regular basis.

Board Approval   11/18/08
Desk Review     06/16/11
Revised         08/24/12
Desk Review     10/13/14
Revised         04/05/16
BP 2510  PARTICIPATION IN LOCAL DECISION-MAKING

References:  Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (staff), and 51023.7 (students); ACCJC Accreditation Standard IV.A

Citrus Community College District is committed to shared and participatory governance principles, designed to guide wise decision making supporting the College’s mission and strategic goals. This governance philosophy is based upon five pillars of shared decision making, all which must be present for effective governance. These pillars are: shared vision, shared engagement, shared respect, shared information and shared risk.

The Board of Trustees honors the concept of shared and participatory governance in all areas defined by State laws and regulations as policy of Citrus College, while retaining its own rights and responsibilities as the ultimate authority.

The Board recognizes the following groups as part of its policy and procedure implementing its commitment to participatory governance:

**Academic Senate**

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law as set forth in Administrative Procedure 2510.

**Classified Staff**

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Classified staff as set forth in Administrative Procedure 2510.

**Management Staff**

Management staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Management staff as set forth in Administrative Procedure 2510.
Supervisors/Confidential Staff

Supervisors/Confidential staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors/Confidential staff as set forth in Administrative Procedure 2510.

Students

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law as set forth in Administrative Procedure 2510.

(Replaces Citrus College Policy P-1010)

Board Approved 06/16/09
Desk Review 01/18/12
Desk Review 03/19/13
Citrus Community College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college’s mission and strategic goals. This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

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**Shared engagement** – Each of us must care about the direction and quality of our college. Each of us must be involved in our classes, offices, departments, and campus, making personal contributions that are integral to the over-all quality and progress of the institution. Good ideas grow most successfully when people throughout the college are engaged.

**Shared respect** – The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial.

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It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

1. **Constituent Group Representation**

   The District recognizes the following campus constituent groups as participants in matters related to shared governance:

   a. The Academic Senate as the body which represents the faculty in academic and professional matters while the Faculty Association is the body which represents faculty on issues within the scope of collective bargaining.

   b. The Associated Students of Citrus College which represents the students.

   c. CSEA (California School Employees Association) as the representative body for classified staff, excluding managers, supervisors and confidential employees

   d. The Citrus College Management Team which represents the managers.

   e. The Supervisor/Confidential Team which represents the supervisors and confidential employees who are not part of a bargaining unit.

2. **District Planning and Advisory Committees**

   The following organizational structure supports the District's shared and participatory governance policy:

   A). **Steering Committee**

   The Steering Committee serves as a liaison group among all campus constituents by coordinating the functions of the Standing Committees. Recommendations for new policy shall be made by the Steering Committee to the Board of Trustees through the Superintendent/President.

   The Steering Committee is composed of the college president as chair; the chairs of the Standing Committees, representatives from the Academic Senate, classified staff, supervisors/confidential team, the Associated Students of Citrus College, department chairs, and management. The selection procedure for the representatives to Steering and committee chairs is determined by the Steering Committee Constitution.
The number of Academic Senate representatives constitutes a majority of the Steering Committee.

**Standing Committees**

The Standing Committees are designed to support continuous self-study and the accreditation process. The constitution of the Steering Committee delineates the title of each standing committee and defines the goals and directives of the Standing Committees. Committee chairs shall establish and publish regular meeting times for all standing committees to maximize participation from all constituent groups.

**B). President's Council**

The President's Council is an advisory body for the Superintendent/President which provides input to and review of Board of Trustee meeting agendas as well as a forum for the exchange of ideas from all campus constituent groups.

The President's Council is composed of the Superintendent/President as chair and representatives of the Academic Senate, classified and faculty negotiation teams, classified staff, supervisors/confidential employees, the Associated Students of Citrus College, and management.

3. **Academic Senate**

The Board of Trustees recognizes the Academic Senate as the body which represents the faculty in collegial governance relating to academic and professional matters.

The Board of Trustees honors the provisions of Title 5, Sections 53200-53204, in consulting collegially with the Citrus College Academic Senate. Consult collegially means that the District's governing board shall develop policies on academic and professional matters through either or both of the following methods:

a. **Rely Primarily Upon**

Instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall communicate its reasons in writing.
ISSUES TO WHICH THE BOARD WILL RELY PRIMARILY ON THE ACADEMIC SENATE’S RECOMMENDATIONS:

For the following matters, the Board will rely primarily upon the advice of the Academic Senate:

(1) Educational program development.
(2) Standards or policies regarding student preparation and success.
(3) District and college governance structures, as related to faculty roles.
(4) Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
(5) Policies for faculty professional development activities.
(6) Processes for instructional and student services program review.
(7) Degree and certificate requirements.
(8) Grading policies.
(9) Curriculum, including establishing prerequisites and placing courses within disciplines.
(10) Processes for institutional planning and budget development.

b. Mutual Agreement
In instances where the governing board elects to provide for mutual agreement with the academic senate and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such cases, the Board or its designee shall communicate the reasons in writing upon request of the Academic Senate.

ISSUES FOR WHICH THE BOARD ELECTS FOR MUTUAL AGREEMENT WITH THE ACADEMIC SENATE.

Faculty Hiring Procedures

Recommendations from the Academic Senate to the Board of Trustees on academic and professional matters shall be developed in a manner which encourages study, deliberation, and consultation from managers and appropriate staff. The Academic Senate shall address the need for policy or procedural development or change.

Nothing in these regulations shall impinge upon the rights of faculty and staff nor the District regarding any negotiated agreements between the District and the bargaining units.
4. **Classified Staff Participation in Shared Governance:**

The Board of Trustees recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District. The classified staff, through representation from the California School Employees Association, shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff.

5. **Management Team:**

The Board of Trustees recognizes the Citrus Community College Management Team as the appropriate organization to represent the interests of all administrators/managers and classified administrators/managers. The Management Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Administrators/Managers.

6. **Supervisory/Confidential Team:**

The Board of Trustees recognizes the Citrus Community College Supervisor/Confidential Team as the appropriate organization to represent the interests of all supervisors and confidential employees. The Supervisors/Confidential Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors and Confidential employees.

7. **Associated Students:**

The Board of Trustees recognizes the Associated Students as the duly elected representatives of the student body of Citrus Community College District. The Associated students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students.

Significant effect on students includes the following:

a) Grading policies;
b) Codes of student conduct;
c) Academic disciplinary policies;
d) Curriculum development;
e) Courses or programs which should be initiated or discontinued;
f) Process for institutional planning and budget development;
g) Standards and policies regarding student preparation and success;
h) Student services planning and development;
i) Student fees within the authority of the District to adopt; and
j) Any other District policy, procedure, or related matter the District's Board of Trustees determines will have a significant effect on students.

The Board of Trustees shall give reasonable consideration to recommendations and positions developed by the Associated Students regarding District policies and procedures pertaining to the hiring and evaluation of faculty, administration and staff.
INTEGRATED PLANNING MODEL

An ongoing and systematic cycle of evaluation that ensures the improvement of institutional effectiveness

Mission, Vision, Values
Serve as the basis for all college planning

Strategic Plan
Guides the direction of the college’s energies and resources

Board Goals
Identify the Board’s role in accomplishing institutional goals and strategic objectives

Educational and Facilities Master Plan
Charts the college’s long-term course toward accomplishing its mission, vision, and values

Institutional Support Plans
Developed to meet those goals and objectives from the strategic plan not addressed in the Educational and Facilities Master Plan

Human Resources Plan
Meets the strategic objectives aligned with Human Resources

Technology Plan
Guides the implementation of technology at the college

Sustainability Plan
Actualizes the strategic objectives regarding sustainability

Annual Implementation Plan/Progress Report
Establishes the timeline for achieving the institutional goal; reports the progress of the activities in the annual plan

Resource Allocation
Links program reviews and strategic planning to resources needed to accomplish the institutional goal

Plan Implementation
Manages timelines, assesses levels of success, and reports activities and results

Assessment
A systematic process to document progress, review planning components and make modifications

Program Improvement
Uses assessment findings to make necessary changes which prompt the next cycle

Institutional Support Program Reviews
Vehicle for ongoing integration of the needs and recommendations for the college’s institutional support programs

Instructional Program Review
Vehicle for ongoing integration of the needs and recommendations for the college’s instructional programs

Academic Support Program Review
Vehicle for ongoing integration of the needs and recommendations for the college’s academic support programs

Student Services Program Review
Vehicle for ongoing integration of the needs and recommendations for the college’s student services programs

Reviewed and Reapproved by IEC on March 27, 2017
**Budget Calendar Flowchart**

1. **Governor's Proposed Budget January**
   - Create & Distribute Budget Sheets May

2. **Governor's May Revised Budget May**
   - Present Tentative Budget Assumptions to Financial Resources Committee June

3. **Governor's Final Budget June**
   - Adjust Budget based on State budget updates, year-end close information, and Final Position Control changes July/August

4. **Fiscal Services**
   - Create Budget Calendar & send to Financial Resources Committee for Approval February
   - Complete Tentative Position Control and Tentative Budget Load June
   - Complete Budget Sheets and submit to Fiscal Services May/June
   - Present Tentative Budget Assumptions to Financial Resources Committee June

5. **Cost Center Managers**
   - Receive & Review Budget Sheets May
   - Complete Budget Sheets and submit to Fiscal Services May/June
   - Receive & Review Budget Sheets May

6. **Financial Resources Committee**
   - Approve Budget Calendar February
   - Complete Budget Sheets and submit to Fiscal Services May/June
   - Approve Tentative Budget June

7. **Board of Trustees**
   - Approve Budget Calendar March
   - Approve Tentative Budget June
   - Approve Adopted Budget August
   - Adopt District Budget September
HUMAN RESOURCES

DIRECTOR OF HUMAN RESOURCES &
DISTRICT CHIEF NEGOTIATOR
Robert Sammis, J.D.

- Grievance Processing
- Employee Relations/Employee Discipline
- Bargaining Unit Contract Negotiations/Administration
- Human Resources Legal Issues
- Title IX Administration
- Board Policies and Administrative Procedures

Human Resources/Staff Diversity
& Title IX Coordinator
Brenda Fink

- Human Resources Office Management
- Title IX Coordinator
- Sexual Harassment and Discrimination Complaints
- Federal and State Reporting
- Employment, Change of Status, and Separation
- Diversity Monitoring and Background Checks
- Switchboard
- Banner/HRS
- Student Employment
- Recruitment
- Administrator on Duty Coordinator
FOUNDATION

DIRECTOR OF FOUNDATION
Christina M. Garcia

- Foundation & Development Management
- Strategic Communications
- Division Budget Management
CITRUS COLLEGE
STEERING COMMITTEE
2017-2018 PURPOSE STATEMENT

The Steering Committee is the major participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This committee brings together all constituent groups: faculty, students, classified staff, supervisory and confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the standing committees of the Steering Committee. (ACCJC Standards IV.A.1, IV.A.2, IV.A.3, IV.A.4, IV.A.5, IV.A.6, IV.A.7)

In an effort to realize the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the standing committees. This committee makes recommendations on the formulation and revision of board policy. (ACCJC Standards I.A.3, I.B.1, I.B.3, I.B.5, I.B.6, I.B.7, I.B.9, I.C.3, I.C.5, ER 11, 19)

This committee is the final recommending body to the Board of Trustees through the Superintendent/President.

Responsibilities for 2017-2018

1. Support activities and initiatives aimed at advancing the College Completion agenda; specifically, a Citrus College Promise Program and a Pathways initiative.
3. Review and make recommendations on the development and revision of board policies and administrative procedures.
4. Update the Organizational and Governance Handbook.
5. Review recommendations from the standing committees of the Steering Committee.
6. Review the Comprehensive and Year-Five Program Reviews.
8. Monitor the progress of:
   o The integration of the Student Equity, Student Services and Support Program (SSSP) and the Basic Skills initiatives
   o Accreditation Standards and Compliance, 2018 Mid-Term Accreditation Report and the 2017-2018 Annual Accreditation Report
   o Student Learning Outcomes and Assessment
   o Institutional Effectiveness Partnership Initiative Goals
**Frequency of Meeting**
Second and fourth Monday of each month

**Time of Meetings**
2:45 p.m. – 4:00 p.m.

**COMMITTEE MEMBERSHIP**
Superintendent/President (Chair, Steering Committee)
Vice President of Student Services (Chair, Student Services Committee)
Vice President of Academic Affairs (Chair, Educational Programs Committee)
Vice President of Finance and Administrative Services (Chair, Financial Resources Committee; and the Physical Resources Committee)
Director of Human Resources (Chair, Human Resources Committee)
Chief Information Services Officer (Chair, Campus Information Technology Committee)
Director of Institutional Research, Planning and Effectiveness (Chair, Institutional Research and Planning Committee; and the Institutional Effectiveness Committee)
Program Review Coordinator (Chair, Program Review Committee)
Student Learning Outcomes and Assessment Coordinator (Chair, Student Learning Outcomes and Assessment Committee)
Executive Director of Communications and External Relations
Classified Representation (2)
Supervisors/Confidential Team President (1)
Academic Senate Representatives (14)
ASCC Representatives (2)
ARTICLE I - PURPOSE

The Steering Committee, as established by the Superintendent/President, is the major participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This body brings together all constituent groups: faculty, students, classified staff, supervisory and confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the Standing Committees of the Steering Committee.

In an effort to advance the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee makes recommendations on the formulation and revision of board policy.

This committee is the final recommending body to the Board of Trustees through the Superintendent/President.

ARTICLE II - MEMBERSHIP

Section 1. The Steering Committee shall be composed of the Superintendent/President, the chairs of the Standing Committees and representatives from the classified staff, supervisors/confidential employees, management, Academic Senate Council, and student body.

Section 2. Each year the supervisors/confidential employees shall choose one representative and the classified staff and student body shall each choose two representatives. The number of Academic Senate representatives shall constitute a majority of the Steering Committee membership.

Section 3. Steering Committee members from each represented group shall be selected as follows:

A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.

B. The supervisors/confidential employee member shall be selected by the Supervisor/Confidential Team.

C. Management members shall be appointed by the College...
Superintendent/President.

D. Academic Senate Council members shall be appointed by the Senate President with the approval of the Academic Senate Council.

E. Student members shall be appointed by the ASCC President with the approval of the ASCC Executive Board.

ARTICLE III - OFFICERS

Section 1. The Chair of the Steering Committee shall be the Superintendent/President of the College.

Section 2. The Chair of the Steering Committee shall ask a member of the committee to preside in the event of the Chair's absence.

ARTICLE IV - POWERS

Section 1. The powers of the Steering Committee are limited to recommendations, which it may give to the represented groups, to individuals, to the Standing Committees, or to the Board of Trustees, depending upon the nature of the recommendation, for final decision.

Section 2. Recommendations must be approved by an absolute majority vote.

Section 3. The represented groups must have had an opportunity to consider all issues/recommendations before they are voted on by the Steering Committee.

ARTICLE V - MEETINGS

Section 1. Meetings of the Steering Committee shall be called by the Steering Committee Chair.

Section 2. The first meeting of the year shall not be later than four weeks after the beginning of the fall semester.

Section 3. Meetings shall be called as determined by the Steering Committee Chair at least once each month during the school year on a day approved by the Steering Committee.

Section 4. Emergency meetings may be called at the discretion of the Steering Committee Chair.

Section 5. A quorum shall consist of an absolute majority of the membership.
Section 6. Members of any group represented on the Steering Committee may attend meetings in a non-voting capacity.

Section 7. An agenda shall be submitted to the membership no less than two calendar days prior to any meeting.

Section 8. Robert’s Rules of Order shall be followed.

ARTICLE VI - COMMITTEES

Section 1. The following Standing Committees shall be responsible to the Steering Committee. Sub-committees shall report to their Standing Committees and to the Steering Committee when appropriate. Standing Committees and sub-committees shall keep adequate written records of their meetings and activities.

A. Educational Programs Committee  
   Distance Education  
   Honors  
   College Success  
   Enrollment Management  
   Perkins Implementation Team

B. Financial Resources Committee

C. College Information Technology Committee  
   Instructional Leadership Team

D. Institutional Effectiveness Committee

E. Institutional Research and Planning Committee

F. Human Resources/Staff Diversity Committee  
   Staff Development Advisory

G. Physical Resources Committee  
   Sustainability Committee

H. Program Review Committee

I. Student Services Committee  
   Academic Calendar Committee  
   DSP&S Advisory Committee  
   EOP&S Advisory Committee  
   School Relations and Outreach Advisory Committee
Section 2. For accreditation purposes, ad hoc committees may be established. The chairs of these new committees will be expected to attend Steering meetings as non-voting participants.

Section 3. The College Superintendent/President shall appoint the chairs of the Standing Committees from the membership of the Management Team.

Section 4. The number of members from each represented group on each Standing Committee and Sub-Committee shall be recommended by the respective committee and approved by the Steering Committee.

Section 5. The Standing Committee membership and the sub-committee membership from each represented group shall be selected as follows:

A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.
B. Supervisors/confidential employee member shall be selected by the Supervisor/Confidential Team.
C. Management members shall be appointed by the College Superintendent/President.
D. Academic Senate members shall be appointed by the Senate President one of whom is selected from adjunct faculty with the approval of the Academic Senate Council.
E. Student members shall be appointed by the ASCC President with the approval of the ASCC Executive Board.

Section 6. The chairs of the Standing Committee shall submit for the April Steering Committee Agenda, their committee and sub-committee recommendations for directives and any changes in the number of members from each represented group for their committees for the following year. For all appropriate committees, the directives shall include (but not be limited to) measurable criteria for meeting objectives of our Mission Statement.

Section 7. Ad hoc committees may be appointed by the Steering Committee to handle specific functions if the issue is not appropriate for an existing Standing Committee.

Section 8. Standing Committees may be added or deleted by amendment. Sub-
committees may be added or deleted by an absolute majority vote of the Steering Committee. When a new committee is added, the initial number of members and the number from each appropriate represented group shall be determined by the Steering Committee after considering the recommendation from the initiator(s) of the new committee.

ARTICLE VII - PROCEDURES

All recommendations for changes in policy not covered by collective bargaining must proceed through Steering Committee. Recommendations for procedural changes shall be reported to the Steering Committee for its input.

Section 1. Any member of a represented group may bring a concern to his/her represented group for referral to the Steering Committee or may bring it directly to the Steering Committee. The Steering Committee will refer it, if appropriate, to the proper Standing Committee for study and recommendation.

Section 2. Sub-committee activity reports and recommendations shall proceed directly to the appropriate Standing Committee.

Section 3. Recommendations of Standing Committees shall be brought directly to the Steering Committee with prior notification to each represented group.

Section 4. Prior to the Steering Committee voting on any recommendation, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input.

Section 5. After the vote on a recommendation, the Chair of the Steering Committee shall inform in writing the appropriate groups(s), individual(s), or the Board of Trustees, of that recommendation.

Section 6. The Chair of the Steering Committee shall report back to the Steering Committee as to the disposition of the recommendation.

Section 7. At every monthly meeting, each Standing Committee shall submit a report either oral or written to the Steering Committee as to its activity and that of its sub-committees.

ARTICLE VIII - RATIFICATION AND AMENDMENTS

Section 1. This Constitution shall go into immediate effect when ratified by a two-thirds absolute majority vote of the Steering Committee.

Section 2. This Constitution may be amended by a two-thirds absolute majority vote of the Steering Committee.
CITRUS COLLEGE
ACADEMIC SENATE
2017-2018 PURPOSE STATEMENT

PURPOSE
The Citrus College Academic Senate is formed in order to ensure democratic participation of the faculty in shared governance in the development of policies and procedures of the college and to foster the long-range interest and well-being of the college. (BP/AP 2510) The Academic Senate is established for the purpose of participation in the formation of educational and professional policy. The Senate Council (the governing body of the Senate) shall be the executive group and serve as the official representative body of the Senate on all non-contract matters. The Senate Council is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the college president of such intent.

SENATE COMPOSITION: 32 Members (17 Quorum)
18 Faculty Delegates
3 At-Large Representatives (Faculty)
2 Adjunct Faculty Representatives
2 ASCC Representatives

EXECUTIVE BOARD COMPOSITION: 7 Members (4 Quorum)
President
Vice President
Past President
Treasurer
Secretary
CCFA Liaison
Curriculum Chair

MEETING DAY/LOCATION
2ND & 4TH Wednesdays of Fall and Spring semesters, CI 159.

MEETING DATES

RESPONSIBILITIES
- Support all matters that fall under the California Code of Procedure, Title 5, Article 2, section 53200 (c) regarding academic and professional matters. These items commonly referred to as “10 + 1 areas” are:
  1. Curriculum including establishing 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 and involvement in accreditation
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

- Review, advise, and refine board policies and administrative procedures that fall under the purview of “10+1” matters as defined by the California Statewide Academic Senate.
- Develop a list of current shared governance committees to help increase recruitment of faculty to serve on committees.
- Participate in Accreditation-related efforts including the mid-term report.
- Participate in the implementation of and provide support for the approved Workforce Task Force recommendations, which include participation in the voluntary code alignment project to examine the reporting codes (TOP, CIP, SOC, and Sam) to ensure that they appropriately match the content of the curriculum.
- Update faculty regularly on statewide initiatives such as the Online Education Initiative (OEI), Education Planning Initiative (EPI), Common Assessment Initiative (CAI), Institutional Effectiveness Partnership Initiative (IEPI), the Multiple Measure Assessment Project (MMAP), and Educational Planning Initiative (EPI).
- Encourage faculty to serve on statewide initiative committees and sub-committees.
- Form and support a sub-committee to begin the process of revising the constitution to clean up grammatical and punctuation errors and to delete outdated references.
- Hold discussions on the implementation of a possible guided pathways program and on adoption and development of cost reduction strategies for course materials such as Open Educational Resources (OER).
- Promote faculty engagement through targeted outreach to new and tenured faculty in order to improve communication, cohesion, and participation.
CONSTITUTION
OF THE
CITRUS COLLEGE ACADEMIC SENATE

ARTICLE I: PREAMBLE

The Citrus College Academic Senate is formed in order to insure democratic participation of the faculty in shared governance, as in accordance with AB 1725, in the development of policies and procedures of the college and to foster the long-range interests and well being of the college.

ARTICLE II: MEMBERSHIP

The Academic Senate is established for the purposes of participation in the formation of educational and professional policy. The Senate Council (the governing body of the Senate) shall be the executive group and serve as the official representative body of the Senate on all non-contract matters. The Senate Council is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the college President of such intent.

ARTICLE III: OFFICERS AND EXECUTIVE BOARD

Section 1. The officers and executive board for the Senate shall be President, Past President (preferably Immediate Past-President), Vice-President, Secretary, Treasurer, Curriculum Chair and the CCFA Liaison, a voting representative from the CCFA appointed by the CCFA President and approved by the Senate President.

Section 2. The Executive Board shall meet at least twice per month.

Section 3. The President shall call all meetings of the Executive Board either on his or her own initiative or at the request of a majority of the Board.

Section 4. A quorum for conducting Executive Board business shall be four members.

ARTICLE IV: NOMINATIONS, ELECTIONS AND VOTING PROCEDURES

Section 1. As soon as possible after the beginning of the spring semester, nominations of Senate officers shall be made by a committee of five composed of the Vice-President and four such persons as he/she shall select. If an officer chooses to run for a second term, his/her name shall appear on the ballot. Results of the nominations shall
be published prior to the fourth week of Spring Semester. As soon as is practical, but not less than ten (10) school days after this publication there shall be a Senate meeting where nominations from the floor shall be accepted. At the conclusion of the nominating process, if there is more than one candidate for an office, an election by secret ballot shall be held within two weeks after this Senate meeting. If there is only one candidate for an office, the election shall be held by a vote of acclamation at the next Senate meeting where a quorum of Senators is present unless five (5) or more Senators call for an election by secret ballot at that meeting. Voting by absentee ballot shall be allowed insofar as possible. Counting of the ballots shall be done by the Election Committee with a minimum of two senate officers being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

Section 2.

When an election by secret ballot is conducted, the Academic Senate Council Executive Board shall establish the date and time at which the polling shall begin and end. Voting shall take place during at least five days of instruction. Before the appointed time for polling to begin, the Executive Board shall have prepared departmental voting packets consisting of the following:

1. One ballot for each full-time faculty member and two adjunct senators as representative members to the Senate Council.
2. An inner envelope in which to seal the completed ballot.
3. An outer envelope in which to seal the inner envelope.
4. The outer envelope shall have the member’s name and a place for the member’s signature.

At the beginning of the polling process, the Senate Council Vice President shall distribute to each Departmental Representative (or designee) a voting packet.

The Senate Council Secretary shall maintain a record of who receives each voting packet and the number of blank ballots distributed.

Each senator, i.e. each representative, who receives the voting packet shall insure that each Senate member listed on the Departmental Roster will be personally contacted and given an opportunity to vote. The senator will also insure that all members who choose to vote will sign their name on the outer envelope and give the double sealed ballot to their senator. When all members of the department have voted, or at the end of the polling period, the
departmental senator will return to the election committee the following:

1. Departmental roster with the name of each member who voted and their signature.
2. All of the signed, double-sealed ballot envelopes.
3. All unused ballots.

**Section 3.** Counting of the ballots shall be done by the Election Committee with a minimum of two senate officers being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

At the time of counting of the ballots, the signatures on the outer envelopes shall be verified. Any unsigned or otherwise invalid outer envelopes shall be separated out and remain unopened. Then the valid inner envelopes shall be separated from the outer envelopes without opening the inner envelopes so that the inner envelopes become anonymous. The inner envelopes shall be combined and then opened and the ballots counted.

The Secretary shall record the results of the voting and these results shall be certified by all the Academic Senate members present during the counting of the ballots. The election records shall be retained for no fewer than six months after the election.

The Senate Council President shall make public the results of the balloting immediately following the count. If any officer or observer challenges the results of the polling because of perceived irregularities the matter shall be referred to the Senate Council for resolution before it is made public.

**Section 4.** In the event that more than two candidates run for an office and any one person does not receive fifty percent plus one vote, a runoff election will be held between the two top contenders within two weeks following the counting of votes.

**Section 5.** Special elections by the Senate shall be conducted by the Executive Board. Counting of the ballots shall be done by the Senate officers, a minimum of two (2) being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

**ARTICLE V: RECALL ELECTIONS**
Section 1. A recall of any person in an Academic Senate elective position may be initiated by a petition signed by one-third (1/3) of the active membership of the Senate. A statement of the reasons for the proposed recall shall be part of the recall petition.

Section 2. Each person named in the recall petition shall have the right to make a rebuttal statement which shall be distributed to their constituency at least 7 days before the recall election.

Section 3. Recall elections shall be by secret ballot.

Section 4. An absolute majority vote (one more than 50 percent of all Senate members) of the membership shall be necessary to affect the recall.

Section 5 Any vacancy, in any office, created by recall shall be filled by procedure as established under Article VI, Section 2.

ARTICLE VI: TERMS AND VACANCIES

Section 1. The following senate officers shall be elected for a period of one year – Treasurer and Secretary. They shall be eligible for re-election but may not serve more than two consecutive terms. They shall be eligible for re-election but may not serve more than two consecutive terms. The term of office shall be from July 1 through June 30 of the next year.

The following senate officers shall be elected for a period of two years – President and Vice-President. The Senate President shall be succeeded by the Senate Vice-President of the previous term. The term of office shall be from July 1 through June 30 of two consecutive years.

Section 2. Vacancy shall be deemed to exist in the case of death, resignation, termination, or recall. The Senate President, with the approval of the Executive Board, shall fill by appointment any vacancy in the office of Senate Secretary, Senate Treasurer, or Council Senators At Large. If a vacancy occurs in the office of Senate President, the Senate Vice-President shall assume the position. When a vacancy occurs in the office of Senate Vice-President, the Senate President shall call a meeting of the Senate for the purpose of accepting nominations from the floor for Senate Vice-President. If there is only one candidate for the office, the election shall be held by a vote of acclamation at the next Senate meeting where a quorum of Senators is present unless five (5) or more Senators call for an
election by secret ballot at that meeting. If there are two or more candidates for the office, an election shall be held according to the procedures provided in Article IV: Sections 2, 3, and 4. This meeting shall be held within two weeks but not sooner than five school days following the notification of the vacancy.

ARTICLE VII: EMPOWERMENT

The Academic Senate shall be represented on, and make recommendations to all appropriate college committees. It shall also make recommendations and have direct access to the college President and the Board of Trustees. It shall be further empowered to develop its own internal organization, to initiate studies, and to discuss problems and propose policies for administrative considerations.

As established by BP/AP 2510 of the Citrus College Board Policies and Procedures Section 3, Part a “for the following matters, the Board will rely primarily upon the advice of the Academic Senate” in academic and professional matters as listed below:

1. Educational program development.
2. Standards or policies regarding student preparation and success.
3. District and college governance structures, as related to faculty roles.
4. Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
5. Policies for faculty professional development activities.
6. Processes for instructional and student services program review.
7. Degree and certificate requirements.
8. Grading policies.
9. Curriculum, including establishing prerequisites and placing courses within disciplines.
10. Processes for institutional planning and budget development.

ARTICLE VIII: MEETINGS

The Academic Senate shall meet as often as business requires but not less than once each calendar month during the school year unless the Senate Council votes (MAJORITY OF QUORUM PRESENT) not to meet in a given month.

ARTICLE IX: ORGANIZATION OF THE ACADEMIC SENATE COUNCIL

Section 1. Purpose: It shall be the purpose of the Senate Council to serve as the official voice of the Senate.

Section 2. Membership: The Academic Senate Council shall be composed of the President, Past-President, Vice-President, Secretary, Treasurer, CCFA Liaison and the Curriculum Chair of the Senate.
Executive Board and one or more senator(s) representing each area listed below (in bold type):

**Business and Accounting (1 Senator)**
Accounting  
Business  
Computer Science  
Real Estate

**Mathematics (1 Senator)**

**Health Sciences (1 Senator)**
Nursing-RN  
Nursing-LVN  
Nurse Assistant-CNA  
Dental Assisting  
Emergency Management & Homeland Security  
Emergency Medical Tech  
Health Occupations

**Career and Technical Education (3 Senators)**
Automotive Technology  
Light Truck  
Motorcycle Technology  
Computer Information Systems  
Drafting Technology & Architecture  
Electronics  
Information Technology  
Office Tech & Computer Applications  
Public Works  
Water Technology  
Cosmetology  
Esthetician

**Counseling Programs and Services (2 Senators)**

**Fine and Performing Arts (2 Senators)**
Art  
Dance  
Multimedia  
Music  
Photography  
Recording Arts  
Theater Arts

**Kinesiology (1)**
Athletics  
Kinesiology

**Language Arts (2 Senators)**
Section 3. Terms of Office: The terms of office for senators shall be for a period of three years, terms to be staggered with one-third of the representatives retiring each year. The term of office will run from July 1 through June 30. If any members resign or cease to serve for any reason, the newly elected member shall complete the term of the person who he or she replaces.

Section 4. Election of the Academic Senate Council: Prior to the end of April, each affected department shall select its representative to the Senate Council. This vote will be by secret ballot if requested by any department member. Each department shall notify the Senate Council President, in writing, the name of the newly elected senator from that department. Vacancies among the department senators shall be filled by departmental election within one (1) month of the
occurrence of the vacancy in the manner stated in this section. Senators at Large shall be elected by ballot using the same ballot used for Senate Officers. Vacancies not filled shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Council Executive Board.

Section 5. **Empowerment:** The Academic Senate Council is the executive body representing Faculty. The Academic Senate Council shall be empowered to conduct investigations and such business as shall be referred to the Academic Senate Council or initiated by council members. Each senator shall vote according to the direction of their department or their knowledge of their department’s majority inclinations. In the conduct of official business, a quorum shall consist of one more than half of the members defined in Article 9, Section 2 above. Recommendations to the President of the college or the Board of Trustees must be authorized by an absolute majority vote of the Senate Council.

Section 6. **Committees:** The Senate Council shall be empowered to establish such committees as are needed to conduct investigations and conduct such business as shall be referred to the Senate Council or initiated by Senate Council members. The Senate Council defines the power and the duties of committees. The Senate President, shall appoint the chairperson of such committees.

Section 7 **Reassignment evaluation:** The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall engage in an annual evaluation of each reassigned position within the senate’s purview during the spring semester. The evaluation including a summary of commendations and recommendations shall be shared and discussed with each faculty member occupying a reviewed position.

Section 8 **Self-evaluation of the Senate Council:** The Academic Senate executive board shall conduct an annual self-evaluation of the Academic Senate council. The evaluation and summary of commendations and recommendations will be shared with the Academic Senate council prior to the end of the spring semester.

ARTICLE X: AMENDMENTS

Section 1. Amendments to this constitution may be proposed by the Academic Senate Council Executive Board, by Senate Council or by petition of thirty percent of the members of the Senate.
Section 2. All proposed amendments shall be submitted in writing to the entire membership at least ten days prior to voting.

Section 3. An amendment shall be considered ratified if it receives a two-thirds vote of the Senate membership.
ARTICLE 1: DUTIES OF THE ACADEMIC SENATE OFFICERS

Section 1. The President shall preside at all council and executive board meetings and in every way endeavor to promote the interest and purposes of the Academic Senate. The President with the advice and consent of the Academic Senate Council shall appoint members to all standing and select committees. The President shall be an ex-officio member of all committees and shall be held responsible for the progress and work of the Academic Senate. The president or his designee shall serve as the representative to the Academic Senate of the California Community Colleges.

Section 2. The Vice-President shall serve as assistant to the President in all duties of the President and shall assume the duties of the President in the absence of the President. The Vice President shall report to the senate in general on the senate’s committee activities. The Vice President shall work with the Recording Secretary to maintain accurate records of committee members and recruit new faculty for committee membership as needed. The Vice President will attend campus wide committee meetings such as Steering, Educational Programs, Enrollment Management and others deemed necessary as schedule permits in order to acquaint themselves with campus processes and policies. The Vice President shall conduct the officer and at large elections.

Section 3. The secretary shall keep a careful record of the proceedings of each meeting of the Senate and of the Senate Council. The Secretary shall maintain an accurate list of Academic Senate committees and personnel. The Secretary shall carry on the correspondence pertaining to the affairs of the Academic Senate as directed by the President.

Section 4. The Treasurer receives no funds from the membership. In the event that the District allots the Academic Senate funds for expenses, the Senate Treasurer shall keep accurate records of such funds.

Section 5. Any Past President shall serve as a resource person for the Academic Senate and also serve as Parliamentarian. It is recommended that the immediate past president serve in this role.

Section 6. The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall not be on any type of long term leave of absence during his/her term, including but not confined to serving banked time, sabbatical or teaching in Citrus’ Study Abroad program.
ARTICLE II: COMMITTEES AND DUTIES

Section 1. Membership: The President, or his designee, with the advice and consent of the executive board shall appoint members to committees. Appointments to a standing committee shall be for three years with one-third of the members retiring each year.

Section 2.

Clause 1: **FNIC (Faculty Needs and Identification Committee):** The FNIC Committee will establish priorities as to the order in which full-time faculty positions should be filled. They will also monitor the hiring process for each position the district opens to insure that all procedures are followed. Traditionally, three faculty representatives serve on this committee including the President, Vice President/President Elect and either the Past President or Chair of Faculty Hiring Procedures.

Clause 2: **Equivalency and Minimum Qualifications Committee:** The Minimum, Qualifications and Equivalencies Committee will stay informed on all current and proposed qualifications for each Discipline established by the Board of Governors of the California Community Colleges. They will make recommendations to the Senate Council as to changes in disciplines and minimum qualifications which should be communicated to the Statewide Academic Senate. They will represent the Senate on panels formed to rule on claims of equivalency to the minimum qualifications for a discipline.

Clause 3: **Evaluation and Tenure Committee:** The Evaluation and Tenure Committee will periodically review the evaluation and tenure procedures and make recommendations to the Senate Council of improvements that need to be made. This includes oversight of any process that provides evaluative feedback of future faculty through the hiring process or for current faculty through any evaluation process.

Clause 4: **Evaluation of Management Committee:** The Evaluation of Management Committee shall oversee the implementation of Management Evaluation procedures. They will periodically review the Management Evaluation procedures and make recommendations to the Senate Council for any necessary changes to these procedures.

Clause 5: **Curriculum/Technical Review:** Comprised of representatives from all areas of campus by election only. Elections are usually held each Spring with one-third rotating off each three years. Responsible for approval of all curriculum and certificate programs,
discussing issues related to general education, graduation requirements, transfer requirements, academic standards, and distance education.

Clause 6: **Matriculation/Prerequisite & Assessment:** Reports to the Academic Senate and serves as a resource to faculty and college committees about entrance to the institution and when concerns, questions, and suggestions arise related to prerequisites, corequisites, limitations on enrollment, assessment, and cut scores.

Clause 7: **Academic Calendar/Final Exam Schedule:** Discusses calendar options and makes recommendations for the upcoming academic year calendars and plans the Final Exam Schedule.

Clause 8: **Faculty Hiring Procedures:** Works with the Human Resources Office to review and revise faculty hiring procedure regulations.

Clause 9: **Program Review:** This committee works with the Vice-President of Instruction and the Program Review Coordinator to develop strategies for implementation of training and coordination of meaningful and broad-based participatory program reviews.

Clause 10: **Student Learning Outcomes and Assessment Committee:** This committee, an ad-hoc committee of Steering, serves as a clearinghouse for evidence of student learning; evidence will include assessment tools, assessment data, and measurement and analysis of student attainment of SLO’s.

Clause 11: **Steering:** Where all representative groups on campus come together to discuss any campus issues of concern. New regulations (after individual approval of the various campus groups) reach this committee for final voting before being sent to the Board of Trustees. Note: Academic Senate is a constituent group to the campus wide Steering Committee with broad participation by faculty.

Clause 12: **Additional Committees:** Additional standing and ad-hoc committees that incorporate Senate members include, but are not limited to, Academic Computer, Bookstore Committee, Campus Environment Committee, Campus-wide Information Technology, Faculty Learning Institute, Financial Resources, Human Resources Advisory, Institutional Research Advisory, Scholarship, Service Learning Advisory, Distance Education, Honors Program, Physical Resources and Transfer Task Force. These committees may change or update their tasks as necessary and should bring these advisements before the Senate for discussion, report and review.
ARTICLE III  AMENDMENTS

The Bylaws may be amended in the same manner as the constitution except that only a simple majority vote shall be required.
GUIDELINES FOR THE SENATE PRESIDENT

MEETINGS OF THE ACADEMIC SENATE COUNCIL

1. The Senate Council shall meet not less than once a month. The time and day for the Council meetings should be reviewed and approved by the body by the close of the previous school year.

2. Assist Vice-President in confirming faculty membership on all standing committees of Steering and those others designated as critical to supporting the 10+1 areas of concern.

STANDARD PROCEDURES OF SENATE COUNCIL

1. There should be a formal agenda.

2. There should be a secretary at all meetings.

3. Meetings of the Senate Council shall be governed by general rules of parliamentary procedure.

4. Send out requests for agenda items at least one week before Senate Council meetings.

5. Post agenda in accordance to the Brown Act.

6. No later than February 1st, advise the Senate Council Vice-President to select a committee of five members of the Senate Council to draw up a slate of nominees for offices.

7. Assist Vice-President in conducting elections of officers.

8. Reserve meeting location for Convocation at least 1 year in advance. Get information to President, Dean responsible for scheduling and CCFA.

9. After Senate Council officers are elected, have departments and adjunct faculty elect senators to fill expired positions.

10. After departments have elected representatives to the Senate Council, the Senate Council President and the Senate Council Vice-President will appoint members to the committees.

11. Whenever a vacancy occurs on a committee, the Senate Council President or his designee will select the person to the vacancy.
12. Include in these guidelines any procedural changes resolved in the Council each year.

Revised: January 1996
Adopted Revisions: November 9, 2011
September 2013
THE ASSOCIATED STUDENTS OF CITRUS COLLEGE
2017-2018 PURPOSE STATEMENT

Purpose

According to Article I, Section 2 of the Constitution, the purpose of ASCC is:

a) To guarantee a republican form of student government.
b) To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
c) To further cooperation among students and between students, faculty, staff, administration and community staff, administration, and community.
d) To develop a more informed citizenry capable of assuming an active role in society.
e) To provide effective student representation in the college’s shared governance process.

As with most documents, this definition can be interpreted either loosely or strictly depending upon the conditions that exist at a given moment in time. Over the years the ASCC has chosen to be aggressive in its interpretation of its charge to provide an effective student government. We have always been among the leaders at the state level.

Responsibilities

There are really two components to ASCC. They are the students who are members of the Executive Board and/or the Campus Activities Board and the Student Affairs staff. Each of these groups has general sets of responsibilities and each person within a group has specific duties.

The ASCC Executive Board

President: The primary role of the ASCC President is to make sure that the group functions effectively. This involves many meetings, setting agendas, making appointments, etc. The President is also the primary representative of the Board and may become interim Student Trustee should the need arise. The ASCC President meets weekly with the Student Affairs Administrator.

Vice President: The VP should act as the President’s “right hand” and must be ready to assume the role of the President if necessary. The specific duties of this office include chairing and serving on committees, and acting as parliamentarian to the Executive Board.

Student Trustee: He or she is not a member of the ASCC Executive Board. He or she serves as the representative of all the college’s students on the Board of Trustees and attends all meetings of both the Executive Board and the Board of Trustees. This person is our primary liaison to the Board of Trustees and can often provide significant insights on particular issues.
Secretary: The Secretary is a key member of the Board because the minutes of the meetings that he or she prepares are the official record of our proceedings and, as such, are binding on our actions. The Secretary also is responsible for disseminating the minutes, after their approval, to many other areas of the campus.

Treasurer: The Treasurer is charged with the duty of making sure that there are sufficient funds remaining in a given account, but also that the type of expenditure was approved in the budget process or, subsequent to that, by the Executive Board. This person works closely with the Student Affairs Administrator.

Senators: The seven Senators represent student interests on both standing and special campus committees. They also provide a liaison between the Executive Board, the various instructional departments and the student body.

Commissioner of Public Relations: This position can be one of the most important on the Board because its responsibilities include both publicity and recruiting. Recruiting is the "life's blood" of any on-going organization and publicity is crucial not only to the success of individual programs but also to how the Board is generally perceived by those outside of it. This person works very closely with the Student Activities Supervisor.

Commissioner of Activities: This office has the task of coordinating the wide range of entertaining and educational programs expected in a college setting. This person also works very closely with the Student Activities Supervisor.

Commissioners at Large: These are people who serve on the Board with a specific area of responsibility. Some of the most common are: Athletics, Evening Students, Clubs and Disabled Students. The list changes from semester to semester as the size and interests of the Board change.

Legislative Liaison: It is the responsibility of the Legislative Liaison to keep the Board informed about pending legislation and regulations that can have an impact on our college and its students.

Student Trustee Elect: This is a new position which is filled only during the elections in the Fall semester. The person elected spends the following Spring semester learning the job of Student Trustee which he or she will assume at the conclusion of the term of the sitting Student Trustee.
The Student Affairs Staff

Student Affairs Administrator: This is the Dean of Students who oversees the Office of Student Life and Leadership Development (SLLD), the Student Health Center, the Veterans Success Center, the college disciplinary process, and is the primary advisor to ASCC unless she has appointed a designee. She serves as advisor to the Executive Board and provides advice to the Executive Board based on historical perspectives and/or current policies. She works closely with individual members of the Board, particularly the President and Treasurer.

Student Activities Supervisor: The Commissioners of Public Relations’ and Activities’ best friend. He or she works primarily in the fields of recruiting, programming and publicity. This individual serves as the advisor to the Campus Activities Board, which is the student group charged with planning and implementing major activities. This person may also serve as advisor to the Inter-Club Council. He or she reports to the Student Affairs Administrator.

Inter-Club Council Advisor: This person works closely with the Student Activities Supervisor. He or she has a role which is analogous to those the Student Affairs Administrator and Student Activities Supervisor have with the ASCC Executive Board and the Programming Board, respectively.

Administrative Clerks: These are the support staff that are critical to the success of any operation. They are available to assist you in a variety of ways including information about scheduling, proper completion of forms, office procedures, etc. They can make the difference between frustration and fulfillment during your student government experience.

Campus Center Hosts: These people have the task of coordinating the everyday goings on of the Campus Center. In many ways this is the most difficult of all the staff positions. These people can be a valuable resource to you and your projects.

Expectations

In addition to the responsibilities detailed above we have some general expectations of you as individuals.

* Go to class and keep your grades up! You are, first and foremost, a student at Citrus College. It is not in your best interest to attempt to become a professional ASCC Officer.

* Be honest with yourself and those around you. Remember that you have responsibilities to the student body as well as yourself. Take them seriously.

* Understand and appreciate the opportunity for growth that your student government involvement will provide. The lessons that you can learn here can be very expensive after you leave college.

* Demand the best from yourself, but when you’ve given it your all and something still doesn’t work, take the opportunity to learn from your failure. It can be your best teacher.

* HAVE FUN! If you don’t enjoy what you are doing most of the time, you’re missing the point of life.
THE ASSOCIATED STUDENTS OF CITRUS COLLEGE CONSTITUTION

PREAMBLE

We, the students of Citrus College, in order to form a representative student organization, do ordain and establish this constitution of self-government for the Associated Students of Citrus College.

ARTICLE I
Name and Purpose

Section 1. The name of this organization shall be: The Associated Students of Citrus College (ASCC).

Section 2. The purpose of this organization shall be:

A. To guarantee a republican form of student government.
B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
C. To further cooperation among students and between students, faculty, staff, Administration, and the community.
D. To develop a more informed citizenry capable of assuming an active role in society.
F. To provide effective student representation in the college’s shared governance process.

ARTICLE II
Nondiscrimination

The Associated Students of Citrus College (ASCC) shall not discriminate, nor will they participate in or affiliate with any organization which discriminates (as discrimination is legally defined) on the basis of: national origin, religion, age, sex or gender (except as exempt from Title IX), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability.

ARTICLE III
Membership and Privileges

Section 1. Any properly enrolled student of Citrus College shall automatically become a member of the organization upon payment of the Student Service Fee.

Section 2. All members of the ASCC are entitled to the following:

A. The right, if eligible, to hold office as provided in the Constitution.
B. Admission, if eligible, to intercollegiate competition on the conference schedule.
C. Admission to, and eligibility to participate in, all ASCC social activities, intramural sports, and college-recognized clubs and club activities.
D. Eligibility to apply for appropriate scholarships.
E. Receive discounts secured on their behalf.

**ARTICLE IV**

**Officers and Qualifications**

Section 1. The elective officers of ASCC shall be the President, Vice President, Student Trustee, Student Trustee Elect (in the Spring Semester only), Legislative Liaison, and up to seven (7) Senators.

Section 2. The appointed officers of the Associated Students shall be Treasurer, Commissioners of Public Relations, Activities, Inter-Club Council Relations, and Athletics, Recording Secretary, and not more than three (3) Commissioners-at-Large.

Section 3. Qualifications to run for, and hold office, Definition: (The word "office" in the text means either an elected or appointed office in the student government.)

A. A student must be enrolled in at least 6 units of college work, and have at least a 2.5 grade point average. This is determined on the cumulative basis for all college work completed. Exceptions may be granted by the Dean of Students or their designee, on a case-by-case basis.
B. A student must be a member of the Associated Students in good standing. No student on academic or disciplinary probation may hold a position of responsibility on the ASCC Executive Board.
C. A student may not serve on the Executive Board or Student Court for more than six semesters. Service for more than 44 days will constitute a full semester’s service.
D. Executive Board officers must attend all regular and special meetings.
E. Three unexcused absences are cause for dismissal with the recommendation of a 2/3 absolute majority of the Executive Board.
F. Unexcused tardiness of up to 15 minutes constitutes an unexcused absence.
G. Executive Board officers and the Student Trustee Elect shall enroll or must have enrolled in the leadership class.
H. In order to be elected as President or Vice President of the Associated Students, a student must have served at least one semester as a member of the ASCC Executive Board.

Section 4. ASCC officers may be members and/or officers of any college-recognized club or organization with the exception of the ASCC President who may not serve as an officer of any other club or organization.

Section 5. The term of office for Associated Student officers shall be one semester, ending on the last day of instruction of each semester and the succeeding officers shall take office immediately. The President, Vice President, Treasurer, and Legislative
Liaison, whose positions extend to one academic year, will end their terms on the last day of instruction of the spring semester.

Section 6. The term of the Student Trustee Elect will begin the first day of the spring semester and end May 14 of that same semester, at which time he/she will become the Student Board of Trustees member. The term of the Student Trustee will begin May 15 and end May 14 of the following year (in accordance with the California Education Code).

ARTICLE V
Duties of the Associated Student Officers

Section 1. The President shall:
A. Preside over and chair all regular and special meetings of the Executive Board.
B. Be responsible for the Executive Board agenda development.
C. Call special meetings of the Executive Board, providing he/she informs all Executive Board advisors and members and complies with Brown Act requirements.
D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
E. Appoint all committee members.
F. Perform such other duties as may be specified for the President in Robert’s Rules of Order (revised).
G. Act as host for the ASCC at all times.
H. Be a member of the ASCC Finance Committee.
I. Develop rapport, communications and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, Classified Staff, Faculty Association, and Management Team.
J. Become interim Student Trustee in the fall semester if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

Section 2. The Vice President shall:
A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.
B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
C. Act as parliamentarian of the Executive Board.
D. Be a member of the ASCC Finance Committee.
E. Keep the Executive Board informed on the progress of all appointed committees.
F. Attend all Citrus College Board of Trustees meetings.

Section 3. The Treasurer shall:
A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
C. Be instrumental in operating the budget.
D. Chair the ASCC Finance Committee.
E. Maintain an up-to-date financial code and follow the guidelines set forth.

Section 4. The Legislative Liaison shall:
A. Inform the Student Body and the ASCC of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the ASCC Executive Board.

Section 5. The Recording Secretary shall:
A. Possess skills appropriate to the position.
B. Record and keep in order the minutes of the Executive Board and be responsible for their publication.
C. Provide copies of the minutes for:
   (1) Executive Board files
   (2) Advisor(s) of the Executive Board
   (3) ASO Account Technician
   (4) Student Trustee
D. Act as Secretary of the board.

Section 6. The Senators shall:
A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
B. Each Senator will be assigned academic affairs or student service departments. The Senator shall maintain rapport and become liaison between the Executive Board, faculty, staff, administration, and students.

Section 7. The Commissioner of Public Relations shall:
A. Chair the Public Relations Committee.
B. Supply press release material and ensure the dissemination of ASCC publications to the student population.
C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
D. Maintain an active recruitment program from the student body at Citrus College and local high schools.
E. Conduct all ASCC general and special elections in the absence of an active Student Court in conjunction with the Executive Board President.
F. Work closely with the editors of all school publications.
G. Coordinate with the Commissioners of Activities, Athletics and Inter-Club Council Relations.

Section 8. The Commissioner of Activities shall:
A. Process and file all documents necessary in the activities preparation process.
B. Chair the Campus Activities Board.
C. Plan and coordinate all aspects of co-curricular student activities in conjunction with the Office of Student Life.
D. Delegate activity duties to members of the Executive Board and maintain assignment schedules for each event.
E. Coordinate with the Commissioner of Public Relations for promotion of events.

Section 9. The Commissioner of Athletics shall:
A. Establish and maintain a good standing relationship with campus athletic programs and administrators.
B. Report to the ASCC Executive Board on the activities and competitive results of athletic programs.
C. Coordinate with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

Section 10. The Commissioner of Inter-Club Council Relations shall:
A. Attend all Inter-Club Council Meetings.
B. Establish and maintain open communication between the Associated Students of Citrus College Executive Board and the Inter-Club Council (ICC).
C. Report to the ASCC Executive Board on the activities and developments within the ICC and its member clubs.
D. Coordinate with the Commissioner of Activities in promoting inter-organizational collaboration between the ASCC and ICC.

Section 11. The Commissioner(s)-at-Large shall:
A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
B. Perform special duties as indicated by the President.

Section 12. The Student Trustee shall:
A. Be a member of the Citrus Community College District Board of Trustees.
B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code and Citrus College Board Policies and Administrative Procedures.
C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
D. In the absence of a Student Trustee Elect, attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
E. Act as the mentor to the Student Trustee-Elect during the spring semester.

Section 13. The Student Trustee Elect shall:
A. Attend all Citrus Community College District Board of Trustees meetings.
B. Attend all ASCC Executive Board meetings.
C. Report at the Board of Trustees and Associated Students Executive Board meetings in the absence of the Student Trustee, and succeed to that office upon the resignation or disqualification of the Student Trustee.

ARTICLE VI
Structure & Duties of the Executive Board

Section 1. The Executive Board, governing body of the Associated Students, shall consist of the following voting members:
   A. President
   B. Vice President
   C. Student Trustee-Elect (spring semester only)
   D. Treasurer
   E. Legislative Liaison
   F. Recording Secretary
   G. Up to seven (7) Senators
   H. Commissioner of Public Relations
   I. Commissioner of Activities
   J. Commissioner of Athletics
   K. Commissioner of Inter-Club Relations
   L. Up to three (3) Commissioners at Large

Section 2. Succession to the Presidency shall be the currently elected Vice President. Should this officer be ineligible or unwilling to succeed, the Executive Board shall elect to the Presidency one of its voting members.

Section 3. The members of the Executive Board listed in Section 1 have the only voting power of the Executive Board. Each member has one vote.
   A. A quorum consists of 50% plus one of all voting members.
   B. No voting by proxy will be permitted for absent members.
   C. The Chair of the Associated Students Executive Board shall have no vote during the business meeting except to create or break a tie.

Section 4. The Executive Board shall be responsible for the following duties:
   A. Approving a budget for the ASCC and planning a system of financing all Associated Students functions for the following year.
   B. Establishing a Finance Committee which shall recommend the ASCC budget, ASCC expenditures, and finance policies to the Executive Board. The Finance Committee shall include the following officers:
      1. President
      2. Vice President
      3. Treasurer (Chairperson)
      4. One Senator, selected by the President
      5. One Commissioner, selected by the President
6. Commissioner of Activities  
7. Student Affairs Administrator  
C. Adopting by-laws and various codes mentioned elsewhere in the ASCC Constitution.  
D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.  
E. Requiring all officers and students to comply with the provisions of this Constitution.  
F. Setting an example of good conduct and decorum within the Associated Students.  
G. Examining reports of all officers, agents and committees of the Associated Students.  
H. Exercising control over all expenditures of the Associated Students.  
I. Ratifying, upon recommendation of the President, all standing and special committees.  
J. Exercising supervision over all expenditures from Associated Student funds.  
K. Initiating impeachment of an Executive Board member by a 3/4 majority of the entire Executive Board.  

Section 5. Business will be conducted under Robert's Rules of Order (revised).  

Section 6. Any member of the student body, district staff, or the community may attend the meetings of the Executive Board in a non-voting capacity.  

Section 7. The Student Affairs Administrator or his/her designee shall act as advisor of the Executive Board unless otherwise specified by the President of Citrus College.  

ARTICLE VII  
Judiciary  

Section 1. The judicial power of the Associated Students shall be vested in one court known as the Associated Student Court of Citrus College.  

Section 2. This court shall consist of five Associated Student members. It will have one advisor. One of the justices shall be elected Chief Justice of the Court and shall preside at all sessions except when he/she should appoint a member of the court to take his/her place in his/her absence.  

Section 3. Members of the court shall:  
  A. Be a member of the Associated Students of Citrus College.  
  B. Have a cumulative grade point average of 2.5.  
  C. Be enrolled in a minimum of six units per semester during their term of office.  
  D. Maintain a 2.5 G.P.A. each semester in office.  
  E. Be non-voting members of the Executive Board.
Section 4.
A. Appointment of justices shall be by the ASCC President with the approval of a 2/3 majority vote of the Executive Board.
B. If, after two weeks of the beginning of each semester, the ASCC President has not nominated ASCC members to fill Student Court vacancies, the Executive Board will nominate and appoint ASCC members to the Student Court with a 2/3 majority vote.
C. The term of office shall be four semesters or resignation. Dismissal is automatic if the justice is placed on academic or disciplinary probation.
D. Cause for removal from office shall be:
   (1) When conditions in Section 3, subsections A, B, C, D, and E are not met.
   (2) When justices fail to perform duties as stated in Article VI.
E. The ASCC President shall make appointments to fill vacancies as defined in Section 4, paragraph A.

Section 5. Duties and Powers:
A. The procedure and methods of conducting court and trying cases shall be outlined in the Judicial Code.
B. The Associated Student Court shall have the power to review any and all measures enacted or decreed by the Executive Board. This process is initiated by the receipt of a petition of 100 signatures or 25% of the number that voted in the last election, or a request by a majority of the Executive Board or the Inter-Club Council.
C. The court will have the power to use injunctions or restraining orders against any Citrus student or student organization. This power may include the freezing of funds. The court shall review all new constitutions and annually review all current club constitutions for legality.
D. All inquiries, hearings, or trials conducted by the Court will be held in open session unless specifically requested by the party or parties being tried.
E. This court shall have the power to recommend to the President of Citrus College: probation, suspension, or expulsion of any student who conducts himself/herself in such a manner as to bring discredit to Citrus College.
F. Defendants shall respect the Court and its judgment. Failure to do so will result in a charge of contempt.
G. Failure to comply with the sentence or finding will result in a recommendation to the Student Affairs Administrator that administrative action be taken.
H. Appeals may be made to the:
   1. Student Affairs Administrator;
   2. Vice President of Student Services;
   3. President of Citrus College.

   Appeals must be made in the order above.
I. The court shall have the final authority on all club constitutions and ASCC contracts.
J. The court shall have no legislative powers except in the event that all members of the Executive Board vacate their offices: The court shall assume the executive powers until new officers are elected. If this is not possible, the court shall draft a new constitution and present it to the electorate for ratification and then conduct elections to staff the executive positions.

K. A decision of the court must have a majority of all justices concurring.

L. Any member of the Associated Students may request the court to interpret this constitution.

Section 6. In the absence of a functioning Student Court, all questions shall be referred to the Student Affairs Administrator.

ARTICLE VIII
Elections

Section 1. All ASCC general and special elections will be conducted by the Student Court. The Chief Justice shall act as chairman. In the absence of an active Student Court, the general and special elections shall be conducted by the Executive Board with the ASCC President and/or Commissioner of Public Relations acting as co-chairs.

Section 2. The Office of Student Life shall certify the petitions and deliver them to the Executive Board.

Section 3. Any candidate for elected office must receive at least 50 votes to be elected.
   A. Senator candidates must be within the (up to) top seven vote recipients for the Senate elections to be elected.
   B. Candidates for all other offices must receive the majority of votes for their respective office to be elected.

Section 4. Write-in candidates must be eligible to run for and hold office. Votes cast for individuals who are not eligible to hold office will not be counted.

ARTICLE IX
Appointments

Section 1. Appointed ASCC officers must meet the same qualifications for office as elected officers.

Section 2. Applications for appointed offices shall be made available one full week immediately following ASCC elections.

Section 3. The incoming ASCC President will make the appointments for the vacant offices. New officers will be approved pending 2/3 majority vote from elected members of the Executive Board.
Section 4. If, after ten days of the semester, the ASCC President has not nominated members to fill the Executive Board vacancies, the Executive Board may nominate members to fill the vacancies.

ARTICLE X
Initiative, Referendum, and Recall

Section 1. The members of the ASCC shall have the right to initiative, referendum, and recall.

Section 2. Petitions shall require the signatures of 10% of the members of the ASCC. Every petition must bear the exact wording of the action proposed.

Section 3. The Student Court shall certify the petitions and deliver them to the Executive Board. An election must be held within ten school days after the petitions have been received by the Executive Board. The proposed action shall be posted for no less than five school days.

Section 4. For initiative and referendum, a vote of 50% plus one vote is necessary to approve the proposed action.

Section 5. For recalls, a minimum of a 60% majority is necessary to approve the proposed action. By definition, only elected officers may be recalled.

ARTICLE XI
Athletics

Section 1. The intercollegiate athletic program may include those programs that are sanctioned by the athletic league in which Citrus College is a member.

Section 2. The official insignia of Citrus College shall be the Owl. The official name "Owls" shall be used for all the athletic teams.

Section 3: The Official school colors of Citrus College are blue, white, and orange

ARTICLE XII
Ratification

The constitution shall be considered ratified after an election is held and a simple majority of the Associated Students is in favor of its adoption.

ARTICLE XIII
Amendments to the ASCC Constitution
Section 1. Revision of the constitution requires a simple majority of the votes cast at a special or general election.

Section 2. Amendments to this constitution may be proposed by either one of the following:
   A. A 2/3 absolute majority of the Executive Board.
   B. A petition signed by 10% of the members of the ASCC.

Section 3. A special election may be called when approved by a 2/3 vote of the Executive Board.

Section 4. All amendments and revisions will be available to the student body at least 10 school days prior to an election.

ARTICLE XIV
Amendments to the ASCC Governing Documents

Section 1. Amendments to ASCC governing documents must be approved by a 2/3 vote of the Executive Board.

Section 2. Amendments to ASCC governing documents must be voted upon within four weeks of the first day of classes of the spring semester. If amendments are not approved within the first four weeks, the prior year’s governing laws shall automatically be in effect.

ARTICLE XV
Constitutional Authority

This constitution will be considered as the final authority and supersede the constitution of any student club or student organization on the campus of Citrus College.

AMENDED: 11/11/93, 12/04/98, 05/03/00, 05/05/04, 05/05/05, 03/06/14, 06/04/15, 06/05/17

NOTICE: Any proposed amendments to this constitution that are in violation of or in contradiction to College policies, procedures, regulations, or local, state, and federal laws will not be allowed. Any items in this constitution that are found to be in violation of any of the above will be removed or changed in accordance with College policies and/or local, state, and federal laws.

In addition, any constitutional changes that make unreasonable demands of college employees will not be allowed (at the discretion of the Dean of Students or designee).
CITRUS COLLEGE
COLLEGE INFORMATION TECHNOLOGY COMMITTEE
2017-2018 PURPOSE STATEMENT

The purpose of the College Information Technology Committee (CITC) is to develop, oversee, and review district policy and planning efforts pertaining to instructional and institutional information technology at Citrus College. The committee oversees and responds to accreditation recommendations related technology policies and planning in Standard III C. The committee also acts as a communication conduit for computer and technology related issues and a focal point for input from district constituencies on computer and technology related issues. (III.C.1, III.C.2, III.C.3, III.C.4, III.C.5)

The CITC will:

- Advise the Steering Committee on policy and planning matters pertaining to computer and technology use. (III.C.1, III.C.2, III.C.5)
- Develop, review and update the district computer and technology board policy and related administrative procedures. (III.C.1, III.C.5)
- Communicate policy, procedures and plans to campus constituents to keep them informed of technology matters on campus. (III.C.4, III.C.5)

Responsibilities for 2017-2018

1. Conduct regular meetings to identify new technologies and their application to the college community. (III.C.1, III.C.2)

2. Review, develop and maintain the next version of the Technology Master Plan for 2017-2022, which will be responsive to the new 2016-2021 Strategic Plan. (III.C.2)

3. Review and respond to recommendations from Accreditation report to ensure that technology planning and policies are responsive to these recommendations. (III.C.2)

4. Develop comprehensive web and social media usage policies and procedures including the development of website and social media style guides and guidelines for managing content ensuring that copyright standards and all legal regulations, state and federal, are met. (III.C.5)

5. Provide information about technology training options available on campus and online. (III.C.5)
Frequency of Meetings – Monthly

Day/Time of meeting – **Second Monday of the month** - 10:00 a.m. to 11:00 a.m.

Composition of Committee
Chief Information Services Officer (Chair)
Network, Central Computing and Telecommunications Systems Supervisor (Alternate Chair)
Technology Operations and Support Services Supervisor (Alternate Chair)
Dean of Enrollment Services (or designee)
Dean of Career, Technical and Continuing Education
Dean of Social and Behavioral Sciences, Online Education
Digital Communications and Publications Supervisor (or designee)
Director of Fiscal Services (or designee)
Director of Human Resources (or designee)
Director of Institutional Research, Planning and Effectiveness (or designee)
Executive Director of Communications and External Relations
Supervisor of Online Education/Library Services
Management Team representative
Supervisor/Confidential representative
Faculty Representative(s)
Classified Representative(s)
Associated Students of Citrus College (ASCC) Representative(s)

Approved by the College Information Technology Committee September 11, 2017
CITRUS COLLEGE
EDUCATIONAL PROGRAMS COMMITTEE
2017-2018 PURPOSE STATEMENT

PURPOSE
The purpose of the Educational Programs Committee is to facilitate discussion regarding the comprehensive educational program offered at Citrus College. The committee reviews the implementation of instruction and instructional support areas of the Educational and Facilities Master Plan. The committee reviews Academic Year 5 summary documents and academic support comprehensive program reviews. The committee responds to accreditation recommendations and actionable improvement plans, implementing changes as necessary.

The committee reviews policies and procedures for enrollment management, major general education and graduation requirements, and program implementation/discontinuance.

The committee ensures Career/Technical Education (CTE) programs meet regional criteria for approval, monitors the inventory of approved programs, and assures that certificates are in compliance with state requirements.

The committee supports Online Education, Honors Transfer, and College Success, including implementation of the Basic Skills Initiative and the Student Equity Plan. In addition, the committee strives to promote communication and collaboration regarding educational programs among instruction, student services, and associated students.

RESPONSIBILITIES for 2017-2018
b. Monitor Educational and Facilities Master Plan and related sections of Strategic Plan.
c. Strive for sustainable continuous quality improvement in academic programs and services.
d. Support implementation of actionable improvement plans related to academic programs and services.
e. Confirm accuracy of inventory of approved programs.
f. Facilitate open dialogue regarding budget challenges and impact on instructional programs.

FREQUENCY OF MEETINGS: Monthly (during primary semesters)

DAY/TIME OF MEETINGS: Mondays 2:40 p.m. to 4:00 p.m.

EPC COMMITTEE MEMBERSHIP:
Vice President of Academic Affairs (Chair)
Instructional Deans
Academic Senate President
Academic Senate Vice President
Curriculum Committee Chair
Director of Institutional Research
Articulation Officer
SLOA Coordinator
Program Review Coordinator
ASCC representative(s) (1 or 2)

Director of Institute for Completion / Grants Oversight
Classified representative(s) (2)
Supervisor/Confidential representative(s) (1)
Online Education Coordinator
Honors Transfer Program Coordinator
Career/Tech Ed. Supervisor
Director of Student Support Services
Sub-committees:

**Online Education:** The purpose of the committee is to discuss issues important and relevant to Online Education and to foster communication among management, technology staff, and faculty on topics related to online delivery. In addition, there are frequent discussions regarding best practices and faculty often make presentations involving new and emerging technologies. Minutes and agendas are kept.

**FREQUENCY OF MEETINGS:** monthly during semesters

**MEMBERSHIP:**
- Full and part time faculty teaching in Online Education
- Dean of Online Education
- Online Education Coordinator
- Online Education Supervisor
- Online Ed Information Technology Specialist
- Librarian
- DSPS representative
- Learning Center representative
- TeCS representative
- ASCC representative

**Honors Transfer:** The purpose of the Honors Advisory Committee is to advise the Honors/Transfer Program Director on scheduling and program development. It is also a forum for faculty to offer ideas on how to improve the program, as well as receive support in their honors courses.

**FREQUENCY OF MEETINGS:** The committee convenes several times during an academic year.

**MEMBERSHIP:** The committee membership includes faculty, a student representative, and an Honors counselor.

**College Success/Student Equity:** The College Success/Student Equity Program promotes academic advancement by increasing student knowledge, enhancing learning skills, and providing educational support.

**FREQUENCY OF MEETINGS:** twice each semester

**MEMBERSHIP:**
- Director of the Institute for Completion
- Assistant Director, Grants
- Dean of Language Arts & Library
- Dean of Mathematics & Business
- Learning Center Supervisor
- College Success Counselor
- English Faculty (2)
- Mathematics Faculty (2)
- ESL Faculty member
- DSPS representative
- EOPS representative
- Institutional Research representative
- SSSP Committee representative
- CTE representative
- Noncredit representative
- Student Services representative
- Academic Senate representative
**Strong Workforce Program:** The Strong Workforce Program fulfills federal Carl D. Perkins Career Technical Education Act (CTEA) requirements. The Team facilitates Career Technical Education (CTE) program improvement through selection and oversight of funded activities under the leadership of the Dean of Career, Technical, and Continuing Education and Curriculum.

**FREQUENCY OF MEETINGS:** Typically four meetings per year

**MEMBERSHIP:**
- CTE faculty (minimum 6)
- Classified staff
- Supervisor/Confidential representative
- ASCC representative
- Representatives from area businesses
- Representatives from K-12 districts

**Enrollment Management Committee:** The purpose of the Enrollment Management Committee is to analyze and discuss the eight areas of the Enrollment Management Plan (Technology & Information Systems, Curriculum & Educational Programs, Course Scheduling, Student Services, Student Recruitment, Marketing, Student Retention, and Facilities) in order to make recommendations on, monitor progress of, and to update annually. The two overarching goals of the committee will be to:
  - increase student access, success, and completion; and
  - enable the college to maximize FTES goals.

The purpose and responsibilities of the Enrollment Management Committee are indexed to the following ACCJC Standards: IA2, IB1, IB6, IC1, IC4, IC6, IIA6, IIA7, IIC5, IIC6, IIIC1, and IVA1.

**RESPONSIBILITIES 2017-2018**
- Analyze the Enrollment Management Plan
- Review enrollment metrics
- Review, monitor, and modify the Enrollment Management Plan activities
- Increase communications related to enrollment management activities

**FREQUENCY OF MEETINGS:** Monthly on Thursdays, 2:45pm-4:00pm

**MEMBERSHIP:** Co-chairs: VPAA and a full-time faculty member
- Academic Senate President
- ASCC Representative(s)
- Articulation Officer
- Catalog and Schedule Analyst
- Chief Information Services Officer
- Outreach
- Curriculum Committee Chair
- Dean, Admissions and Records
- Dean, Career, Tech., and Continuing Ed.
- Dean, Mathematics & Business
- Dean, Social and Behavioral Sciences
- Supervisor of Digital Communications
- Faculty Representative(s)

Director, Inst. Research, Planning, Effectiveness
Program Review Coordinator
Registrar
Supervisor/Confidential Representative(s)
Vice President of Academic Affairs
Vice President of Student Services
Vice President of Finance and Admin. Services
Dean, Counseling and Advisement
Director, Institute for Completion
Director, Financial Aid
Dean of Students
 Classified Representative(s)
The purpose of the Financial Resources Committee is to maintain effective communication concerning District financial resources and business operations, including reviewing income and expenditure assumptions, addressing academic and facility needs, making recommendations, and informing various college constituent groups of the status of funding and expenditures and any modifications made to the budget throughout the year in response to funding changes. Committee members are expected to be knowledgeable about the District’s budgeting process and are expected to focus on the entire budget, as opposed to isolated parts of the budget that just affect their individual cost center or constituency group. The committee strives to ensure fiscal transparency by providing/sharing information with represented constituent groups, (III.D.3).

The committee reviews policies and procedures related to District financial resources and business operations; adheres to accreditation standards relating to the District’s financial resources as addressed in Standard IIID; and reviews and forwards recommendations of the Financial Resources Committee to the Steering Committee. The committee ensures that budget assumptions are planned in accordance with applicable Focus Areas and Strategies of the 2016-2021 Citrus College Strategic Plan.

Responsibilities for 2017-2018 of the Financial Resources Committee:

a) Make recommendations regarding one-time and ongoing budget requests, including any funding requests for institutional planning efforts, (III.D.4, III.D.6).

b) Review and consider funding requests from the Program Review process, (III.D.1).

c) Generate and share information on the budget structure, budget development, and budget issues to constituent groups, (III.D.3).

d) Conduct regular meetings regarding District financial resources and business operations.

e) Conduct research, formulate strategies, consult with experts and make recommendations relative to matters of District financial resources and business operations.

FREQUENCY OF MEETINGS: Monthly
DAY/TIME OF MEETING: 1st Wednesday of the month at 2:00pm.

COMMITTEE MEMBERSHIP:
Vice President of Finance and Administrative Services (Chair)
Faculty representative(s) (co-chair)
Vice President of Academic Affairs (or designee)
Vice President of Student Services (or designee)
Chief Information Services Officer (or designee)
Director of Fiscal Services
Associate Director of Fiscal Services
Director of Institutional Research, Planning and Effectiveness
Bookstore Supervisor
Classified representative(s)
ASCC representative(s)
Supervisor/Confidential representative(s)
Dean of Students
Academic Dean(s)

Approved by the Financial Resources Committee on 8/24/17.
CITRUS COLLEGE
HUMAN RESOURCES ADVISORY/STAFF DIVERSITY COMMITTEE
2017-2018 PURPOSE STATEMENT

PURPOSE
The purpose of the Human Resources Advisory/Staff Diversity Committee is to review and recommend policies and procedures related to District personnel. The Committee also recommends and develops policies and procedures related to the District’s Equal Employment Opportunity and Diversity Plan. The Committee forwards recommendations to all campus constituent groups and to the Steering Committee for review and adoption (III.A.1-15).

RESPONSIBILITIES FOR 2017/2018
- Review and revise all Human Resources-related Board Policies and Procedures that are not otherwise within the scope of collective bargaining (III.A.1, 11).
- Review strategies to improve diversity in the hiring of new employees (III.A.12).

FREQUENCY OF MEETINGS
- Five times per year during regular academic terms.

DAY/TIME OF MEETINGS
- Third Wednesday
- 2:40 p.m. to 3:40 p.m.

2017/2018 MEETING DATES
- October 17, 2017
- November 21, 2017
- March 21, 2018
- April 25, 2018* (Date adjusted to avoid spring break.)
- May 16, 2018

COMMITTEE MEMBERSHIP
- Representative Composition:
  - Administrator 3
  - Full-time Faculty 2
  - Part-time Faculty 2
  - Supervisor/Confidential 2
  - Classified 2
  - Student 2
- Standing Membership:
  - Director of Human Resources (Chair)
  - Human Resources Manager/Staff Diversity Officer
  - President of Supervisor/Confidential Group
The Institutional Effectiveness Committee is a standing committee of the Citrus College Steering Committee. The purpose of the Committee is to review and make recommendations on matters regarding institutional effectiveness, i.e. the review and assessment of the integrated planning process and the means by which it is linked to the institutional planning processes. (I.B.1)

The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue based on a culture of evidence and data-driven decision-making. The committee engages in the design and implementation of assessment tools that evaluate and improve institutional effectiveness. Also, the committee oversees functions and responsibilities related to ACCJC Standard I.B. Institutional Effectiveness. (I.A.2, I.A.3; I.B.3, I.B.4, I.B.5, I.B.8, I.B.9)

ONGOING RESPONSIBILITIES

1. Contribute to and participate in accreditation-related activities, such as the ACCJC annual report, and institution-set standards. (I.B.3)
2. In support of the Program Review and HotShots committees, continue assessment of program review and student learning outcome processes through the following (I.B.4, I.B.5):
   a. Repeat survey of program review users in all four areas (Academic Support, Institutional Support, Instruction, and Student Services);
   b. Continue to assess and improve collegewide engagement in program review and student learning outcomes.
3. Collect and review the annual reviews of the Strategic Plan, Educational and Facilities Master Plan (EFMP) (chapter three), Enrollment Management Plan, Technology Plan, Sustainability Plan, and Human Resources Plan. (I.A.2; I.B.9)
4. Monitor the timeline for the cyclical review of mission, program review and student learning outcome assessment. (I.B.5)

RESPONSIBILITIES for 2017-18

5. Provide support needed for the preparation of the ACCJC Midterm report.
7. Develop the Student Services program review survey and analyze the results. (I.B.4)
8. Monitor the progress made towards goals set in chapter three of the EFMP through reviewing the following (I.A.2; I.B.9):
   a. The assessment tables for EFMP.
   b. The executive summary of findings from the assessment tables.

FREQUENCY OF MEETINGS:
Monthly, during primary terms.

DAY/TIME OF MEETING:
4:00 to 5:00 p.m., in CI 159, following the last Steering Committee meeting of the month.

COMMITTEE MEMBERSHIP (19):
- Director of Institutional Research, Planning, and Effectiveness (co-chair) – Dr. Lan Hao
- Program Review Coordinator (Faculty co-chair) – Dr. Dave Kary
- Accreditation Liaison Officer – Dr. Arvid Spor
- Accreditation Faculty Co-chair – Roberta Eisel
- Academic Senate President – Alfie Swan
- Student Learning Outcomes Assessment Coordinator – Becky Rudd
- Additional chairs of the Steering standing committees – Bob Hughes, Dr. Martha McDonald, Claudette Dain, Dr. Robert Sammis
- Representatives from Academic Affairs – Dr. Dana Hester, Michael Wangler
- Representatives from Student Services – Dr. Lucinda Over, Dr. Maryann Tolano-Leveque
- Additional Faculty Rep – Dennis Korn
- Classified Staff Reps – Cathy Day, Yueyi Huang
- Supervisor/Confidential Reps – Marilyn Grinsdale
- ASCC Reps – Samantha Zeigler

Approved by IEC on: September 25, 2017
CITRUS COLLEGE
INSTITUTIONAL RESEARCH AND PLANNING COMMITTEE
2017-18 PURPOSE STATEMENT

The Institutional Research and Planning Committee is a standing committee of the Citrus College Steering Committee. The purpose of the Committee is to review and make recommendations on matters regarding institutional research and institutional planning in accordance with ACCJC accreditation standards. The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue based on a culture of evidence and data-driven decision-making. The committee engages in the design and implementation of assessment tools that evaluate the college’s progress in achieving the institutional goal and collegewide objectives as indicated in the Strategic Plan. (ACCJC Standards: 1.A.2; 1.B.1; 1.B.8)

RESPONSIBILITIES 2017-18
1. Review board policies and administrative procedures and respond to requests as related to institutional research and planning. (ACCJC Standard: 1.B.7)
2. Advise and recommend on the development of the annual implementation plan and progress report of the strategic plan in working with other pertinent standing committees of the Steering Committee. (ACCJC Standard: 1.B.5)
3. Monitor the annual progress of the college’s 18 measurable objectives as stated in the Strategic Plan. (ACCJC Standards: I.A.2, 1.B.3; 1.B.4; 1.B.6)
4. Support the institution through review and discussion of data used for program review, student learning outcomes assessment, and other major plans. (ACCJC Standard: 1.B.1)
5. Disseminate and promote dialogue on college-wide research projects. (ACCJC Standards: 1.B.1; 1.B.5; 1.B.6)

FREQUENCY OF MEETINGS:
Monthly in primary academic terms.

DAY/TIME OF MEETING:
Third or fourth Monday of the month from 10:00 a.m. to 11:00 a.m.

COMMITTEE MEMBERSHIP (14):
Director of Institutional Research, Planning and Effectiveness (Chair) – Dr. Lan Hao
Chief Information Services Officer – Bob Hughes
Academic Affairs Dean – Michael Wangler
Student Services Dean – Dr. Lucinda Over
Director of Student Support Services – Jessica Lopez Jimenez
Director of the Institute for Completion and Grants Oversight – Dr. Marianne Smith
Academic Senate President – Alfie Swan
Program Review Coordinator – Dr. Dave Kary
Additional Faculty representatives (2) – Dr. Levi Richard, Raul Sanchez
Supervisor/Confidential representative – Ivon McCraven
Classified representatives (2) – Yueyi Huang, Melissa Christian
ASCC representative (1) – Andrew Di Giovanna

Approved by IRPC on September 18, 2017
CITRUS COLLEGE
PHYSICAL RESOURCES COMMITTEE
2017-2018 PURPOSE STATEMENT

The purpose of the Physical Resources Committee is to maintain effective communication concerning District physical resources, including issues of safety, access, the environment, and space utilization. The committee takes an active role in maintaining a safe, accessible, and environmentally responsible campus that supports the Mission of the District. The committee reviews policies and procedures related to District physical resources, ensures compliance with accreditation standards relating to the District’s physical resources as addressed in Standard IIIB, and reviews and forwards recommendations of the Physical Resources Committee to the Steering Committee. The committee also reviews and makes recommendations for the Five Year Construction Plan, Bond Construction Program and Sustainability Plan. The committee oversees the planning and implementation of Institutional Goals, in accordance with applicable Focus Areas and Strategies of the 2016-2021 Citrus College Strategic Plan.

Responsibilities for 2017-2018

A. Establish standard procedures for reviewing and approving requests and proposals for building alterations and changes in space utilization.(III.B.2;III.B.3)

B. Conduct regular meetings to seek improvements to matters involving campus safety, security, parking, accessibility, construction, space utilization, sustainability and other matters within the committee’s purpose and scope.(III.B.1)

C. In whole or by subcommittee, conduct research, formulate strategies, consult with experts, and make recommendations relative to matters of safety, security, parking, accessibility, construction, space utilization, sustainability and other matters within the committee’s purpose and scope.(III.B.1)

D. Ensure that project proposals and changes in space utilization are consistent with the District’s Educational and Facilities Master Plan. (III.B.2;III.B.3)

E. Communicate policies, procedures and plans to constituent groups across the campus to keep them informed on matters of campus safety, security, parking, accessibility, construction, space utilization, sustainability and other pertinent matters.(III.B.1)
FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: Last Thursday of the month at 9:00 am during the Fall, Winter and Spring terms.

COMMITTEE MEMBERSHIP:
Vice President of Finance and Administrative Services (Chair)
Faculty representative (co-chair)
Vice President of Academic Affairs (or designee)
Vice President of Student Services (or designee)
Chief Information Services Officer (or designee)
Director of Facilities and Construction
Supervisor of Campus Safety
College Nurse
Disabled Students Programs and Services Counselor
Environmental Health and Safety Programs Supervisor
Classified representative(s)
ASCC representative(s)
Supervisor/Confidential representative(s)
Director of Purchasing
Risk Management Supervisor
Supervisor of Kinesiology and Athletic Facilities

Approved by the Physical Resources Committee 9/7/17.
The Program Review Committee is a standing committee of the Citrus College Steering Committee. The purpose of the committee is to provide guidance, training, support, and oversight on matters related to the four areas of program review:

- Academic Support
- Institutional Support
- Instruction
- Student Services

The committee works in cooperation with the Institutional Effectiveness Committee (IEC) to assure program review is the vehicle for systematic integration of student learning and completion information, program needs, and recommendations on the college allocation and institutional planning processes. The committee monitors program review processes as they assure engagement in continuous, comprehensive, and systematic evaluation, planning, and resource allocation. (ACCJC Standard I.A.2, I.A.3, I.B.1, I.B.3, I.B.4, I.B.5, I.B.6, I.B.8, I.B.9 and E.R. 19, II.A.1, II.A.5, II.A.7, II.A.13, II.A.14, II.A.15, II.A.16, II.B.3, II.C.1, II.C.2, III.A.7, III.A.9, III.B.3, III.C.2, III.D.5, III.D.8, IV.A.2)

The committee reviews and vets reports from all program review areas. Additionally, the committee monitors reports and recommends improvements to program review processes.

The committee advances the college mission by promoting excellence in programs and services offered by Citrus College through collection and analysis of documents and produces reports of the results of program review to disseminate throughout the college community.

RESPONSIBILITIES IN 2017-2018

1. Track and analyze resource requests from program review reports to their next level of review (division or other); catalog sources of funding or other allocation, including consideration and action by the Financial Resources Committee. (I.B.6)
2. Clarify the relationship between comprehensive and annual program reviews in Academic Support, Institutional Support, and Student Services areas. (I.B.9)
3. Complete development of program review templates and processes in Taskstream.
4. Assess the implementation of program review and SLOA on Taskstream (I.B.9)
5. Complete a program review annual timeline that integrates with the resource request process. (I.B.6)
6. Implement changes resulting from analysis of surveys and focus groups conducted by the Institutional Effectiveness Committee. (I.B.9)
CONTINUING RESPONSIBILITIES

A. Maintain public information on program review, especially the College website. (1.B.8)
B. Ensure compliance with ACCJC (accreditation) standards.
C. Support advancement of 2016-2021 Strategic Plan.
D. Approve and vet lists of programs in fall and spring.
E. Review and revise templates for all program review reports.
F. Maintain a master calendar for the various review cycles.
G. Review and/or draft Board Policies and Administrative Procedures for program review.
H. Employ rubrics for analysis and vetting of reports; assess effectiveness of rubrics and revise as needed.
I. Compile, review, and report recent actions on recommendations from program review. (1.B.5)
J. Review grant-funded services to determine the need for inclusion in programs reviews.
K. Work closely with the Hotshots committee to ensure integration of student learning outcomes assessment into program review. (1.B.2, 1.B.4)

FREQUENCY OF MEETINGS
Scheduled Fridays during the primary terms from 10:00 a.m. – 11:30 a.m.

DATES/TIME OF MEETINGS
- September 15, 2017 @ 10:00 a.m. SS-205
- October 6, 2017 @ 10:00 a.m. SS-165
- November 3, 2017 @ 10:00 a.m. SS-205
- December 8, 2017 @ 10:30 a.m. SS-205
- March 2, 2018 @10:00 a.m. SS-205
- April 6, 2018 @10:00 a.m. SS-205
- May 4, 2018 @10:00 a.m. SS-205
- June 1, 2018 @10:00 a.m. SS-205

COMMITTEE MEMBERSHIP
Membership should have depth and breadth from throughout the program review areas, and so will include representatives from the following groups:
- Associated Students (2)
- Faculty 8 (including one adjunct faculty)
- Supervisor/Confidential (1)
- Managers (8)
- Classified (6)
Additionally, the following will serve as members of the committee:
- Learning Outcomes Coordinator or designee
- Academic Senate representative
- Director of Institutional Research, Planning, and Effectiveness
- Curriculum Committee representative
- Program Review Coordinator, Chair of Committee
The purpose of the Student Learning Outcomes and Assessment (SLOA) Committee (also known as HotShots) is to facilitate development, implementation and assessment of student learning outcomes across the campus community. Outcome assessment not only monitors the content and depth of student learning, but it also measures the success of the institution in providing effective learning opportunities. Therefore, the ongoing process of student outcomes assessment leads to improved courses, services, and programs and serves as evidence for institutional planning, resource allocation, and staff and faculty development. The committee strives to provide a resource to both instructional and non-instructional programs in all matters related to student learning outcomes and assessment and to make collegial and collaborative recommendations that enhance program effectiveness. (ACCJC Standards I.A.2, I.B.1, I.B.3, I.B.4, I.B.6, I.B.8, I.C.3, II.A.1, II.A.3, II.1.11, II.A.12, II.A.16, AND II.C.2.)

RESPONSIBILITIES (* indicates those linked directly to ACCJC Standards)

1. Continually review, assess, and revise the SLO assessment process.*
2. Provide SLO assessment to support the advancement of the Strategic Plan.
3. Implement SLOA practices that assure alignment with planning as indicated in the Integrated Planning Model.*
4. Maintain efforts to maximize student awareness of student learning outcomes for the campus community.
5. Oversee and recommend best practices regarding SLOs and assessment for the college.*
6. Provide guidance regarding institutional dialogue about the use of assessment results and identification of gaps in the achievement of student learning outcomes.*
7. Coordinate SLOs and Assessments with the Office of Institutional Research, Planning and Effectiveness on college level reports.*
8. Strategize innovative methods to offer increased resource assistance regarding student learning outcomes and assessment for the college.
9. Continue to monitor and participate in the implementation of responses to recommendations made by the Accrediting Commission for Community and Junior Colleges (ACCJC).
10. Revise and complete any reports on SLOA.*
11. Work with the GE Committee and Faculty Learning Institute to continue to conduct the GE Assessment.
12. Work with the Program Review Committee to support the completion of SLOA reports and program reviews.
13. Implement changes in the SLO assessment process based on the analysis of surveys and focus groups conducted by the Institutional Effectiveness Committee.

GOALS FOR 2017-2018

1. Provide support for the continued implementation and use of Taskstream for SLOA, program review, and related processes.
FREQUENCY OF MEETINGS
Scheduled Fridays during the primary terms from 10:00 a.m. – 11:30 a.m.

DATES/TIME OF MEETINGS
- September 15, 2017 @ 10:00 a.m. SS-205
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- June 1, 2018 @10:00 a.m. SS-205

COMMITTEE MEMBERSHIP
Membership should have depth and breadth from throughout the program review areas, and so will include representatives from the following groups:
- Associated Students (2)
- Faculty 8 (including one adjunct faculty)
- Supervisor/Confidential (1)
- Managers (8)
- Classified (6)

Additionally, the following will serve as members of the committee:
- Learning Outcomes Coordinator or designee
- Academic Senate representative
- Director of Institutional Research, Planning, and Effectiveness
- Curriculum Committee representative
- Program Review Coordinator, Chair of Committee
The Student Services Committee (SSC) is a standing committee of the Citrus College Steering Committee. The purpose of the SSC is to facilitate development, implementation, and assessment of student services across the campus community. The SSC reviews the activities of all Student Services programs: Admissions and Records, California Work Opportunity and Responsibility for Kids (CalWORKs), Counseling and Advisement, Career/Transfer Center, the Department of Campus Safety, Disabled Students Programs and Services (DSP&S), Extended Opportunity Programs and Services (EOP&S)/Cooperative Agencies Resources for Education (CARE), Financial Aid, the International Student Center, School Relations and Outreach, the Student Health Center, Student Life and Leadership Development, and the Veterans Success Center.

RESPONSIBILITIES:

1. Support the advancement of the strategic plan and monitor the progress of the Annual Implementation Plan (AIP);
2. Monitor the progress of program reviews, student learning outcomes and assessment, and identify opportunities for collaboration among Student Services programs;
3. Respond to accreditation standards related to student services, in particular the Accrediting Commission for Community and Junior Colleges (ACCJC) Standards: IB2, IB5, and IIC;
4. Monitor campus progress on student success and completion, basic skills services, student equity, and Student Success and Support Programs;
5. Forward recommendations for the academic calendar to the Steering Committee;
6. Identify and coordinate student services campus research projects in collaboration with the Office of Institutional Research, Planning and Effectiveness;
7. Ensure that student services policies and procedures are up to date;
8. Review the work of standing sub-committees;
9. Improve the utilization of technology to increase efficiency and services to students; and
10. Coordinate the selection of students for achievement awards.

FREQUENCY OF MEETINGS:
Monthly during fall, winter and spring terms

DAY/TIME OF MEETING:
Thursday @ 1:30-2:30 p.m. in SS-205

COMMITTEE MEMBERSHIP (25):
Administrators (8)
ASCC Representative (2)
Classified Representative (4)
Faculty (5)
Professional Experts (2)
Supervisor/Confidential (4)

SSC Approved: 09/14/17
Citrus College is committed to an inclusive shared governance process, and to making information about how to be involved available to all campus constituencies. Use the following directory listings to learn more about specific campus organizations and governance activities.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>For Information Contact</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar Committee</td>
<td>Gerald Sequeira, Dean of Enrollment Services, Steve Odrich, Faculty, Mathematics</td>
<td>8517 8796</td>
</tr>
<tr>
<td>Academic Senate</td>
<td>Alfie Swan, Academic Senate President, Darla Ramirez, Academic Senate</td>
<td>4129 8858</td>
</tr>
<tr>
<td>Accreditation Committee</td>
<td>Arvid Spor, VP of Academic Affairs</td>
<td>8881</td>
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<tr>
<td>Achievement Awards Committee</td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
<td>8602</td>
</tr>
<tr>
<td>Associated Students of Citrus College (ASCC)</td>
<td>Office of Student Life</td>
<td>8603</td>
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<tr>
<td>Athletics</td>
<td>Jody Wise, Dean of Kinesiology &amp; Athletics</td>
<td>8656</td>
</tr>
<tr>
<td>Bond Oversight Committee</td>
<td>Claudette Dain, VP of Finance &amp; Administrative Services</td>
<td>8886</td>
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<tr>
<td>California School Employees Association (CSEA)</td>
<td>Robert Coutts, Programmer/Analyst III</td>
<td>8608</td>
</tr>
<tr>
<td>Classified Development</td>
<td>Clarence Cernal, Foundation Administrative Assistant, Caroline Tippins, Human Resources Tech I</td>
<td>8825 4145</td>
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<tr>
<td>Club Advisors</td>
<td>Office of Student Life</td>
<td>8603</td>
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<tr>
<td>College Information Technology Committee</td>
<td>Bob Hughes, Chief Information Services Officer</td>
<td>8811</td>
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<tr>
<td>Continuing and Contract Education</td>
<td>Debbie Wong, Continuing Education Supervisor</td>
<td>8022</td>
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<tr>
<td>Curriculum Committee</td>
<td>Becky Rudd, Faculty, English</td>
<td>4056</td>
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<tr>
<td>Online Education Committee</td>
<td>Beverly Van Citters, Faculty, Reading</td>
<td>4124</td>
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<tr>
<td>DSP&amp;S Advisory Committee</td>
<td>Jennifer McLeod, Counseling Faculty</td>
<td>8677</td>
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<tr>
<td>Educational Programs Committee</td>
<td>Arvid Spor, VP of Academic Affairs</td>
<td>8881</td>
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<tr>
<td>Enrollment Management Committee</td>
<td>Arvid Spor, VP of Academic Affairs, Dennis Korn, Faculty, Automotive</td>
<td>8881 8738</td>
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<tr>
<td>EOPS/CARE Advisory Committee</td>
<td>Sara Gonzales-Tapia, Director of EOPS &amp; CARE</td>
<td>8556</td>
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<tr>
<td>Equivalency &amp; Minimum Qualifications Committee</td>
<td>Carsten Dau, Faculty, English</td>
<td>8091</td>
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<tr>
<td>Faculty Hiring Procedures Committee</td>
<td>Alfie Swan, Academic Senate President</td>
<td>8781</td>
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<tr>
<td>Faculty Learning Institute</td>
<td>John Vaughn, Faculty, Dance</td>
<td>8004</td>
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<tr>
<td>Faculty Mentor Program</td>
<td>Eric Rabitoy, Dean of Natural, Physical &amp; Health Sciences</td>
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<tr>
<td>Faculty Needs Identification Committee (FNIC)</td>
<td>Arvid Spor, VP of Academic Affairs</td>
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<tr>
<td>Faculty Association</td>
<td>Justina Rivadeneyra, Faculty Association President</td>
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<td>Finance Committee (ASCC)</td>
<td>Office of Student Life</td>
<td>8603</td>
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<td>Financial Resources Committee</td>
<td>Claudette Dain, VP of Finance &amp; Administrative Services</td>
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<tr>
<td>Foundation</td>
<td>Christina Garcia, Director of Development</td>
<td>8825</td>
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Directory of Citrus College Organizations and Committees
<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors Advisory Committee</td>
<td>Brian Waddington, Faculty, History</td>
<td>4039</td>
</tr>
<tr>
<td>Human Resources/Staff Diversity Committee</td>
<td>Robert Sammis, Director of Human Resources Brenda Fink, Manager of Human Resources and Staff Diversity</td>
<td>8552 8830</td>
</tr>
<tr>
<td>Institutional Effectiveness Committee</td>
<td>Lan Hao, Director of Institutional Research, Planning &amp; Effectiveness Dave Kary, Faculty, Astronomy</td>
<td>8521 8031</td>
</tr>
<tr>
<td>Institutional Research &amp; Planning Committee</td>
<td>Lan Hao, Director of Institutional Research, Planning &amp; Effectiveness</td>
<td>8521</td>
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<tr>
<td>Inter-Club Council (ASCC)</td>
<td>Office of Student Life</td>
<td>8603</td>
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<tr>
<td>Service Leader of the Year Selection Committee</td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
<td>8602</td>
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<tr>
<td>Management Team</td>
<td>Lan Hao, Management Team President</td>
<td>8521</td>
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<tr>
<td>Perkins Implementation Team</td>
<td>Dan Volonte, Faculty, Theatre Arts</td>
<td>8702</td>
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<td></td>
<td>Jeremy Clark, Faculty, Automotive</td>
<td>8702</td>
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<tr>
<td>Physical Resources Committee</td>
<td>Claudette Dain, VP of Finance &amp; Administrative Services</td>
<td>8886</td>
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<tr>
<td>Program Advisory Councils</td>
<td>Office of Career/Technical &amp; Continuing Education</td>
<td>8701</td>
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<tr>
<td>Program Review Committee</td>
<td>Dave Kary, Faculty, Astronomy</td>
<td>8031</td>
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<tr>
<td>Sabbatical Committee</td>
<td>Arvid Spor, VP of Academic Affairs</td>
<td>8881</td>
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<tr>
<td>Saluting Our Veterans</td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
<td>8602</td>
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<tr>
<td>School Relations &amp; Outreach Advisory Committee</td>
<td>Gerald Sequeira, Dean of Enrollment Services</td>
<td>8517</td>
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<tr>
<td>Steering Committee</td>
<td>Christina Medina, Recording Secretary</td>
<td>5105</td>
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<tr>
<td>Student Conduct Team</td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
<td>8602</td>
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<tr>
<td>Student Discipline Advisory Committee</td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
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<tr>
<td>Student Grievance Review Board</td>
<td>Jody Wise, Dean of Kinesiology &amp; Athletics</td>
<td>8656</td>
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<tr>
<td>Student Learning Outcomes &amp; Assessments (SLOs, HotShots)</td>
<td>Rebecca Rudd, Faculty, English</td>
<td>4056</td>
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<tr>
<td>Student Services Committee</td>
<td>Martha McDonald, Vice President of Student Services</td>
<td>8534</td>
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<tr>
<td>SSSP Strike Team &amp; MMP</td>
<td>Lucinda Over, Dean of Counseling</td>
<td>8538</td>
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<tr>
<td>Supervisor/Confidential Team</td>
<td>Lari Kirby, Supervisor/Confidential Team President</td>
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<td>Sustainability Committee</td>
<td>Fred Diamond, Director of Facilities &amp; Construction</td>
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<td>Transfer Advisory Committee</td>
<td>Jessica LopezJimenez, Director of Student Support Services</td>
<td>6413</td>
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<tr>
<td>Veterans Advisory</td>
<td>Monica Christianson, Program Director</td>
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