



Presentation/Proposal Form

[Add Title Here]

Update Committee language in GPM to reflect shift to Faculty Senate for elections

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Date: 4/28/2020

Department: Faculty Forum/Faculty Senate

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- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

Faculty Senate is responsible for running nominations and elections for most faculty positions on college committees (with the exception of the faculty positions on Insurance committee and Faculty Forum Executive Committee). The changes to the committees in the General Policy Manual reflect this shift in responsibility.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: _____

3. BUDGET IMPACT

No impact. This change reflects a change in responsibility only

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

No impact. This change reflects a change in responsibility only

5. OPERATIONAL IMPACT

Shift in responsibility from faculty forum to faculty senate

6. STUDENT IMPACT

No impact

7. ANTICIPATED IMPLEMENTATION TIMELINE

The Faculty Senate is already moving forward with faculty elections this spring.

8. MOTION TO BE RECOMMENDED

I move to accept the proposed changes to the identified Committees

G-6-2 College Affairs Committee (CAC)

CHARGE: The purpose of the College Affairs Committee is to function as a forum for College-wide issues and to manage the consensus-building process for key issues and functions of the College.

The College Affairs Committee may initiate studies, accept recommendations from committees or refer matters to other committees. It provides a forum where College-wide concerns and opportunities can be reviewed by all constituencies.

The committee acts as a sounding board for the COCC president, helping both to stay abreast of current campus issues and to get input from a cross-section of the campus.

All members of the Committee (except the Board member) are voting members and recommendations of the Committee are recommendations to the President.

Appointments shall be made annually with staggered two-year terms unless specified by a position (i.e., Faculty Forum Executive Committee Member). Student appointments may be made quarterly to maximize attendance and to accommodate schedules. During the last CAC meeting of the Academic Year, an election will take place to determine the chair of CAC for the following academic year. Nominees are to be current CAC members who will be on the CAC the following academic year.

Membership, Voting Status and Terms

Administrator (2)	Appointment by the President	Voting	Two years
Any Faculty Forum Executive Committee Member	Automatic	Non-Voting	One year
Faculty Member At-Large	Elected by Faculty Senate Forum	Voting	Two years
Faculty Member At-Large	Elected by Faculty Senate Forum	Voting	Two years
President of the Classified Association (or designee)	Automatic	Voting	Two years
Classified Staff	Selected by CACOCC President or designee	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Student (At-Large) Representative	Appointed by ASCOCC Student Council	Voting	One year, but may be appointed quarterly as needed
COCC Board Member	Appointed by COCC Board of Directors	Non-Voting	Two years

Chair Election:

Chair to be elected annually.

G-6-2.1 Shared Governance Committee

Purpose:

The Shared Governance Committee would be an Advisory Committee reporting to College Affairs.

The purpose of the Shared Governance Committee is to primarily function as a resource for the chairs and members of committees doing the work of shared governance at COCC. Shared Governance committee members will be ex-officio guests at policy committee meetings (specifically, Academic and College Affairs) to provide new chairs with guidance on the decision making process. The Committee members will also be available as a resource should problems arise within committees and recommend changes.

The Committee would also be responsible for facilitating the following annual activities:

- Establish and maintain a culture where Shared Governance is both valued and effective;
- Shared Governance Workshops for new committee chairs and members each fall;
- Updating of the Shared Governance Handbook;
- Working with committee chairs, review annually the Committee Matrix and its alignment with the General Policies Manual;
- Develop and initiate a process of assessing the effectiveness of Shared Governance at COCC generally, and do an annual review of the committees, which will entail collecting and compiling End of Year reports, looking for redundancies, and encouraging transparency between committees and with the College at large.
- Develop a process of improving communication between committees and college groups, including determining the best location of a repository of key committee documents.
- Facilitate an annual review of the General Policy Manual by stakeholders.

Members:

All members of the Committee are voting members.

Appointments shall be made annually with staggered three year terms, after the initial transition years are over. The current committee members will select a

G-6-3 Academic Affairs Committee (AAC)

CHARGE: The Central Oregon Community College Academic Affairs Committee advocates for instruction at COCC. This committee develops and recommends academic policy, facilitates and streamlines decision-making on academic issues, and facilitates communication across the campus community on academic issues.

Academic Affairs makes decisions within the parameters of the policy governance articulated by the COCC Board of Directors.

Primary Functions of Academic Affairs:

1. Coordinate long-range planning in curriculum and academic policy;
2. Set academic priorities that help shape budget decisions and allocations;
3. Act as the main clearinghouse/review committee for all instructional policy and procedure issues; specifically those outlined in the academic policies and academic procedures sections of the GPM;
4. Keep informed on the Curriculum Committee and Learning Outcomes and Assessment Committee through reading minutes and/ or periodic updates, as appropriate for each committee;
5. Assure that curricular decisions, academic priorities, and instructional policies are held accountable to the mission of the College; and
6. Communicate decisions made by Academic Affairs to other campus groups.

Membership, Voting Status and Terms

Faculty At-Large (1)	Elected by the Faculty SenateForum	Voting	Two years
Vice President for Instruction (VPI)	Automatic	Voting	Standing
Department Chairs Representative	Appointed by Chairmoot	Non- Voting	One year
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Registrar	Automatic	Non- Voting	Standing
Director of Curriculum and Assessment	Automatic	Non- Voting	Standing
IT Representative	Automatic	Non- Voting	Standing
Committee Specialist	Appointed	Non- Voting	Standing

Classified	Selected by CACOCC President or designee	Voting	Three Years
Faculty (4)*	Elected by the Faculty SenateForum	Voting	Two years
Faculty Forum President-Elect or Forum Executive Team designee when no PE is available	Automatic	Voting	One year
CTE Council Representative	Appointed by CTE Council	Non- Voting	One year

* Four faculty members (at least three of whom are tenured) elected by the faculty-[Senateforum](#), serve staggered two- year terms, with the option to stay for an additional year if serving as Chair in the third year. Faculty membership should represent a balance, with no more than one faculty member from any one department, with two from Transfer and two from Career and Technical Education. (CTE)

Voting members will recuse themselves from voting on decisions in which they believe they may have a conflict of interest, including over-representation by any one department on pertinent issues.

The President of the College may appoint non-voting administrative liaisons to sub-committees or task forces.

Chair Election: The committee shall elect a new Chair by its mid-April meeting.

Presentations to Academic Affairs:

Academic Affairs encourages presentation of all instructional issues by all campus constituents. Examples of relevant instructional issues include but are not limited to:

- Instructional policies impacting admissions, advising, curriculum, Banner, students.
- Instructional policies impacting faculty, such as academic calendars, campus-wide outcomes, block scheduling, grading policies, final exam schedules.

Committee Process:

1. **Presentation Checklist Form:** All presenters will need to complete a presentation checklist form (Form #1: Presentations to Academic Affairs Checklist), and e-mail it to the Academic Affairs Chair by his or her specified deadline. Please consult the Instructions for Academic Affairs Presentation Checklist Form, as a reference for completing Form #1.

2. **Information Items:** Presenters may simply want advisory input or to notify the committee of campus discussions. These presentations do not require a decision by the committee. In these situations, the Committee may advise and/or approve support but no first or second reading is required. These situations will be noted in the Minutes. If presentations include issues not relevant to Academic Affairs, presenters will be referred to appropriate campus resources, including other committees.
3. **Action Items:** Presentations including an Action Item are required to complete and submit the following form (Form #1: [Presentations to Academic Affairs Checklist](#)) prior to being scheduled. Following the presentation, a signature form (Form #2: [Academic Affairs Action Item Signature Form](#)) must be signed by the presenter, the chair of Academic Affairs and the Vice President of Instruction (VPI) to indicate the decision has been reviewed. The presenter, chair, and VPI all receive copies of the form for their records.
 - a. Action items, may receive any of the following options:
 1. Approve the proposal as submitted;
 2. Approve an amended proposal;
 3. Vote against a proposal;
 4. Create a task force to address any issues arising as they relate to the needs and goals of the instruction at COCC;
 5. Appoint additional individuals to a task force to broaden the range of interests and/or deepen the levels of expertise;
 6. Modify the task given to a task force;
 7. Refer the issue to the Vice President for Instruction/Instructional Deans and/or other appropriate College Committees (such as College Affairs, Student Affairs, Chairmoot, CTE Council, Institutional Support Committee, Faculty-~~Senate~~Forum) for broader review and consideration.
4. **Approval and Communications:** Final approval and communication of Actions and Recommendations of the Academic Affairs Committee shall be subject to the policies defined in G-6-1.3 and G-6-1.4.
5. **Implementation:** Recommendations made by Academic Affairs and approved by the President should be implemented by responsible parties. In addition to those presenting proposals to Academic Affairs, other parties may be involved in implementation and communications regarding action items. The table below describes individuals or groups potentially included in communication and implementation of recommendations.

Recommendations for Implementation of and Communications about Approved Proposals:

Recommendations	Parties Included in Communication/Implementation
Program level	Program Director, VPI, Dean, and/or Faculty Forum Senate ChairPresident

Instructional policies that impact admissions, advising, curriculum, Banner, and student services	VPI, other appropriate administrator, Dean and/or Faculty Forum President <u>Senate Chair</u>
Instructional policies that impact faculty	VPI, <u>Faculty Senate Chair</u> , and/or Faculty Forum President
Policies that impact the larger campus	VPI, <u>Faculty Senate</u> , Faculty Forum President, College Affairs and/or President

College Communication:

In order to facilitate communication between faculty and administration, the Chair of Academic Affairs may communicate directly with the Vice President for Instruction and/or Academic Deans and the President of the College.

G-6-3.2 College Curriculum Committee

CHARGE: The Curriculum Committee is a sub-committee of the Academic Affairs Committee and will review for approval all new proposals, suspensions/deletions, and revisions to credit curriculum (courses and academic programs). Academic programs are defined as any institutionally established combination of courses and/or requirements leading to a degree or certificate.

Primary functions of the Curriculum Committee:

1. Approve additions, suspensions, and modifications to all credit courses and academic programs which include, but are not limited to:
 - a. Student learning outcomes
 - b. Assessment of student learning outcomes
 - c. Credits and load units
 - d. Contact hours
 - e. Course and program titles and descriptions
 - f. Pre-requisites and sequencing
 - g. Course and program mapping
 - h. General education and related instruction
 - i. Discipline studies
 - j. State definitions of degrees and certificates.
2. Ensure that COCC curriculum adheres to College, State, and NWCCU (accreditation) standards and policies.
3. Assist and support faculty in development and improvement of curriculum.
4. Consider effects of curricular and/or programmatic proposals and revisions on other departments/programs, institutions, and students. Other departments and/or programs may include, but are not limited to:
 - a. Impacts to and from prerequisite courses
 - b. Transfer focus areas
 - c. CTE programs
 - d. Admissions and Records
 - e. Financial Aid
 - f. College now (dual credit)
 - g. ITS
 - h. Articulation agreements.
5. Ensure that curriculum aligns with mission of the College.

Membership, Voting Status and Terms

Faculty (CTE, open)	Appointed by the Faculty SenateForum	Voting	Three years
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Faculty (CTE, tenured)	Appointed by the Faculty- SenateForum	Voting	Three years
Faculty (Transfer, open)	Appointed by the Faculty- SenateForum	Voting	Three years
Faculty (Transfer, tenured)	Appointed by the Faculty- SenateForum	Voting	Three years
Faculty (at-large)	Appointed by the Faculty- SenateForum	Voting	Three years
Instructional Dean	Appointed by the Vice President for Instruction	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Director of Curriculum and Assessment	Automatic	Non- Voting	Standing
CAP Center Academic Advisor	Appointed by the Dean of Student & Enrollment Services	Non- Voting	Standing
Student Services (GradTracks) Representative	Appointed by the Dean of Student & Enrollment Services	Non- Voting	Standing
Instructional Systems Specialist	Automatic	Non- Voting	Standing

Chair

The Chair of the Curriculum Committee will be elected annually in the spring by the committee from among faculty committee members. The chair maintains voting privileges.

Responsibilities of the Chair include:

- Collaborate with the Director of Curriculum and Assessment to set committee meeting agendas, to communicate information and documentation workflow to the committee, and to ensure the flow of documentation from the committee is communicated and submitted to Academic Affairs Committee, campus and state agencies.
- Facilitate Curriculum Committee meetings.

G-6-3.3 Learning Outcomes and Assessment (LOA) Committee

As a subcommittee to Academic Affairs, the Learning Outcomes Assessment (LOA) Committee plays a vital role in sustaining meaningful student learning outcomes assessment at COCC.

1. Building on the College's existing system of instructional assessment.
2. Ensuring that instructional assessment efforts are faculty led.
3. Leading the response to NWCCU accreditation recommendations concerning student learning outcomes and instructional assessment.
4. Coordinating and communicating its efforts with faculty, Academic Affairs, the Vice President for Instruction, and the Director of Curriculum and Assessment.

Charge: By drawing on current best practices, LOA provides guidance, coaching, and leadership for the development and assessment of course- and program-level student learning outcomes by assisting faculty efforts to

- Map the relationships among and between courses, programs, and degrees.
- Compose, modify, and store student learning outcomes.
- Support and sustain a culture of inquiry and continuous improvement.
- Plan and design measurable learning activities and assessments.
- Gather and analyze evidence of learning.
- Reflect upon this evidence in order to improve the planning and design of courses and programs.
- Maintain a regular, consistent schedule of instructional assessment.
- Collect and store learning evidence.

CTE Faculty (2)	Elected by Faculty Senate Forum	Three years
Transfer Faculty (2)	Elected by Faculty Senate Forum	Three years
Faculty Member At-Large (2)	Elected by Faculty Senate Forum	Two years
Faculty Member At-Large (1)	Elected by Faculty Senate Forum	Three years
Committee Chair	Elected by Committee at first meeting	One year
The Director of Curriculum and Assessment	Automatic	Standing

G-6-4 Student Affairs Committee (SAC)

CHARGE: This committee is responsible for reviewing and recommending in areas relating to the student services, policies that affect students (other than those topics reviewed by Academic Affairs or Curriculum Committee) or generally to the quality of student life at Central Oregon Community College.

Membership, Voting Status and Terms

Faculty (2)	Elected by the Faculty SenateForum	Voting	Two years
Classified (1)	Selected by CACOCC President or designee	Voting	Two years
Administrative (1)	Appointed by the President	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Students, At-Large (3)	Appointed by the Director of Student Life	Voting	One year
Dean of Student & Enrollment Services	Automatic	Non-voting	Standing

Chair Election:

Chair to be elected annually by the committee.

G-6-8.1 Technology Advisory Committee (TAC)

CHARGE: The primary purpose of this advisory committee is to provide judicious advice on technology issues from across all areas of the college, which the President's Advisory Team and the ITS department can use as a source for planning technology for the college.

The Committee will collaborate with other college committees to prioritize technology initiatives across campus, and make recommendations to the President's Advisory Team and the ITS Department to consider in the development and maintenance of a roll-forward three year technology plan.

With the growing importance of technology in all aspects of college affairs, it is important that the selected members of the committee represent a balanced cross-section of the college who have knowledge and an interest to contribute to discussions about technology on campus.

The Director of ITS Infrastructure and the Director of Application & Web Systems Development will co-chair the committee. The committee will meet a minimum of once per term, or more often as appropriate.

Membership, Voting Status and Terms

- 1) support and track technology initiatives.

Membership	Voting Status	Term
CFO or designee from fiscal services:	Voting	Automatic
PA from Extended Learning:	Voting	2
PA from Student Services :	Voting	2
Chairmoot :	Voting	1
Faculty SenateFF:	Voting	2
CA :	Voting	1
Student (ASCOCC appt):	Voting	1
Director of ITS Infrastructure:	Voting	<i>Automatic/Standing</i>
Dir of Lib Services or designee from Library:	Voting	<i>Automatic/Standing</i>
eLearning Representative	Voting	2
IT Project Manager	Voting	<i>Automatic/Standing</i>
Director of Application & Web System Development:	Voting	<i>Automatic/Standing</i>
CIO:	Non-voting	<i>Automatic/Standing</i>
FIAT representative appt. by chair of FIAT	Non-voting	2

G-6-8.2 Diversity Committee

CHARGE:

1. The Diversity Committee functions in an advisory role to the Director of Multicultural Activities and will focus their efforts in regards to the following identified areas:
 - a. Access: Increase opportunities for underrepresented populations to attend and succeed at COCC.
 - b. Awareness: Spread understanding of the challenges and opportunities within a diverse society.
 - c. Training: Provide access to professional development for COCC staff, faculty and students to increase their knowledge of diversity issues.
2. The Diversity Committee advises, recommends and develops strategies for recruitment and retention of a diversified faculty, staff and student body.
3. The Diversity Committee considers and recommends actions and programs that help support and fulfill diversity related commitments by the college.
4. The Diversity Committee provides a forum to which faculty, staff and students may refer questions and recommendations concerning diversity related policies, procedures and programming.
5. The Diversity Committee entertains proposals for funding from various interests on and off campus and advises and recommends actions to the Director, Multicultural Activities.
6. The Diversity Committee advises, recommends and develops strategies for integrating diversity into the curriculum.
7. The Diversity Committee reviews and evaluates diversity related programming and actions in collaboration with the Director, Multicultural Activities annually.

Membership, Voting Status and Terms

Faculty (2)	Elected by Faculty Senate Forum	Voting	Two years
Administrators (1)	Appointed by the President	Voting	Two years
Classified Staff (2)	Selected by CACOCC President or designee	Voting	Two years
Administrator, ABE Program (1)	Appointed by the President	Voting	Two years
OSU-Cascades Faculty or Staff (1)	Appointed by OSU-Cascades Associate Provost	Voting	Two years
Students (2)	Appointed by ASCOCC	Voting	One Year
Director of Multicultural Activities	Automatic	Non-Voting	Standing

Chair Election:

The committee will appoint one Chair and one Chair-elect annually. The Director of Multicultural Activities may not serve as chair.

G-6-8.4 Faculty Promotions Committee

CHARGE: The Faculty Promotions Committee is assigned the task of reviewing recommendations for promotion and recommending to the President those members of the faculty most eminently qualified for promotion. The Promotions Committee will have the responsibility of awarding emeritus status per HR 11-4.

Membership, Voting Status and Terms

Tenured Faculty (4)*	Elected by the Faculty Senate Forum	Voting	Three years
Tenured Faculty (1)	Appointed by the President	Voting	Three years
Administrative (1)**	Appointed by the President	Voting	Three years
Vice President for Instruction	Automatic	Voting	Standing

Committee Composition

Overall, the composition of the Promotions Committee should strive to reflect diverse perspectives and experiences of faculty.

* The Committee should represent a balance between Career & Technical Education and transfer areas, with no more than one faculty member from any one discipline.

*Committee members should not be eligible to stand for promotion during their term.

** The administrative appointment on Promotions Committee will either be an Instructional Dean or if that is not possible, another administrator who has three years minimum instructional experience.

The Promotions Committee and the President will review deliberations of the Committee before recommendations are finalized and forwarded to the Board.

The President will recommend promotions to the Board and may seek assistance in making such presentations from the Vice President for Instruction or from faculty members as seems appropriate.

Chair Election: Chair to be elected annually by the committee from among the faculty members on the committee.

G-6-8.5 College Tenure Committee

CHARGE: The College Tenure Committee considers eligible faculty members for elevation to tenured status and submits recommendations to the College President.

Membership, Voting Status and Terms

Faculty (4)*	Elected by the Faculty Senate Forum	Voting	Three years
Faculty At-Large (1)	Elected by the Faculty Senate Forum	Voting	Three years
Instructional Administrative (1)	Appointed by the President	Voting	Three years

* Five faculty members (all of whom are tenured and elected by the Faculty ~~Senate Forum~~), serve staggered three-year terms so that at all times, at least two faculty members will continue on the committee. Faculty membership should represent a balance, with no more than one faculty member from any one department, with two from Transfer and two from Career and Technical Education (CTE), and one at-large.

In the event that a committee member leaves or notifies the chairperson of their intent to resign the position, another tenured faculty member shall be elected as soon as possible to fill the unexpired portion of the term.

Chair Election:

As the last order of business in any given year, the Tenure Committee shall elect a chairperson for the subsequent year.

G-6-8.6 Faculty Professional Improvement Resource Team (PIRT)

CHARGE: The Faculty Professional Improvement Resource Team (PIRT) is an advisory committee for faculty who seek assistance in drafting, developing or revising their Professional Improvement Plans (PIP). This committee will also verify that the PIP is consistent with promotion expectations and needs no further review. The committee shall publish appropriate timetables, procedures, and other material to facilitate faculty professional improvement at Central Oregon Community College. The committee ranks and recommends fund distribution for faculty sabbaticals and selects the recipients of the Faculty Achievement Awards.

Membership, Voting Status and Terms

Faculty (4)* at least two members of committee must have rank of Associate Prof or higher.	Elected by the Faculty SenateForum	Voting	Three years
Faculty (2)* at least two members of committee must have rank of Associate Prof or higher	Nominations submitted by Faculty SenateForum Executive Committee to Vice President for Instruction; VPI to appoint.	Voting	Three years
Vice President for Instruction (or designee)	Automatic	Voting	Standing

* Should serve staggered two year terms.

Committee members may apply for sabbaticals while serving on PIRT.

Chair Election: Chair to be elected annually by the committee.

G-6-8.9 Data Stewardship Advisory Committee

CHARGE: The primary purpose of the Data Stewardship Advisory Committee is to facilitate a cohesive approach to managing and utilizing data at COCC. In support of this purpose, the Committee will provide guidance and recommendations to the President, President Advisory Team (PAT) and other administrative units.

DSAC membership is more operationally based than the traditional COCC committee. DSAC membership requires key data stewards, data owners, and data custodians across the institution that have the knowledge, responsibility and authority to describe, establish, promote and enforce procedures around data. DSAC has automatic, appointed and volunteer positions. The automatic members are staff with positions that have direct data management or custodial responsibilities as part of their job descriptions. The appointed members are faculty from Instructional areas of the College. The volunteer appointments are made by the DSAC chair contacting Directors in key data areas who recommend a staff member. Once the committee membership is established for a given year, if there is not clear administrative and classified representation, adjustments will be made to ensure that all employee groups are represented. All members are voting members.

The DSAC has both a chair and chair-elect. The chair serves for one academic year with the chair-elect becoming the chair the following year. Nominations from DSAC for the chair-elect position are accepted and put to a committee vote in the spring. The notetaker position can be filled from existing members.

The Committee members will meet a minimum of once a month.

Membership, Voting Status and Terms:	Membership	Voting Status	Terms
Admission & Records	Volunteer	Voting	3 years
Banner Module - Financial Aid	Automatic	Voting	Standing
Banner Module - HR/Finance	Automatic	Voting	Standing
Banner Module - Student	Automatic	Voting	Standing
Instructional Representative (2)	Appointed by Chairmoot or Faculty Senate Forum or VPI's office	Voting	1 year
Fiscal Services	Volunteer	Voting	3 years
Human Resources	Volunteer	Voting	3 years
Information Technology Representative	Volunteer	Voting	3 years

Institutional Effectiveness	Volunteer	Voting	3 years
Continuing Education	Volunteer	Voting	3 years
Notetaker/Support	Volunteer	Voting	1 year

Chair Election: Information Technology - MIS Director and Institutional Effectiveness - Director will co-chair.

G-6-8.10 Sustainability Committee, Advisory to College Affairs

CHARGE: The Committee will inspire and encourage COCC students, faculty, and staff to embrace sustainable practices at COCC. The Committee has a balanced responsibility: 1. To facilitate integration of sustainability issues, science, socio/political debate and related elements into the instructional curriculum; 2. To foster institutional operations which are environmentally sensitive and model sustainable practices; 3. To integrate sustainability practices in a ways which are cost effective and make institutional operations simpler rather than more complex. The Committee will model good practices and educate the College community to promote sustainability. The Committee will also consider thoughtful operational systems and procedures that foster movement of the College and community toward a sustainable society. The committee will not force or mandate, as such mandates weaken an organizational understanding of sustainability practices presently and in the future.

This Committee Charter recognizes that actions and projects supported by the Sustainability Committee will be assessed in an effort to demonstrate outcomes (Student Learning Outcomes and Institutional Outcomes) and also to evaluate such initiatives in light of institutional capacity. One goal is to demonstrate that through good sustainable education and conservation, significant monetary savings for the College can result.

Scope of Responsibilities: Through inviting and creative ways, the Sustainability Committee will provide opportunities for students, faculty, and staff to learn about sustainable practices and advance the campus sustainable environment. The Committee will provide department opportunities to learn about good sustainability practices that may become embedded in curriculum. The Committee will also recommend improvements and modifications to COCC operational practices as appropriate, working within the existing budget process to pursue appropriate strategies having a fiscal impact.

Membership, Voting Status and Terms

Students (2)	Selected by ASCOCC	Voting	One year
Faculty (4)	Elected by Faculty SenateForum	Voting	Two years
Classified Staff (3)	Selected by CACOCC President or designee	Voting	Two years
Administration (2)	Appointed by the President	Voting	Two years
Director of Campus Services -(Joe Viola)	Automatic	Voting	Automatic

Appointments shall be made annually with staggered two-year terms. Student appointments may be made quarterly to maximize attendance and to accommodate schedules.

Meetings are open to all who would like to attend and participate. Opportunities exist for nonvoting members who have interest in the activities of the committee.

Chair Election: Committee Chair to be elected annually by the committee.

G-6-8.12 Naming Committee

CHARGE: The Naming Committee is an advisory committee consisting of faculty, classified staff, and an administrator appointed by the President; and the Executive Director of the COCC Foundation. This Committee can be authorized by the Board of Directors to recommend the naming of rooms, landscape areas and features to honor service to Central Oregon Community College. The Board of Directors reserves unto itself the ultimate responsibility for naming buildings.

Membership, Voting Status, and Terms

Faculty (1)	Appointed by the President on recommendation of the Faculty- SenateForum
Classified Staff (1)	Selected by CACOCC President or designee
Administrator (1)	Appointed by the President
Executive Director of the COCC Foundation	Automatic

G-6-8.14 Facilities Advisory Committee

CHARGE: The primary purpose of the Facilities Advisory Committee (FAC) is to provide advice on college facilities issues by reviewing and recommending in areas of planning, budgeting, purchasing, maintaining, renovating and constructing of College buildings and grounds, in matters of new campus construction, existing facilities renovation and use, and in other College facilities support areas. The Committee will establish and update priority lists as they relate to the above. Recommendations from the FAC will be provided to the vice president for administration, and submitted by the vice president for administration to present to the president and/or Board for approval when appropriate. In addition to the Committee recommending funding in maintenance and renovations, it is anticipated that the FAC may utilize a task force structure for specific facilities-related topics, as needed.

Membership, Voting Status and Terms

Administrator (2)	Appointed by the President	Voting	Two years
Faculty (2)*	Elected by the Faculty Senate Forum	Voting	Two years
Classified Staff (2)*	Selected by CACOCC President or designee	Voting	Two years
Students (2)	Appointed by ASCOCC	Voting	As available (one term min and up to two years)
Director of Campus Services	Automatic	Non-Voting	Standing
Vice President for Administration	Automatic	Voting	Standing

*Appointment years are staggered

Chair Election: Chair to be elected annually by the committee.

G-6-8.15 Academic Reinstatement Committee

CHARGE: The Academic Reinstatement Committee is an advisory committee tasked with reviewing third academic warning petitions and approving, denying or approving with conditions. This committee will be chaired by the Registrar (or designee), with two faculty representatives (one transfer and one career/technical education) and one representative from CAP Center. The committee will also include an alternate from the CAP Center, to be brought in only when petitions volume is significant. Typically, this committee meets the second Tuesday following term start. All members of the committee are voting members and will serve staggered two-year terms

Position	Member	Voting	Years
Director of Admissions/Registrar (or designee) – Chair	<u>Automatic</u> <u>Courtney Whetstine</u>	Voting	Standing
FF-1 CTE	Elected by Faculty <u>Forum</u> <u>Senate</u>	Voting	Two Years
FF-2 Transfer	Elected by Faculty <u>Forum</u> <u>Senate</u>	Voting	Two Years
CAP Center Advisor	Appointed by CAP Center Director	Voting	Two Years
CAP Center Advisor (alternate)	Appointed by CAP Center Director	Voting	Two Years

G-6-8.16 Finance Internal Advisory Team (FIAT)

Charge

Budgets are an important element in maintaining adequate controls and management of financial resources to achieve the institutional goals and objectives established in the strategic planning process. Fiscal success is measured by the efficient and effective use of resources towards advancing the College's mission. FIAT reviews, evaluates and prioritizes general fund and capital budget requests based on the College's values, goals and objectives. FIAT will provide a report prioritizing general fund and capital budget requests as a recommendation to the College President for consideration. At the end of the 2017-18 academic year, the FIAT committee will be brought before College Affairs for review.

Members

The team membership serves in an advisory capacity to the College President and shall be a diverse, cross-functional representation from the College. Team members should be familiar with the College's budget and budget development process. The team will consist of three faculty members, three classified staff, and three administrators who are not members of the President's Advisory Team.

Area Represented	Members	Term
Director of Fiscal Services	Automatic (Chair)	Standing
Faculty (1) – CTE	Elected by the Faculty Senate Forum	Three years
Faculty (1) – Transfer	Elected by the Faculty Forum Senate	Three years
Faculty (1) – at large	Presidential appointment in consultation with Forum Senate	Three years
Classified (3)	Appointed by Classified Association Executive Committee	Three years
Administrator (2)	Appointed by President	Three years

G-6-9.1 College Community Development Committee (CCDC)

CHARGE: The College Community Development Committee will facilitate the development of the College community through activities and events designed to foster community connections and professional development.

Membership, Voting Status and Terms

Administrator (2)	Appointed by the President	Voting	Three years
Faculty (2)	Elected by the Faculty SenateForum	Voting	Three years
Classified Staff (2)	Selected by CACOCC President or designee	Voting	Three years
Administrator or Classified (1)	Appointed by the President (stationed at one of the three branch campuses)	Voting	Three years
HR Staff member	Automatic	Non-Voting	Standing

Chair Election: Chair to be elected annually by the committee.

G-6-9.4 College Planning and Assessment Team (CPAT)

CHARGE: The College Planning and Assessment Team (CPAT) facilitates a comprehensive and cohesive approach to planning and assessment furthering the College's efforts to develop implement and evaluate the Strategic Plan and achieve mission fulfillment. In pursuit of this purpose, the CPAT's scope of work includes the following:

- Guide the College to ensure alignment with the Strategic Plan to achieve College mission fulfillment.
- Evaluate the Strategic Plan.
- Facilitate communications on College planning and assessment to internal and external audiences.
- Support and document College planning and assessment activities, including maintaining an institutional planning and assessment calendar.

Membership is drawn from across the institution and includes employees with the knowledge, responsibility and authority to meet the responsibilities of the Charter, with the members determined by the President and serving at the discretion of the President. The President will place an annual call for volunteers to solicit interest and appoint faculty, administrators, classified staff and a student to open positions in consultation with the Faculty-SenateForum, Classified Association of COCC and the Associated Students of COCC accordingly. The CPAT will report to the President. The term of Committee Members will be three years and the Committee will meet one a month.

Members:

College Planning and Assessment Team (CPAT)

Area Represented		Terms
VP for Administration or designee	Automatic	Standing
VP of Instruction or designee	Automatic	Standing
Dir, Institutional Effectiveness or designee	Automatic	Standing
Faculty (Transfer)	Appointed by President	Three year
Faculty (CTE)	Appointed by President	Three year
Faculty (2)	Appointed by President	Three year
Classified (3)	Appointed by President	Three year
Administrator (3)	Appointed by President	Three year
Student (1)	Appointed by President	One Year

G-6-9.5 College Art Committee

CHARGE: The Art Committee will coordinate the selection and acquisition of high quality interior and exterior art for permanent and temporary installations on College grounds and within its buildings. Processes may include competitive calls for art, donations, and direct purchase. The Art Committee will maintain an inventory of College owned art and identify possible locations for displaying art, generally overseeing the College art collection in cooperation with other College departments for displaying, insuring, promoting, and safeguarding the art.

Membership, Voting and Term

1 Dean	Appointed by President	Voting	Three years
1 Vice President	Appointed by President	Voting	Three years
2 Faculty <	1 - From Fine Arts Department by Art Committee invitation and agreement of Dept. Chair of the faculty's area 1 - Appointed by Faculty SenateForum	Voting	Two years
1 Student	Appointed by ASCOCC	Voting	Two years
1 Classified Staff	Selected by CACOCC President or designee	Voting	
2 At Large Members	Selected by nomination of the Art Committee	Voting	1 two years 1 three years

Rotating/temporary Member(s) - 1 Site Representative for any new construction tied to an art acquisition project. Other temporary members, as needed, for specific projects. Selected by nomination of the Art Committee.

Chair Election: Appointed by President

G-6-9.6 Safety/ OSHA Committee

CHARGE: Central Oregon Community College is committed to creating a healthy and safe working environment for its students, staff, employees and guests. The College demonstrates this commitment, in part, through the work of the Safety Committee. The Committee meets monthly to discuss potential health and safety issues, recommend improvements to policies and procedures, conduct quarterly safety inspections and to increase safety awareness on campus. Additionally, the Safety Committee will assist in monitoring, improving, and maintaining job site safety and occupational health as mandated by OSHA regulations.

Membership, Voting Status and Terms

Administrator (3)	Volunteer*	Voting	Two years
Classified (3)	Volunteer*	Voting	Two years
Faculty (3)	Volunteer*	Voting	Two years
Redmond Campus Rep (1)	Volunteer*	Voting	Two years
Madras Campus Rep (1)	Volunteer*	Voting	Two years
Prineville Campus Rep (1)	Volunteer*	Voting	Two years

*The Safety Committee is made up of volunteers per OR-OSHA. If there are insufficient volunteers to make up equal representation of employee groups, the committee members may be elected or appointed as needed by Faculty Senate Forum, Association, or Presidential appointment.

Chair Election: Chair to be elected annually by the committee.

G-6-9.7 Review and Support Committee: Course Review (RSC)

CHARGE:

1. Goal of Review Process: Identify and implement remedies for sets of courses determined to be at risk when identified benchmarks are reviewed. Assist all programs in understanding and analyzing the data for the program.
2. Key indicators and benchmarks: Identified by the Review and Support Committee (RSC). Schedule for re-examination of data, indicators, and benchmarks normally every 3 years.
3. Data tracking of above indicators: By October 15 of each academic year, "Strategic Indicators for Instructions" are published to the campus community with data sets for the prior academic year.

Membership, Voting Status and Terms

Tenured Transfer Faculty (1)	Elected by the Faculty- SenateForum	Voting	Three years
Tenured Career/Technical Education Faculty (1)	Elected by the Faculty Senate-Forum	Voting	Three years
Tenured Transfer Faculty (1)	Elected by the ChairMoot	Voting	Three years
Tenured Career/Technical Education Faculty (1)	Elected by the ChairMoot	Voting	Three years
Faculty Substitute (1)	Elected by the Faculty- SenateForum		
Faculty Substitute (1)	Elected by the ChairMoot		
Vice President for Instruction	Automatic	Voting	Standing

Committee members must request themselves recuse from RSC review of programs or sets of courses in their departments.

Chair Election:

The Vice President for Instruction will chair this committee.

Tasks (as per contract-referenced document of 3/22/2007):

1. Prior to implementation of this process, identify "key indicators of viability" (beginning with strategic indicators) and define "thresholds" for each key indicator: what numbers are "low"? This would include not only the threshold level for each indicator, but how many of the key indicators need to exceed the threshold to put the program on the "potentially at risk" list. There may be an indicator or two that automatically triggers the program to go on the list. The goal would be to make the initial "trigger" objective and automatic.

2. Annually, review key indicators and create the list of programs or sets of courses that are included on the "potentially at risk" list based on exceeding the defined thresholds (by November 1 each year).
3. Review those programs with the department and faculty: by the end of fall term, determine whether there is a legitimate risk (not a data error, not a quick fix, not external circumstances which reduce or balance the viability risk).
4. Notify all program faculty, department chair and Forum of timeline for review/remedy/recommendations. Notifications should stipulate areas of concern and suggested remedies. Forum to be copied on all such notifications.
5. Continue to monitor progress of all programs "at risk."
6. Annually (in spring term), review and refine process in consultation with Chairmoot and Program Coordinators.

College Support for Programs at Risk

The College is committed to seeking remedies prior to any program closure decision and will provide reasonable support to the change process. Such support might include release time for curriculum work, pay for outside consultants, and alumni survey development and implementation.

Remediation and Review Timeline

A. Normally, the academic year in which initial notice occurs is devoted to defining and implementing remedies to address the deficient indicators.

1. Before notice is given, RSC will determine whether anomalies exist in the data, such as cost is inflated by the presence of a senior faculty member in a small program and if that is the case and the only concern, the notice will not be given. Similarly, whether the program is capped by facilities or equipment as a limiting factor for growth will also be considered. The Committee may also consider whether a recent program or curriculum change has occurred and may wish to postpone review until the change has had time to make its impact.
2. Remedies may include but are not limited to marketing and recruiting, curriculum, change, seeking of partners for financial assistance to program, program fees.
3. RSC will suggest remedies; department or program will respond with remedies to be adopted.
4. Early in the spring term, the RSC reviews proposed changes in light of viability concerns. The aim of this spring term review is to provide feedback as to whether the proposed changes are likely to indeed remediate those concerns.

B. In the following academic year, remedies will normally be in place and RSC will review all key indicators early in spring term to determine whether improvement has occurred. After the remediation process has extended for a minimum of 5 terms following notification, the RSC can recommend one of the following to the VPI:

1. To remove the program or set of courses from the "at risk" category
2. To continue on "at risk" status for one additional year. Justification for this recommendation should include positive trends and the plans for that year.
3. In rare cases, normally when changes in statewide academic requirements or in industry support for and employment of students have adversely affected program need, the RSC may recommend that program closure be considered. If the College agrees with the program closure recommendation, the VPI will produce a timeline which meets the needs of students as required

by NWCCU and CCWD guidelines, if applicable. Timeline to be published to department, students, and the Forum. If such a decision results in a faculty position being reduced, timeline for notice will be in accordance with the Faculty Collective Bargaining Agreement.

C. Exceptions to timeline: at any point, the program faculty may wish to propose voluntary closure and/or the College will begin working with them on any possible retraining under contract guidelines at that point in the process. The College will create a contract modeled on the sabbatical contract to clarify the terms under which training is to be undertaken

G-29-0 Administrator of the Year Award

Purpose: An Award to recognize excellence in administration and includes a \$1,000 award, plus an individual plaque and name on a perpetual plaque.

Eligibility:

- Current Administrator or Professional non-managerial employee who is no longer on a probationary contract. (In their fourth year of employment)
- Employee at .50 - 1.0 FTE.
- Excludes members of President's Advisory Team and Administrators at a salary level of 32 or higher.
- Nominee may not receive award more than once.

Criteria: The Administrator of the Year award is for job performance at a level of consistent excellence and effectiveness. The award criteria are purposefully broad to allow latitude in recognizing an employee's contribution to Central Oregon Community College.

Use the following as guidelines for nomination. Not all criteria need be met or included:

- Outstanding performance in primary assignment.
- Promotes and represents COCC in an enthusiastic manner.
- Respects & motivates students and COCC employees.
- Provides excellent service to students, faculty and staff.
- Meets challenges, willing to take risks, innovative.
- Fosters a positive work environment.
- College/Foundation/Community involvement.

Nomination Process: Inaugural year: CC/DC Committee issues announcement of award. Nomination forms are sent to Chair of CC/DC. Selection committee consists of CC/DC members and the President or their designee. Announcement of award nominations issued by April 15, nominations due by April 30. Committee must select winner by May 15. Award is presented at the End-of-Year celebration. [Administrator Of The Year](#) Form Subsequent years: CC/DC committee alerts previous year's winner at the beginning of April to post announcement and gather committee. Nominations will be sent to previous year's winner and will follow timeline as listed in first year.

Committee will consist of:

- Previous year's award winner
- President or designee
- Faculty member appointed by Faculty ~~Senate~~Forum
- Classified member appointed by CACOCC
- One Administrator appointed by VP for Administration
- One HR Administrator as appointed by Human Resources department.