

DIABLO VALLEY COLLEGE

Handbook on College Committees

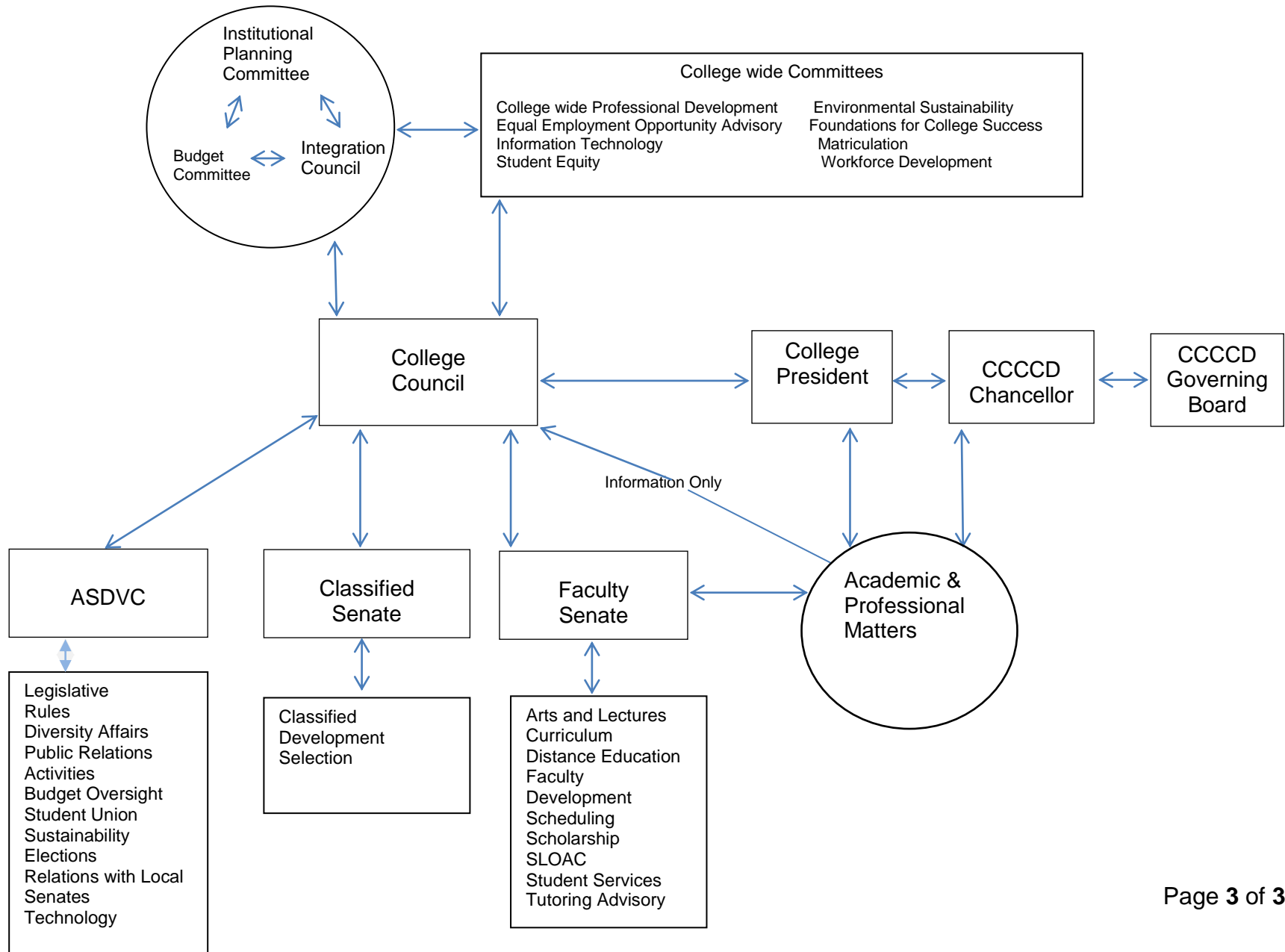
(Committees, Councils, Taskforces)

November 2013

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Governance: Committee and Decision Making Chart



COMMITTEE, COUNCIL AND TASKFORCE INFORMATION

INTRODUCTION

Committees, councils and taskforces work closely with each other and play a vital role in the operation and governance of Diablo Valley College, providing collaborative discussions and decisions in support of the college's mission statement and strategic directions. All members of the college community are encouraged to participate in the college's shared governance and to take initiative in the delivery, evaluation, and improvement of the practices, programs, and services to advance the college mission.

While participating, committee members shall model and facilitate effective communication among committee members, constituent groups, and other college entities by establishing and using appropriate standards of communication in frequency and methods. Through input from areas of expertise and those who will be most affected by the decisions, collaborative decision-making of guidelines, processes, and recommendations can be achieved in a respectable manner.

In all instances, academic and professional matters will be referred to the Faculty Senate Council in consultation with the College President, or designee, per Title 5, section 53200 and DVC Procedure 1009.01.

When a manager, faculty member, classified staff, confidential, or student is appointed by its constituency group from the body that is making a selection, and the person accepts the appointment to serve on a college committee, subcommittee, or task force, they agree to volunteer their time and expertise for the good of the committee and of the college.

Self Evaluations

Committees, councils, and taskforces will provide an annual self evaluation to College Council with the following information:

- major committee accomplishments and achievements in the past year;
- major obstacles/problems with committee function;
- tentative goals for the next academic year;
- general recommendations for change, if any.

College Council reviews all annual reports for college committees, councils and task forces and uses those reports to conduct an annual evaluation of the college governance and consultation model and recommends changes as appropriate.

All committee, council and taskforce meetings are open to all employees and students. Everyone is welcome to attend. Days and times of meetings are posted on the Campus Meeting Calendar on the DVC website. Agendas are publicly available in electronic format.

Committee members will be expected to follow basic guidelines:

- familiarize themselves with the committee function and intended outcomes;
- review all materials, such as agendas, minutes, guidelines, etc. before a meeting;
- ask for clarification if needed;
- be prepared to discuss the issues and make contributions to the collegial dialogue;
- accept responsibility to report back to its constituency group;
- attend all scheduled meetings of the committee;
- complete all assignments made by the committee chair in timely fashion;
- be an active and responsive member of the committee;

- respond to all correspondence from other committee members and the chair, or as promptly as possible;
- fulfill the length of the appointed term.

† added behind name indicates second term throughout the booklet

** Non-voting representative on committee by virtue of the position he/she holds.

COLLEGE GOVERNANCE COMMITTEE

BUDGET COMMITTEE

Adopted: September 14, 2009

Revised: September 20, 2010

Charge/Function:

- Develop an annual plan for resource allocation. The plan will be guided by the Integration Council's priorities for the use of fiscal resources based on their evaluation of college program reviews, college-wide plans, District/State mandates, as well as the overarching principles within the College's Strategic Plan, Statement of Values and Mission Statement.
- Educate the college community about the budget and budget allocation process and communicate the results of the annual prioritization and allocation process.

Meeting Times/Days: Once a semester (more frequently as needed) and are listed on the campus meeting calendar linked to the DVC homepage.

Reporting Status: College Council

Co-Chair Structure: Co-chairs, will be selected by the committee

Membership:

2 members from Instructional Program Review Area

2 members from the Student Services Program Review Area

2 members from the Administrative Program Review Area

1 Vice President of Finance & Administration

1 Faculty Senate Representative

1 Classified Senate Representative

2 ASDVC Representatives

1 Administration Representative

(For the six program review functional area representatives, there will not be more than three from the same constituent group)

Note: There will be a requirement that at least one of the representatives from classified, faculty, or management is from San Ramon Valley Center, on a rotating basis.

Term of Membership: Three years – may be re-appointed for one additional term

Appointment Dates and Terms of Office

For the six program review functional area representatives, there will not be more than three from the same constituent group.

COMMITTEE MEMBER		Date Appointed	Term Ends
Vice President of Finance & Administration	Chris Leivas	October 2009	**
Faculty Senate Rep	John Hanecak +	October 2009	May 2014
Classified Senate Rep	Teresa Towers	September 2012	May 2015
ASDVC Representative	Erwin Wirawan	October 2013	May 2014
ASDVC Representative	Felicia Novia	October 2013	May 2014
Administration Rep	Michael Almaguer Co-Chair	August 2011	May 2014
Instructional Program Review Area Rep	Ray Goralka, +	October 2009	May 2015
Instructional Program Review Area Rep	Katrina Keating	September 2012	May 2015

	Co-chair		
Student Services Program Review Rep	Jackie Jones-Castellano	September 2012	May 2015
Student Services Program Review Rep	TBD		
Administrative Program Review Rep	Kathleen Costa	October 2013	May 2017
Administrative Program Review Rep	April Doty	October 2013	May 2017

**Non-voting member of committee by virtue of the position he/she holds.

+Reassigned for a second term

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COLLEGE GOVERNANCE COMMITTEE

COLLEGE COUNCIL

Adopted: September 14, 2009

Revised: September 20, 2010

Revised: August 15, 2011

Revised: October 8, 2012

Introduction

The College Council (CC) will serve as DVC's central participatory governance body. CC functions as the institution's primary procedure-making group and acts as a collective review forum where representative leaders validate and support the integrity of the recommendations made to the college president. The CC derives its authority from its representative nature, not its superior status. As a crucial component of the governance structure, the CC will provide directions to other college committees to ensure that DVC is working collaboratively on establishing institutional goals.

Recommendations made by committees to College Council will be accepted or a written response will be provided stating the reason(s) why the recommendation was not accepted.

Charge/Function:

- Serve as an initial forum along with the Integration Council to receive input concerning unaddressed college issues and provide guidance and direction toward the appropriate review of these matters, excluding those items specified by state law, district policies and Title 5.
- Serve as the final recommending body to the president on college-wide procedures (excluding academic and professional matters as defined in DVC Procedure 1009.01, Board Policy 1009, District Administrative Procedure 1009.01 and Title 5, Section 53200).
- Receive recommendations on college-wide plans from the Institutional Planning Committee and review these plans for final recommendation to the college president, working closely with reporting committees to ensure that work is aligned with college goals and plans.
- Monitor and make recommendations on the formation of new college committees or the continuation of existing committees.
- Review all annual committee reports for college committees, councils and task forces and use those reports to conduct an annual evaluation of the college governance and consultation model and recommends changes as appropriate.
- Receive the annual plan for resource allocation from the Budget Committee for review and final recommendation to the college president.
- Receive and review recommendations from the Integration Council for allocation of designated college resources and make final recommendation to the college president, based on validated, prioritized program reviews, approved college-wide plans and initiatives, District/State mandates and requests from college-wide committees.
- Participate in a comprehensive review both internal and external (using an approved procedure, timeline and rubric) of the effectiveness and inclusiveness of the College Council.

Meeting Times/Days: Twice a month (more frequently, as needed). All meetings are "noticed" 48 hours in advance and minutes are taken and disseminated. Meeting dates are listed on the campus meeting calendar linked to the DVC homepage.

Reporting Status: College President

Chair Structure: A chair, vice-chair and a student vice-chair. The chair will be a one-year appointment and will rotate among the classified, faculty and management representatives. The vice-chair will also be a one-year appointment and will be rotated among the same three groups, with the understanding that the vice-chair will always be from a different constituent group than the chair and that the vice-chair will become the chair the following year.

Membership:
College President**

Classified Staff:

1. Classified Senate president (or designee)
2. Classified representative at large
3. Classified representative from student services
4. Classified representative from instructional services

Faculty:

1. Faculty Senate president (or designee)
2. Faculty representative at large
3. Faculty representative at large (preferably a current department chairperson)
4. Faculty representative from student services

Management:

1. Management representative: a vice-president
2. Management representative: a student services manager
3. Management representative: an instructional dean
4. Management representative: at large

Students:

1. ASDVC president (or designee)
2. Student representative
3. Student representative
4. Student representative, preferably from the San Ramon Campus

Note: At least one of the representatives from classified, faculty, or management will be from SRC, on a rotating basis.

Term of membership: Three years, may be reappointed for one additional term

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
President	Peter Garcia	October 2010	**
Classified Senate president (or designee)	Ann Patton	August 2010	May 2014
Classified rep. at large	Judy KleinFlynn+	October 2009	May 2014
Classified rep. from student services	Marcia Perata	January 2013	May 2015
Classified rep. from instructional services	Melody Phillips co-chair	September 2013	May 2016
Faculty Senate president (or designee)	Laurie Lema	October 2009	May 2015
Faculty rep. at large	Patrick Leong	September 2012	May 2015
Faculty rep. at large (preferably a current dept chairperson)	To be selected		
Faculty rep. from student services	Danni Vilas	September 2012	May 2015
Administration rep: a vice-president	Rachel Westlake	Sept 2011	May 2014
Administration rep: a student services mgr.	Newin Orante	October 2012	May 2015

Administration rep: an instructional dean	TBD		
Administration rep: at large	Stacey Shears + co-chair	Sept 2010	May 2016
ASDVC president (or designee)	Fiona Ajwang	September 2013	May 2014
Student rep	Sarah Ajwang	September 2013	May 2014
Student rep	Steven Wijaya	September 2013	May 2014
Student rep preferable from the San Ramon Campus	Sam Park	September 2013	May 2014

**Non-voting member by virtue of the position she/he holds.

+ Reappointed for another three years

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COLLEGE GOVERNANCE COMMITTEE INSTITUTIONAL PLANNING COMMITTEE

Adopted: September 14, 2009

Revised: September 20, 2010

Revised: May 20, 2013

Approved by the president: October 17, 2013

The Institutional Planning Committee (IPC) will make planning meaningful to the college community by ensuring that all COLLEGE WIDE plans adhere to and support the mission, values and strategic plan of the college. These plans will be designed to effectively support student learning and success. COLLEGE WIDE plans will contain the appropriate components to drive decision-making processes.

Charge/Function:

- Facilitates the development of skills and expertise within the committee and the college to write effective plans;
- Oversees the development of the college strategic plan;
- Reviews and makes recommendations for revisions to the college mission, values, and philosophy statements, as needed and is vetted through the college governance structure.
- Monitors the tracking of COLLEGE WIDE plans, and validates their alignment to the college strategic plan;
- Annually reviews the progress of plans, the alignment of resource allocation with plans, and the effectiveness of COLLEGE WIDE plans through an evaluation process;
- Recommends to College Council annual and multi-year college strategic direction(s), including goal, objectives and action steps, from the DVC Strategic Plans as aligned with the CCCC Strategic Plan;
- Supports matters related to college accreditation by tracking and monitoring plans.

Meeting Times/Days: Twice a month and are listed on the campus meeting calendar linked to the DVC homepage

Reporting Status: College Council

Co-Chair Structure: Co-chairs: Selected by committee members.

Membership:

- 2 Administration
- 2 Faculty
- 2 Classified
- 1 SRC
- 1 Student

Term of Membership: Three-year staggered terms with one-time renewability.

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
Administration rep:	Emily Stone+	October 2009	May 2015
Administration Rep	Tish Young Co-chair	September 2012	May 2015

Faculty rep	Karl McDade	September 2013	May 2016
Faculty rep	Paul Pitner	September 2012	May 2015
Classified rep	Monica Pope	September 2012	May 2015
Classified rep	Valerie House	September 2012	May 2014
SRVC rep (will rotate between administration, faculty and classified)	Mauricio Najarro co-chair		May 2014
ASDVC Student	Franco Hui	September 2013	May 2014

+ Second term

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COLLEGE GOVERNANCE COMMITTEE

INTEGRATION COUNCIL

Adopted: September 14, 2009

Revised: September 20, 2010

Charge/Function:

The Integration Council is charged with fulfilling the institution's commitment to college-wide dialog on program review and other data for the purposes of recommending improvements to the College Council on student services, instructional programs and administrative support services as well as the processes for governance and identifying institutional improvement needs. It will disseminate information on its findings to the college community. To ensure that institutional integrity is maintained, the Integration Council will:

- Be a forum for dialog and recommendations on program review, college plans, student learning and achievement, support services and other data that promotes student success and institutional improvement;
- Develop a knowledge base about all aspects of the DVC Pleasant Hill and San Ramon campuses—instruction, student services, administrative support—to make informed decisions about prioritizing resources;
- Request and share information from and with campus wide committees;
- Complete the linkage of program review reports, annual reports and college-wide plans by prioritizing the requests and allocating designated funds as identified by the Budget Committee's annual plan;
- Make recommendations to the Budget Committee, as part of the development of the Budget Committee's annual plan, on priorities for use of fiscal resources based upon the evaluation of college program reviews and college-wide plans;
- Maintain the recommended membership that provides for the broad representation of campus expertise.

Meeting Times/Days: Once each a month (more frequently as needed)

Reporting Status: College Council

Co-Chair Structure: Selected by committee members

Membership:

11 Faculty (1 from each division, including SRVC)

5 Classified (3 from student services, 1 from instruction, 1 from administration)

5 Administrators (2 from instruction, 2 from student services, 1 from administration)

2 Students

1 member from each of the following committees: Workforce Development, Institutional Planning, Matriculation, Information Technology, Foundations for College Success, and Enrollment Management

Term of Membership: Three-year staggered terms.

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
Faculty Rep, Applied & Fine Arts	Beth McBrien + co-chair	October 2009	May 2015
Faculty Rep, Biological & Health Sciences	James Hoffman	September 2012	May 2015
Faculty Rep, Business Education	Claudia Eckelmann	September 2012	May 2015
Faculty Rep, Counseling	To be selected		
Faculty Rep, English	Nancy Malone	September 2013	May 2016
Faculty Rep, Library & Learning Resources	Ruth Sison	September 2012	May 2015
Faculty Rep, Math & Computer Science	Holly Kresch	September 2011	May 2014
Faculty Rep, PE, Athletics and Dance	Steve Coccimiglio	September 2013	May 2016
Faculty Rep, Physical Sciences & Engineering	Paul Sasse	September 2013	May 2016
Faculty Rep, Social Sciences	To be selected		
Faculty Rep, SRVC	Marina Crouse Co-chair	September 2011	May 2014
Classified Rep, Student Services	Gilbert Rocha	January 2012	May 2014
Classified Rep, Student Services	David Reyes	January 2012	May 2014
Classified Rep, Student Services, SRC	Laura Cremin	November 2013	May 2016
Classified Rep, Instructional Services	To be selected		
Classified Rep, administration	Teresa Molnar	September 2011	May 2014
Administration Rep, Instructional Services	Obed Vazquez	October 2013	May 2016
Administration Rep, Instructional Services	Kim Schenk	September 2011	May 2014
Administration Rep, Student Services	Lindsay Kong	September 2013	May 2016
Administration Rep, Student Services	Tina Dodson	September 2013	May 2016
Administration Rep, Administration	Christine Worsley	September 2013	May 2016
ASDVC Student	Jun Park	September 2013	May 2014
ASDVC Student	Dongkyu (Chris) Ryu	September 2013	May 2014
Workforce Development Committee Rep	Tina Dodson	September 2013	May 2016
Institutional Planning Committee Rep	To be selected		
Information Technology Committee Rep	Triveni Gorur	January 2012	May 2014
Foundations for College Success Committee Rep	To be selected		
Matriculation Committee Rep	Beth Hauscarriague	October 2011	May 2014

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COLLEGE WIDE COMMITTEE

COLLEGE WIDE PROFESSIONAL DEVELOPMENT COMMITTEE

Revised: September 15, 2008

Revised: September 20, 2010

Revised: October, 10, 2011

Charge/Function:

- To determine funding priorities for the college-wide portion of the DVC Professional Development budget. College-wide professional development activities target broad institutional needs as identified in the DVC Strategic Plan.
- To facilitate communication between the constituency-based Professional Development Committees and the College-wide Professional Development Committee.

Meeting Times/Days: Once a month during the academic year and are listed on the campus meeting calendar linked to the DVC homepage.

Reporting Status: Reports the senior dean of curriculum and instruction and, as needed, to College Council

Co-Chairs: Selected from the committee members

Membership:

- 2 Administrators (1 member of Management Development Committee)
- 2 Faculty (Chair of Faculty Development Committee)
- 2 Classified (Chair of Classified Development Committee)
- Staff Development Coordinator
- Student Representation (ASDVC appointee)

Term of Membership: Two years – may be re-appointed for one additional term

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
Supervising Manager	Andy Kivel	October 2011	**
Professional Development Coordinator	vacant		
Administration	Chrisanne Knox +	September 2010	May 2014
Faculty	Helen DeMarco	September 2012	May 2014
Faculty	Kris Koblik+	September 2011	May 2015
Classified	Scott Heiden	September 2012	May 2014
Classified	Kerry Bledsoe	September 2012	May 2014
Student			

**Non-voting representative on committee by virtue of the position he/she holds.

+ Second term

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COLLEGE WIDE COMMITTEE ENVIRONMENTAL SUSTAINABILITY COMMITTEE

Adopted: December 5, 2005
Revised: September 20, 2010
Revised: May 7, 2012

Charge/Function:

The DVC Environmental Sustainability Committee promotes awareness of environmental sustainability to the campus community. The committee also initiates improved sustainability practices and conducts events that promote or support environmental sustainability

Meeting Times/Days: Meets once a month, and are listed in the campus meeting calendar linked to the DVC homepage.

Reporting Status: Reports to College Council

Co-Chairs: Selected by committee membership

Membership:
2 administration
2 faculty
2 classified
2 students

Terms of Membership: Three year terms may be repeated as many times as needed.

Appointment Dates and Terms of Office

Committee Member		Date Appointed	Term Ends
Administration	Guy Grace+	December 2010	May 2016
Administration	Andy Kivel+	September 2010	May 2016
Faculty	Lynn Krause +	September 2010	May 2016
Faculty	TBD		
Classified	Yvonne Roberson	September 2010	May 2014
Classified	Sharrie Bettencourt+	September 2010	May 2016
Student	To be selected		
Student	To be selected		

Any persons interested in the topic of environmental sustainability are welcomed and encouraged to attend.

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COLLEGE WIDE COMMITTEE EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

Adopted: February 22, 2010
Revised: October 10, 2011

Charge/Function:

- To enhance the effectiveness of the college through active implementation of the District Equal Employment Opportunity Plan (HR Procedure 1010.01);
- To act as an advisory committee to the Equal Employment Opportunity Officer;
- To review the college's hiring process and to make recommendations to enhance equal employment opportunity, staff diversity* and disability access;
- To ensure that district employees who participate on screening or selection committees receive appropriate training on state and federal nondiscrimination laws, cultural competence, and the benefits of employee diversity;
- To monitor progress on recruiting, hiring and retaining a diverse faculty and staff, and to provide access to employment for persons with disabilities.

*As defined by State and District Policy

Meeting Times/Days: Twice a year once at the beginning of the fall term and a second meeting prior to the spring hiring process (more often as needed). Meeting dates and times will listed on the campus meeting calendar linked to the DVC homepage.

Reporting Status: Reports to the Equal Employment Opportunity Officer and as needed to the College Council.

Co-Chairs: Selected from the committee members

Membership:

2 Faculty – appointed by Faculty Senate to include one at large and one from United Faculty leadership
 2 Classified - one appointed by Classified Senate and one from Local 1
 2 Administration
 1 Student – appointed by ASDVC (one year term)
 Equal Employment Opportunity Officer **

Terms of Membership: Two-year staggered term

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
Equal Employment Opportunity Officer	Newin Orante	September 2012	**
Faculty, Faculty Senate	Bob Abele+	September 2011	May 2015
Faculty, United Faculty	Donna Wapner	September 2013	May 2015
Classified, Classified Senate	Ligia Morcillo +	Sept 2011	May 2015
Classified, Local 1	Katherine Jinter	Sept 2012	May 2014
Administration	Rachel Westlake	October 2013	May 2015
Administration	Christine Worsley	October 2013	May 2015
Student	To be selected		

**Non-voting member on committee by virtue of the position he/she holds

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COLLEGE WIDE COMMITTEE FOUNDATIONS FOR COLLEGE SUCCESS COMMITTEE

Adopted: September 15, 2008
Revised: September 20, 2010
Revised: October 24, 2011
Revised: December 10, 2012
Revised: May 20, 2013
Approved by the President:

Charge/Function:

The Committee will continue to oversee DVC's Foundations for College Success (FCS) plan, determine strategic initiatives for yearly focus, based upon program review and the College's strategic directions, and coordinate funding activities related to the Statewide Basic Skills Initiative funds. This will include:

- Working with the Liaison/Chair to develop DVC's BSI Annual Plan, BSI Five-Year Plan, and the associated Budget Reports, all due to the State Chancellor's Office.
- Advocating for basic skills students and programs at DVC.
- Using the DVC funding allocation process to support initiatives and plans reported in Program Reviews to improve basic skills and ESL student success on the ARCC Report.
- Providing a COLLEGE WIDE forum for basic skills activities and initiatives.
- Transitioning to integrate success for basic skills and ESL students into the goals of the college.
- Reviewing Program Reviews and working with the Integration Council, the Budget Committee, and the College Council to allocate FCS funding as part of the resource allocation process of the college
- Transitioning this committee to fit into the ongoing revision of the organizational chart of the college to recognize that its work predominantly concerns academic and professional matters
- Overseeing the use of FCS funding commensurate with the college's strategic plan and state Basic Skills Initiative guidelines

Meeting Times/Days: The committee will meet on the first and third Thursdays of each month and will be listed on the campus meeting calendar linked to the DVC homepage

Reporting Status: To the Vice President of Instruction and Vice President, Student Services, and College Council for review and recommendations on those portions of the Foundations for College Success Plan that are not academic and professional matters. Portions of the FCS Plan that are academic and professional matters will follow DVC Procedure 1009.01 requiring consultation between the college president and the Faculty Senate.

Chair: At its first meeting, the committee will choose a chair to serve through May 2014. The initial meeting of the committee will be convened by the Interim Basic Skills Initiative Grant Liaison, appointed based on consultation between the VPI and the Faculty Senate President.

Membership:

Four (4) faculty to include: English, mathematics, counseling and career tech/CTE. If possible an SRC faculty member would serve in one of these positions.

Two (2) administrators or managers, one from Instruction, one from Student Services

One (1) Student Services representative, drawn from such areas as EOPS, DSS, Financial Aid, Information Center, Relations with Schools, Assessment, and Student Life

One (1) DVC Student

Term of Membership: August 2013 – May 2014 – may be reappointed for an additional term

Appointment Dates and Terms of Office	COMMITTEE MEMBER	Date Appointed	Term Ends
BSI Grant Liaison	Ellen Kruse	December 2012	May 2014
Instructional Dean (Administration)	To be selected		
Student Services (Manager)	Jackie Jones-Castellano	December 2012	May 2014
Math (Faculty)	Jane Brecha	December 2012	May 2014
English (Faculty)	Heidi Goen-Salter	December 2012	May 2014
Counseling (Faculty)	Paula Stanfield	December 2012	May 2014
CTE (Faculty)/SRC	Chuck Shackett	September 2013	May 2014
(Classified/Student Services)	To be selected		
(ASDVC student)	Jake Iliff	September 2013	May 2014

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COLLEGE WIDE COMMITTEE

INFORMATION TECHNOLOGY COMMITTEE

Revised: September 26, 2011

Charge/Function:

- Assist the designated staff in the development and evaluation of the Technology Master Plan and recommend priorities for implementation. The committee will periodically evaluate how the college is implementing the plan.
- Make strategic planning and policy recommendations for campus computing, networking and instructional technology applications.

Meeting Times/Days: The usual meeting time is the 2nd and 4th Thursdays of the month from 2:00 to 3:30 p.m. in ATC 103 and are listed on the campus meeting calendar linked to the DVC homepage.

Reporting Status: College Council

Co-Chair Structure: Will be selected by the committee

Membership:

- 4 Administration (including Technology Systems Manager)
- 5 Faculty
- 3 Classified
- 2 Students

Terms of Membership: Two years – may be re-appointed for two additional terms

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
Technology Systems Manager	Percy Roper	September 2011	**
Administration	Chrisanne Knox+	October 2009	May 2015
Administration	Cathy Walton-Woodson co-chair	September 2011	May 2015
Administration	Andy Kivel+	September 2010	May 2014
Faculty	Mario Tejada	September 2013	May 2015
Faculty	Cheryl Martucci+	September 2009	May 2015
Faculty	Daniel Kiely+ co-chair	September 2009	May 2015
Faculty	Carrie Million	October 2011	May 2015
Faculty	To be selected		
Classified	Triveni Gorur	September 2013	May 2015
Classified	Rafiquel Bhuiyan	January 2013	May 2015
Classified	Jocelyn Iannucci	September 2013	May 2015
Student	Charles Shisler	September 2013	May 2014
Student	Steven Wijaya	September 2013	May 2014

+Reappointed for a second term

**Non-voting committee member who serve by virtue of the position they hold.

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COLLEGE WIDE COMMITTEE

MATRICULATION COMMITTEE

Revised: September 20, 2010

Revised: October 24, 2011

Charge/Function:

- develop, implement, and evaluate the Matriculation Plan
- monitor and recommend improvements to all aspects of the matriculation process. Matriculation is, as defined by Title 5 of the California Code of Regulations, the process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements (55502). The components of the Matriculation Standards include: Admissions, Orientation, Assessment, Counseling/Advising, Student Follow-up, Faculty and Staff Training, Research, and Prerequisites. Provide support to the vice president of student services for the implementation of the Matriculation Plan

Meeting Times/Days: The usual meetings are the 2nd Thursday of the month from 2:00-3:30 p.m. and are listed on the campus meeting calendar linked to the DVC homepage.

Reporting Status: Reports to the Vice President of Student Services and as needed to the College Council for review and recommendation of the Matriculation Plan.

Co-Chairs: Dean Outreach, Enrollment and Matriculation (Matriculation Coordinator) and a co-chair selected by committee members

Membership:

Vice President of Student Services**
 Dean of Outreach, Enrollment Management & Matriculation, co-chair
 Instructional dean, math or English
 Dean of Counseling
 Administrator
 Faculty Senate President or designee
 6 Faculty
 2 Classified
 1 Student

Terms of Membership: Two years – may be reappointed for one additional term

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
Vice President of Student Services	Newin Orante	September 2012	**
Dean Outreach, Enrollment Services & Matriculation	Beth Hauscarriague		**
Instruction dean, math or English	Ellen Kruse	August 2013	May 2015
Dean of Counseling			
Student Services Manager (Administrator)	Cathy Walton-Woodson +	October 2009	May 2015

Faculty Senate President (or designee)	To be selected		
Faculty – Counseling	Cheryll LeMay	August 2011	May 2013
Faculty – Counseling	To be selected		
Faculty – Math	Tom Mowry	September 2013	May 2015
Faculty – Math	Leslie Month	August 2012	May 2014
Faculty – English	Jessica Barksdale	September 2013	May 2015
Faculty – English	To be selected		
Classified	Sally Lewis	September 2013	May 2015
Classified	Sonja Nilsen	September 2013	May 2015
Student	To be selected		

+Serving 2nd term

**Non-voting committee member who serves by virtue of the position he/she holds.

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COLLEGE WIDE COMMITTEE

STUDENT EQUITY COMMITTEE

Adopted: December 14, 2009

Revised: September 20, 2010

Charge/Function:

Develop, implement, and evaluate the Student Equity Plan and provide support to the vice president of student services on the implementation of the Student Equity Plan (see Title 5, Section 54220) to:

- increase the awareness of student equity as a college-wide issue;
- collaborate with other DVC committees and programs to support the goals of diversity and student equity;
- promote college-wide collaboration in identifying strategies and practices that intentionally address closing achievement gaps among diverse students;
- support practices and services that advance a climate of inclusion and appreciation of cultural diversity at the college.

Meeting Times/Days: The usual meeting time is the second Wednesday of the month from 3:30-5:00pm and are listed on the campus meeting calendar linked to the DVC homepage.

Reporting Status: Reports to Vice President of Student Services and the College Council for review and recommendation of the Student Equity Plan.

Co-Chairs: Co-chairs from different constituencies, to be selected from the committee members by committee vote

Membership:

3 Administration;

3 Faculty;

3 Classified Staff

3 Students

Recommended representatives from DSS, EOPS, Puente, Ujima, Financial Aid, Counseling, and Foundations for College Success.

One member should be from SRVC

Terms of Membership: Two years, staggered terms – may be reappointed for one additional term

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
Vice President of Student Services (EEO Officer)	Newin Orante		**
Administrator	Stacey Shears +	September 2011	May 2015
Administrator	Kathleen Costa +	September 2010	May 2014
Administrator	Gloria Zarabozo	September 2013	May 2015
Faculty	Dorothy Torre	January 2011	May 2013
Faculty	To be selected		
Faculty	To be selected		

Classified	Rudolf Rose + co-chair	February 2010	May 2014
Classified	To be selected		
Classified	To be selected		
Student			
Student			
Student			

**Non-voting member of committee by virtue of the position he/she holds

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COLLEGE WIDE COMMITTEE

WORKFORCE DEVELOPMENT COMMITTEE

Revised: September 2004
Revised: August 27, 2012

Charge/Function:

- Develop, implement, and evaluate the Workforce Development Plan and the Perkins Plan
- Provide support to the Dean of Career Technical Education and Economic Development on the implementation of plans
- Provide advice/suggestions/recommendations regarding issues related to career|technical programs
- Ensure coordination among career|technical programs and with student services
- Evaluate and approve subcommittee activities and projects
- Propose new projects and programs
- Evaluate/monitor the success of programs
- Assist in improving programs

Meeting Times/Days: Twice a semester and when necessary as listed on the campus meeting calendar linked to the DVC homepage.

Reporting Status: College Council. Reports to the Dean of Career Technical Education and Economic Development for implementation of the Plan. Academic and professional matters will be referred to the Faculty Senate and then reported to College Council.

Co-chair structure: Dean of Career Technical Education & Economic Development and one faculty elected by the committee

Membership:

- 1 Instructional Administrator
- 1 Student Services Administrator
- 6 Career|technical education faculty (one member from the Faculty Senate may be appointed by the Faculty Senate if none of the 6 faculty committee members serve on Faculty Senate Council)
- 1 Counseling representative
- 1 Classified (career|technical education program or related services)
- 1 COOP Education/career and employment services representative
- 1 student (enrolled in CTE program if possible)

Terms of Membership: Two years – may be reappointed for one additional term

Appointment Dates and Terms of Office

COMMITTEE MEMBER		Date Appointed	Term Ends
Chairperson, Occupational Education Program Faculty Member	Charlie Shi	August 2013	May 2015
CTE and Economic Development	Tina Dodson	August 2013	**
Administration –Instruction	Tish Young	September 2012	May 2014
Administration – Student Services	Lizette Ponthier	September 2013	May 2015

Faculty	Mark Steidel+	August 2008	May 2014
Faculty	Pam Powers	August 2013	May 2015
Faculty	Mauricio Najarro	August 2013	May 2015
Faculty	Joann Denning	August 2013	May 2015
Faculty	John Henry	August 2013	May 2015
Faculty	Paul Pitner	August 2011	May 2013
Classified – CTE or related services	Stew Winchester	September 2010	May 2014
Counseling	Kellie Conde	August 2011	May 2015
COOP Ed/Career & Employment Services	Sarah Boland+	September 2010	May 2014
Student – enrolled in CTE program, if possible	To be selected		

+Serving 2nd term

**Non-voting member of committee by virtue of the position he/she holds

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CURRENT YEAR TASKFORCES

Taskforce: a group designed to perform a specific function within a defined period of time. Taskforces may be established to review or develop a process, to study an issue, to create a plan, or to resolve a problem.

Listed below are the DVC Taskforces that are active in the current academic year.

Taskforce	Convener

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FACULTY SENATE COMMITTEES and TASKFORCES

Listed below are the Faculty Senate Committees and Taskforces that are active in the current academic year.

Faculty Senate Committees	Chairperson
Curriculum Committee	Mike Chisar
Student Services Committee	Nancy Deason
Arts and Lectures Committee	To be selected
Faculty/Staff Development Committee	To be selected
Scheduling Committee	Laurie Lema/Rachel Westlake
Tutoring Program Advisory Committee	Katy Agnost
Student Learning Outcomes	Lindsey Lang/Mario Tejada
Distance Education	Mario Tejada
Scholarship	Patrick Leong

Faculty Senate Task Forces	Chairperson

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CLASSIFIED SENATE COMMITTEES and TASKFORCES

Listed below are the Classified Senate Committees and Task Forces that are active in the current academic year.

Classified Senate Committees	Chairperson
Classified Senate Newsletter Committee	
Classified Senate Selection Committee	Scott Heiden
Classified Staff Development Committee	Scott Heiden

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ANNUAL REPORT FORM COLLEGE COUNCILS, COMMITTEES and TASKFORCES

Councils, committees and taskforces should provide an annual update by **JUNE 1** to the President's Office with the following information. Committees and taskforces which do not make such annual reports may be considered inactive and be dissolved.

_____ **COUNCIL, COMMITTEE or TASKFORCE:**

Diablo Valley College Committee Self Evaluation Form

Committee Name	
For Academic Year:	Date of Self Evaluation:
Average Attendance	
Major Committee Accomplishments & Achievements in Past Year	<ul style="list-style-type: none"> • [Accomplishment #1] • [Accomplishment #2] • [Accomplishment #3] • [Accomplishment #4] • [Etc.]
Major Obstacles/Problems With Committee Function	<ul style="list-style-type: none"> • [Obstacle/Problem #1] • [Obstacle/Problem #2] • [Obstacle/Problem #3] • [Obstacle/Problem #4] • [Etc.]
Recommended Changes to Committee Charge	<ul style="list-style-type: none"> • [Recommendations #1] • [Recommendations #2] • [Recommendations #3] • [Recommendations #4] • [Etc.]
Recommendations for Improving Committee Process/Efficiency	<ul style="list-style-type: none"> • [Recommendations #1] • [Recommendations #2] • [Recommendations #3] • [Recommendations #4] • [Etc.]
Recommended Changes In Size and Membership	<ul style="list-style-type: none"> • [Recommendations #1] • [Recommendations #2] • [Recommendations #3] • [Recommendations #4] • [Etc.]

Tentative Committee Goals Coming Year	<ul style="list-style-type: none"> • [Goal #1] • [Goal #2] • [Goal #3] • [Goal #4] • [Etc.]
If your committee oversees a college wide plan, please respond below:	
Name of Plan(s)	<ul style="list-style-type: none"> • [Plan Name #1]
Progress Made Toward Each of the Plan's Goals (Be specific regarding annual benchmarks to date)	<ul style="list-style-type: none"> • [Goal #1] • [Goal #2] • [Goal #3] • [Goal #4]
Changes or Updates (if any) Made to the Plan	<ul style="list-style-type: none"> • [Change #1] • [Change #2] • [Change #3] • [Change #4]

Chair/Co-Chair Signature: _____
Chair/Co-Chair Name: _____

Chair/Co-Chair Signature: _____
Chair/Co-Chair Name: _____

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REQUEST TO FORM A NEW COLLEGE COMMITTEE or TASKFORCE

Committees and taskforces are established through the DVC College Council. Requests should be submitted to the president's office including the following information:

Name of Proposed COUNCIL, COMMITTEE or TASKFORCE:

Reporting Status:

Meeting Times/Days:

Proposed Membership

Chair Structure:

Membership:

- Administration
- Faculty
- Classified
- Student

Proposed Terms: _____

Proposed Charge: _____

Name of proposer: _____

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