

Standard 4 Self Study, "Leadership and Governance"	
Charge	Utilizing the ACCJC template, this Committee gathers, organizes, and analyzes quantitative and qualitative data that evaluate how the College's governance process facilitates broad participation in decisions that support student learning programs and services, while acknowledging the designated responsibilities of the Board and the College President. This Committee writes the report, with the assistance and support of the Self-Study Coordinator, and ensures that the end product is reviewed by faculty, Vice President for Academic Affairs, and other key constituents before it is finalized for Board approval.
Chair	The Chairperson shall be a post-secondary faculty member elected by the faculty members of the Committee.
Composition	No fewer than two (2) Faculty members and an equal number of members appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President and the Vice President for Academic Affairs if requested by the Chair.
Support	Administrative support provided by the Self-Study Coordinator.
Term	No less than two (2) years with staggered terms.
Workload	<p>A) For post-secondary Instructional faculty (Standard 4 Chairperson): instructional hours reduced to 180 per semester. One (1) semester prior to the midterm report and three (3) semesters prior to the ACCJC comprehensive visit the Instructional hours will be reduced to 135 per semester.</p> <p>B) For postsecondary instructional faculty (CCA members): Instructional hours reduced to 180 per semester.</p> <p>C) For all secondary and non-Instructional faculty: participation to be reflected in faculty evaluation rubric.</p>

Standard 3 Self Study, "Resources"	
Charge	Utilizing the ACCJC template, this Committee gathers, organizes, and analyzes quantitative and qualitative data that provide support to the College's human, physical, technology, and financial resources to meet its broad educational goals, including SLOs, and overall institutional improvement. This Committee writes the report with the assistance and support of the Self-Study Coordinator and ensures that the end product is reviewed by faculty, Vice President for Academic Affairs, and other key constituents before it is finalized for Board approval.
Chair	The Chairperson shall be a post-secondary faculty member elected by the faculty members of the committee.
Composition	No fewer than two (2) Faculty members and an equal number of members appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President and the Vice President for Academic Affairs if requested by the Chair.
Support	Administrative support provided by the Self-Study Coordinator.
Term	No less than two (2) years with staggered terms.
Workload	<p>A) For post-secondary instructional faculty (Standard 3 Chairperson): instructional hours reduced to 180 per semester. One (1) semester prior to the midterm report and three semesters prior to the ACCJC comprehensive visit the instructional hours will be reduced to 135 per semester.</p> <p>B) For post-secondary instructional faculty (CCA members): Instructional hours reduced to 180 per semester.</p> <p>C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.</p>

Standard 2 Self Study, "Student Learning Programs and Services"	
Charge	Utilizing the ACCJC template, this Committee gathers, organizes, and analyzes quantitative and qualitative data that demonstrate the achievement of student learning outcomes (SLOs) in instructional programs and student services, including library and other learning support services. This Committee writes the report with the assistance and support of the Self-Study Coordinator, and ensures that the end product is reviewed by faculty and other key constituents before it is finalized for Board approval.
Chair	The Chairperson shall be a post-secondary faculty member elected by the faculty members of the committee.
Composition	No fewer than two (2) Faculty members and an equal number of members appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President and the Vice President for Academic Affairs if requested by the Chair.
Support	Administrative support provided by the Self-Study Coordinator.
Term	No less than two (2) years with staggered terms.
Workload	<p>A) For post-secondary instructional faculty (Standard 2 Chairperson): instructional hours reduced to 180 per semester. One (1) semester prior to the midterm report and three (3) semesters prior to the ACCJC comprehensive visit the instructional hours will be reduced to 135 per semester.</p> <p>B) For post-secondary instructional faculty (CCA members): instructional hours reduced to 180 per semester.</p> <p>C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.</p>

Standard 1 Self Study, "Institutional Mission and Effectiveness"	
Charge	Utilizing the ACCJC template, this Committee gathers, organizes, and analyzes quantitative and qualitative data that promotes the College's efforts in meeting its mission statement, and the effectiveness by which the mission is successfully achieved. This Committee writes the report, with the assistance and support of the Self-Study Coordinator, and ensures that the end product is reviewed by faculty, Vice President for Academic Affairs, and other key constituents before it is finalized for Board approval.
Chair	The Chairperson shall be a post-secondary faculty member elected by the faculty members of the Committee.
Composition	No fewer than two (2) Faculty members and an equal number of members appointed by the Vice President for Academic Affairs of the College. Other members may be assigned by the Faculty Senate President and the Vice President for Academic Affairs if requested by the Chairperson.
Support	Administrative support provided by the Self-Study Coordinator.
Term	No less than three (3) years with staggered terms.
Workload	<p>A) For post-secondary Instructional faculty (Standard 1 Chairperson): Instructional hours reduced to 180 per semester. One (1) semester prior to the midterm report and three (3) semesters prior to the ACCJC comprehensive visit the Instructional hours will be reduced to 135 per semester.</p> <p>B) For post-secondary instructional faculty (CCA members): instructional hours reduced to 180 per semester.</p> <p>C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.</p>

Professional Development Review Committee (PDRC)	
Charge	Refer to Article IX, Professional Development Initiatives.
Chair	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	The PDRC shall be elected by the members of the Bargaining Unit and consists of six (6) elected faculty members who at the time of the election hold the rank of Assistant Professor or higher, who have been employed by the College for a minimum of three (3) years, and are dues paying members of the Union.
Term	Two (2) years with staggered terms. Members may not serve two (2) consecutive terms.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

(5) Committees where members' institutional knowledge is valuable and critical. These include:

- i. Committee on College Assessment
- ii. Standard 1 Self Study, "Institutional Mission and Effectiveness"
- iii. Standard 2 Self Study, "Student Learning Programs and Services"
- iv. Standard 3 Self Study, "Resources"
- v. Standard 4 Self Study, "Leadership and Governance"

Committee on College Assessment (CCA)	
Charge	This Committee guides and assists campus constituents to fulfill their assessment requirements through the careful review and feedback of assessment plans, reports, and program review. This Committee ensures that an assessment report review process, with meaningful input from faculty, Vice President for Academic Affairs and/or ALO, and other key constituents, becomes an integral part of the preparation of institutional assessment documents for accreditation purposes.
Chair	One (1) elected post-secondary faculty member, Co-Chaired by the Assistant Director of AIE.
Composition	No fewer than four (4) faculty. Other members may be assigned by the Faculty Senate President if requested by the Chairperson after all other committees are filled. Members from the administration and staff shall be appointed by the Vice President for Academic Affairs of the College.
Term	No less than three (3) years.
Workload	A) For post-secondary instructional faculty (CCA Chairperson): instructional hours reduced to 135 per semester. B) For post-secondary instructional faculty (CCA members): instructional hours reduced to 180 per semester. C) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

Learning Outcomes Committee	
Charge	This Committee ensures and regulates, through quality control, a curriculum that reflects the mission of the College and that is academically sound, comprehensive, and responsible to the evolving needs of the community. In addition, this committee reviews, explores, and assesses the effectiveness of General Education policies and procedures, making recommendations to the Faculty Senate, Departmental Chairpersons, Committee Chairpersons, and administrators as appropriate. The Committee will involve administrators, faculty, staff members, and students in efforts to guide and continually improve the institutional and student learning outcomes.
Chair	Chairperson and Chairperson-Elect to be elected by the members of the Committee.
Composition	Twelve to fifteen (12-15) faculty members preferably to include faculty members representing each of the following disciplines: English, Math, Science, Social Science, and Career/Technical Education. Other members may be assigned by the Faculty Senate President if requested by the Chairperson after all other committees are filled.
Term	Annual.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

(4) Committees where composition requires faculty members to meet certain criteria and to be elected by faculty members of the Bargaining Unit. These include:

- i. Promotions Committee
- ii. Professional Development Review Committee (PDRC)

Promotions Committee	
Charge	Refer to Article VIII, Advancement-in-Rank.
Chair	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	The Promotions Committee shall be elected by the members of the Bargaining Unit and consists of six (6) elected faculty members who at the time of the election hold the rank of Assistant Professor or higher, who have been employed by the College for a minimum of three (3) years, and are dues paying members of the Union.
Term	Two (2) years with staggered terms. Members may not serve two (2) consecutive terms.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

(2) Committee where composition of faculty membership is selected. This includes:

i. Faculty Job Specification/Evaluation Committee

Faculty Job Specification/Evaluation Committee	
Charge	The Union President and the Vice President for Academic Affairs will convene the Committee yearly to review the Faculty Job Specifications and/or Faculty Evaluation process (see Article X Performance Appraisal) as needed. The Committee will prepare written recommendation to the Board who shall act upon the recommendations in order to be effective the following Fall semester.
Chair	Elected by the Committee.
Composition	Up to five (5) faculty members selected by the Union President (inclusive of the Union President), two (2) Deans, the Human Resources Administrator, and two (2) members to be appointed by the Vice President of Academic Affairs.
Support	Administrative support provided by the College.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

(3) Committees where composition requires at least one (1) faculty member from a specific department. These include:

- i. College Technology Committee
- ii. Learning Outcomes Committee

College Technology Committee	
Charge	This Committee recommends action plans to support the technology needs and technology users of the College in promoting student learning outcomes. This Committee maintains currency in computer technology and academic applications of computer technology for both students and faculty. The Committee also identifies needs of technology planning, distance learning, and appropriate training.
Chair	Elected by the Committee.
Composition	Four (4) faculty – one (1) of whom shall be from a technology-related department, an equal number of members appointed by the College President and one (1) additional voting member selected by the Committee.
Term	No less than three (3) years.
Workload	A) For post-secondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty evaluation rubric.

Council of Department Chairs	
Charge	This Council of Department Chairs discusses any issue directly related to departmental/academic discipline functions to include: budgets, College events and promotions, scheduling, advising, and other issues determined as necessary by the Council. The Council shall establish By-Laws, keep minutes, and set a meeting schedule reflective of the needs of the committee. The Council shall make recommendations to the Faculty Senate, respective Deans, and Faculty Union President as determined by the action needed to be taken.
Chair	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	Chairperson of each department.
Term	Monthly during the academic year.
Workload	Collateral Duty for all Department Chairpersons. Chairperson for the Council: participation to be reflected in faculty evaluation rubric.

Resources, Planning and Facilities Committee	
Charge	This committee reviews the Facilities Master Plan and recommends the priority of capital improvement projects for the College and those projects that have great impact on student learning outcomes. It is the forum for discussion of any available or needed resources and facility issues or concerns. The committee may forward issues or concerns directly to the College Governing Council.
Chair	Two (2) Chairpersons: Faculty Senate President and Vice President of Business & Finance.
Composition	Faculty Senate President, Senate President-Elect, Past Senate President, Faculty Union President, Vice President Business & Finance, Facilities & Maintenance Coordinator, TPS Dean, TSS Dean, two (2) staff Union representatives, and a student representative.
Term	Monthly during the academic year or at the call of either Chairperson.
Workload	Collateral Duty

- b. No other committees shall be formed by the College to conduct the same or similar functions as those committees formed by this Agreement. In the event it is determined other committees are needed to address institutional issues, the requester will complete the Council/Committee Request Form Appendix J and submit to the respective Chief Negotiators of this Agreement for review and action.
- c. The charge of these committees shall in no way be cause for interference in the normal day-to-day operations of the college.
- d. Committee Chairpersons must identify their membership for the next academic year by the last meeting day of the Spring semester and shall update membership no later than the first (1st) duty day of September. Committee membership shall be forwarded by the Faculty Senate President to the Vice President for Academic Affairs by the last meeting day of the Spring semester. Below are the list of committees:
 - (1) Committees with collateral duty workload assignments. The only exception to this is the Chairperson for the Council of the Department Chairs. These include:
 - i. Calendar Committee
 - ii. Council of Department Chairs
 - iii. Resources, Planning, and Facilities Committee

Calendar Committee	
Charge	<p>This Committee proposes the academic calendar based on thorough analysis of relevant information and will include a Calendar that encompasses the work year of non-instructional faculty, post-secondary instructional faculty, and secondary non-instructional and instructional faculty. The proposed Academic Calendar is reviewed by the Faculty Senate and their written comments and/or recommendations are appended to the proposal. The Committee presents the proposal to the College President via the Vice President for Academic Affairs on or before April 1. If the College President does not concur with the proposal, then the proposal is returned to the Committee for revision. If the College President concurs with the proposal, then the proposal will be presented to the Board for adoption.</p> <p>The Committee shall also populate an electronic institutional calendar on MyGCC with activities and events and evaluate consistency of published calendars to provide current information.</p>
Chair	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	Deans of each School, Coordinator for Registration and Admissions, Faculty Senate President, a Faculty Senator, and a third faculty member to be appointed by the Faculty Senate President.
Workload	Collateral Duty

ARTICLE VII - PARTICIPATORY GOVERNANCE

A. PURPOSE

The intent of this Article is to establish and implement a means for providing broad participation by faculty, staff, administrators, and students in the decision-making processes that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the Board and the College President. In keeping with the Accrediting Commission's standard on Leadership and Governance (Standard IV), the College recognizes and utilizes institution-wide contributions for continuous improvement.

The Board and the Union agree that the faculty shall join in participatory governance of the College through the Faculty Senate and Governing Council. Committees for this purpose are defined in this Article.

B. THE FACULTY SENATE

The Faculty Senate represents the Faculty of the College in academic and professional matters. The Senate may delegate its authority to specific committees or to individual faculty members for limited duration and purposes. This provision shall not conflict with the Board/ Union Agreement, Personnel Rules & Regulations, or existing laws. The Faculty Senate is comprised of the Faculty Senate President, The Faculty Senate President-Elect, the Past Faculty Senate President, and two (2) at-large senators. All senators must be dues paying members of the Union elected by members of the Bargaining Unit.

For senators who are post-secondary instructional faculty: instructional hours are reduced to 180 per semester. For the Senate President who is a post-secondary instructional faculty: instructional hours are reduced to 135 per semester. For the Senate President who is a post-secondary non-instructional faculty: release from specific professional responsibilities will be reflected in the workload as mutually agreed upon. Secondary faculty participation will be reflected on their evaluation.

C. THE COLLEGE GOVERNING COUNCIL

This Council serves to provide broad participation by faculty, staff, administrators, and students in the decision-making processes regarding institutional issues. This Council will also serve as a conduit to this process by facilitating dialog where issues are clarified between the Council and relevant constituencies. Further the Council promotes participatory college decision-making processes and supports the Faculty Senate's role in making recommendations related to academic and professional matters. The Council, with the input from its respective constituencies, shall make and/or forward recommendations for action to the College President. The Council shall consist of a total of nine (9) members which shall be comprised as follows: three (3) members shall be appointed from the College Administration by the College President; three (3) members shall be the members of the Faculty Senate, specifically, the Senate President, the Senate Past President, and the Senate President-Elect of the Faculty Senate; two (2) members from the Staff of the College appointed by the Staff Union Chair, and one (1) member shall be a representative of the Student Body appointed by COPSA with one (1) vote on the Council (the student member shall not be employed by the College in excess of twenty (20) hours per week).

D. COMMITTEES

1. Committees at the College are composed of constituency representatives and consider matters pertaining to a designated charge or subject. A committee reports its recommendations to appropriate representative bodies.
 - a. Committee work shall be reflected on the Faculty Load Schedule (Appendix B) or on the faculty member's evaluation for each academic year based on the conditions identified in Articles XVI, XVIII, and XX for each faculty member's workload.

for the next academic year. If a new department is created, a Chairperson election will be held. The Dean will:

- a. Identify the faculty assigned to each department.
 - b. Identify department work space (e.g., classrooms, shops, office space, etc.), arrange for access to appropriate office equipment, and arrange for clerical support necessary to conduct departmental activities.
2. If reorganization occurs during the fiscal year, budgets will remain assigned programmatically.

Other circumstances instances involving program deletions or cutbacks due to prolonged diminished enrollment or prolonged inability to hire sufficient faculty members in a program, program deletions or cutbacks as a result of well documented changing island needs, and/or the reorganization of degree or curricular offerings or requirements resulting from a change in the mission, or academic requirements of the College, or technological changes. Instances such as these involve changes occurring over the course of more than one academic year. Through an assessment process should it be determined that a program needs to be deleted and/or reduced, the same process used in the Article XV.D.4 and/or E (RIF procedure) shall be used in determining the disposition of the faculty within that program. This process does not require the convening of the Financial Exigency Committee.