

AP 2430 Governance Committee Structure

Reference:

Education Code Section 70902

A. Standing Committees

1. Administrative Reclassification and Entitlement Review Committee

Committee composed of: Vice President for Instructional and Information Services, Vice President of Business Services, Vice President of Student Services, Director of Human Resources and Affirmative Action, one faculty member appointed by the Academic Senate, one faculty member appointed by the San Joaquin Delta College Teachers Association, one classified staff member appointed by the Classified Senate, one classified staff member appointed by the California School Employees Association, one classified staff member appointed by the San Joaquin Delta College Peace Officers Association, and one student. Executive Secretary: Director of Human Resources and Affirmative Action.

Committee responsibilities: Review and make recommendations concerning requests for changes to administrative position entitlements.

Advisory relationships: Advisory to the President’s Council.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
 Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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 Amended 2-14-06

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2. Administrative Services Program Review Committee

Committee composed of: Two managers, two faculty members, three classified staff members, and one student. Executive Secretary: Dean of Planning, Research, and Grants Development.

Committee responsibilities: Oversee development of regular cycle of program reviews for programs not primarily providing instruction or direct services to students. In cooperation with the Planning and Budget Committee, develop and modify as needed standard formats and procedures for development of program reviews. Assure reviews are completed in a timely manner. Work with program faculty/staff and appropriate administrators to assure that completed reviews have appropriately followed standard guidelines and that conclusions and recommendations are supported by satisfactory evidence and logic.

Advisory relationships: Advisory to the Planning and Budget Committee and the Vice President for Business Services or the Superintendent/ President, as appropriate.

Adopted 3-10-87	Amended 06-28-94	Amended 10-17-95	Amended 11-17-98	Amended 03-21-00
Amended 5-17-90	Amended 12-06-94	Amended 04-15-97	Amended 05-18-99	Amended 08-15-00
Amended 4-07-92	Amended 02-21-95	Amended 06-17-97	Amended 11-16-99	Amended 04-12-02
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Amended 2-14-06				

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3. Campus Health and Safety Committee

Committee composed of: Vice President of Student Services, Dean for Instructional Development and Regional Education, Campus Police Chief, Director of Facilities Management, Family, Consumer, and Health Sciences Assistant Division Chairperson, Director of Disabled Students Programs and Services (DSPS), Risk Manager, two faculty members, Health Unit Clerk, two other classified staff members (one appointed by the Classified Senate and one appointed by the California School Employees Association), two students. Executive Secretary: Vice President of Student Services.

Committee responsibilities: Develop and recommend health, wellness, and safety related educational programs for staff and students. The Campus Health and Safety Committee shall develop and monitor college policy and procedure related to the maintenance of a safe campus environment and review matters related to health and wellness of students and staff of the college. The committee shall regularly gather input from students and staff on the status of the college with respect to health and safety issues and propose changes in policy/procedure consistent with the maintenance of a safe and healthy campus environment. The committee will also develop annual plans for in-service training and other staff and student development activities, which support a safe campus.

Advisory relationships: Advisory to the President's Council for policy recommendations.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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4. Campus Information Services Committee

Committee composed of: Vice President for Instructional and Information Services, Vice President of Business Services, Vice President of Student Services, Dean for Instructional Development and Regional Education, Dean of Planning, Research, and Grants Development, Chief Information Services Officer, Director of Library Services, one division chair, three faculty members, three classified staff members, three students. Non-Voting Members: Director of Academic Computing, Director of Technical Services. Executive Secretary: Chief Information Services Officer.

Committee responsibilities: Review and make recommendations concerning the effective use of computer and telecommunications resources to accomplish college administrative and instructional objectives. Assist in development of long range plans for computers and telecommunications equipment and infrastructure. Make recommendations concerning major purchases of computer or telecommunications hardware and/or software. Review and make recommendations on matters affecting academic computing and the college. Evaluate proposals for faculty computer workstations. Review and respond to technical feasibility studies completed by Information Services for capital outlay purchases of computer equipment in the academic area. Provide input on related academic computing issues as requested by the Vice President for Instructional and Information Services.

Advisory relationships: Advisory to the President’s Council.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
 Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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5. Classified Reclassification and Entitlement Review Committee

Committee composed of: Vice President for Instructional and Information Services, Vice President of Business Services, Vice President of Student Services, Director of Human Resources and Affirmative Action, two classified staff members appointed by the Classified Senate, two classified staff members appointed by the California School Employees Association, Chapter #359. Executive Secretary: Director of Human Resources and Affirmative Action.

Committee responsibilities: Review and make recommendations concerning requests for new classified position entitlements. Review and make recommendations concerning requests for reclassification of existing classified position entitlements.

Advisory relationships: Advisory to the President’s Council.

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6. Classified Staff Professional Growth Committee

Committee composed of: Five classified staff members. Executive Secretary: Officer of the Classified Senate appointed by the Classified Senate President.

Committee responsibilities: Review institutional needs for professional growth opportunities for classified staff. Suggest and develop programs to meet identified needs. Make recommendations concerning staff members' requests for funding of professional growth activities.

Advisory relationships: Advisory to Classified Senate.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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7. College Diversity Committee

Committee composed of: Director of Human Resources and Affirmative Action, Director of Extended Opportunity Programs and Services, one division chairperson/director, Director of Disabled Students Programs and Services (as an expert on services for the disabled), Supervisor of Student Activities, three faculty members, two classified staff members, two students, two community representatives. The committee membership shall include at least one each from the following categories: Asian/Pacific Islander, African-American, Hispanic, women, disabled, senior citizens, and veterans. Committee members may represent more than one category. Employees of the college may not serve as community representatives. Executive Secretary: Director of Human Resources and Affirmative Action.

Committee responsibilities: Monitor and review matters related to the development and implementation of the college's staff diversity/affirmative action program for staff and students, including equity issues, and evaluate progress toward affirmative action goals. Make recommendations for the promotion of equal employment and educational opportunity within the college. Monitor achievement of goals of the Student Equity Plan. Submit recommendations on student equity to the Matriculation and Student Access Committee as appropriate.

Advisory relationships: Advisory to the Director of Human Resources and Affirmative Action.

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8. Cultural Awareness Programs (CAPS) Committee

Committee composed of: Minimum of five faculty members (three appointed by the Academic Senate and two by CTA); Supervisor of Student Activities; two classified staff (appointed by the CSEA); and two student representatives (appointed by the ASBG). It is expected that appointments to this committee will attempt to reflect the diversity of the college community. Executive Secretary: Dean of Instruction for Arts and Sciences

Committee Responsibilities: Help to create an environment in which cultural awareness leads to the understanding and valuing of diversity at San Joaquin Delta College. Produce programs in alignment with the goals of the SJDC Student Equity Plan, especially in relation to the campus climate. Collaborate with campus, local, and regional groups to plan, fund, and produce educational events and programs to meet identified needs. Seek funding for CAPS programs and produce annual report of program outcomes.

Advisory relationships: Advisory to the President’s Council.

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9. Curriculum Committee

Committee composed of: Academic Senate First Vice President (Chairperson), Vice President for Instructional and Information Services, one dean of instruction, designated college articulation officer, one student, six faculty members (two from vocational education, two from general education, one librarian, and one counselor, with no more than one faculty member from any division). Executive Secretary: Academic Senate First Vice President.

Committee responsibilities:

- 1) Advise on the planning and coordinating of curriculum development to include course classification, degree requirements, general education transfer requirements, credit, noncredit, and not-for-credit courses, and recommend approval of all program and/or course revisions and new programs and/or courses.
- 2) Evaluate student requests and, when appropriate, authorize examinations for students who wish to receive credit by examination for experience gained outside the college.
- 3) Advise on the support services required for instructional needs including, but not limited to, Library Services and Academic Computing.
- 4) Coordinate short-term and long-range curricular and instructional planning.
- 5) Ensure consistency of operation with district and/or statewide policies.
- 6) Recommend instructional policies and procedures.
- 7) Advise on articulation matters.

Advisory relationships: Advisory to the Academic Senate.

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10. Enrollment Management Committee

Committee composed of: Vice President for Instructional and Information Services, Vice President of Student Services, Dean for Instructional Development and Regional Education, Director of Information and Facilities, Director of Outreach and Enrollment Services, Registrar, one Division Chairperson/Director, President of the Academic Senate, Supervisor of Computer Applications, Administrative Assistant to the Assistant Vice President for Instructional and Information Services, one classified staff member, one student. Executive Secretary: Director of Information and Facilities.

Committee responsibilities: Review issues related to enrollment management, the marketing of the college and its programs, and the recruitment of students.

Advisory relationships: Advisory to the President’s Council.

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11. Facilities Planning Committee

Committee composed of: Vice President for Instructional and Information Services, Vice President of Business Services, Vice President of Student Services, Dean of Planning, Research, and Grants Development, one Division Chairperson/Director, Director of Disabled Student Programs and Services (as an expert on access standards for the disabled), two faculty members, two classified staff members, two students.
Executive Secretary: Vice President of Business Services.

Committee responsibilities: Review and make recommendations regarding long-range facilities plans for the district. Review campus facility usage and make recommendations with regard to all facilities construction, remodeling and/or renovation proposals. Review and make recommendations concerning matters related to the aesthetic beauty of the Delta College campus. Review matters concerning vehicle parking and traffic access on the Delta College Campus. Make recommendations for changes to campus parking regulations as necessary. Make recommendations concerning special staff parking permits.

Advisory relationships: Advisory to the Planning and Budget Committee.

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12. Faculty and Staff Social Committee

Committee composed of: Three faculty members, three classified staff, and three administrators. Executive Secretary: Public Information Officer

Committee responsibilities: Plan, develop, and assist with organizing social events and activities to bring together faculty and staff in informal social gatherings.

Advisory relationships: Advisory to the President’s Council.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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13. Faculty Professional Growth Committee

Committee composed of: Five faculty members (three faculty members shall be appointed by the San Joaquin Delta College Teachers Association; two faculty members shall be appointed by the Academic Senate). The Secretary of the Academic Senate or the designee of the Academic Senate shall be the permanent chairperson of the committee. Executive Secretary: Academic Senate Secretary (officer).

Committee responsibilities: Review institutional needs for professional growth opportunities for faculty. Suggest and develop programs to meet identified needs. Make recommendations concerning individual faculty members' requests for funding of professional growth activities, including sabbatical leave applications. Approve and recommend to the Vice President for Instructional and Information Services faculty members' general plans and rationale for advancement from class to class on the faculty salary schedule. Make recommendations to the Vice President for Instructional and Information Services on faculty requests to consider other than upper division or graduate units from an accredited college or university for advancement from class to class on the faculty salary schedule.

Advisory relationships: Advisory to the Academic Senate.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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14. Financial Aid Committee

Committee composed of: Two faculty members, two managers, two classified staff members, and two students. Executive Secretary: Director of Financial Aid and Veteran Services.

Committee responsibilities: Reviews and makes recommendations concerning financial aid matters and the award of college-administered scholarships.

Advisory relationships: Advisory to the President’s Council.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
 Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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15. Institutional and Academic Research Committee

Committee composed of: Dean of Arts and Sciences, Dean of Instructional Development and Regional Education, three Division Chairpersons/ Directors or Assistant Division Chairpersons/Assistant Directors (including at least one from a Student Services area), four faculty members (including at least one faculty member who is a member of the Curriculum Committee), one classified staff member, and one student. Executive Secretary: Dean of Planning, Research, and Grants Development.

Committee responsibilities: Review the college's needs for institutional and academic research. Establish annual research agenda. Integrate research efforts. Recommend training in support of research. Recommend policies and procedures pertaining to research. Recommend other research projects related to the improvement of instruction and student services.

Advisory relationships: Advisory to the Vice President for Instructional and Information Services.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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16. Instructional Program Review Committee

Committee composed of: Four instructional managers, four faculty members, one classified staff member, and one student. Executive Secretary: Dean for Instructional Development and Regional Education.

Committee responsibilities: Oversee development of regular cycle of program reviews for programs primarily providing instruction to students. In cooperation with the Planning and Budget Committee, develop and modify as needed standard formats and procedures for development of program reviews. Assure reviews are completed in a timely manner. Work with program faculty/staff and appropriate administrators to assure that completed reviews have appropriately followed standard guidelines and that conclusions and recommendations are supported by satisfactory evidence and logic.

Advisory relationships: Advisory to the Planning and Budget Committee and the Vice President for Instructional and Information Services.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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17. Management Professional Growth Committee

Committee composed of: Three academic and student managers, two classified managers. Executive Secretary: Officer of the Management Senate appointed by the Management Senate.

Committee responsibilities: Review institutional needs for professional growth opportunities for management personnel. Suggest and develop programs to meet identified needs. Make recommendations concerning managers' requests for funding of professional growth activities.

Advisory relationships: Advisory to the Management Senate.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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18. Matriculation and Student Access Committee

Committee composed of: Assistant Superintendent/Vice President of Instructional Services, Vice President of Student Services, Dean of Research, Planning and Regional Education, Dean of Workforce and Economic Development, Dean of General Education and Transfer, Director of Guidance and Counseling, Science and Mathematics Division Dean, Communication Skills Division Dean, Director of Disabled Students Programs and Services (DSPS), Director of Extended Opportunity Programs and Services (EOPS), Assessment Instructor, at least seven other faculty [including at least one each from English, Reading/English-as-a-Second-Language (ESL), Mathematics, and Counseling disciplines], Director of Admissions and Records, Chair of the Curriculum Committee, Matriculation Support Specialist, at least two other classified staff members, and two students. Executive Secretary: Director of Guidance and Counseling.

Committee responsibilities: Review and make recommendations concerning matters of student assessment/placement, matriculation, and student access. Suggest changes in the assessment/placement process and make recommendations regarding the student counseling and follow-up process as it pertains to matriculation. Review and update the college matriculation/student equity plan to assure institutional compliance with matriculation component standards and institutional goals related to student equity.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
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19. Partnership for Excellence Review Committee

Committee composed of: Chair of the Matriculation and Student Access Committee, Chair of the Curriculum Committee, one instructional dean, two division chairpersons/directors (one from instruction and one from student services), six faculty (broadly representative of the various divisions of the college), four classified staff members, and two students. Executive Secretary: Dean of Planning Research and Grants Development.

Committee responsibilities: Recommend, review, and prioritize new and ongoing program enhancements targeting instructional and student services which utilize Partnership for Excellence Funds. Evaluate effectiveness of programs funded by Partnership for Excellence money in accomplishing Partnership for Excellence goals.

Advisory relationships: Advisory to the Planning and Budget Committee.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
 Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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20. Planning and Budget Committee

Committee composed of: Vice President for Instructional and Information Services, Vice President of Business Services, Vice President of Student Services, Dean of Planning, Research, and Grants Development, Director of Financial Services, one Division Chairperson/ Director, two faculty members, two classified staff members, two students. Non-voting members: representative from the San Joaquin Delta College Teachers Association, representative from the California School Employees Association, representative from the San Joaquin Delta College Police Officers Association. Co-Executive Secretaries: Dean of Planning, Research, and Grants Development and Budget Officer.

Committee responsibilities: Review matters relating to planning for the college. Develop, review, and recommend strategic and operational planning documents for the college. Coordinate regular schedule of program reviews. Oversee development of a recommended annual college budget. Review and make recommendations concerning matters related to the budget. Assure coordination between planning and budgeting.

Advisory relationships: Advisory to the President’s Council.

Adopted 3-10-87 Amended 06-28-94 Amended 10-17-95 Amended 11-17-98 Amended 03-21-00
 Amended 5-17-90 Amended 12-06-94 Amended 04-15-97 Amended 05-18-99 Amended 08-15-00
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21. Policy and Procedures Review Committee

Committee composed of: Assistant Superintendent/Vice President for Instructional and Information Services, Vice President of Student Services, a manager designated by the President, Chairperson of the Management Senate, President and Second Vice President of the Academic Senate, President and Vice President of the San Joaquin Delta College

Teachers Association (SJDCTA), President of the Classified Senate, President and First Vice President of the California School Employees Association, Chapter #359, President of the San Joaquin Delta College Police Officers Association, two students. Executive Secretary: A manager designated by the President.

Committee responsibilities: Review suggestions for additions and changes to the San Joaquin Delta College Board of Trustees Policies and Procedures Manual. Solicit and review comments from other college committees, offices, and groups, regarding policy proposals. Recommend changes to the Policies and Procedures Manual as appropriate.

Advisory relationships: Advisory to the President's Council.

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22. Staff Development Committee

Committee composed of: The chairpersons of the following committees involved with staff development: Classified Staff Professional Growth Committee, Faculty Professional Growth Committee, Management Professional Growth Committee. Additional members will be appointed to assure a membership equally balanced between managers, faculty, and classified staff (Three of the classified staff members shall be appointed by the California School Employees Association). The Director of Human Resources and Affirmative Action and the Dean of Planning, Research, and Grants Development shall serve as non-voting members. Executive Secretary: Director of Human Resources and Affirmative Action.

Committee responsibilities: Serve as overall coordinating committee for the college's staff development programs. Review needs and develop recommendations regarding college-wide staff development programs. Develop and maintain the college's Staff Development Plan.

Advisory relationships: Advisory to the President's Council.

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23. Student Services Program Review Committee

Committee composed of: Four student services managers, two faculty members, two classified staff members, and one student. Executive Secretary: Vice President of Student Services.

Committee responsibilities: Oversee development of regular cycle of program reviews for programs primarily providing direct services to students other than instruction. In cooperation with the Planning and Budget Committee, develop and modify as needed standard formats and procedures for development of program reviews. Assure reviews are completed in a timely manner. Work with program faculty/staff and appropriate administrators to assure that completed reviews have appropriately followed standard guidelines and that conclusions and recommendations are supported by satisfactory evidence and logic.

Advisory relationships: Advisory to the Planning and Budget Committee and the Vice President for Student Services.

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B. Ad Hoc and Advisory Committees

In addition to the standing committees described above, the Superintendent/ President may create ad hoc and academic program advisory committees as needed.

C. Adjudication Panels

Adjudication panels, while sharing many of the characteristics of shared governance committees, are special purpose bodies formed to hear complaints, evidence, and recommend judgment regarding issues that may be in dispute.

1. Matriculation Appeals Panel

- a. Panel composed of: Communication Skills Division Chairperson, Science and Mathematics Division Chairperson, Director of Guidance and Counseling, Registrar, Curriculum Committee Chairperson, three faculty members, and one student. The panel shall, at its discretion, consult with faculty, division chairpersons/directors, or other individuals with appropriate expertise. Executive Secretary: Director of Guidance & Counseling.
- b. Panel responsibilities: Review appeals of matriculation requirements for prerequisites, corequisites, limitations on enrollment, admissions, orientation, assessment, counseling, advisement, and student follow-up. Provide summary reports on matriculation appeals as appropriate. The Matriculation Appeals Panel shall conduct its proceedings in accordance with the following:
 - 1) The panel shall judge the relevancy of evidence and make its findings according to the evidence.
 - 2) The panel shall make recommendations for the disposition of the petition and maintain records of all petitions and appeals.
 - 3) The decision of the panel shall be final. The panel chairperson shall notify the student and the Matriculation Coordinator, the Vice President for Instructional and Information Services, the Vice President of Student Services, or the Curriculum Committee chairperson, as appropriate, of the decision of the panel.

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2. Parking Adjudication Panel

- a. Panel composed of: Chief of Campus Police, one other manager, one faculty member, one classified staff member, and one student. Executive Secretary: Chief of Campus Police.
- b. Panel responsibilities: Review and determine disposition of appeals to citations for violation of campus parking regulations.

3. Student Personnel and Conduct Panel

- a. Panel composed of: two faculty members, two classified staff members, two managers, and two students. Executive Secretary: Vice President of Student Services.
- b. Panel responsibilities: Serve as formal hearing panel for student grievances and student disciplinary matters in accord with Policies 5460 and 5470. Serve as hearing panel for appeals of final decisions of the Financial Aid Officer regarding financial aid. Review student petitions for variations or exception to existing administrative procedures.

D. Committee Operational Procedures

- 1. While all committees are ultimately advisory to the college Superintendent/President, it is understood that recommendations will be directed to the President’s Council or the appropriate constituency group as designated in Section A of this policy. Dissenting members of a committee shall have the right to present a minority opinion at the same time that the majority opinion is presented. The President’s Council or the appropriate Senate will provide timely response to the appropriate committee regarding the disposition of any recommendations made by that committee.
- 2. Selection of committee members:
 - a. Unless designated otherwise in Section A of this policy, committee member appointments will be made in the following manner: Faculty members will be appointed by the Academic Senate. Classified staff members will be appointed equally by the Classified Senate and the California School Employees Association (CSEA) where equal numbers of representatives exist. Where one classified

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employee representative is noted, the appointment shall be made by CSEA. Where an odd number of classified representatives are designated for a committee beyond the number of one, CSEA shall make one more appointment than the Classified Senate. Student members will be appointed by the Associated Student Body Government. Manager members (except those designated by the title to be members) will be appointed by the Management Senate. Other committee members will be appointed by the Superintendent/President.

- b. Members of standing committees will serve two years, with approximately one-half of the members being replaced each year, unless the appointing body determines otherwise by appropriate bylaws. Members of ad hoc committees will serve for the duration of the committee, unless the appointing body determines otherwise by appropriate bylaws.
 - c. If a member is unable to maintain service on a committee for any reason, the member may be replaced through the regular appointment procedure. Persons who are member of committees by virtue of a position or title they hold in an organization may be replaced by that organization. Persons, who are members of committees by virtue of management positions or titles, may be replaced by the Superintendent/President, in consultation with respective area managers.
3. Each standing committee, with the exception of the Curriculum Committee and the Faculty Professional Growth Committee, will elect its own chairperson. The Superintendent/President may appoint the chairperson of an ad hoc committee, or may provide for the committee to elect its own chairperson. The Superintendent/President may appoint the chairperson of an ad hoc committee, or may provide for the committee to elects its own chairperson.
 4. All records of the committee, including minutes and agendas, will be maintained by the executive secretary designated in Section A of this policy or, in the case of an ad hoc committee, appointed by the Superintendent/President. The executive secretary may be a member of the committee or may be identified as an addition to the committee. If identified as an addition to the committee, the executive secretary shall not be a voting member of the committee.
 5. Committee business will normally be conducted in a spirit of open communication, and not rely on formal parliamentary procedures except when required to keep order. When required, the latest edition of *Roberts' Rules of Order* will govern proceedings. Copies of

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- other procedural rules, if adopted by the committee shall be provided to committee members and to all groups responsible for appointing members of that committee.
6. For the purpose of conducting business, a quorum shall be one more than half of the active committee membership. As a major function of the shared governance committee system is communication, appointing bodies of members unable to attend one or more committee meetings are encouraged to send substitutes. Each committee may adopt its own procedures regarding whether substitutes may be considered to be members for purposes of establishing a quorum and voting. Such procedures, if adopted, shall be make known to all members of the committee and all membership appointing bodies.
 7. The committee chairperson may request replacement through regular procedures of committee members missing three consecutive meetings. Member for whom replacement has been requested shall not be considered active members for voting or for purposes of establishing a quorum.
 8. It is expected that most committee determinations can be achieved through consensus, and not required reliance on formal voting procedures. Where formal votes become necessary, each committee member shall have one vote. Voting by proxy may be allowed where the committee has adopted procedures for proxy voting and made those procedures known to all members of the committee and all membership appointing bodies. Vote may be made by voice, roll call, or by show of hands. Secret ballots may be used for election of the chairperson, and for such other matters as the committee deems appropriate.
 9. Members shall be allowed to place germane issues on the committee meeting agenda by notifying the chairperson at least four working days prior to the meeting. The agenda and supporting materials for any action item shall be distributed to committee members at least three working days prior to the meeting. No items may be added to an agenda within the three working days prior to a meeting or during a meeting except in case of an emergency or other compelling cause as determined by a majority of the committee.
 10. Each committee shall maintain written minutes of committee meetings, which shall, at a minimum, contain a record of attendance and any action taken by the committee. Copies of the minutes shall be distributed to every committee member. A copy shall also be made available to the Academic Senate, the Classified Senate, the Management Senate, the Associated Student Body Government, the President’s Office, and the Professional Library. Generally, minutes should be completed and distributed within two weeks of the meeting recorded and always before the next meeting of the committee, where possible.

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11. Each committee shall establish a schedule of meeting dates at its first meeting of each academic year. Committees are encouraged to establish standing meeting times which are used from year-to-year and scheduled so as to minimize conflict with standing meeting times of other committees. Special meetings may be called by the committee chairperson or by the Superintendent/President. Except in an emergency, each member shall be given at least three (3) working days notice of a special meeting, including notice of the proposed agenda. When a meeting is to be cancelled, a reasonable advance notification shall be provided to committee members, if possible.

12. Any change in policy/procedures recommended by a committee will be forwarded to the Policy and Procedures Review Committee for review and recommendation in accord with Procedure 2601.

13. Annually, the President’s Council will coordinate an evaluation of the effectiveness of each shared governance committee using the following criteria:
 - a. How often the committee met.
 - b. Attendance of committee members.
 - c. Evaluation by committee members of the committee’s effectiveness in meeting its charge and/or annual goals and in implementing the principles of shared governance.
 - d. Evaluation by each of the Senates and the Associated Student Body Government of the committee’s effectiveness in meeting its charge and/or annual goals and in implementing the principles of shared governance.

The results of this evaluation will be shared with each committee and with each of the Senates and the Associated Student Body Government.

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