## Table of Contents

Message from the Superintendent/President ................................................................. 1

Governance Philosophy ................................................................................................. 2

Citrus College Mission Statement (BP 1200) ................................................................. 3

Board Policy and Administrative Procedure 2510 ........................................................ 4

Integrated Planning Model ............................................................................................. 12

Budget Calendar Flowchart .......................................................................................... 13

**Citrus College Organizational Charts**

- Superintendent/President’s Office .............................................................................. 14
- Academic Affairs ......................................................................................................... 15
- Student Services ......................................................................................................... 16
- Finance and Administrative Services .......................................................................... 17
- Human Resources ....................................................................................................... 18
- Technology and Computer Services & External and Government Relations .......... 19
- Institutional Research, Planning and Effectiveness .................................................. 20
- Communications and External Relations .................................................................... 21
- Development and Alumni Relations ........................................................................... 22

**Citrus College Steering Committee**

- Purpose Statement .................................................................................................... 23
- Constitution ................................................................................................................ 25

**Standing Committees**

- Academic Senate Purpose Statement ..................................................................... 31
- Constitution and Bylaws ......................................................................................... 33
- Associated Students of Citrus College Purpose Statement ................................... 48
- Constitution and Bylaws ......................................................................................... 51
- College Information Technology Committee Purpose Statement ...................... 62
- Educational Programs Committee Purpose Statement ......................................... 64
- Financial Resources Committee Purpose Statement ............................................. 67
- Human Resources & Staff Diversity Committee Purpose Statement ................ 69
- Institutional Effectiveness Committee Purpose Statement ................................... 70
- Institutional Research and Planning Committee Purpose Statement ................ 72
- Physical Resources Committee Purpose Statement ............................................. 73
- Program Review Purpose Statement ..................................................................... 75
- Student Learning Outcomes & Assessment (HotShots) Committee Purpose Statement 77
Student Services Committee Purpose Statement .........................................................79

Directory of Citrus College Organizations and Committees ........................................... 80

*Organizational Charts effective July 1, 2020
Message from the Superintendent/President

Dear Colleagues:

The development of the 2019-2020 Citrus College Organization and Governance Handbook is the result of our shared vision, engagement and participation as a learning community of dedicated professionals.

This publication serves as a resource and guide for shared governance opportunities, and it helps continue the long tradition of participatory governance at Citrus College. Within these pages, you will find organizational charts, flow charts, the purpose and responsibilities of the Steering Committee, references to the Strategic Plan and Annual Implementation Plan activities, and a directory of Citrus College organizations, along with contact information.

Now more than ever, I ask that you carefully review these opportunities. A thriving college community requires active engagement from all of its members, and sharing your experience is critical to achieving such engagement. Therefore, as you read through this document, note your areas of interest, and then reach out to a member of the committee or activity that inspired you so that you may learn how to become involved. The contributions of your time and talents will greatly enrich the decision-making processes at Citrus College.

The college community is fortunate to have many passionate, thoughtful individuals within all of our constituent groups. Together, we have made Citrus College a state and national leader within education, and I am confident that continued collaboration will take the college to the next level of excellence.

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.A.

The mission of the Citrus Community College District is:

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity 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
Revised 07/16/19
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 of 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
Desk Review 03/14/19
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 overall 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.

Board Approved 05/19/09
Desk Review 03/19/13
Desk Review 03/14/19
INTEGRATED PLANNING MODEL

An ongoing and systematic cycle of assessment 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 support the goal and strategies from the strategic plan not addressed in the Educational and Facilities Master Plan

Enrollment Management Plan
Ensures student enrollment produces sufficient resources and course offerings meet student needs, leading to completion

Human Resources Plan
Meets the strategic objectives aligned with Human Resources

Student Equity Plan
Includes activities designed to narrow and eliminate equity gaps in student performance

Technology Plan
Guides the implementation of technology at the college

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

Sustainability Plan
Actualizes the strategic objectives regarding sustainability

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

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

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

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

Implementation
Informed by data and supported by resource allocations, changes are made in divisions and programs throughout the college to promote student success

Reviewed and approved by IEC on May 11, 2020
Create & Distribute Budget Sheets April/May

Receive & Review Budget Sheets April/May

Complete Budget Sheets and submit to Fiscal Services May

Create Budget Calendar & send to Financial Resources Committee for Approval February

Approve Preliminary Budget Assumptions and Budget Priorities April

Approve Preliminary Budget Assumptions and Budget Priorities April

Approve Budget Calendar February

Approve Budget Calendar March

Approve Preliminary Budget Assumptions May

Approve Tentative Budget Assumptions and Ongoing Revenues/Expenses June

Approve Adopted Budget Assumptions and Ongoing Revenues/Expenses August

Hold Public Hearing and Adopt District Budget September

Governor's Proposed Budget January

Governor's May Revised Budget May

Governor's Final Budget June

Complete Tentative Position Control and Tentative Budget Load June

Present Tentative Budget Assumptions to Financial Resources Committee and conduct Tentative Budget Forum June

Adjust Budget based on State budget updates, year-end close information, and Final Position Control changes July/August

Conduct Adopted Budget Forum August

Process

Decision

Terminator
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
TECHNOLOGY & COMPUTER SERVICES

CHIEF INFORMATION SERVICES OFFICER
Robert Hughes

- Information Systems & Services
- Technology Planning and Policy

NETWORK CENTRAL COMPUTING & TELECOMMUNICATIONS
L. Buchwald

- Systems
  - Networks
  - Web
  - Email
  - Central Systems
    - Hardware and Software
- Software
  - Security
  - Telephone Systems
  - Construction Support

TECHNOLOGY OPERATIONS & SUPPORT SERVICES
T. Cheng

- Support
  - Instructional Technology
  - Desktop Support
  - Help Desk
  - Training
INSTITUTIONAL RESEARCH, PLANNING, AND EFFECTIVENESS

DIRECTOR OF INSTITUTIONAL RESEARCH, PLANNING AND EFFECTIVENESS
Lan Hao, Ph.D.

- Institutional Research
- Strategic Plan and other institutional planning
- Institutional Effectiveness
FOUNDATION

DIRECTOR OF FOUNDATION
Christina M. Garcia

- Foundation & Development Management
- Strategic Communications
- Division Budget Management
CITRUS COLLEGE
STEERING COMMITTEE
2019-2020 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 2019-2020

1. Support activities and initiatives aimed at advancing the College Completion agenda, specifically, the Guided Pathways framework.
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, including resource request recommendations from the Financial Resource Committee.
6. Review the Comprehensive and Year-Five Program Reviews.
7. Monitor the progress of:
   o The Student Equity and Achievement Program (SEAP)
   o Accreditation Compliance and the 2020 Annual Accreditation Report
   o Student Learning Outcomes and Assessment
   o The development of the ten-year Educational and Facilities Master Plan
   o The performance metrics of the Student Centered Funding Formula (SCFF)
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 (Co-chair, SLOA/Program Review Committee)
- Student Learning Outcomes and Assessment Coordinator (Co-chair, SLOA/Program Review Committee)
- Executive Director of Communications and External Relations
- Classified Representation (2)
- Supervisors/Confidential Team President (1)
- Academic Senate Representatives (14)
- ASCC Representatives (2)
CITRUS COMMUNITY COLLEGE DISTRICT
Constitution of the Steering Committee

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
J. Student Learning Outcomes & Assessment Committee/HotShots

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.
Revised:       June 1988
              September 7, 1994
              December 6, 1995
              October 2, 1996
              May 13, 1998
              February 2, 2000
              October 23, 2006
              June 8, 2009
              November 24, 2014
CITRUS COLLEGE ACADEMIC SENATE
2019-2020 ANNUAL 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: 33 Members (17 Quorum)
18 Faculty Delegates, 8 Executive Board, 3 At-Large Representatives (Faculty); 2 Adjunct Faculty Representatives; 2 ASCC Representatives

EXECUTIVE BOARD COMPOSITION: 8 Members (4 Quorum); President (Shaw); Vice President (Munoz); Past President (Villa); Treasurer (Swatzel); Secretary (Glover); CCFA Liaison (Fincher); Curriculum Chair (Villa); CTE Liaison (Clark)

MEETING DAY/LOCATION
2ND & 4TH Wednesdays of Fall and Spring semesters, HH 101.

MEETING DATES
2019 Dates: Friday, August 23 (Convocation), September 11, September 25, October 9, October 23, November 13, December 4 (Joint Meeting CCFA)
2020 Dates: Tuesday, February 18 (Flex Day), February 26, March 11, March 25, April 8, April 22, May 13, May 27, June 10 (Finals Week, if needed)

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

2019-2020 PLANNED ACTIVITIES
STANDING ITEMS: These are cyclical/annual items that are a constant part of our work as faculty. Our input is an integral piece of their overall success in the College’s work to better serve students either in partnership with others at the campus table or as leaders initiating discussion, movement, or a collaborative solution.
1. 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.

2. Update faculty regularly on statewide initiatives such as the Online Education Initiative (OEI), Common Assessment Initiative (CAI), Institutional Effectiveness Partnership Initiative (IEPI), and Educational Planning Initiative (EPI).

3. Participate in ongoing Accreditation-related activities, such as the next Accreditation report.

4. Promote faculty engagement through targeted outreach to new and tenured faculty in order to improve communication, cohesion, and participation.

5. Encourage faculty to serve on statewide initiative committees and sub-committees.

6. Orient faculty on the rituals and protocols of Senate and the Brown Act.

**SHARED GOVERNANCE ITEMS:** These items are specific to current issues affecting the integrity of any 10+1 item. Some of these items may be emerging issues in response to state or local decisions that impact the campus and our work with students, staff, or administrators. It is important that these items be differentiated from those listed above as they must have a clear goal, plan, and end date/solution. Items can come from any member of the campus community but must meet 10+1 areas.


8. Active engagement in year three of Guided Pathways planning and development.

**ACADEMIC SENATE ITEMS:** These items are specific to current issues affecting faculty morale and efficacy. Our work in this area is intended to make the faculty stronger as a whole. These activities may include professional development, but are more closely linked with improving the wellbeing, agency, and effectiveness of faculty in their day to day lives as members of this community.

9. Recreation of the Faculty Handbook.

10. Develop a plan for greater social contact amongst the faculty as a whole.

11. Recruit faculty speakers to share their expertise (live or video) to create greater knowledge of the community and its strengths/skills.
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 purpose of participation in the formation of educational and professional policy. The Academic Senate Executive Board (the governing body of the Senate) shall serve as the official representative body of the Senate on all non-contract matters. The Academic Senate 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.

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 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 Academic Senate.
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 Vice President shall distribute to each Departmental Representative (or designee) a voting packet.

The Senate 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 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 Academic Senate 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. All senate officers shall be full time faculty members. All senate officers shall be eligible for reelection but may not serve more than two consecutive terms in one position. The term of office for the Executive Board members shall be from July 1 through June 30 of the following year.

The Senate President and Vice President shall be tenured faculty members and shall be elected for a term of two years subject to reaffirmation for the second year of the term by a majority vote of the Academic Senate no later than the second senate meeting of spring semester of the first year of the term. Candidates for Senate President must have served in the position of Senate Vice President for a minimum of one year at any time prior to the election.

In the event the President is not reaffirmed, the Vice President shall become President Elect and assume the position of Senate President on July 1 of that year to complete the two-year term. The vacant Vice President position shall be filled by the Senate President and ratified by majority vote of the Academic Senate.

The Treasurer and Secretary shall be elected for a term of one year. Term lengths shall be effective Fall 2018.

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 At Large representatives. 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 membership votes (MAJORITY OF QUORUM PRESENT) not to meet in a given month.

**ARTICLE IX: ORGANIZATION OF THE ACADEMIC SENATE**
Section 1. Purpose: It shall be the purpose of the Academic Senate to serve as the official voice of the Senate.

Section 2. Membership: The Academic Senate 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)**
Communications
English
ESL
Foreign Languages
Reading
Speech

Library Services (1 Senator)

Physical and Natural Sciences (2 Senators)
Astronomy
Biology
Chemistry
Earth Science
Forestry
Natural History
Physics

Social and Behavioral Sciences (2 Senators)
Administration of Justice
Anthropology
Child Development
Economics
Geography
History
Humanities
Philosophy
Political Science
Psychology
Sociology

three senators at large, two senators representing adjunct faculty, and two student representatives appointed by the Associated Students of Citrus College.

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: Prior to the end of April, each affected department shall select its representative to the Academic Senate. This vote will be by secret ballot if requested by any department member. Each department shall notify the Senate 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 Executive Board.

In the event a senator is unable to attend meetings or is absent at more than three Senate meetings, and reasonable effort and communication made to secure another representative from the corresponding discipline did not meet with success, the Senate President shall appoint an additional at large representative to complete the term of the person whom he or she replaces.

Vacancies shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Executive Board.

**Section 5.** Empowerment: The Academic Senate is the executive body representing Faculty. The Academic Senate shall be empowered to conduct investigations and such business as shall be referred to the Academic Senate or initiated by 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 Academic Senate.

**Section 6.** Committees: The Academic Senate shall be empowered to establish such committees as are needed to conduct investigations and conduct such business as shall be referred to the Academic Senate or initiated by Senate members. The Academic Senate 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 Academic Senate: The Academic Senate Executive Board shall conduct an annual self-evaluation of the Academic Senate. The evaluation and summary of commendations and recommendations will be shared with the Academic Senate prior to the end of the
Section 9

Career and Technical Education (CTE) Liaison is a CTE faculty member who is appointed to a two-year term by the Academic Senate president. The CTE faculty may not serve more than two consecutive terms.

The duties of the CTE Liaison are: attend all local Academic Senate meetings and report as needed about statewide issues of concern in CTE; identify CTE issues of concern locally or regionally; communicate opportunities for CTE faculty to participate in CTE related statewide initiatives, workgroups, committees and taskforces to ensure that CTE interests are represented; communicate the recommendations of the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy and participate in conversations to implement system-wide policies and practices that may significantly affect career technical education programs; create a mechanism to communicate with CTE faculty on campus around issues of common concern; serve as a conduit between the local CTE faculty and the CTE Leadership Committee representatives in local area; attend state-level events (CCCAOE, ASCCC) and regional consortia meetings as funding permits.

Citrus College Faculty Association (CCFA) Liaison is a voting representative appointed by the CCFA President and approved by the Senate President. The CCFA Liaison is appointed to a two-year term and may not serve more than two consecutive terms.

Legislative Liaison is a faculty member who is appointed to a two-year term by the Academic Senate President and may not serve more than two consecutive terms.

The duties of the legislative liaison are: Attend local senate meetings and report regularly or as requested about legislation and legislative issues; facilitate or act as a resource for local discussions of legislation and contemplated legislation; identify legislation issues of particular local concern and convey those to the Legislative and Advocacy Committee; communicate opportunities and, at times, the urgent need for faculty participation in legislative activities; collaborate with local senate officers to create and or improve a mechanism for the most effective communication with faculty on campus about legislative issues of common concern; serve as a conduit between the local faculty and the Legislative and Advocacy Committee representatives in the area; as funding permits, attend state-level events and meetings (ASCCC, FACCC), participate in panels or make presentations as appropriate; monitor the legislative listserv (legliaison@listserv.cccnext.net legliaison@listserv.cccnext.net) and the Legislative Updates webpage and report to the local Academic Senate and, as determined to be appropriate in
collaboration with local senate officers, faculty at large on campus; and work with local student organizations and advocacy groups to help them with their efforts as well as encourage them to join in efforts led by others.

**ARTICLE X: AMENDMENTS**

**Section 1.** Amendments to this constitution may be proposed by the Academic Senate Executive Board, any representative of the Academic Senate 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.

**Section 4.** Updates of any formatting, typographical, or grammar errors may be corrected without voting of the full body as they are brought to the attention of the Academic Senate Executive Board if they do not impact the content of the document. (e.g. missing “the” or “a”).
ARTICLE 1: DUTIES OF THE ACADEMIC SENATE OFFICERS

Section 1. The President shall preside at all member 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 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 their 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 Academic Senate and of the Executive Board. 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 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 their 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 their 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 Academic Senate 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 Academic Senate 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: **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 program discussing issues related to general education, graduation requirements, transfer requirements, academic standards, and distance education.
Clause 5: **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 6: **Academic Calendar /Final Exam Schedule:** Discusses calendar options and makes recommendation for the upcoming academic year calendars and plans the Final Exam Schedule.

Clause 7: **Faculty Hiring Procedures:** Works with the Human Resources Office to review and revise faculty hiring procedure regulations.

Clause 8: **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 9: **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 10: **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 11: **Additional Committees:** Additional standing and ad-hoc committees that incorporate Senate members include, but are not limited to, Academic Computer, Bookstore, Campus Environment, Campus-wide Information Technology, Faculty Learning Institute, Financial Resources, Human Resources Advisory, Institutional Research Advisory, Scholarship, Online Education, Honors Advisory, Physical Resources, Sustainability, 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.

Updates of any formatting, typographical, or grammar errors may be corrected without voting of the full body as they are brought to the attention of the Academic Senate Executive Board if they do not impact the content of the document. (e.g. missing “the” or “a”).
GUIDELINES FOR THE SENATE PRESIDENT

MEETINGS OF THE ACADEMIC SENATE
1. The Academic Senate shall meet not less than once a month. The time and day for the 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 ACADEMIC SENATE
1. There should be a formal agenda.

2. There should be a secretary at all meetings.

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

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

5. Post agenda in accordance to the Brown Act.

6. No later than week 4 of Spring term, advise the Vice-President to select a committee of five members of the Academic Senate 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 Academic Senate officers are elected, have departments and adjunct faculty elect senators to fill expired positions.

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

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

Revised: January 1996
Adopted Revisions: November 9, 2011
September 2013
April 2017
April 2018
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 the 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.

The ASCC responds to the Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards II.C.4 and IV.A.2.

The ASCC Executive Board Composition: 19 Members (10 Quorum)

President: The primary role of the ASCC President is to make sure that the group functions effectively. The President chairs all regular and special meetings of the ASCC Executive Board, and appoints all committee members. The President is also the primary representative of the Board and may become the interim Student Trustee should the need arise. The President meets weekly with the Student Affairs Administrator.

Vice President: The Vice President acts as the President’s second in command and must be ready to assume the role of the President if necessary. The specific duties of this officer include chairing and serving on committees, and acting as parliamentarian to the ASCC Executive Board.

Treasurer: The Treasurer is responsible for reporting on the Associated Student funds balances to the ASCC Executive Board, and for ensuring expenditures are approved during the budget process. The Treasurer also chairs the ASCC Finance Committee.

Legislative Liaison: The Legislative Liaison is responsible for informing the ASCC Executive Board and the student body about pending legislation and regulations that can have an impact on the college and students.

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

Commissioner of Public Relations: The Commissioner of Public Relations is responsible for ASCCs publicity and recruitment and conducts all ASCC general and special elections in the absence of an active Student Court in conjunction with the ASCC President. This position also works closely with the editors of all campus publications.
Commissioner of Activities: The Commissioner of Activities chairs the Campus Activities Board (CAB) and plans and coordinates all aspects of co-curricular student activities in conjunction with the Office of Student Life and Leadership Development. This position also delegates duties related to campus activities to members of the ASCC Executive Board and maintains assignment schedules for each event.

Commissioner of Athletics: The Commissioner of Athletics is the liaison to the athletic programs and meets regularly with the Dean of Athletics. The main responsibility of this position is to report to the ASCC Executive Board on the activities and competitive results of athletic programs. This position also coordinates with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

Commissioner of Inter-Club Council Relations: The Commissioner of Inter-Club Relations attends all Inter-Club Council (ICC) meetings to establish and maintain open communication between the two boards. The main responsibility is to report to the ASCC Executive Board on ICC and campus club activities.

Commissioner(s)-at-Large: Each Commissioner is appointed to a standing, special, and ad hoc committee to serve in a capacity similar to that of a Senator.

Student Trustee: The Student Trustee serves as the representative of Citrus College students on the Board of Trustees, and attends ASCC Executive Board, Campus Activities Board and Board of Trustees meetings. This person is the primary liaison to the Board of Trustees.

MEETING DAY/LOCATION
Tuesdays and Thursdays of Fall and Spring semesters, CC 111.

MEETING DATES
September 3, 5, 10, 12, 17, 19, 24, 26, 2019, October 1, 3, 8, 10, 15, 17, 22, 24, 29, 31, 2019, November 5, 7, 12, 14, 19, 21, 26, 2019, February 25, 27, 2020, March 3, 5, 10, 12, 17, 19, 24, 26, 31, 2020, April 2, 7, 9, 21, 23, 28, 30, 2020, and May 5, 7, 12, 14, 19, 21, 26, 28, 2020.

RESPONSIBILITIES
There are two components to ASCC, which include the Executive Board and the Campus Activities Board (CAB). Each of these groups has general sets of responsibilities and specific duties.

According to Article VI, Section 4 of the Constitution, the Executive Board is 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.

The Campus Activities Board is responsible for coordinating all ASCC sponsored events and ensures that ASCC officers are signed up to work those events.
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.
E. 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, 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, 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 probation or who has a disciplinary file 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 four 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. 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. ASCC officers may not hold more than one position on the Executive Board.

Section 5. The term of office for Associated Student officers shall be one academic year, ending on the last day of instruction of the spring semester and the succeeding officers shall take office immediately.

Section 6. 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, communication 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 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 6. 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 7. 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 8. 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 9. 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 10. 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 11. 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. Attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
E. Act as the mentor to the incoming Student Trustee during the spring semester.

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
   D. Treasurer
   E. Legislative Liaison
   F. Up to seven (7) Senators
   G. Commissioner of Public Relations
   H. Commissioner of Activities
   I. Commissioner of Athletics
   J. Commissioner of Inter-Club Council Relations
   K. 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 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 club member 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. Defendants shall respect the Court and its judgment. Failure to do so will result in a charge of contempt.

E. Failure to comply with the sentence or finding will result in a recommendation to the Student Affairs Administrator that administrative action be taken.

F. 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.

G. The court shall have the final authority on all club constitutions.

H. 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.

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

J. 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 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 recall, 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 Codes

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

Section 2. Amendments to ASCC codes must be voted upon within four weeks of the first day of classes of the fall or 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, 10/24/18, 10/23/19

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).
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 to technology policies and planning in Standard III C. The committee also acts as a communication conduit for 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 policies and related administrative procedures. (III.C.1, III.C.5)

- Communicate policy, procedures, and plans to college constituents to keep them informed of technology matters on campus. (III.C.4, III.C.5)

Responsibilities for 2019-2020

1. Conduct regular meetings to identify new technologies, discuss improvements to current technology, and their applications to the college community. (III.C.1, III.C.2)

2. Review, develop, and update the next version of the Technology Master Plan, which is responsive to the 2016-2021 Strategic Plan. (III.C.2)

3. Provide guidance and feedback regarding technology options related to current and developing campus initiatives (III.C.2)

4. Monitor progress and inform the campus regarding Banner 9 implementation. (III.C.2)

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 AM to 11:00 AM
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
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 9, 2019
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. (ACCJC Standards I.A.2, I.A.3, I.B.1, I.B.5, I.B.7, I.B.9, I.C.1, I.C.4, I.C.5, II.A.2, II.A.5, II.A.7, II.A.9, II.A.12, II.A.13, II.A.14, II.A.16, II.B.2, II.C.1, II.C.2, II.C.3, II.C.4, II.C.5, II.C.6, II.C.7, III.A.7, III.A.8, III.A.9, III.A.10, III.A.11, III.B.3, III.C.1, III.C.2, III.C.3, III.C.5)

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. In addition, the committee strives to promote communication and collaboration regarding educational programs among instruction, student services, and associated students.

RESPONSIBILITIES for 2019-2020

b. Monitor Educational and Facilities Master Plan and related sections of the 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.
g. Support programmatic changes resulting from Guided Pathways implementation.

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)
Academic Senate President
Academic Senate Vice President
Articulation Officer

ASCC representative(s) (1 or 2)
Career/Technical Education Supervisor
Classified representatives (2)
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 presentation involving new and emerging technologies. Minutes and agendas are kept.
FREQUENCY OF MEETINGS: monthly during semesters
MEMBERSHIP:
Full and part time faculty teaching Online Education
Dean of Online Education
Online Education Coordinator
Online Education Information Technology Specialist
Public Service Librarian
DSPS representative
Learning Center representative
TeCS representative
ASCC (Associated Students) representative

Honors Transfer: The purpose of the Honors Advisory Committee is to help plan honors scheduling and program development. It is also a forum for faculty to offer ideas on how to improve the program and receive support in their honors courses.
FREQUENCY OF MEETINGS: twice each semester
MEMBERSHIP:
Honors Program faculty
Honors Program Coordinator
Honors Program Counselor(s)
Honors Student(s)
Dean of Honors Transfer
Honors Administrative Clerk
Director of Student Support Services
EOP&S/CARE Counselor
Director of Veterans Support Center
Foster/Kinship Education and Resources Supervisor

Perkins Implementation Team: The committee fulfills federal Carl D. Perkins Career Technical Education Act (CTEA) requirements for a broadly representative application. The Team facilitates Career Technical Education (CTE) program improvement through selection and oversight of funded activities. Faculty members discuss initiatives, ideas, reports, recommendation, and share best practices. The Dean of Career, Technical, and Continuing Education provides essential information about local, regional, state, and federal initiatives and
FREQUENCY OF MEETINGS: typically, three meetings per year
MEMBERSHIP:
CTE faculty (minimum 6)
Classified staff
Supervisor/Confidential representative
ASCC representative
Representatives from area businesses
Representatives from K-12 school districts
Enrollment Management Committee: The purpose of the Enrollment Management Committee is to review and discuss the four areas of the Enrollment Management Plan (Recruitment and Marketing, Curriculum and Scheduling, Retention and Student Support Services, Technology and Facilities) in order to make recommendations on, monitor progress of, and update these areas annually. The two overarching goals of the committee are:

- Increase student access, success, and completion in conjunction with the Student-Centered Funding Formula; and
- Enable the college to maximize FTES goals

The purpose and responsibilities of the Enrollment Management Committee are indexed to the following ACCJC Standards: I.A.2, I.B.1, I.B.6, I.C.1, I.C.4, I.C.6, II.A.6, II.A.7, II.C.5, II.C.6, III.C.1, and IV.A.1.

RESPONSIBILITIES 2019-2020

- 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, 2:45 p.m. to 4:00 p.m.

MEMBERSHIP: co-chairs: VPAA and a full-time faculty member

- Academic Senate President
- Articulation Officer
- ASCC representative(s)
- Catalog and Schedule Analyst
- Chief Information Services Officer
- Classified representative(s)
- Curriculum Committee Chair
- Dean, Career, Tech, and Continuing Ed.
- Dean, Counseling and Advisement
- Dean, Enrollment Services
- Dean, Kinesiology and Health
- Dean, Language Arts and Library
- Dean, Mathematics & Business
- Dean, Physical, Natural and Health Sciences
- Dean, Social and Behavioral Sciences
- Dean of Students
- Dean, Visual and Performing Arts
- Director, Institute for Completion
- Director, Financial Aid
- Director, Inst. Research, Planning, Effectiveness
- Exec. Director, Communications-External Relations
- Faculty representative(s)
- Program Review Coordinator
- Registrar
- Supervisor of Outreach
- Vice President of Academic Affairs
- Vice President of Student Services
- Vice President of Finance and Admin. Services
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, rather than isolated parts of the budget that affect only individual cost centers or constituency groups. 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 2019-2020 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 with constituent groups regarding the state budget and the District budget development priorities and assumptions (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: 2nd Wednesday of the month at 2:00 p.m.

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
Dean of Students
Academic Dean(s)
Academic Senate President
Program Review Faculty Coordinator
Classified representative(s)
ASCC representative(s)
Supervisor/Confidential representative(s)
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 2019-2020**
- Review and revise all Human Resources-related Board Policies and Administrative 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.

**2019-2020 MEETING DATES, TIMES, LOCATIONS OF MEETINGS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday October 16, 2019</td>
<td>2:40 p.m. – 3:40 p.m.</td>
<td>AD 109C</td>
</tr>
<tr>
<td>Wednesday November 20, 2019</td>
<td>2:40 p.m. – 3:40 p.m.</td>
<td>AD 109C</td>
</tr>
<tr>
<td>Wednesday March 18, 2020</td>
<td>2:40 p.m. – 3:40 p.m.</td>
<td>AD 109C</td>
</tr>
<tr>
<td>Wednesday April 22, 2020</td>
<td>3:00 p.m. – 4:00 p.m.</td>
<td>AD 109C</td>
</tr>
<tr>
<td>Wednesday May 20, 2020</td>
<td>2:40 p.m. – 3:40 p.m.</td>
<td>AD 109C</td>
</tr>
</tbody>
</table>

**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

1 This meeting moved to 4th Wednesday due to Spring Break.
2 Time change due to room scheduling conflict.
CITRUS COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
2019-2020 PURPOSE STATEMENT

The Institutional Effectiveness Committee (IEC) is a standing committee of the Citrus College Steering Committee. The purpose of IEC 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/SLOA committee, continue assessment of program review and student learning outcome processes through surveys of program review users in all four areas (Academic Support, Institutional Support, Instruction, and Student Services) in order to assess and improve collegewide engagement in program review and student learning outcomes. (I.B.4, I.B.5)
3. Annually review the highlights of the Strategic Plan, Educational and Facilities Master Plan (EFMP), Enrollment Management Plan, Technology Plan, Sustainability Plan, and Human Resources Plan. (I.A.2; I.B.9)
4. Ensure that the college conducts a cyclical review of the mission statement in alignment with the Integrated Planning Manual process. (I.B.5)

RESPONSIBILITIES for 2019-20

5. Conduct Student Services, Academic and Institutional Support program review surveys and analyze the results. (I.B.4)
6. Review the progress made under the 2011-2020 EFMP (I.A.2; I.B.9).
7. Monitor and support the development of the new Educational and Facilities Master Plan (EFMP).
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 (20):
- Director of Institutional Research, Planning, and Effectiveness (co-chair) – Dr. Lan Hao
- Program Review Coordinator (Faculty co-chairs) – Dr. Dave Kary (FA19), Brian Anderson (SP20)
- Accreditation Liaison Officer – Dr. Arvid Spor
- Accreditation Faculty Co-chair – Catie Besancon
- Academic Senate President – Nickawanna Shaw
- Student Learning Outcomes Assessment Coordinator – Gordon McMillan
- Additional chairs of the Steering standing committees – Bob Hughes, Dr. Martha McDonald, Claudette Dain, Dr. Robert Sammis
- Representatives from Academic Affairs – Dr. Dana Hester, Dr. Gina Hogan, Michael Wangler
- Representatives from Student Services – Dr. Gerald Sequeira, Dr. Maryann Tolano-Leveque
- Additional Faculty Rep – Becky Rudd (FA19), Dave Kary (SP20)
- Classified Staff Reps – Melissa Christian, Yueyi Huang
- Supervisor/Confidential Rep – Rosario Garcia
- ASCC Reps – Uriah Lopez (FA19)

Approved by IEC on: September 23, 2019
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: I.A.2; I.B.1; I.B.8)

RESPONSIBILITIES 2019-20
1. Review board policies and administrative procedures and respond to requests as related to institutional research and planning. (I.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. (I.B.5)
3. Monitor the annual progress of the college’s 18 measurable objectives as stated in the Strategic Plan. (I.A.2; I.B.3; I.B.4; I.B.6)
4. Support the institution through review and discussion of data used for the Educational and Facilities Master Plan (EFMP). (I.B.9)
5. Support the institution through review and discussion of data used for program review, student learning outcomes assessment, and other major plans. (I.B.1)
6. Disseminate and promote dialogue on collegewide research projects. (I.B.1; I.B.5; I.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 (15):
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. Nicole Smith
Director of Student Support Services – Jessica Lopez Jimenez
Director of the Institute for Completion and Grants Oversight – Dr. Marianne Smith
Academic Senate President – Nickawanna Shaw
Program Review Coordinator – Dr. Dave Kary
Additional Faculty representatives (3) – Toros Berberyen, Michelle Plug-Gordin, Dr. Levi Richard
Supervisor/Confidential representative – Ivon McCraven
Classified representatives (2) – Yueyi Huang, Melissa Christian
ASCC representative (1) – Jackson Salinas

Approved by IRPC on: Monday, September 16, 2019
PHYSICAL RESOURCES COMMITTEE
2019-2020 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 III.B, 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 2019-2020

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
Director of Business Services
Supervisor of Kinesiology and Athletic Facilities
Director of Campus Safety
Maintenance Supervisor
Environmental Health and Safety Programs Supervisor
Disabled Students Programs and Services Counselor
Classified representative(s)
ASCC representative(s)
CITRUS COLLEGE
PROGRAM REVIEW COMMITTEE
2019-2020 PURPOSE STATEMENT

The Program Review Committee is a standing committee of the Citrus College Steering Committee. The purpose of the committee is to:

- facilitate development, implementation and assessment of student learning outcomes across the campus community.
- 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.
- 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.

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.

CONTINUING RESPONSIBILITIES

1. Continuously review, assess, and revise the SLOA and program review processes.
2. Oversee and recommend best practices regarding SLOs and assessment for the college.
3. Work with the GE Committee and Faculty Learning Institute to conduct the GE Assessment.
4. Maintain public information on program review and student learning assessment.
5. Ensure compliance with ACCJC (accreditation) standards.
7. Approve and maintain lists of programs completing program review and a master calendar for program review cycles.
8. Review and revise templates for all program review reports.
9. Review and/or draft Board Policies and Administrative Procedures for program review.
10. Employ rubrics for analysis and vetting of reports; assess effectiveness of rubrics and revise as needed.
11. Review and report recent actions on recommendations from program review.

RESPONSIBILITIES IN 2019-2020
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.
2. Implement changes resulting from analysis of surveys and focus groups conducted by the Institutional Effectiveness Committee.
3. Create a set of operating instructions for Taskstream template and user maintenance.
4. Work toward aligning with the Guided Pathways framework.
5. Provide support and guide continuing improvements for the use of Taskstream for SLOA, program review, and related processes.

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

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 (4) (including one from Student Services and one from Academic Support)
- Managers or Supervisor Confidential (4) (one from each of the major program review areas)
- Classified (3) (one each from Academic Support, Institutional Support, and Student Services)

Additionally, the following will serve as members of the committee:
- Learning Outcomes Coordinator, Co-chair of Committee
- Program Review Coordinator, Co-Chair of Committee
- Academic Senate representative
- Curriculum Committee representative
- Director of Institutional Research, Planning, and Effectiveness
- VP of Academic Affairs or representative
- VP of Student Services or representative
- VP Administrative and Financial Services or representative
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 programs and activities of all Student Services programs including: Admissions and Records, California Work Opportunity and Responsibility for Kids (CalWORKs), Campus Safety, Counseling and Advisement, Career/Transfer Center, Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOP&S)/Cooperative Agencies Resources for Education (CARE), Financial Aid, International Student Center, School Relations and Outreach, Student Health Center, Student Life and Leadership Development, and Veterans Success Center.

The committee reviews board policies and administrative procedures related to District student services and adheres to accreditation standards related to the District’s student support services addressed in Standard II.C. (Accrediting Commission for Community and Junior Colleges (ACCJC) standards I.B.2, I.B.5 and II.C.)

RESPONSIBILITIES for 2019-2020:

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. Review the Student Services Comprehensive Program Reviews;
4. Monitor campus progress on student success and completion as it relates to student support services;
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. Review the work of standing sub-committees and workgroups;
8. Improve the utilization of technology to increase efficiency and services to students;
9. Coordinate the selection of students for achievement awards; and
10. Monitor the progress of:
   a. The Student Equity and Achievement Program (SEAP)
   b. The Guided Pathways Steering Workgroup
   c. The Transfer Center Plan

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 (26):
Vice President of Student Services (Chair)
Vice President of Academic Affairs (or designee)
Chief Information Officer (or designee)
Director of Institutional Research, Planning and Effectiveness
Student Services Deans (3)
Student Services Directors and Supervisors (10)
ASCC Representative (2)
Classified Representative (2)
Faculty (5)

SSC Approved: 09/12/19
### Directory of Citrus College Organizations and Committees

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</td>
<td>8519</td>
</tr>
<tr>
<td>Academic Senate</td>
<td>Gino Munoz, Academic Senate President</td>
<td>8580</td>
</tr>
<tr>
<td></td>
<td>Sabrina Lopez, Curriculum Assistant</td>
<td>8858</td>
</tr>
<tr>
<td>Accreditation Committee</td>
<td>Arvid Spor, VP of Academic Affairs</td>
<td>8881</td>
</tr>
<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>Rosario E. Garcia, Office of Student Life</td>
<td>8603</td>
</tr>
<tr>
<td>Athletics</td>
<td>Junior Domingo, Dean of Kinesiology &amp; Athletics</td>
<td>8656</td>
</tr>
<tr>
<td>Benefits Committee</td>
<td>Claudette Dain, VP of Finance &amp; Administrative Services</td>
<td>8886</td>
</tr>
<tr>
<td>Bond Oversight Committee</td>
<td>Claudette Dain, VP of Finance &amp; Administrative Services</td>
<td>8886</td>
</tr>
<tr>
<td>California School Employees Association (CSEA)</td>
<td>Jorge Cortez, Transportation Warehouse Coordinator</td>
<td>8692</td>
</tr>
<tr>
<td>Classified Development</td>
<td>Caroline Tippins, Human Resources Tech I</td>
<td>4145</td>
</tr>
<tr>
<td>College Information Technology Committee</td>
<td>Bob Hughes, Chief Information Services Officer</td>
<td>8811</td>
</tr>
<tr>
<td>Curriculum Committee</td>
<td>Lisa Villa, Faculty, Curriculum Chair</td>
<td>8848</td>
</tr>
<tr>
<td>DSP&amp;S Advisory Committee</td>
<td>Michelle Hernandez, Director of DSP&amp;S</td>
<td>8573</td>
</tr>
<tr>
<td>Educational Programs Committee</td>
<td>Arvid Spor, VP of Academic Affairs</td>
<td>8881</td>
</tr>
<tr>
<td>Enrollment Management Committee</td>
<td>Arvid Spor, VP of Academic Affairs</td>
<td>8881</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>
</tr>
<tr>
<td>Equivalency &amp; Minimum Qualifications Committee</td>
<td>Carsten Dau, Faculty, English</td>
<td>8091</td>
</tr>
<tr>
<td>Faculty Hiring Procedures Committee</td>
<td>Gino Munoz, Academic Senate President</td>
<td>8580</td>
</tr>
<tr>
<td>Faculty Learning Institute</td>
<td>Sarah Bosler, Librarian</td>
<td>8642</td>
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<tr>
<td>Faculty Mentor Program</td>
<td>Eric Rabitoy, Dean of Natural, Physical &amp; Health Sciences</td>
<td>8789</td>
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<tr>
<td>Faculty Needs Identification Committee (FNIC)</td>
<td>Arvid Spor, VP of Academic Affairs</td>
<td>8881</td>
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<tr>
<td>Faculty Association</td>
<td>Dave Ryba, Faculty Association President</td>
<td>8761</td>
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<tr>
<td>Finance Committee (ASCC)</td>
<td>Rosario E. Garcia, Office of Student Life</td>
<td>8603</td>
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<tr>
<td>Financial Resources Committee</td>
<td>Claudette Dain, VP of Finance &amp; Administrative Services</td>
<td>8886</td>
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<tr>
<td>Foundation</td>
<td>Christina Garcia, Director of Foundation</td>
<td>8825</td>
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<tr>
<td>Honors Advisory Committee</td>
<td>Jennifer Miller-Thayer, Faculty, Anthropology</td>
<td>8086</td>
</tr>
<tr>
<td>Human Resources Advisory/Staff Diversity Committee</td>
<td>Robert Sammis, Director of Human Resources</td>
<td>8550</td>
</tr>
<tr>
<td>Committee</td>
<td>Chair/Co-Chairs</td>
<td>Phone</td>
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<td>-----------------------------------------------</td>
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<tr>
<td><strong>Institutional Effectiveness Committee</strong></td>
<td>Brenda Fink, Manager of Human Resources and Staff Diversity</td>
<td>8830</td>
</tr>
<tr>
<td><strong>Institutional Research &amp; Planning Committee</strong></td>
<td>Lan Hao, Director of Institutional Research, Planning &amp; Effectiveness</td>
<td>8521</td>
</tr>
<tr>
<td></td>
<td>Brian Anderson, Faculty, Mathematics</td>
<td>8058</td>
</tr>
<tr>
<td><strong>Inter-Club Council (ASCC)</strong></td>
<td>Rosario E. Garcia, Office of Student Life</td>
<td>8603</td>
</tr>
<tr>
<td><strong>Management Team</strong></td>
<td>Tiina Mittler, Management Team President</td>
<td>8047</td>
</tr>
<tr>
<td><strong>Online Education Committee</strong></td>
<td>Senya Lubisich, Faculty, History</td>
<td>4106</td>
</tr>
<tr>
<td><strong>Perkins Implementation Team</strong></td>
<td>Dan Volonte, Faculty, Theatre Arts</td>
<td>4098</td>
</tr>
<tr>
<td></td>
<td>Jeremy Clark, Faculty, Automotive</td>
<td>8737</td>
</tr>
<tr>
<td><strong>Physical Resources Committee</strong></td>
<td>Claudette Dain, VP of Finance &amp; Administrative Services</td>
<td>8886</td>
</tr>
<tr>
<td><strong>Program Advisory Councils</strong></td>
<td>Office of Career/Technical &amp; Continuing Education</td>
<td>8701</td>
</tr>
<tr>
<td><strong>Program Review Committee</strong></td>
<td>Brian Anderson, Faculty, Mathematics</td>
<td>8058</td>
</tr>
<tr>
<td><strong>Sabbatical Committee</strong></td>
<td>Arvid Spor, VP of Academic Affairs</td>
<td>8881</td>
</tr>
<tr>
<td><strong>Saluting Our Veterans</strong></td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
<td>8602</td>
</tr>
<tr>
<td><strong>Service Leader of the Year Selection</strong></td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
<td>8602</td>
</tr>
<tr>
<td><strong>Steering Committee</strong></td>
<td>Raquel Perez, Recording Secretary</td>
<td>5105</td>
</tr>
<tr>
<td><strong>Student Conduct Team</strong></td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
<td>8602</td>
</tr>
<tr>
<td><strong>Student Discipline Advisory</strong></td>
<td>Maryann Tolano-Leveque, Dean of Students</td>
<td>8602</td>
</tr>
<tr>
<td><strong>Student Grievance Review Board</strong></td>
<td>Junior Domingo, Dean of Kinesiology &amp; Athletics</td>
<td>8656</td>
</tr>
<tr>
<td><strong>Student Learning Outcomes &amp; Assessments (SLOs, HotShots)</strong></td>
<td>Gordon McMilan, Faculty, SLOA Coordinator</td>
<td>8061</td>
</tr>
<tr>
<td><strong>Student Services Committee</strong></td>
<td>Martha McDonald, Vice President of Student Services</td>
<td>8534</td>
</tr>
<tr>
<td><strong>Supervisor/Confidential Team</strong></td>
<td>Coe Lamoureux, Supervisor/Confidential Team President</td>
<td>8548</td>
</tr>
<tr>
<td><strong>Sustainability Committee</strong></td>
<td>Fred Diamond, Director of Facilities &amp; Construction</td>
<td>8691</td>
</tr>
<tr>
<td><strong>Transfer Advisory Committee</strong></td>
<td>Jessica Lopez-Jimenez, Director of Student Support</td>
<td>6413</td>
</tr>
<tr>
<td><strong>Veterans Advisory</strong></td>
<td>Maria Buffo, Program Director</td>
<td>6457</td>
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