

SCHOLARLY PRESENTATION COMMITTEE

OF THE ACADEMIC SENATE:

COMMITTEE PROCEDURES

I. PURPOSE

The Scholarly Presentation Committee is a sub-committee of the Academic Senate. The primary role of the Committee is to serve as a forum for faculty to showcase scholarly works and research in their fields of interest. The Scholarly Presentation is designed to be shared with the campus and broader community through annual presentations. The presentations will be 1 hour in length and will take place in Fall of each academic year at the Santa Clarita Performing Arts Center.

II. COMMITTEE DUTIES AND FUNCTIONS

The duties and functions of the Scholarly Presentation Committee are as follows:

1. Promote, celebrate and showcase the talent and expertise of our faculty in each one's respective discipline.
2. Participate in selection of scholarly presenters for upcoming events.
3. Create space for presenters to maintain integrity of their project, respecting the expertise of the presenter. Give feedback and support for draft and working presentations.
4. Foster collaboration between Scholarly Presentation Committee and other campus-wide efforts. Assist with promoting presentations.

III. MEMBERSHIP

A. COMMITTEE CHAIR

The committee will be chaired by a full-time faculty member.

B. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR

1. Plan and arrange meetings with room reservations and/or confer Zoom links.
2. Coordinate opportunities for members to vote and discuss proposals for future events.
3. Provide updates for the committee website with archival materials as well as overview of Committee purpose and programs.
4. Report out to the Academic Senate.
5. Create a template for scoring presentation proposals.
6. Send campus-wide announcement for proposals.

7. Work with the Academic Senate President to recruit and manage Committee membership.
8. Meet with and provide support to scholarly presenters.
9. The Scholarly Presentations Committee Liaison will serve as a member of the Academic Senate's Executive Committee.
10. Work with Performing Arts Center (PAC) to coordinate logistics for event and reserve dates.
11. Coordinate with the Foundation to prepare honoraria and plaque of recognition for presenters. Also coordinate food and drink for reception with Foundation.
12. Contact local plaque company and/or florists as recommended by Foundation for presenter's recognition.
13. Coordinate room reservations for rehearsals and feedback from committee members.
14. Work with Reprographics to design programs and promotional materials for events.
15. Work with the Public Information Office to share an event schedule with local media as well as post on marquees.

C. COMMITTEE MEMBERS:

1. Current faculty from all Schools at College of the Canyons.

D. NON-VOTING MEMBERS

1. Dean, School of Behavioral and Social Sciences
2. Vice President of Instruction
3. Vice President of Institutional Research
4. Board of Trustee members

F. ADVISORY AND RESOURCE MEMBERS

The following is a list of the advisory resource members. Additional members may be added as resource members by mutual agreement of the chair.

1. Vice President, Instruction or designee
2. Dean, Behavioral and Social Sciences and Humanities
3. Vice President, Institutional Research or designee
4. Dean, Equity
5. Student representatives
6. COC Foundation
7. Classified Staff
8. Performing Arts Center (PAC) facilities and staff
9. Coordinate with Audio-Visual Department for technical support
10. Other campus leaders [ICC, Special population directors]

IV. MEMBERSHIP RESPONSIBILITIES

1. Review proposals and give feedback to the committee via vote and discussion.
2. Provide collegial support and feedback for presenters.
3. Provide supplementary resources [technical and/or specialized skill support].

V. SELECTING PRESENTATIONS

[Spring Semester]:

1. Chair will distribute announcement with call for proposals by Week Five of the Spring semester.
2. Chair will distribute scoring rubric and submissions to committee members for consideration.

Factors to consider for selection are as follows:

- A. Scholarship and excellence of proposal.
 - B. Why should we care? Relevance and interest of topic for broad audience.
 - C. Creativity and design of project.
3. Committee will meet in person or via confer Zoom to discuss and select applications for upcoming presentation. Decision will be made after careful conversation and as committee agrees on decision. In case of a decision impasse, Chair will call a vote with the majority deciding upcoming presenter.
 4. Colleagues will be notified by Week Eight of Spring semester of their selection for Fall semester presentation.
 5. Committee will meet with selected Fall presenter by Week 12 of Spring semester to see outline of presentation and provided feedback and support.

[Fall Semester]:

1. By Sixth week of the semester, Committee will meet with presenter to provide feedback and support for presentation.
2. By Tenth week of the semester, Committee will meet with presenter I (if needed) to review and offer additional support for presentation.
3. Day before presentation, Chair and presenter will meet with PAC staff to go over technical set-up and 'dress rehearsal.'

VI. ADDING ADDITIONAL PRESENTATIONS

[Spring Semester]:

1. In the event the committee has identified more than one potential presenters, the Chair may select one of those to present for Spring semester, following the Fall presentation.
2. The process for forward-moving applications and selections will repeat the same process as above.

Rev. 8/26