

College of the Canyons
Civic Engagement Steering Committee
Operating Procedures

I. Mission Statement

The Civic Engagement Initiative at College of the Canyons fosters civic knowledge, social

II. Vision Statement

The Civic Engagement Initiative at College of the Canyons is dedicated to bridging theory with

III. Philosophy

Demonstrate an understanding of civic knowledge, diversity, and equity by exercising a philosophy of civic engagement, personal leadership, and social responsibility to confront community, national, and global issues in order to foster the public good.

IV. Scope and Duties

Working to support and provide guidance with the Center for Civic Engagement and its goals to create a “civic-minded” campus culture, the overarching responsibilities of the Civic Engagement Steering Committee could include:

- a. Assist with the development of a civic engagement activity calendar.
- b. Embed civic engagement literacy throughout the campus community through curricular and co-curricular activities.
- c. Create a civically-engaged campus which will promote a life-long commitment to civic engagement and social responsibility.
- d. Foster a civic identity among students, faculty, and staff.
- e. Increase civic awareness, literacy, and action throughout the campus.
- f. Assess outcomes through institutional measures and metrics.

- g. Utilize campus partnerships and presentations to increase civic awareness and literacy.
- h. Incorporate community partnerships with local agencies and government organizations, as well as individuals.
- i. Promote student success, retention, and completion through civic knowledge and engagement.
- j. Plan civic engagement workshops and events among campus-wide staff and community members through professional development opportunities.
- k. Identify, suggest, and assist with the creation of activities and workshops associated with civic engagement events, including those organized for students, faculty, staff and/or community.
- l. Assist with identifying speakers for guest presentations and student, faculty, staff and/or community training sessions and workshops.
- m. Promote cross-, multi-, and inter-disciplinary collaborations among faculty who are interested in addressing themes of civic engagement or single-issue social topics.
- n. Evaluate and assess activities, workshops, and events to maximize potential learning.
- o. Work to provide outreach to the campus and the SCV community regarding civic engagement activities and events.

V. Responsibilities of Members

- a. The Civic Engagement Steering Committee reports to the Academic Senate.
- b. Attend and fully participate in regularly scheduled committee meetings, as well as attend at least *one* civic engagement function per semester.
- c. Arrive to meetings ready to provide ideas and engage in informed and thoughtful dialog of activities and events.
- d. Serve as civic engagement liaisons to the campus community, including academic schools, while providing information about the civic and community engagement initiative and its goal to foster student success.
- e. Plan and facilitate civic engagement faculty training workshops specifically organized to help faculty embed components of civic engagement into their classes, including assessment rubrics.
- f. Work in collaboration with campus groups, schools, and departments to foster increased civic literacy across the campus environment.
- g. Make decisions reflecting the best interest of the campus community, including curricular and co-curricular areas.

VI. Responsibilities of the Committee Co-Chairs

- a. Faculty co-chairs will be selected by the committee and confirmed by the Academic Senate president to serve a two-year term.

- b. Provide an annual committee status report to the Academic Senate by the end of every spring semester, including committee membership for the following academic year.
- c. Recruit and manage committee membership.
- d. Schedule committee meetings and develop meeting agendas.
- e. Facilitate committee discussion of all workshops, events, and activities.
- f. Meet once per semester with CEO or CIO to discuss workshops, events, and community partnerships.
- g. When the Center for Civic Engagement needs guidance and the committee is unable to meet outside of the regular semester or vote, co-chairs will make a decision(s) on behalf of the committee. Co-chairs will report back to the full committee at the beginning of the semester.

VII. Committee Membership

- a. The Civic Engagement Steering Committee reports to the Academic Senate.
- b. The committee should reflect a diverse membership in order to incorporate as many representative groups when possible. When developing membership, priority shall be given to the following campus areas and groups:

➤ Academic Schools (Fulltime and/or Adjunct)

- School of Applied Technologies
- School of Business
- School of Humanities
- School of Kinesiology and Athletics
- School of Mathematics, Sciences and Health Professions
- School of Social and Behavioral Sciences
- School of Visual and Performing Arts

➤ Offices/Departments

- **Service-Learning**
- **Student Development**
- **Health and Wellness Center**
- **Learning Resources**
- **MESA Center**
- **Student Services/Counseling**
- **Veterans Office**
- **EOPS**

➤ Student Government (ASG)

➤ **COC Civic Engagement Club (CEC)**

➤ **COC Alum/Community Member**

- c. Members who are in good standing and who are present during voting times may have one vote each. (“Good standing” is defined as missing no more than two meetings per semester.)
- d. Serve a minimum of one full academic year as a committee member; however, if unforeseen circumstances arise, a member may step down from the committee at any time during the year. With the consent of the committee, the member may rejoin the group.
- e. Recognize the dialog and debates occurring within the national civic engagement movement and keep abreast of related discussions to assist in planning efforts, especially those originating from the American Association of Colleges and Universities, (AAC&U), American Association of State Colleges and Universities (AASCU), The Democracy Commitment (TDC), California Campus Compact, etc.

VIII. Voting Rights

- a. Decisions will be based on a majority vote.
- b. Each member in good standing will have one vote, including co-chairs.
- c. Decisions will be based on a quorum of active members who are in good standing.

IX. Procedures

- a. Members will provide comments concerning the annual academic program review for the Center of Civic Engagement and provide input.
- b. Co-Chairs will set the agenda for meetings.
- c. Committee members will review these operating procedures at least once per year.
- d. Any changes to these procedures require committee approval.

X. Meetings

- a. Committee members will establish a set time of meeting dates which will be published at the beginning of every academic year.
- b. Additional meetings dates may be added, if necessary.
- c. A committee member is responsible for notifying a co-chair when s/he is unable to attend a scheduled meeting.
- d. A committee member can miss no more than two (2) meetings per semester without approval from the co-chairs.

- e. Conference call arrangements will be made available for a member(s) who is unable to attend a meeting in person.
- f. Agenda items will be discussed by co-chairs and presented to committee members before scheduled meetings.
- g. Committee members are encouraged to submit items for discussion; when necessary, an item(s) will be added to a published agenda.
- h. Shared responsibility of taking minutes will take place among committee members.
- i. Meeting minutes, as well as all other related documents, will be posted on the COC Center for Civic Engagement website.