

CGC Workshop: Roles and Best Practices for Effective College Governance

(April 2013)

Worksheet A

Mapping of Committee/Subcommittee Functions to Aspects of Governance			
Committee	Subcommittee	Aspect of Governance <i>(as applicable)</i>	
		Academic and Professional Matters	Other Participatory Governance Matters
Oversight and Final Approval			
College Executive Committee (CEC)		All	All
Recommending and/or implementing			
Academic Affairs Committee			
	Instructional Program Review & SLOAC		
	Basic Skills		
	Distance Education		
	Honors		
	Academic Standards		
Administrative Services Program Review Committee			
Chair's Committee			

Committee	Subcommittee	Aspect of Governance (as applicable)	
		Academic and Professional Matters	Other Participatory Governance Matters
College Governance Committee			
Curriculum Committee			
Diversity and International Education Committee			
Facilities Committee			
Faculty (Contract) Hiring Committee			
Marketing and Outreach Committee			
	Website		
Planning and Institutional Effectiveness Committee			
	Budget & Resource Development		
	Research		
Professional Development Committee			
	Tenure & Promotion		
Staff Development Committee			
	FLEX		
Student Services Committee			
	Student Services Program Review/ SLOAC		
	Commencement		
Technology Committee			
	Website		

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Worksheet B

Mapping of Committee/Subcommittee Role(s) in College Governance					
Committee	Subcommittee	Role in <i>(Check the ones that apply)</i>			
		Development of College Policy	Development of Processes	Development of Operational Procedures	Implementation of Policies and Processes
Oversight and Final Approval					
College Executive Committee (CEC)		Oversight and final approval	Oversight and final approval	Oversight and final approval	
Recommending and/or implementing					
Academic Affairs Committee					
	Instructional Program Review & SLOAC				
	Basic Skills				
	Distance Education				
	Honors				
	Academic Standards				
Administrative Services Program Review Committee					
Chair's Committee					

Committee	Subcommittee	Role in the College <i>(Check the ones that apply)</i>			
		Development of College Policy	Development of Processes	Development of Operational Procedures	Implementation of Policies and Processes
College Governance Committee					
Curriculum Committee					
Diversity and International Education Committee					
Facilities Committee					
Faculty (Contract) Hiring Committee					
Marketing and Outreach Committee					
	Website				
Planning and Institutional Effectiveness Committee					
	Budget & Resource Development				
	Research				
Professional Development Committee					
	Tenure & Promotion				
Staff Development Committee					
	FLEX				
Student Services Committee					
	Student Services Program Review/ SLOAC				
	Commencement				
Technology Committee					
	Website				

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Worksheet C

Mapping of Committee/Subcommittee Role(s) to ACCJC Standards		
Committee	Subcommittee	Accreditation Standard (Enter Accreditation Standards Number and Name)
Oversight and Final Approval		
College Executive Committee (CEC)		Oversight and final approval of reports
Recommending and/or implementing		
Academic Affairs Committee		
	Instructional Program Review & SLOAC	
	Basic Skills	
	Distance Education	
	Honors	
	Academic Standards	
Administrative Services Program Review Committee		
Chair's Committee		

Committee	Subcommittee	Accreditation Standard <i>(Enter Accreditation Standards Number and Name)</i>
College Governance Committee		
Curriculum Committee		
Diversity and International Education Committee		
Facilities Committee		
Faculty (Contract) Hiring Committee		
Marketing and Outreach Committee		
	Website	
Planning and Institutional Effectiveness Committee		
	Budget & Resource Development	
	Research	
Professional Development Committee		
	Tenure & Promotion	
Staff Development Committee		
	FLEX	
Student Services Committee		
	Student Services Program Review/ SLOAC	
	Commencement	
Technology Committee		
	Website	

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Worksheet D

Reporting Relationship of Governance Committees and Subcommittee					
Committee	Subcommittee	Your Committee/ Subcommittee meeting date time & location	Name of next committee to receive your recommendations	Name of Chair and Co-chairs, if applicable, of next committee	Meeting date and time of next committee to forward your recommendations to
Oversight and Final Approval					
College Executive Committee (CEC)					
Recommending and/or implementing					
Academic Affairs Committee					
	Instructional Program Review & SLOAC				
	Basic Skills				
	Distance Education				
	Honors				
	Academic Standards				
Administrative Services Program Review Committee					
Chair's Committee					

Committee	Subcommittee	Your Committee/ Subcommittee meeting date time & location	Name of next committee to receive your recommendations	Name of Chair and Co-chairs, if applicable, of next committee	Meeting date and time of next committee to forward your recommendations to
College Governance Committee					
Curriculum Committee					
Diversity and International Education Committee					
Facilities Committee					
Faculty (Contract) Hiring Committee					
Marketing and Outreach Committee					
	Website				
Planning and Institutional Effectiveness Committee					
	Budget & Resource Development				
	Research				
Professional Development Committee					
	Tenure & Promotion				
Staff Development Committee					
	FLEX				
Student Services Committee					
	Student Services Program Review/ SLOAC				
	Commencement				
Technology Committee					
	Website				