

CAREER EDUCATION COMMITTEE OF THE ACADEMIC SENATE

COMMITTEE PROCEDURES

I. PURPOSE

The **Career Education Committee (CEC)** is a sub-committee of the Academic Senate. The primary role of the Committee is to serve as a resource and advisory group for investigating and recommending options and strategies to the Academic Senate on policies, initiatives, budgets, grants, work plans, professional development, and curriculum directed to **Career Education (CE)**.

II. COMMITTEE DUTIES AND FUNCTIONS

The duties and functions of the CEC are as follows:

1. Advocate for COC's Career Education programs using a transparent process to promote the development, expansion, and improvement of Career Education programs on campus.
2. Provide advice on actions to be considered through our existing participatory governance process, in particular in areas of curriculum, CE program review, accountability measures as required by the Doing What Matters/Strong Workforce Program (DWM/SWP) and the other CE initiative requirements, professional development needs for CE faculty and staff, facilities, and budget with a special focus on sustainable braiding of all grant resources.
3. Review College and regional work plans and budgets for the Strong Workforce/Doing What Matters Initiative. Provide advice on actions to be considered. As requested, review college policy and procedure related to CE.
4. Review regional labor market data to address market supply and demand with particular attention directed to projected labor shortages.
5. Advise and provide recommendations as needed regarding CE program viability, the development of new CE programs (credit and non-credit), the direction of existing CE programs, and emerging needs or technologies in support of the Program Viability Committee and process.
6. Be a resource for all CE faculty and programs. Provide recommendations to support professional development of CE faculty and staff.
7. Enhance communication among CE programs.

III. MEMBERSHIP

A. COMMITTEE CO-CHAIRS

The committee will be co-chaired by the CE Director and the CE Liaison.

B. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CO-CHAIRS

1. Develop the meeting agenda.
2. Review and finalize meeting minutes.
3. Provide updates for the committee website.
4. Report out to the Academic Senate
5. Work with the Academic Senate President to recruit and manage Committee membership
6. Oversee and allocate the work and participation of committee members
7. The CE Liaison will serve as a member of the Academic Senate's Executive Committee

C. VOTING MEMBERS:

1. 6 full-time CE faculty
2. 2 part-time CE faculty
3. 2 full-time faculty from non-CE disciplines
4. Non-Credit faculty liaison

D. NON-VOTING MEMBERS

1. Dean, School of Applied Technologies
2. Dean, School of Business

E. ADJUNCT COMMITTEE MEMBERS

1. Adjunct members of the Committee must maintain a teaching assignment for the semester in which they serve on the Committee, and are thus potentially subject to a one semester term of service on the Committee.
2. All faculty are welcome and encouraged to attend the committee meetings.

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 co-chairs.

1. Associate Vice President, Academic Affairs or designee
2. Vice President, Academic Affairs or designee
3. Dean, Institutional Research, Planning and Institutional Effectiveness
4. Director of Job Placement
5. Vice President, Economic and Workforce Development or designee
6. Dean, Continuing and Community Education
7. Vice President, Technology or designee
8. Business Services representative
9. Student representatives
10. CE Classified Staff

G. TERMS

1. All members other than the co-chairs will serve a two-year term.
2. Terms will be staggered to provide some continuity in membership.
3. Members may serve multiple terms.

IV. MEMBERSHIP RESPONSIBILITIES

1. Attend and participate in all regularly scheduled meetings.
2. Undertake due diligence in reviewing materials and documents in preparation for meetings.
3. Conduct independent research as required
4. Participate on sub-committees as required
5. Faculty members will inform, update, and gather information from other CE faculty and schools.

V. VOTING

1. The committee membership will work to reach consensus regarding recommendations. In the event that consensus cannot be reached on a matter requiring a recommendation to the Academic Senate, there will be a vote.
2. The Committee is a voting Committee in an advisory capacity only.
3. Voting will be based on a simple majority. When reporting or making recommendations to the Academic Senate, both majority and minority perspectives will be reported. *A tie vote will also be reported.*

VI. MEETINGS

1. The committee will meet monthly. Meeting dates and times are subject to change based on the members' availability and schedules.
2. Any member unable to attend a meeting should notify a co-chair. Faculty unable to attend the meeting should encourage another faculty member to attend in their place as a proxy. If any absent faculty member is represented by proxy, such transfer of voting rights should be made known to either co-chair in advance of that particular meeting by the consenting faculty committee member.
3. All meetings shall have recorded minutes.

VII. SUB-COMMITTEES

The Committee may establish sub-committees from its membership. Sub-committees of this Committee must report back to the full Committee membership before submitting any formal draft to the full Academic Senate.

VIII. QUORUM

The minimum number of voting members, which must be present at a meeting in order to transact business legally, shall be 50% of the voting membership plus one.

IX. COLLEGIAL CONSULTATION COMMITTEES

Since the work of CEC covers a broad range of schools, disciplines, and topics, it is expected that this committee will collegially work with, consult, and advise, as needed, a number of other campus committees.

The collegial consultation committees are:

1. Program Viability
2. Curriculum
3. President's Advisory Council on the Budget (PAC-B)
4. Committee on Assessing Student Learning (CASL)
5. Program Review
6. Grants Committees
7. Chancellor's Taskforce on Workforce Development
8. Institutional Effectiveness and Inclusive Excellence (IE)²