



COLLEGE
OF THE
REDWOODS

COMMITTEE HANDBOOK



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Introduction

District committees support the College's integrated institutional planning process of ensuring institutional effectiveness. Planning committees are essential for strategic planning to guide institutional and program plans, and for information to flow from program review to the functional committees. Other district committees act in an advisory capacity to strengthen services for students and staff.

This handbook documents committee roles and membership so that they can be easily located from one year to the next. Changes to committee roles or membership should be approved by the planning committee as well as the Institutional Effectiveness Committee, and revised in this handbook.

This handbook is given to all new hires, and is given to Committee Chairs at the integrated planning committee meeting at the beginning of each year.

District Committees

- Assessment
- Basic Skills
- Budget Planning
- College Council
- Distance Education Planning
- Emergency Preparedness
- Enrollment Management
- Equal Employment Opportunity Advisory Committee
- Expanded Cabinet
- Facilities Planning
- Institutional Effectiveness
- Professional Development
- Program Review
- Student Equity Planning
- Student Success and Support Program Advisory
- Technology Planning

Committee Resources

Each committee has a website on inside.redwoods.edu.

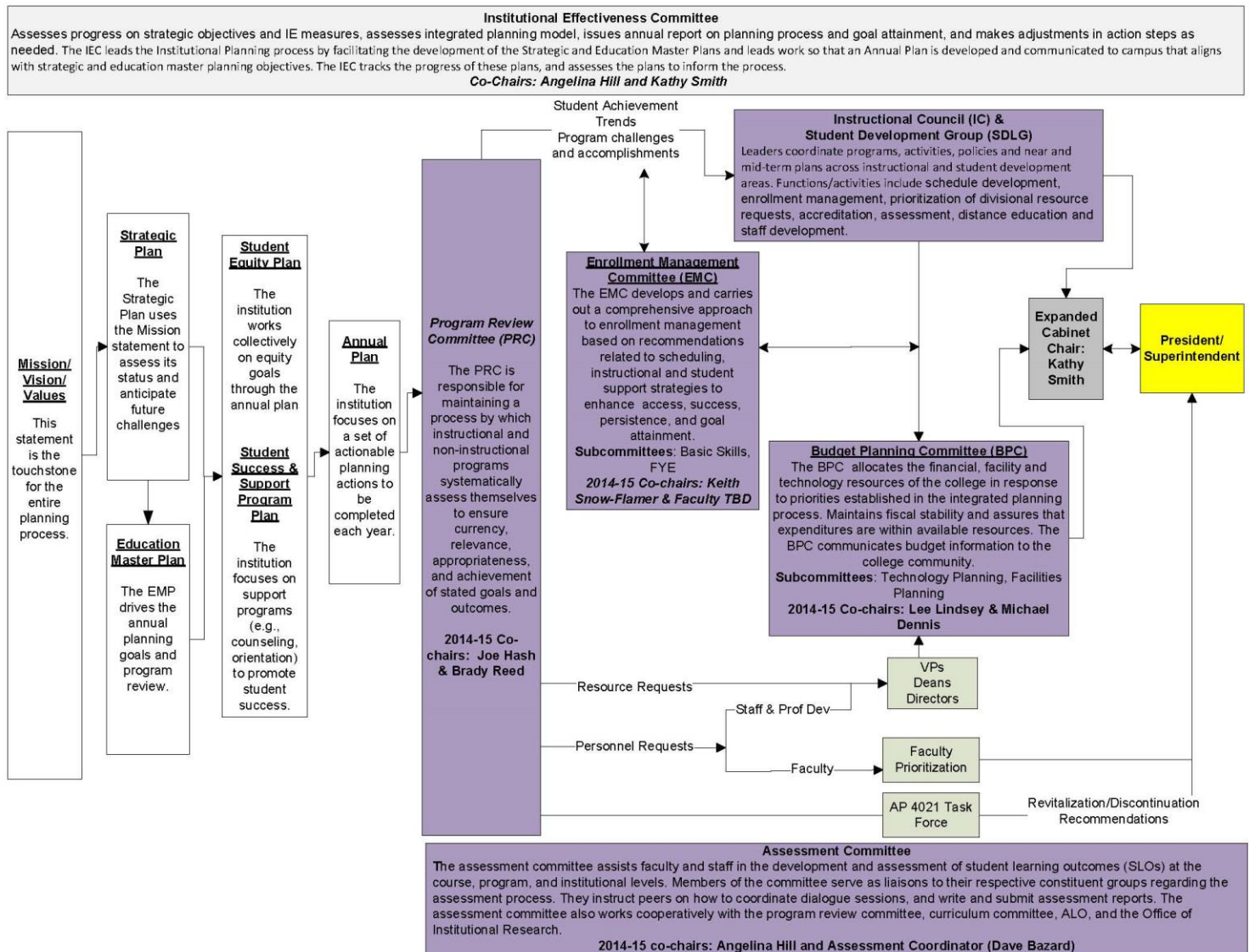
Each website is standardized to include an 'About' page with a purpose, committee history and typical tasks, as well as committee membership.

Inside.redwoods.edu also has a Calendar tab at <http://inside.redwoods.edu/calendar.asp> which shows the dates and times that each committee meets.

Additional resources relevant to many committees, such as planning, program review, and assessment documents can be accessed on inside.redwoods.edu.

Every month, committees have the opportunity to put a summary of their most important work into a committee digest (<http://inside.redwoods.edu/digest/>) that is disseminated to the District. The digest provides a way of informing faculty and staff of the work being done without overloading everyone with emails and information.

Integrated Planning Model



Institutional Effectiveness Summit

In April each spring semester, members of the planning committees come together to discuss their effectiveness over the year, and ways of improving in the future. Strategic planning work is also a priority of this group so that initiatives are carried out via the college's integrated planning process.

Committee Member Responsibilities

The following list of responsibilities has been identified so that committees can run efficiently and effectively.

- Committee members will attend meetings regularly.
- Committee members will bring any printed or electronic materials such as agenda or attachments.
- Committee members will communicate what happens in meetings back to their constituents.
- Committee members will participate in the annual committee evaluation survey.
- Committee members will actively engage in committee activities.
- Committee members should be willing to take minutes if possible.

Chair Responsibilities

In addition to being a member of the committee, the chair has several important duties to make sure that the committee is organized and runs effectively.

- See that committee appointments are filled.
- Agendas and accompanying documents should be sent to the committee one week prior to the meeting.
- Minutes should be distributed to committee members shortly after the meeting for review and corrections.
- The scope, membership, agendas, minutes and supporting documents on the committee website should be kept up to date.
- Committee Chairs will attend the Annual Institutional Effectiveness Summit.
- Any plans associated with the committee (e.g., tech plan, DE plan, facilities plan, student equity) will be reviewed and updated annually.
- Annual report-outs to the Board of Trustees and other groups will be completed as required.
- Committee digest updates will be submitted each month highlighting important activities.
- The Chair may appoint a member of the committee to take minutes.

Committee Role and Representation

Assessment Committee

Scope

The Assessment Committee is a college committee responsible for coordinating outcomes assessment and assessment training and ensuring that assessment information is utilized at the disciplinary, programmatic and institutional levels. The Mission of the Assessment Committee is to ensure that adequate plans are in place for outcomes assessment. The assessment committee coordinates program level dialogue, as well as small- and large-scale institutional dialogue, and ensures that the assessment process is ongoing and sustainable at the disciplinary, programmatic and institutional levels. The Assessment Committee envisions a college in which regular assessments of outcomes and achievement, and the review and interpretation of relevant data, inform all levels of disciplinary, divisional, departmental, and institutional planning toward the ultimate goal of improving student learning.

The Assessment Committee will function in close connection with the Program Review Committee and the Institutional Effectiveness Committee to review disciplinary, programmatic and institutional assessment plans and assist in the use and improvement of assessment toward increasing the quality of student learning. Through regularly scheduled annual review cycles corresponding with the Program Review Committee's and the Institutional Effectiveness Committee's Executive Summaries, the Assessment Committee will assist in planning and recalibrating assessment, dialogue, and recommendations resulting from dialogue at all levels.

Membership

#	Designation	Chair	Appointment
1	Assessment Coordinator	Co-chair	Senate
1	Director of Institutional Effectiveness	Co-chair	Ex. Officio
6	One faculty from each Division and Center. One faculty is curriculum committee liaison, or additional faculty is appointed.		Senate
1	Student Services or Instructional Council representative		VPISD
1	Administrative Services representative		VPAS
1	Institutional Research representative with data base expertise		Ex. Officio
$\Sigma = 11$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard I.B.1, B.2, B.4, C.4, C.3, C.4

Standard II.A.3, A.11, A.12, A.13, A.16

Basic Skills Committee

Scope

The Basic Skills Committee works to improve the retention, persistence, and success of basic skills students. Our scope includes the following.

To recommend and support educational programs, student support services, and matriculation policies that enhance retention, persistence, and academic success of basic skills students in credit and noncredit courses. The committee: (1) promotes the use of effective practices in developmental education for administrative, student services, and instructional programs, (2) supports professional development regarding effective practices in developmental education, (3) works with Institutional Research in tracking basic skills students from entry to completion, and (4) allocates and oversees expenditures of BSI categorical funds.

Membership

#	Designation	Chair	Appointment
1	Dean	Co-chair	Ex. Officio
5	Faculty (one in each area: Reading/English, Math, Languages, Athletics, CTE)	Co-chair (1)	Senate
1	Student Equity Committee Member		Ex. Officio
1	Chair of the SSSP Advisory Committee		Ex. Officio
1	Non-credit course staff representative		Ex. Officio
1	Director of Institutional Effectiveness		Ex. Officio
1	AOA to the VPID	Recorder	Ex. Officio
$\Sigma = 11$			

Terms

Appointments are for two years.

Budget Planning Committee

Scope

The Budget Planning Committee supports the District’s mission by gathering a broad constituency of members to the committee to accept, review and prioritize budget funding requests from planning committees across the District. The Committee acts as a central review function, so that funding requests are viewed in totality and across the District, so that cross-dependencies are considered, and so that a balancing of interests is obtained in the final prioritized funding recommendations to the President/Superintendent.

The committee will continue to focus on refining existing review processes, for example, to identify funding priorities that have a mandated or required component. The committee will review the results of its actions from the prior year to “close the loop” on its activities. The committee will work to identify any requests that might possibly be accomplished with other sources, such as grant funds or that might be accomplished without additional funding and will communicate back to constituent groups on its recommendations for all funding requests. The committee will maintain an active web site with meeting notes, attachments, etc.

Membership

#	Designation	Chair	Appointment
1	VP Administrative Services	Co-chair	Ex. Officio
4	Faculty (1 Del Norte)	Co-chair (1)	Senate
1	VP Instruction & Student Development		Ex. Officio
1	Technology Planning Committee Chair		Ex. Officio
1	Facilities Planning Committee Chair		Ex. Officio
1	Manager or Director		President
1	Manager		Management Council
2	Classified Staff		CSEA
2	Students (1 Del Norte)		ASCR
1	Controller		Ex. Officio
1	Director, Accounting Services		Ex. Officio
1	AOA to the VPISD	Recorder	Ex. Officio
$\Sigma = 16$			

Terms

Appointments are for two years.

Related ACCJC Standards

Standard III.B.1, B.2, B.3, B.4

Standard II.D.1, D.2, D.3

College Council

Scope

The Redwoods Community College District is committed to the creation of participatory governance structures which are efficient, effective, and which allow for broad participation in the decision-making process. The District seeks to build understanding and trust among various groups in the College through open collaboration and shared responsibility. The College Council is the apex district-wide constituent based collegial consultation body that includes representatives from all of the District's constituent groups. College Council helps ensure that policies and procedures are developed and revised following the collegial consultation process and all relevant constituent input is given due consideration.

College Council receives drafts of policy and procedure from the appropriate constituents, reviews and suggests revisions when appropriate, and either sends these documents back to the constituent group that wrote it for any necessary revision or can, if deemed appropriate, create an ad hoc committee (or a subcommittee) for revisions to drafts or resolution of competing drafts. College Council shall seek all constituent's input on the proposed board policy (BP) and/or administrative procedure (AP) before making a final recommendation by majority vote. Final recommendations by the College Council are sent to the President/Superintendent.

The President/Superintendent is responsible for taking revisions and new policies and procedures to the Board of Trustees for approval (BPs) or for informational purposes (APs). Members convey information from the Council to their constituent groups and from their groups to the Council. Members represent their constituents' views to the College President who serves as Council Chair. The Council serves to advise the College President before implementation of the recommendations.

Membership

#	Designation	Chair	Appointment
1	President/Superintendent	Chair	Ex. Officio
1	VP Instruction & Student Development		Ex. Officio
1	VP Administrative Services		Ex. Officio
2	Faculty (Del Norte, Klamath-Trinity)		Senate
1	Faculty		CRFO
2	Classified Staff		CSEA
1	Manager		Management Council
1	Director of Human Resources		Ex. Officio
2	Director of Institutional Effectiveness		Ex. Officio
1	Administrative Assistant to President	Recorder	Ex. Officio
$\Sigma = 13$			

Terms

Appointments are for two years.

Related ACCJC Standards

Standard I.A.3, B.2, B.7, C.1, C.3, C.4, C.5, C.7, C.8

Standard II. A.1, A.2, A.3, A.4, A.5, A.6, A.15, C.4

Standard III. A.6, A.11, A.12, A.13, C.5

Standard IV. A.2, A.4, C.1, C.5, C.7

Distance Education Planning Committee**Scope**

The Distance Education Planning Committee plans and recommends innovative and creative opportunities that use distance learning to meet the diverse needs of the District's students. The committee serves as a resource to the Distance Education department. It engages with and makes recommendations to the Academic Senate, faculty, staff and administrators in matters of policy, practice and pedagogy regarding distance learning and technology-enhanced instruction.

Membership

#	Designation	Chair	Appointment
1	DE Faculty Coordinator	Co-chair	Ex. Officio
1	DE Director	Co-chair	Ex. Officio
3	Faculty		Senate
1	Student		ASCR
1	Instructional Technologist		Ex. Officio
1	Information Systems Technologist		Ex. Officio
1	Director of Enrollment and Financial Aid Services		Ex. Officio
$\Sigma = 9$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard II. A.16, C.3

Emergency Preparedness and Safety

Scope

The Emergency Preparedness and Safety committee develops the Emergency Preparedness Plan for the College of the Redwoods. This plan includes specific procedures for a campus emergency or disaster. The plan is developed by the committee to provide the basic structure and procedures necessary to cope with most emergencies or disasters.

Membership

#	Designation	Chair	Appointment
1	Director of Public Safety	Chair	Ex. Officio
1	Director of Residential Life		Ex. Officio
2	Faculty		Senate
1	Head of Safety at CRDN		Ex. Officio
1	Manager of Public Safety		Ex. Officio
1	Director of Maintenance & Operations		Ex. Officio
1	Classified Staff		CSEA
1	Public Safety Staff		Ex. Officio
1	AOA, Administration of Justice	Recorder	Ex. Officio
$\Sigma = 10$			

Terms

Appointments are for a minimum of two years.

Enrollment Management Committee

Scope

In support of the college's mission and strategic plan, the Enrollment Management Committee (EMC) analyzes trends and uses data to recommend strategies to optimize enrollment. The EMC recommends strategies to meet and sustain enrollment targets, recommends a comprehensive recruitment and retention plan; and recommends purposeful linkage between marketing, recruitment, and branding.

Membership

#	Designation	Chair	Appointment
1	VP Instruction and Student Development	Chair	Ex. Officio
3	Faculty		Senate
2	Managers (1 Del Norte, 1 Klamath-Trinity)		VPISD
1	Director of Institutional Effectiveness		Ex. Officio
1	Director of Enrollment Services and Financial Aid		Ex. Officio
1	Director of Counseling and Student Development		Ex. Officio
4	Deans		VPISD
1	Budget Planning Co-chair		Senate
1	Student		ASCR
1	AOA to the VPISD	Recorder	Ex. Officio
$\Sigma = 16$			

Terms

Appointments are for a minimum of two years.

Equal Employment Opportunity Advisory Committee

Scope

The Employment Opportunity Advisory Committee acts as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee assists in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for Plan revisions as appropriate.

Membership

#	Designation	Chair	Appointment
1	Director of Human Resources/Equal Employment Opportunity /ADA officer	Chair	Ex. Officio
1	Faculty		Senate
1	Faculty		CRFO
1	Classified staff		CSEA
1	Manager		Management Council
1	Representative from Del Norte		
1	Representative from Multicultural Diversity Committee		Senate
1	Student		ASCR
1	Administrator		President
$\Sigma =9$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard III: A.81

Expanded Cabinet

Scope

Expanded Cabinet was established to ensure that all constituent group leaders are aware of and have the opportunity to discuss important issues facing the District. Expanded Cabinet provides a forum for open, honest dialogue between the administration and constituent group leaders and for all employee groups to introduce new ideas and anticipate future concerns.

Expanded Cabinet oversees the District’s compliance with accreditation standards and eligibility requirements, and oversees the integration of all District planning efforts.

Expanded Cabinet serves as the highest level advisory group to the President and the Executive Cabinet regarding issues facing the District.

Membership

#	Designation	Chair	Appointment
1	President/Superintendent	Chair	Ex. Officio
1	Executive Assistant to the President/Superintendent	Recorder	Ex. Officio
2	Academic Senate Executive Committee Members		Senate
2	CRFO Executive Committee Members		CRFO
2	CSEA Executive Committee Members		CSEA
2	ASCR Executive Committee Members		ASCR
2	Manager’s Council Executive Committee Members		Management Council
1	Vice President of Instruction & Student Development		Ex. Officio
1	Vice President of Administrative Services		Ex. Officio
1	Director of Human Resources		Ex. Officio
4	Instructional Deans		Ex. Officio
1	Director of Institutional Effectiveness		Ex. Officio
$\Sigma = 20$			

Terms

Appointments change every year due to changes in Executive Committee membership.

Related ACCJC Standards

Standard I: A.6, A.9, B.11, B.13, C.24, C.33, C.34, C.35

Standard IV: A.118, A.120, A.122, A.123, A.124, B.126, B.128, B.129, B.130, B.131

Facilities Planning**Scope**

The Facilities Planning Committee develops the Facilities Master Plan for the College of the Redwoods. This plan ensures that capital improvement priorities and projects are recommended based on their contribution to improving student learning outcomes and their alignment with the Strategic and Education Master Plans. The committee also reviews and ranks resource requests from program review related to facilities.

Membership

#	Designation	Chair	Appointment
1	Director of IT and Facilities Planning	Chair	Ex. Officio
2	Faculty		Senate
1	Student		ASCR
2	Managers		Management Council
2	Classified Staff		CSEA
$\Sigma = 8$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard III: D.101

Institutional Effectiveness

Scope

The Institutional Effectiveness Committee leads the Strategic and Education Master Planning Process by tracking the progress of the plans, and communicating assessment of the plans. The committee leads work for the next strategic and Ed Master plan and planning cycle. It also leads work so that an annual plan and themes are developed for each upcoming year. In addition to plan development, the committee helps track the progress of the annual plan, and the organizing and assessing of the annual plan. The committee communicates the Institution's progress towards its mission and plans, and communicates the annual plan and themes. This is done by producing an annual institutional effectiveness report, and by ensuring that the Institutional Effectiveness Scorecard is widely communicated to campus, and includes up to date metrics.

The committee leads the integrated planning process by organizing and providing assessment of the integrated planning process, and by organizing an annual planning summit.

Membership

#	Designation	Chair	Appointment
1	President/Superintendent	Co-Chair	Ex. Officio
1	Director of Institutional Effectiveness	Co-Chair	Ex. Officio
1	VPISD		Ex. Officio
2	Faculty		Senate
2	Managers		Management Council
1	Classified Staff		CSEA
1	Student		ASCR
1	AOA to VPISD or CTE	Recorder	Ex. Officio
$\Sigma = 8$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard I: A.7, B.11, B.12, B.13, B.14, B.16, B.17, B.19, B.20,

Standard III: D.101

Standard IV: B.126, B.128, B.129

Professional Development

Scope

In support of the college's mission and strategic planning goals to support staff and faculty development and instructional innovation, the Professional Development Committee provides a comprehensive professional development program to include assessment of needs, planning and evaluation of activities.

The committee meets monthly to coordinate planning, scheduling, needs and process assessment activities and to ensure that proposed activities are linked to the college mission and goals. The committee is chaired by the Human Resource Director and is comprised of representatives from each of the campus committees/groups involved in professional development activities, including: flex Committee, Faculty Professional Development Committee (Academic Senate), Distance Education, Associate Faculty, Community Education, and classified employee training programs. The committee includes consideration of activities suggested through all programs, services, disciplines, groups, and clubs in the District.

Membership

#	Designation	Chair	Appointment
1	Director of Human Resources	Chair	Ex. Officio
1	Faculty		Senate
1	Associate Faculty Coordinator		Ex. Officio
1	Manager		Management Council
1	Classified Staff		CSEA
1	Del Norte Representative		VPISD
1	Human Resource Analyst	Recorder	Ex. Officio
1	Distance Education Representative		Ex. Officio
1	Community & Economic Development/Business Training representative		Ex. Officio
1	DSPS representative		Ex. Officio
1	Veterans Affairs representative		Ex. Officio
$\Sigma = 8$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard III: A.77, A.83

Program Review

Scope

The College of the Redwoods' Program Review Committee (PRC) leads and facilitates authentic assessment as it relates to student success and planning at the institution for all subject and service areas. The committee reviews Annual and Comprehensive Program Reviews that provide the strong foundation upon which College of the Redwoods develops, identifies, states, and documents quality improvement plans and goals including providing the direction of prioritization of funding and support needs as organized under the strategic planning objectives.

The purpose of the Program Review Committee is to review and evaluate annual and comprehensive program review documents for all subject and service areas. PRC finalizes each program review or annual planning document with an executive summary for the Integrated Planning Functional Committees (IPFCs) and for the District.

Membership

#	Designation	Chair	Appointment
1	Instructional Dean	Co-chair	VPISD
1	Student Services Director	Co-chair	VPISD
5	Faculty (1 Health/Athletics/PE, 1 CTE, 1 ALSS, 1 Counseling, 1 Del Norte At-Large)		Senate
1	Faculty Assessment Co-Chair		Ex. Officio
1	Student		ASCR
1	Director of Institutional Effectiveness		Ex. Officio
1	Representative from Administrative Services		VPAS
1	AOA to the VPISD or CTE Dean	Recorder	
$\Sigma = 12$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard I: B.16, B.17

Standard II: A.53

Student Success and Support Program Advisory

Scope

The purpose of the CR SSSP Advisory Committee is to review and recommend policies, procedures, and activities to enhance the district-wide understanding of the philosophy and process of matriculation and to increase student success for all students.

Membership

#	Designation	Chair	Appointment
1	VPISD	Co-Chair	Ex. Officio
1	Director of Counseling and Advising, SSSP Coordinator	Co-Chair	Ex. Officio
1	Director of Special Programs and Academic Support		Ex. Officio
1	Director, Enrollment & Financial Aid Services		Ex. Officio
1	Veterans Resource Specialist		Ex. Officio
1	Manager, Admissions and Records		Ex. Officio
1	Counselor, Transfer Center Director		Ex. Officio
3	Faculty		Senate
2	Academic Deans		VPISD
1	Noncredit Matriculation Representative		VPISD
1	Director of DSPS		Ex. Officio
1	Representative from Information Systems		Ex. Officio
1	Representative from Distance Education		DE Committee
1	Student		ASCR
1	Assistant Director of EOPS		Ex. Officio
1	AOA to the VPISD or CTE Dean	Recorder	
$\Sigma = 19$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard II: A.44, A.47, C.60, C.61, C.62, C.64, C.65

Student Equity Planning

Scope

The guiding principles of the Student Equity Plan (SEP) is to ensure the population of historically underrepresented students reflects and surpasses the ethnic and cultural profiles of communities served by the college. The annual actions are aligned with initiatives of institutional planning and college resources.

The College of the Redwoods Student Equity Plan Committee is tasked with producing an Executive Summary Report that describes actions that demonstrate evidence of progress toward achieving specified goals and implementing activities of the Student Equity Plan. The committee is charged with aligning these initiatives with institutional planning and college resources. Each year, Student Equity Annual Plan is created with action items that are driven by these goals.

Membership

#	Designation	Chair	Appointment
1	President/Superintendent		Ex. Officio
1	College Council Representative		College Council
1	VPISD		Ex. Officio
1	Senator of the Academic Senate		Senate
1	Multicultural & Diversity Committee (MDC) Representative		MDC
1	Representative for Institutional Research		Ex. Officio
1	Student		ASCR
1	Instructional Dean	Chair	Ex. Officio
$\Sigma = 8$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard I: B.17

Standard II: A.44, C.62

Technology Planning

Scope

The Technology Planning Committee (TPC) supports the District's mission by providing, monitoring, and updating the Technology Plan, and by prioritizing technology funding requests from the Program Review Committee that are forwarded to the Budget Planning Committee. The TPC provides a central review function, so that technology actions are viewed in totality and across the District, ensuring that priorities and student success factors are considered. These actions support the Educational Master Plan and Strategic Plan.

Membership

#	Designation	Chair	Appointment
2	IT or IS Director	Chair	Ex. Officio
1	Faculty		Senate
1	Instructional Technologist		Ex. Officio
1	Representative from DE Planning Committee		DE Planning Committee
1	Student		ASCR
2	Managers (1 from Student Services)		Management Council
1	Network Administrator		Ex. Officio
1	Web Analyst		Ex. Officio
1	Senior Programmer Analyst		Ex. Officio
$\Sigma = 11$			

Terms

Appointments are for a minimum of two years.

Related ACCJC Standards

Standard III: C.91, C.92, C.93, C.95