



## I. Consultative Council

**Purpose:** To assist the CEO in the formulation of recommendations to be presented before the Special Trustee/Board of Trustees. To assist the CEO in the formulation of decisions via the constructive input of each constituent group.

- **Membership:** 13
  - (3) Administrators (appointed by the CEO)
  - (2) Members of the Academic Senate (appointed by the Academic Senate)
  - (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)
  - (2) Classified Staff (appointed by CCCFE Classified Unit)
  - (1) Confidential/Supervisory
  - (3) Students (appointed by the Associated Student Body Council)
- **Staff assistance:** from Office of CEO

### *Committees of the Consultative Council*

#### A. *Institutional Effectiveness*

**Purpose:** To monitor compliance with FCMAT and ACCJC standards as set forth in long-range recovery plan; to coordinate the recovery of the District and the re-accreditation of the institution; and to assist with policy development and implementation. In addition, monitor the District compliance with the Educational Master Plan, Facilities Master Plan, Technology Master, and annual Program Review.

- **Membership:** 14-17
  - (4) Administrators (appointed by the CEO)
  - (2) Certificated faculty (appointed by the Academic Senate)
  - (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)
  - (2) Classified (appointed by CCCFE Classified Unit)
  - (2) Students (appointed by the Associated Student Body Council)
  - (2) Confidential/Supervisory (appointed by Confidential/Supervisory)
  - (3) Community members (appointed either by the Chief Executive Officer or volunteers approved by the Board of Trustees)
- **Staff assistance:** from Academic Affairs Office



**B. *Equal Employment Opportunity/Staff Diversity***

**Purpose:** To help prepare and maintain the District's Equal Employment Opportunity/Staff Diversity Plan and the District's Human Resources Development Plan (SB 1131), to advise the Chief Executive Officer on all matters regarding equal employment opportunity regulations (state and federal), and to help monitor the District's compliance with local, state and federal guidelines.

- **Membership:** 10
  - (2) Administrators (appointed by the CEO)
  - (1) Certificated faculty (appointed by the Academic Senate)
  - (1) Certificated Faculty (appointed by the CCCFE Faculty Unit)
  - (2) Classified (appointed by CCCFE Classified Unit)
  - (2) Students (appointed by the Associated Student Body Council)
  - (1) Confidential/Supervisory (appointed by Confidential/Supervisory)
  - (1) Director, Human Resources (EEO Officer)
- **Staff assistance:** from Human Resources Office

**C. *Planning and Budget***

**Purpose:** To help prepare and review the proposed District budget and to recommend resource allocations for the next fiscal year to the Chief Executive Officer. The review should be for the purpose of determining what, in the Committee's judgment, will be the most effective utilization of District resources in view of the stated goals and objectives of the District and its institution. Considerations of the committee should be for the broader interests of the college community and service to the students, and should focus on a broad division of resources and allocations, as opposed to specific line item considerations. The committee should begin meeting no later than January for the upcoming academic year budget, and for reviewing and monitoring the current year's budget.

- **Membership:** 13
  - (3) Administrators (appointed by the CEO)
  - (3) Certificated faculty (appointed by the Academic Senate)
  - (3) Classified (appointed by CCCFE Classified Unit)
  - (3) Students (appointed by the Associated Student Body Council)
  - (1) Confidential/Supervisory (appointed by Confidential/Supervisory)
- **Staff assistance:** from Chief Business Officer



D. *Facilities*

**Purpose:** To coordinate campus-wide capital construction; long-range planning in conjunction with local, state bond funding and to monitor campus-wide facilities maintenance and operations, and prioritization of deferred maintenance.

- **Membership:** 13
  - (3) Administrators (appointed by the CEO)
  - (3) Certificated faculty (appointed by the Academic Senate)
  - (3) Classified (appointed by CCCFE Classified Unit)
  - (3) Students (appointed by the Associated Student Body Council)
  - (1) Confidential/Supervisory (appointed by Confidential/Supervisory)
- **Staff assistance:** from the Facilities Office

E. *Health & Safety*

**Purpose:** To monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus, and to prepare and implement the District's Health and Safety Plan.

- **Membership:** 13
  - (3) Administrators (appointed by the CEO)
  - (3) Certificated faculty (appointed by the Academic Senate)
  - (3) Classified (appointed by CCCFE Classified Unit)
  - (3) Students (appointed by the Associated Student Body Council)
  - (1) Confidential/Supervisory (appointed by Confidential/Supervisory)
- **Staff assistance:** from Maintenance and Operations Office

F. *Technology*

**Purpose:** To develop a Technology Plan, make recommendations on new technology infrastructure (equipment or systems) being considered for purchase by the District, to review technology needs, policies and procedures on an annual basis and to determine the best allocation of technology equipment which is donated or granted to the District. Coordinate the plans and proposals that develop, implement and evaluate distance learning and the related instructional technology activities.

- **Membership:** 10
  - (2) Administrators (appointed by the CEO)
  - (3) Certificated faculty (appointed by the Academic Senate)
  - (2) Classified (appointed by CCCFE Classified Unit)
  - (2) Students (appointed by the Associated Student Body Council)
  - (1) Confidential/Supervisory (appointed by Confidential/Supervisory)
- **Staff assistance:** from ITS



G. *Enrollment Management*

**Purpose:** To develop and implement marketing, recruitment, and a retention plan (District's Enrollment Management Plan) linked to FTES targets developed utilizing past and present student data to identify trends and project enrollment data for each academic year.

- **Membership:** 14

- (3) Administrators (Chief Academic Officer, Chief Student Services Officer, Director of Admissions & Records)
- (1) Institutional Researcher
- (3) Certificated faculty (appointed by the Academic Senate)
- (3) Classified (appointed by CCCFE Classified Unit)
- (1) Confidential/Supervisory (appointed by Confidential/Supervisory)
- (3) Students (appointed by the Associated Student Body Council)

- **Staff assistance:** from Student Services Office

H. *Student Success*

**Purpose:** To provide a shared framework for the discussion, development and implementation of processes and programs that integrates Basic Skills, Matriculation, and Student Equity to optimize and enhance student achievement, retention, and success. This committee will compile and approve mandated reports and plans required by California Community College Chancellors Office, including the Basic Skills Initiative, Student Equity, and Matriculation Plans.

The Committee will reflect a broad representation from faculty, staff, and students.

- **Membership:** 17

- (2) Administrators (Chief Academic Officer, Chief Student Services Officer)
- (1) Basic Skills Coordinator
- (1) Matriculation Counselor
- (9) Certificated faculty (appointed by the Academic Senate)
- (2) Classified (appointed by CCCFE Classified Unit)
- (2) Students (appointed by the Associated Student Body Council)

- **Staff assistance:** from Academic Affairs Office



I. *Professional Development*

**Purpose:** To develop and submit an annual Staff Development Plan for supporting the development and professional growth of District administrators, certificated and classified staff and to allocate financial support for approved staff development activities.

- **Membership: 11**
  - (2) Administrators (appointed by the CEO)
  - (3) Certificated faculty (appointed by the Academic Senate)
  - (2) Classified (appointed by CCCFE Classified Unit)
  - (2) Confidential/Supervisory (appointed by Confidential/Supervisory)
  - (2) Students (appointed by the Associated Student Body Council)
- **Staff assistance:** from Academic Affairs Office

J. *Auxiliary Services*

**Purpose:** To coordinate the operations of the foodservice, bookstore, and campus-wide vending services; and to ensure that comprehensive and cost effective services are provided to meet the needs of students.

- **Membership: 9**
  - (2) Administrators (appointed by the CEO)
  - (2) Members of the Academic Senate (appointed by the Academic Senate)
  - (2) Classified (appointed by CCCFE Classified Unit)
  - (3) Students (appointed by the Associated Student Body Council)
- **Staff assistance:** from Student Services Office

II. **Committees of the Academic Senate**

A. *Hiring Prioritization Committee*

**Purpose:** To determine the faculty hiring priorities of the institution

- **Membership: 5**
  - (3) Certificated (two from the Academic Senate and one from the El Camino College Academic Senate)
  - (2) Administrators (appointed by the CEO)
- **Staff assistance:** from the Academic Affairs Office



**B. Tenure Review/Denial**

**Purpose:** To recommend for or deny faculty tenure after reviewing of all evaluation summaries of third (3<sup>rd</sup>) year contract employees. All evaluations of contract faculty must be completed before March 1st and submitted to the Chief Executive Officer for Board approval prior to March 15th.

- **Membership: 5**
  - (1) Chairperson: Vice President of the Academic Senate
  - (1) Chief Academic Officer
  - (1) Dean of the respective FSA
  - (2) Members of the Academic Senate, one of whom must be from the appropriate FSA
- **Staff assistance:** from the Academic Affairs Office

**C. Administrative Hiring, Evaluation, and Retreat**

**Purpose:** To provide input in the hiring and evaluation of administrators as well as to determine policy on administrative retreat to faculty. All educational administrators shall be evaluated before March 15<sup>th</sup> of each year. All first year educational administrators shall be evaluated by January 30<sup>th</sup>.

- **Membership: 4**
  - (1) Administrator (appointed by the Chief Executive Officer)
  - (1) Certificated (jointly appointed by the Academic Senate and CCCFE Certificated Unit)
  - (1) Classified (appointed by the CCCFE Classified Unit)
  - (1) Confidential/Supervisory
- **Staff assistance:** from Academic Affairs Office



D. *Professional Relations*

**Purpose:** To receive, in writing, matters related to problems between and among faculty members; and to investigate, mediate, and render a decision regarding such a matter. Committee presents its findings to the Executive Board of the Academic Senate who ratifies or requests a change of the decision. Upon recommendations, the decision may be presented to the next meeting of the full Academic Senate (during closed session). Upon the findings and recommendations of this committee, the full Academic Senate shall vote to acquit or censure the individual(s) against whom the complaint was brought. In case of censure, the report of the Academic Senate's action and formal notification of censure shall be placed on record in the Academic Senate Office only.

- **Membership:** 2
  - (1) Chair, Vice President, Academic Senate
  - (1) Past President, Academic Senate
- **Staff assistance:** from the Academic Affairs Office

III. **Committees of the Faculty Council**

*Curriculum*

**Purpose:** To coordinate the planning of the instructional program as it relates to 1) the objectives of the institution, 2) the determined needs of the residents of the District, and 3) the vocational, basic skills, and transfer needs of the student body at the institution. The adoption of new courses, programs, and curricula, the revision of existing courses and curricula, and the evaluation of all data and procedures relative to maintaining academic standards within the departments and divisions of the college, are all areas under the auspices of the Curriculum Committee.

- **Membership:** Number varies
  - Chairperson: Senate Curriculum Rep, who serves on ECC Curriculum Committee
  - Faculty member from each division, including Counseling and Health/Human Services
  - Faculty member from Library/Learning Resource Center
  - Students (appointed by the Associated Student Body Council)
- **Ex-officio members:** CEO; Chief Academic Officer(s) and/or designee(s)
- **Staff assistance:** from the Academic Affairs Office