



Governance Handbook Spring 2026-Spring 2031



SAN DIEGO
COLLEGE OF
CONTINUING EDUCATION

FORWARD *Together*

A Message from the President

FORWARD *Together*



Welcome to the Governance Handbook of San Diego College Continuing Education (SDCCE). As the largest noncredit institution for adult education in California, SDCCE proudly serves 30,000 students annually across our seven campuses and additional satellite locations throughout San Diego County, including 200 off-campus sites such as community centers and libraries.

Our student body is diverse and dynamic, encompassing individuals pursuing a high school diploma, learning job-relevant skills, learning English, gaining citizenship, or engaging in lifelong learning beyond their working years. At SDCCE, every student's journey is unique, and our vision is clear: To be the leader in innovative education where students transform their lives and communities.

To effectively support our students, SDCCE operates under a structured governance framework that embraces participatory leadership. This progressive model harnesses the expertise of our faculty, classified professionals, administrators, and students alike, fostering an environment where innovative ideas thrive and student needs are met with agility and responsiveness.

Equity is not just a principle at SDCCE; it is woven into the fabric of everything we do. We are committed to fostering an inclusive environment where diversity is celebrated, and justice is upheld in every interaction. By valuing diverse perspectives and experiences, we enrich the educational journey for every student.

At the heart of SDCCE's governance is a commitment to participatory decision-making. This inclusive approach ensures that all stakeholders have a voice in shaping the institution's policies and practices. Through structured committees and workgroups, ideas are exchanged, and solutions are collaboratively developed to propel SDCCE forward.

This handbook serves as a comprehensive guide to SDCCE's governance structure, providing clarity on the roles and responsibilities of our governance committees and supporting workgroups. Updated every three and a half years to align with our accreditation cycle, this document reflects our dedication to continuous improvement and accountability.

As we navigate the educational landscape of the 21st century, SDCCE remains steadfast in its commitment to excellence. By leveraging the collective expertise of our community, we strive not only to meet but to exceed the expectations of our students and stakeholders.

The Governance Handbook of 2026 embodies our values of equity, inclusivity, and participatory governance. It is a living document that evolves with the input and feedback of our community, ensuring that our governance practices remain responsive and effective. Together, we are dedicated to fostering an environment where every student can thrive and succeed.

Thank you for your commitment to SDCCE's mission. Your contributions are vital to our shared success.

Sincerely,

A handwritten signature in black ink that reads "Tina M. King". The signature is fluid and cursive, with a stylized "K" and "G".

Tina M. King, Ed.D., President
San Diego College of Continuing Education



San Diego Community College District

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Driving Principles

VISION

To be the leader in innovative education where students transform their lives and communities.

MISSION

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.

VALUES

We, the College of Continuing Education faculty, staff, and administration of San Diego Community College District place students at the center of all that we do, supporting and promoting excellence in their endeavors. We acknowledge our responsibility to society and believe that access to lifelong learning is a cornerstone of a democratic society. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape the future. We affirm many different points of view and places of origin; we uphold equity and inclusion; we value collaboration and shared decision-making; and we honor creativity and innovation.

PHILOSOPHY

San Diego College of Continuing Education is a multicultural institution dedicated to providing educational access and lifelong learning opportunities to our community. Our commitment is to all learners, who bring diverse academic skills and life experiences. We offer innovative, high quality instruction and student support services. We believe that education is key to enriching lives and contributing to our community.

DIVERSITY STATEMENT

San Diego College of Continuing Education was founded in 1914 on the principles of inclusion and social justice. As a community, we affirm that every person has worth as an individual. Each person is entitled to dignity, compassion, and respect, regardless of race, color, ethnicity, age, gender, nationality, language expression, citizenship, sexual orientation, religion, socioeconomic status, physical ability, mental ability, and cultural expression.

We understand that systemic inequities exist and we are dedicated to confronting and dismantling these barriers within our institution. We denounce words and acts that lead to prejudice and intolerance; we look to educate those whose thoughts lead them to such actions. Such expressions have no place in the San Diego College of Continuing Education.



Driving Principles

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility

San Diego College of Continuing Education students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.

2. Effective Communication

San Diego College of Continuing Education students demonstrate effective communication skills.

3. Critical Thinking

San Diego College of Continuing Education students critically process information, make decisions, and solve problems independently or cooperatively.

4. Personal and Professional Development

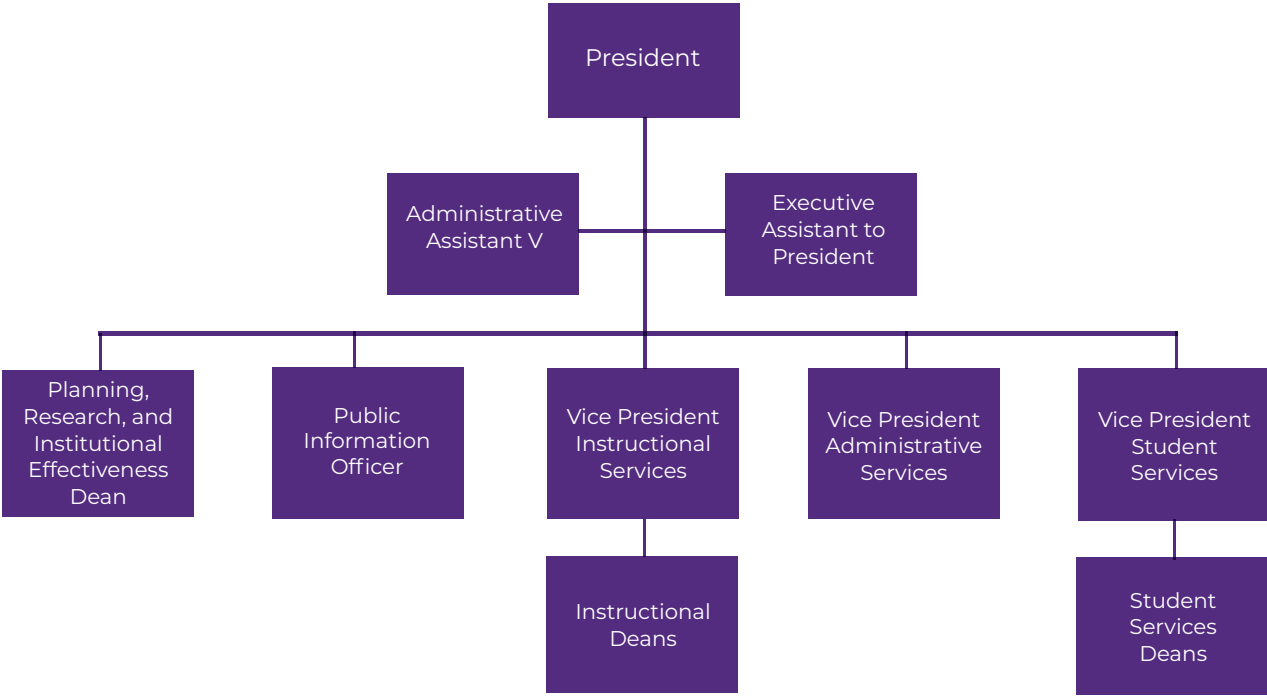
San Diego College of Continuing Education students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives

5. Diversity, Equity, Inclusion, Anti-racism and Access

San Diego College of Continuing Education students critically and ethically engage with local and global issues using principles of equity, civility, and compassion as they apply their knowledge and skills: exhibiting awareness, appreciation, respect, and advocacy for diverse individuals, groups, and cultures.



Administrative Organizational Chart



San Diego College of Continuing Education administrative organizational structure provides support for the institution.

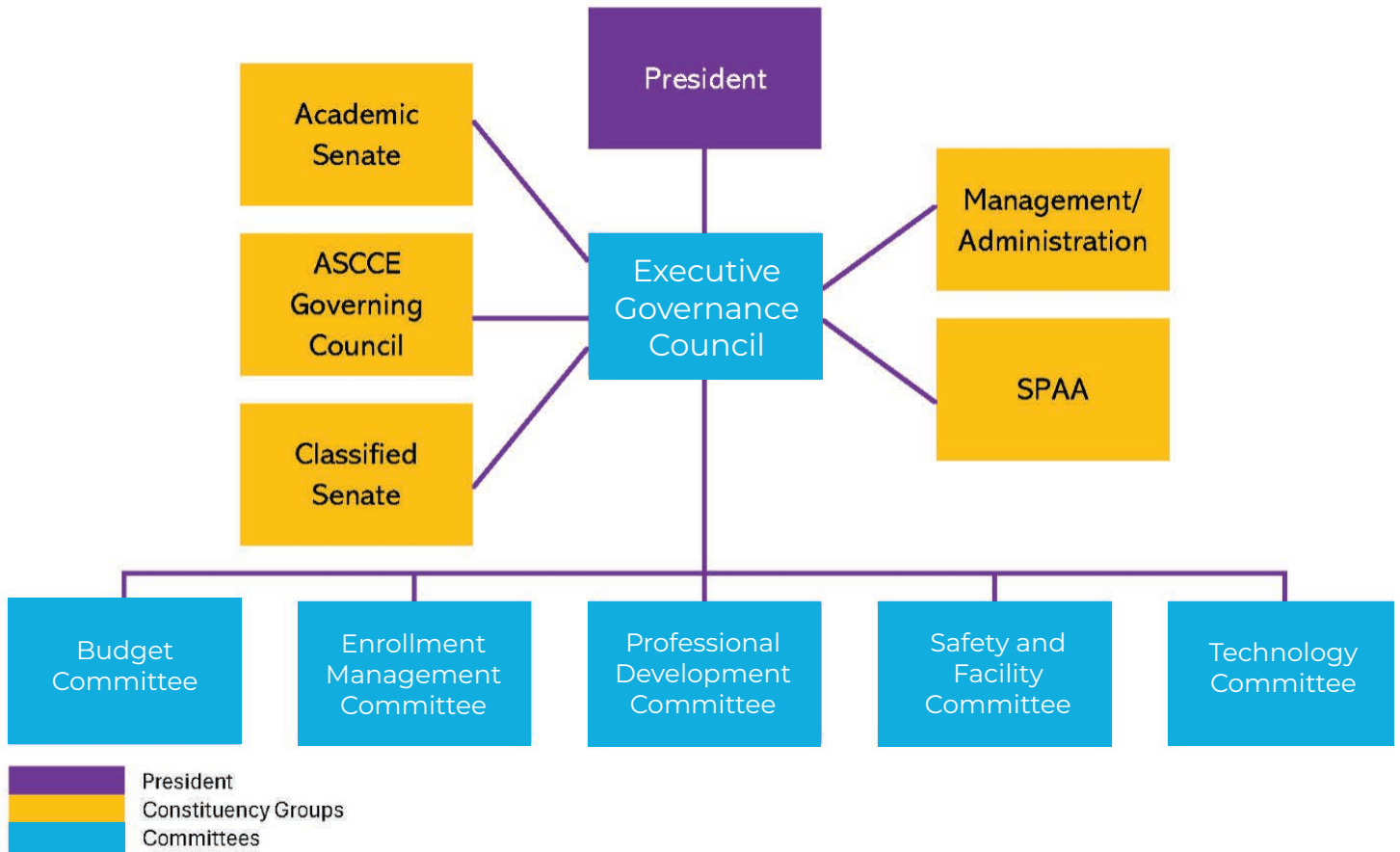
EXECUTIVE ADMINISTRATIVE STRUCTURE

The primary operation of San Diego College of Continuing Education is conducted within the units of the administrative structure. The basic components are the President's Office; and the offices of Instructional Services, Student Services, and Administrative Services. Administration supervises employees and directs campus operations, instructional offerings and student services.

Operational groups or committees with specific goals are formed to support the work of the units. In general, committees are comprised of all constituencies.

- » **President:** serves as chief executive officer and administrator of the institution.
- » **Vice President, Instructional Services:** administers the instructional and instructional support programs of the institution.
- » **Vice President, Administrative Services:** acts as the chief business and financial officer for the institution.
- » **Vice President, Student Services:** administers the comprehensive student services program including student development and student affairs.

Governance Chart



SAN DIEGO COLLEGE OF CONTINUING EDUCATION GOVERNANCE STRUCTURE

The highest-level governance group, the Executive Governance Council (EGC), accepts recommendations that have been passed through the committee structure. EGC accepts and reviews committee recommendations, rendering an executive recommendation to the President.

A guiding principle is that issues should be resolved at the most direct level possible, with broader level issues being recommended to the EGC. Recommendations should be brought before EGC if:

- » The matter will change current policy or procedure, temporarily or permanently; or
- » The matter will establish a new policy.

Committee proposals relating to academic and professional matters should be submitted to the Academic Senate and be available for review by other affected groups. If there is a question about which committee would address a particular issue, please contact an EGC member and they can help direct you to the appropriate committee.

SHARING INFORMATION AND MAKING RECOMMENDATIONS

The standing committees bring members of the institution together from all constituencies and components of the administrative structure. Issues should be raised by taking concerns directly to the appropriate committee for review and recommendations.

Supporting committees participate in the decision-making process within the scope of their committee charge. The purposes, goals and responsibilities of committees vary from committee to committee, but may include identifying, studying and reviewing issues, and making recommendations concerning policies, procedures, programs and services.

THE COLLEGIAL CONSULTATION PROCESS



The purpose of the committee structure is to assure the effective participation of all constituencies in decision making as well as to fulfill the intent of state law and regulations. The structures, procedures and committees supporting participatory governance include provisions for the effective participation of students and staff on issues which affect them.

The implementation of the committee structure takes a commitment of time and effort by each participating member, along with a commitment of resources by the institution. Committee members are chosen for their expertise and area of responsibility, not just to represent a constituent group.

It is understood that effective collegial consultation requires mutual respect and understanding among faculty, staff and administration. A well-structured institutional structure, with established principles and practices, supports the open and honest exchange of ideas. The participatory governance process works best when participants trust and commit to working cooperatively toward joint action to benefit students.



PRIMARY CONSTITUENCIES

San Diego College of Continuing Education comprises five primary bodies that work together in committees and administrative divisions to further the work of SDCCE:

ACADEMIC SENATE

The primary function of the Academic Senate is to allow faculty to have the opportunity to express their opinion and to ensure that those opinions are given every reasonable consideration, and that faculty assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

ASCCE GOVERNING COUNCIL

The Associated Students of the College of Continuing Education (ASCCE) Governing Council promotes the interests and welfare of students and the campus community. Membership is open to all students.

CLASSIFIED SENATE

The primary function of the Classified Senate is to participate in the governance structure; to actively collect, evaluate, and disseminate information for the classified professionals; and to represent the collective interests of the classified professionals before or on any governance, college or District committee.

MANAGEMENT/ADMINISTRATION

The administration consists of the president, vice presidents, deans, and managers. The President's Cabinet and President's Executive Cabinet are advisory groups to the president.

SPAA

The Supervisory and Professional Administrators Association (SPAA) at San Diego College of Continuing Education exists to provide all personnel who have been designated as Supervisory or Professional Administrators by the San Diego Community College District Board of Trustees a leadership voice in the institution.

Committee Structure

Committees are an avenue to bring together members from all constituencies and components of the administrative structure. Members represent various interests and levels of expertise. Committee responsibilities may include making recommendations, identifying and studying institutional issues and reviewing services and programs to achieve strategic goals. Committees meet throughout the fall and spring semesters.

Members actively participate to further institutional directions. Members are chosen for their expertise and area of responsibility, not just to represent a constituent group. Title 5 § 53203(f): The appointment of faculty members to serve on committees is made by the Academic Senate, after consultation with the President or designee. Similarly, the appointment of Classified Professional members is made by the Classified Senate, the appointment of students is made by the ASCCE Governing Council, the appointment of supervisors is made by SPAA, and the appointment of managers/administrators is recommended by the President's Executive Cabinet, with the final decision by the President.



COMMITTEE MEMBER RESPONSIBILITIES

- » To the extent possible, attend all meetings.
- » To maintain quorum, absent members should appoint a designee. Members should arrive prior to the scheduled meeting time.
- » Serve as the major conduit for the distribution of information that must flow between the committee and the constituent groups in a timely manner.
- » Prepare for, and contribute to, informed decision-making by reviewing all committee materials, completing agreed upon tasks, and responding to communications in a timely manner.
- » Consider, and make accommodations for, the time required for student, faculty and staff participation.
- » Participate in any required Participatory Governance training.

MEETING RECOMMENDATIONS

- » Meeting times should be arranged when members are available.
- » Written agendas should be prepared and sent to committee members prior to each meeting.
- » Written minutes should be kept of all meetings and posted to the SDCCE website.
- » Scheduled meetings should be posted to the SDCCE Master Calendar.

San Diego College of Continuing Education

Governance Groups

Executive Governance Council

Constituency Groups

Academic Senate

Associated Students of the College of Continuing Education Governing Council

Classified Senate

Supervisory and Professional Administrators Association

Governance Committees

Budget Committee

Enrollment Management Committee

Professional Development Committee

Safety and Facility Committee

Technology Committee

Executive Governance Council

The Executive Governance Council (EGC) is the highest-level participatory governance committee in Continuing Education. Accordingly, members of the committee are the highest-level executives in the institution, representing Presidents and Vice Presidents from the Academic and Classified Senates.

The primary function of EGC is to promote governance participation and engagement by vetting concerns and topics through appropriate committee structure for detailed review, analysis, and recommendation to EGC. EGC accepts and reviews committee recommendations, rendering an executive recommendation to the College of Continuing Education President.

GOALS

- Promote participation and engagement in the governance structure
- Rely primarily on participatory governance constituency group recommendations
- Act as a final check and review that committee recommendations are based on a non-partisan analysis and review of the facts and data, promoting student success as the primary goal, disclosing and subordinating all other interests
- Make sound, non-partisan recommendations on important concerns and topics to the San Diego College of Continuing Education President



MEMBERSHIP

There is no tenure in the Executive Governance Council (EGC). Membership is exclusively by positions held as follows:

- President, Chair (non-voting)
- Academic Senate President
- Classified Senate President
- SPAA Site Director
- Vice President, Instructional Services
- Vice President, Student Services
- Vice President, Administrative Services
- Dean of Deans
- Academic Senate Officers (2)
- Academic Senate Chair of Chairs
- Classified Professionals (3)
- SPAA Members (3)
- Associated Students (up to 2) including Student Trustee, elected by Student Body

GENERAL MEETINGS STATEMENT

QUORUM: Each of the above groups must have a minimum of two (2) of the four (4) of each constituency members present for a quorum to be established. If no quorum exists, an EGC meeting will be cancelled unless a proxy has been designated. While student participation positively contributes to quorum, the absence of student representatives will not affect quorum.

CALENDAR: This committee meets the second and fourth Wednesday of each month, September through May.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: President's Office

Recorder/Meeting Transcriber: Admin V to the President or Executive Assistant to the President

San Diego College of Continuing Education **Constituency Groups**

Constituency Groups

Academic Senate

Associated Students of the College of Continuing Education Governing Council

Classified Senate

Supervisory and Professional Administrators Association



Academic Senate

The Academic Senate is open to all San Diego College of Continuing Education faculty members and provides the opportunity to participate in the Continuing Education participatory governance structure. The primary function of the Academic Senate is to allow faculty the opportunity to express their opinion and to ensure that those opinions are given every reasonable consideration, that faculty assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

The Academic Senate serves as the representative of the faculty in making recommendations to the administration of San Diego College of Continuing Education and to the San Diego Community College District Board of Trustees. It also serves to interact with the Academic Senate for California Community Colleges Senates of other California community colleges, and the Classified Senate.

GOALS

Title 5 § 53200 (b): Academic Senate means an organization whose primary function is to make recommendations with respect to academic and professional matters. In Sections 53200 (c), "Academic and professional matters" mean the following policy development and implementation matters

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and college governance structures, as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self study and annual reports
- Policies for faculty professional development activities
- Processes for program review
- Processes for institutional planning and budget development
- Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

MEMBERSHIP

- Academic Senate Officers: Senate President, Vice-President or President-elect, Past-President, Secretary, Treasurer, the Chair of Program Chairs and Curriculum Chair
- Discipline Delegates
- All part-time and full-time Faculty

STANDING SUB-COMMITTEES

- Academic Senate Executive Committee
- Curriculum Committee
- Constitution/Elections Committee
- Environmental Stewardship Committee
- Program Chair Committee (Third Tuesday of the month from 1:30pm-2:30pm prior to Senate General meeting)
- Professional Advancement Committee
- Distance Education Committee

GENERAL MEETINGS STATEMENT

The Academic Senate general meeting is the third Tuesday of the month from 3pm-5pm except when noted.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Instructional Services



Associated Students of the College of Continuing Education (ASCCE) Governing Council

The Governing Council of the Associated Students of the College of Continuing Education is the central governing body of the Associated Students of the College, providing structural support for student participation in college governance; budgeting for programming and events; and representation of the student voice at the local, state, and national level.

GOALS

- Serve as the chief representative body of students in participatory governance of the College
- Provide coordination, guidance, communication, and leadership for the active Associated Student Body at each campus
- Promote the interests and welfare of the students and the campus community

MEMBERSHIP

- Elected Executive Officers of the Associated Students (4), including:
 - o President/Student Trustee (Chair)
 - o Vice President
 - o Secretary
 - o Treasurer
- Senators (14), two (2) per campus, appointed from nominations received of each Campus Council
- Faculty Campus Council Advisors (up to 7)
- Student Services Technician, Office of Student Affairs
- Dean, Student Affairs



STANDING SUB-COMMITTEES

- Sub-committees of the Governing Council are defined as follows, and in Article 8 of the ASCCE Bylaws:
 - o Committee on Appointments
 - o Committee on Administration and Internal Affairs
 - o Committee on Legislative Affairs
 - o Committee on Clubs and Organizations
 - o Committee on Rules
 - o Committee on Finance, Ways, and Means
- The Governing Council also receives feedback and nominations for the Senators representing each campus from the seven (7) Campus Councils, which represent each campus of the College – these are not subcommittees of the body, but are advisory in nature and operate campus-based events on behalf of the Council.

GENERAL MEETINGS STATEMENT

This committee meets according to a schedule adopted by the Council at its Summer Planning Retreat and Workshop each August, but not less than once per month, from September through May, in accordance with Article 7 of the ASCCE Bylaws (07.04.01), Meetings of the Governing Council and its subcommittees are subject to the Ralph M. Brown Act.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Student Affairs

Recorder/Meeting Transcriber: ASCCE Secretary

Classified Senate

The Classified Senate Executive Council represents classified professionals at all levels in the participatory governance structure of San Diego College of Continuing Education (SDCCE). The primary function of the Classified Senate Executive Council is to provide SDCCE Classified Professionals a leadership voice in the institution. The Classified Senate Executive Council is an equal partner in the governance of SDCCE.

The Classified Senate maintains internal committees to review, research and analyze specific matters as governed by the Senate Bylaws. These committees make recommendations to the Senate for implementation and final recommendations via the participatory governance process. The Classified Senate also serves to represent the classified professionals of SDCCE at District-wide governance meetings, such as the District Governance Council.

GOALS

- Make recommendations in the formation and implementation of administrative procedures related to operational matters, especially those which impact Classified Professionals
- Make appointments and recommendations for hiring committees and other participatory governance committees from among all Classified Professionals.

MEMBERSHIP

- Classified Senate President serves a two-year term, elected in even-numbered years, for a maximum of two (2) consecutive terms
- Officers: Vice President, Secretary, Treasurer, and Member-at-Large
- The Vice President, Treasurer, and Member-at-large will be elected to (in odd-numbered years) & serve a two-year term, for a maximum of two (2) consecutive terms
- The Secretary will be elected to (in even-numbered years) & serve a two-year term, for a maximum of two (2) consecutive terms.
- Up to (17) Senators, divided as follows:
 - (8) each representing each campus and the headquarters of SDCCE; and
 - Up to (3) Senators each, representing Administrative Services, Instructional Services, and Student Services, for a total of (9) seats
 - Delegates may be appointed to represent other areas, including College Police, Maintenance and Operations, and Auxiliary/ Bookstore Operations
 - Each Senator is elected and serves a one-year term - no term limits.

Appointments to Committees of the Classified Senate or to any available seat for a Classified Professional on committees and councils at all levels are open to any Classified Professional who wishes to serve. The Vice-President of the Senate is the officer with chief responsibility for delegation of appointments.

GENERAL MEETINGS STATEMENT

The Senate meets once per month according to a schedule set during the organizational meeting in July of each year.

STANDING SUB-COMMITTEES

Committees of the Classified Senate are governed by Article VII of the Senate Bylaws, and include committees on Governance, Elections, Professional Development, and Social Events.



Supervisory and Professional Administrators Association

Supervisory and Professional Administrators Association (SPAA) at San Diego College of Continuing Education exists to provide all personnel who have been designated as Supervisory or Professional Administrators by the San Diego Community College District Board of Trustees a leadership voice in the institution.

GOALS

- Participate in committees and task forces to improve college operations, providing diverse perspectives and informed input to enhance student success
- Make recommendations in the formation and implementation of administrative procedures related to operational matters, especially those which impact Supervisory or Professional Administrators
- Make appointments and recommendations for SPAA members to serve on hiring committees and other participatory governance committees

MEMBERSHIP

- SPAA Site Director who serves a two-year term, elected in odd-numbered years (1)
- Any employee designated as Supervisory or Professional Administrators by the San Diego Community College District Board of Trustees (1+)

GENERAL MEETINGS STATEMENT

SPAA meets once a month according to dates set during the general meeting in April of each year.



San Diego College of Continuing Education Governance Committees

Governance Committees

- Budget Committee
- Enrollment Management Committee
- Professional Development Committee
- Safety and Facility Committee
- Technology Committee



Budget Committee

The role of the Budget Committee is to review and report out on the resource allocation processes and financial position for SDCCE including educating and informing Faculty and Classified constituencies. Additionally the Budget Committee will respond to other financial related information requests from Executive Governance Council to increase financial transparency related to accomplishing the institutional priorities and mission.

GOALS

- Annually review the results of the resource allocation process and provide recommendations for improvements, as needed
- Periodically review annual SDCCE resources to determine trends and patterns
- Encourage full participation and communication regarding the state, District and SDCCE's budgets
- Review and research budget projections and fiscal policies at a national, state, and local level that may impact the institution



MEMBERSHIP

- Vice President, Administrative Services, Co-chair
- Academic Senate President, Co-chair
- Program representatives from each program
- Faculty to include Deans or Chairs, to be determined by committee co-chairs Faculty from Academic Programs (1+)
- Faculty from Student Services (1)
- Faculty from Career Technical Education (1+)
- Director Administrative Services
- Accounting Supervisor
- Classified Professional (1)
- Associated Students (1)

GENERAL MEETINGS STATEMENT

This committee meets at a regularly scheduled time every other month in September, November, February, and April, with a potential meeting in May as determined by the committee at the April meeting.

DEPARTMENT OF AFFILIATION & SUPPORT?

Dept: Administrative Services

Recorder/Meeting Transcriber: Admin Asst V



Enrollment Management Committee

In accordance with San Diego College of Continuing Education (SDCCE) mission and core goals, the Enrollment Management Committee (EMC) serves in an advisory capacity to support SDCCE planning and reaching institution-wide strategic enrollment objectives. EMC provides evidence-based recommendations that contribute to student access, recruitment, retention and completion rates of all students.

Enrollment Management Committee is a cooperative effort where representatives from constituent groups across SDCCE work to set the tone for the student experience from application and access, through completion and success.

GOALS

- Review on-going institution-wide enrollment trends, activities and initiatives
- Evaluate changes to student enrollment patterns, retention and completions rates
- Use qualitative and quantitative data to inform recommendations
- Support the development of institution-wide enrollment goals
- Assess, and make recommendations on student support strategies that enhance student access, retention, and goal completion
- Analyze and make recommendations on student diversity enrollment trends
- Review and make recommendations on San Diego College of Continuing Education procedures and practices that impact access, retention and completion



MEMBERSHIP

- Vice President, Instructional Services
- Vice President, Student Services
- PIO
- Research and Planning Analyst
- COSs (2)
- Managers (5)
- SPAA (1)
- Faculty (6) to represent the interests of all programs, not individual programs
- Classified Professionals (2)
- Associated Students (1)
- Two administrators and one faculty member serve as tri-chairs.

GENERAL MEETINGS STATEMENT

This committee meets once each month at a regularly scheduled time. Second Thursday, 1:00 – 2:30PM

STANDING SUB-COMMITTEE(S)

- Marketing & Outreach Subcommittee
- Virtual Support Subcommittee

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Office of Student Services

Recorder/Meeting Transcriber: Administrative Assistant V

Professional Development Committee

The purpose of the San Diego College of Continuing Education (SDCCE) Professional Development Committee is to support the professional growth of faculty, staff, and administrators with the ultimate goal of maintaining the highest quality of service for our students. The committee seeks to ensure that professional development opportunities provide relevant educational topics for the entire institution.

GOALS

- Utilize institutional data to identify institution-wide professional development needs
- Provide recommendations and direction for enrichment opportunities in the identified areas of need for all employees
- Foster a cohesive, effective and proactive organization through the offering of intentional and relevant professional learning and development opportunities.
- Support a range of strategic professional development opportunities to foster a positive employee culture and prepare employees to respond to student needs
- Monitor and evaluate progress of our SDCCE Institutional Professional Development Strategic Plan, and completion of the committee's strategic goals

MEMBERSHIP

- Flex/Professional Development Coordinator, Co-Chair
- Vice President
- Dean, Planning, Research, and Institutional Effectiveness
- Dean, Instructional Services (1)
- Dean, Student Services (1)
- Faculty (6)
- Diversity, Equity, Inclusion, Anti-racism, and Accessibility Committee Chair (1)
- Classified Professionals (4) to include 1 Instructional Assistant
- SPAA (1)
- Associated Students of the College of Continuing Education (1)

Faculty to include leads for active professional development projects (e.g. Passport to Success, FELI, TLC, etc.)

Administrative Co-Chair to be elected annually by Dean members

STANDING SUB-COMMITTEES

- Flex Advisory Committee
- Professional Development Advisory Committee for Classified Professionals

GENERAL MEETINGS STATEMENT

This committee meets once each month at a regularly scheduled time.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Planning, Research, and Institutional Effectiveness

Recorder/Meeting Transcriber: Program Support Technician



Safety and Facility Committee

The Safety and Facility Committee promotes campus safety, security and emergency preparedness to ensure a safe and secure learning and working environment for the campus community.

The Committee provides a venue to discuss facility planning and improvement.

GOALS

- Update and implement an annual plan that is integrated with the Strategic Plan
- Maintain a proactive approach to promote campus safety and emergency preparedness
- Advocate for long-term improvements to campus safety and emergency preparedness
- Facilitate relevant training as requested or required



MEMBERSHIP

- Vice President, Administrative Services, Chair
- Faculty (2-3) to include 1 from Student Services
- Campus Deans (2)
- DSPS (1)
- Facilities Supervisor
- College Facilities and Operations Director (1)
- College Operations Supervisors (All)
- Classified Professional (1)
- SDCCD Risk Manager
- SDCCD Campus Police (1)
- Associated Students (1)

GENERAL MEETINGS STATEMENT

This committee meets at a regularly scheduled time every other month in September, November, February, and April, with a potential meeting in May as determined by the committee at the April meeting.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Administrative Services

Recorder/Meeting Transcriber: Admin Asst V



Technology Committee

The Technology Committee assesses the current status of technology in the delivery of services to San Diego College of Continuing Education students and develops a strategic information technology plan.

The committee serves in an advisory capacity to faculty, staff and administrators on matters pertaining to instructional, administrative, and student services computing, telecommunications and other technologies.

GOALS

- Update and maintain an annual plan that is integrated with the Strategic Plan
- Discuss and make recommendations to the Executive Governance Council on Technology and Equipment resource requests
- Discuss and make recommendations for all technology, including instructional, operational and communication technology
- Collaborate with district technology-oriented committees
- Evaluate student services, enrollment, and retention patterns as influenced by technology
- Support distance education instruction

MEMBERSHIP

- Vice President, Administrative Services, Co-chair
- Academic Senate President, Co-chair
- Vice President, Student or Instructional Services
- Dean, Planning, Research, and Institutional Effectiveness
- Dean, Instructional or Student Services
- Faculty (4)
- Supervisory (2)
- Classified Professionals (2)
- Director of College Technology Services
- SDCCE Information Technology representative
- Associated Students (1)

GENERAL MEETINGS STATEMENT

This committee meets every other month in September, November, February, and April, with additional meetings as determined by the committee.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Administrative Services

Recorder/Meeting Transcriber: Admin Assistant V



San Diego College of Continuing Education **Operational Committees**

Operational Committees

Curriculum Committee

Diversity, Equity, Inclusion, Antiracism, and Accessibility Committee

Faculty Hiring Prioritization Committee

Perkins Committee

Program Review and Planning Committee

Student Services Council

WIOA Title II Committee



Curriculum Committee

The Curriculum Committee, a standing sub-committee of the Academic Senate, supports the development and implementation of curriculum to fulfill the educational needs of the institution's diverse student population and the community served.

GOALS

- Support development of curriculum via review and approval of new and revised course outlines and program
- Ensure alignment of curriculum with institutional and district goals and mission
- Provide guidance and resources including templates, guidelines, and related curricular information to faculty and staff
- Support institution-wide efforts to continually improve program pathways and promote interdisciplinary discussions
- Support District-wide efforts to continually improve instruction and curriculum
- Post regular reports/minutes of Curriculum Committee meetings/activities
- Support the integration of diversity, equity, and inclusion principles throughout curriculum materials.



MEMBERSHIP

The committee shall consist of one faculty member from each program area or instructional department, the Vice President of Instructional Services, and the Curriculum Analyst. These program areas and departments include:

- Automotive
- Business, Accounting and Entrepreneurship
- Child Development
- Clothing and Textiles
- Counseling
- Digital Media and Programming
- Disabled Students Programs & Services (DSP&S)
- Emeritus
- English as a Second Language
- Healthcare
- High School Diploma, High School Equivalency & Basic Skills
- Hospitality and Culinary Arts
- Information Technology
- Instructional Learning Technology and Learning Resources
- Skilled & Technical Trades

GENERAL MEETINGS STATEMENT

This committee meets on the 1st Wednesday of each month during the fall and spring semesters, 2:30-4:30pm.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Instructional Services

Recorder/Meeting Transcriber: Curriculum Analyst

Diversity, Equity, Inclusion, Antiracism, & Accessibility Committee

In support of the institution's Mission and Core Values, the Diversity, Equity and Inclusion, Antiracism, and Accessibility Committee goals and activities embrace the rich foundation of the culturally, linguistically, and ethnically diverse student body, faculty, classified professionals and administration. Knowing that educational experiences in inclusive environments best prepare students to thrive in a global society, the Diversity, Equity, Inclusion, Antiracism, and Accessibility Committee works to eliminate barriers and obstacles while creating opportunities for people to engage, understand and respect others' perspectives, values, beliefs, traditions, live experiences, and world views as different from their own, especially those from historically marginalized and underrepresented groups.

GOALS

- Assure that diversity, equity, inclusion, antiracism, and accessibility are embedded into the fabric of the institution, including the structure, the curriculum and the campus environment
- Develop, initiate and support programs and activities that increase understanding of social justice and equitable practices
- Support the removal of barriers to student success and provide resources for historically underrepresented groups
- Improve cross-cultural relations
- Foster campus climates that are inclusive, supportive and welcoming for student body, faculty, classified professionals, administration, and community
- Exemplify the mandates contained in Board Policies related to the District's Commitment to Diversity and Inclusion



MEMBERSHIP

- Diversity Coordinator, Co-Chair
- Vice President, Instructional Services
- Vice President, Student Services
- Dean, Student Services (1)
- Dean, Instructional Services (1)
- PRIE Representative (1)
- Faculty (1) from each Academic Program
- Professional Development Coordinator (1)
- Faculty, Counseling (1)
- Classified Professional (2)
- Associated Students (2)
- Note: Co-Chair is to be elected annually from membership

GENERAL MEETINGS STATEMENT

This committee meets once each month on the third Thursday at 12:30pm-2pm. Meetings may be virtual or face-to-face.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Office of Student Services Department



Faculty Hiring Prioritization Committee

The Faculty Hiring Prioritization Committee oversees the development of the contract faculty hiring priorities for San Diego College of Continuing Education. Recommendations from this committee are directed to the Executive Governance Council for final recommendation to the President.

GOALS

- Create, review and/or revise priority hiring criteria and processes annually to reflect community and institutional needs. This may require the annual review of criteria and process used for recommendation of both classroom and non-classroom faculty positions every spring semester.
- Every fall, the committee will provide a forum for the College President to present the institutional strategic focus for the year. Programs will complete their resource requests using this information and submit a recommendation to the president.

Work groups: The committee may create work groups, as necessary.

MEMBERSHIP

Voting Members:

- Vice President, Instructional Services, Co-chair
- Academic Senate Chair of Program Chairs, Co-chair
- Vice President, Student Services
- Deans with classroom and/or non-classroom Faculty Assignments or assigned proxy
- Program chairs or assigned faculty proxy (one per program)

Non-Voting Members:

- Classified Professionals (2) appointed by Classified Senate
- Guests: Guests are welcomed and are considered non-voting members

Voting structure:

Every voting member has only one vote regardless of the number of programs a person represents.

A quorum of 50% of Deans/designees and Programs Chairs/designees is required for a vote.

GENERAL MEETINGS STATEMENT

This committee meets the first Tuesday of the month from 1 pm – 2 pm.

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Instructional Services.



Perkins Committee

Perkins IV Section 134(b) (5) requires that a group of individuals be involved in the development, implementation, and evaluation of Career Technical Education (CTE) programs, which are assisted with Perkins IV funds.

This group of stakeholders has expanded to include academic and CTE faculty. The majority of faculty members on the Local Planning Team should be representatives of CTE programs. Administrators of CTE programs should be integral members of the CTE Local Planning Team. The team may be augmented with other representatives and individuals, as needed, for additional planning advice and expertise.

When revisions to the Perkins fund requirements are released, the VTEA District Dean and SDCCE Coordinators review the requirements and additional accountability issues. SDCCE's appointed Dean determines the portion of the Perkins funding that will be available for distribution to all programs that have funding requests that meet the criteria. Each discipline's Request for Proposal (RFP) for the following year's funding will be submitted to the committee, at which time the committee will review and discuss the merits of each RFP in the context of the goals of Perkins, and funds will be awarded accordingly. Committee members cannot vote on RFP from their department. Funding recommendations are then forwarded to the Budget Committee for recommendation to the Executive Governance Council.

GOALS

- Reviews requests for funding for the Career Technical Education programs within San Diego College of Continuing Education
- Provides recommendations for the allocations of the Perkins IV/VTEA funds



MEMBERSHIP

- Dean, Career Technical Education, Chair
- Deans overseeing Career Technical Education Programs
- Special Projects Manager
- Faculty (1) from each Career Technical Education Program
- Workforce Partnership Representative

GENERAL MEETINGS STATEMENT

This committee meets in February each year, followed by a review of proposals in March.



Program Review and Planning Committee (PRPC)

The Program Review and Planning Committee advances the principles of integrated planning for the institution. Program Review provides a framework of formative and summative assessments of the departments, programs, and services of the College. Through the strategic planning process, the committee provides opportunities for data-informed program reflection and improvement, consistent with a planning framework that guides assessment, evaluation, and coordination of activities related to accreditation criteria, institutional effectiveness, and a regular cycle of institution-wide improvement.

GOALS

- Foster a program review and strategic planning process aligned with SDCCE's integrated planning and accreditation frameworks to assess instructional and administrative programs annually
- Maintain a program review and strategic planning process that informs accreditation action plans, resource allocation, and program decisions (e.g., new programs and program growth)
- Monitor institutional progress toward strategic goals and accreditation standards, recommending adjustments as needed
- Communicate program review and planning outcomes to the campus community
- Support district-wide strategic planning efforts in alignment with SDCCE's mission and vision



MEMBERSHIP

- Program Review & Planning Coordinator, Co-Chair
- Dean, Planning, Research, and Institutional Effectiveness, Co-chair*
- Associate Dean of Research and Innovation, Co-Chair*
- Vice President, Instructional Services Office
- Vice President, Student Services Office
- Vice President, Administrative Services Office
- Research and Planning Analyst
- Curriculum Analyst
- Instructional Manager
- Student Services Manager
- Faculty (4)
- Classified Professionals (2), one is a Classified Senate Officer
- Associated Students (1)

**PRIE Dean and Associate Dean will rotate Co-chair by Term*

A District Strategic Planning Committee liaison must be a member

STANDING SUB-COMMITTEE(S)

- Research Sub-Committee
- Accreditation Sub-Committee/Accreditation Steering Committee

GENERAL MEETINGS STATEMENT

This committee meets once each month at a regularly scheduled time. Second Monday, 3:30 – 5:00 PM

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Office of Planning, Research, and Institutional Effectiveness

Recorder/Meeting Transcriber: Administrative Technician

Student Services Council

The Student Services Council (SSC) reviews matters concerning Student Services and makes recommendations to the Vice President and Executive Governance Council.

SSC is responsible for institutional program review and planning for Student Services, such as reviewing and summarizing documents and utilizing them to develop and guide recommendations involving budget, staffing needs, equipment, technology, facilities and other resources essential to support Student Services and the success of students.

The committee delegates tasks to sub-committees for recommendations and implementation of plans. The committee also serves as a connection to the District Student Services Council for District-wide student services issues.

GOALS

Responsible for reviewing issues concerning:

- Associated Student Body
- Student Attendance Cards
- Veterans
- Counseling procedures and communications
- Professional development for Crisis Prevention Intervention
- Collaboration with San Diego Unified School District: waivers, processes, High School Diploma Program
- Career Development Services
- Data Collection Processes
- Grants and Special Projects
- Implementation of the SEA Plan
- Input on commencement and special activities
- Any effort or process within the scope of Student Services

MEMBERSHIP

- Vice President, Student Services, Chair
- Dean, Counseling and Career Transitions,
- Dean, DSPS
- Dean, Student Affairs
- Dean, Student Support Services
- Associate Dean Outreach
- Director of A&R
- Instructional Faculty (4)
- Counselors (1) one from each campus
- DSPS Counselor (1)
- Calworks Counselor (1)
- Career Counselor (1)
- Affinity Program Counselor (2)
- Outreach Coordinator
- Basic Needs Coordinator
- Student Services Coordinator II
- College Operations Supervisors (2)
- Classified Professionals (4)
- Associated Students (1)
- Administrative Assistant V Student Services (1) (Recorder)

GENERAL MEETINGS STATEMENT

This committee generally meets the first Thursday of each month.

STANDING SUB-COMMITTEE(S)

- Enrollment Process
- Scholarships and Awards
- Commencement

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: Student Services

Recorder/Meeting Transcriber: Admin V to the VPSS

WIOA Title II Committee

The WIOA Title II Committee oversees the Workforce Innovation and Opportunity (WIOA) Title II: Adult Education and Literacy Act federal grant awarded to the Adult Basic Education (ABE), English as a Second Language (ESL), and Adult Secondary Education (ASE) programs on a yearly basis. This grant funds coordination of the ABE, ESL and ASE programs, including placement and orientation of students, faculty and staff development activities, assessment and collection of data, instructional activities, and purchasing of instructional materials.

GOALS

- Coordinate the annual state grant application submission and fulfillment of required deliverables
- Monitor and make recommendations to the administration regarding grant expenditures
- Implement required program components, (e.g. competency-based system of instruction with workplace preparation and pathways to job training, placement and orientation, pre- and post-assessment, data collection, Continuous Improvement Plan, etc.)
- Plan for and facilitate staff development activities for ABE, ESL and ASE faculty and staff
- Supervise and analyze collection of assessment data and disseminate regular reports
- Coordinate activities of instructional support staff (e.g., instructional assistants)
- Research and develop new career pathways for students

MEMBERSHIP

- WIOA Title II Grant Coordinator, Co-Chair
- Vice President, Instructional Services
- Dean, ABE/ASE
- Program Chair, ABE/ASE, Co-Chair
- ABE/ASE CASAS Coordinator
- Dean, ESL
- Program Chair, ESL
- Administrative Technician (1)
- Accounting Technician (1)
- CASAS Data Manager (1)

GENERAL MEETINGS STATEMENT

This committee meets once each month at a regularly scheduled time. Additional meetings may occur as needed.

STANDING SUB-COMMITTEES

Ad hoc committees as needed

DEPARTMENT OF AFFILIATION & SUPPORT

Dept: ESL Department



