

2026-2027 Governance Committee, Council, and Taskforce List

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Shared Governance Groups, Councils, and Committees

President's Advisory Group

Executive Team Sponsor: President

0.5 service unit per faculty member

Meets once a month, October through May (day of month varies)

The President's Advisory Group is the major college planning and policy recommending body. The Advisory Group has the following duties:

1. facilitates the annual operational planning process by receiving recommendations for policy development and budget allocation from campus stakeholders;
2. makes policy and budget recommendations to the Executive Team;
3. assesses Institutional Effectiveness, including: the progress of the College's Strategic Plan, the Strategic Enrollment Management Plan, the Facilities Master Plan, the Information Technology Plan, and the Accreditation process;
4. facilitates communication between the President's Advisory Group and their constituencies; and
5. receives updates regarding organizational or programmatic changes that may affect students, employees, or college operations.

Membership (3-year appointment/term):

- Executive Team Representative, Chair
- Classified Union Representative (1)
- Faculty Union Representative (1)
- Faculty Senate Representative (1)
- Administrative/Exempt Representatives (3)
- Student Representatives (3)
- Institutional Researcher (1)
- Faculty Member At Large (1)
- Classified Members At Large (2)

- Exempt Member At Large (1)
- Support: Special Assistant to the President

Instructional Council

Executive Team Sponsor: Vice President for Instruction

1 service unit per faculty member

Meets 2nd Wednesday of the month, October through June

In support of the College's mission of "engage[ing] our community in learning...for life," Instructional Council provides oversight and approval of curriculum and policy recommendations affecting Instruction. The council's charge is to:

1. facilitate the development of college programs, degrees and certificates, courses, and educational learning outcomes;
2. consider curricular proposals and their impacts on internal and external college constituencies;
3. disseminate information on curricular changes to faculty, staff, students, and the public;
4. review information provided from groups reporting to Instructional Council;
5. collaborate with the Vice President for Instruction, the Institutional Effectiveness Committee, President's Advisory Board, and others affected by Instructional Council's decisions;
6. educate incoming Instructional Council members on practices and procedures;
7. ensure curriculum rigor, quality, and alignment from course to program to college-wide learning outcomes; and
8. assess and evaluate the success of the Instructional Council in accomplishing these charges.

Voting Membership:

- Vice President for Instruction, Chair
- Dean, Academic Success Programs
- Dean, Applied Technology
- Dean, Enrollment Services
- Dean, Healthcare Professions
- Dean, Humanities, Communication, and the Arts
- Dean, Natural and Applied Sciences
- Dean, Social Science and Business
- Dean, Transition Studies
- Associate Dean, Workforce Education
- Academic Success Programs Faculty (1)
- Applied Technology Faculty (2)

- Healthcare Professions Faculty (1)
- Humanities, Communication, and the Arts Faculty (2)
- Natural and Applied Sciences Faculty (2)
- Social Science and Business Faculty (2)
- Transition Studies Faculty (1)
- Faculty At Large (2)
- Faculty co-chair from each of the standing committees of Instructional Council

Non-Voting Membership includes, but is not limited to:

- Associate Dean of CTOL & Student Assessment
- Financial Aid
- Institutional Research
- Instructional Support
- International Student Support
- Advising
- Support: Instruction Program Specialist 4

Course Review Committee

2.5 service units per faculty co-chair

2 service units per faculty member

Meets 1st and 3rd Monday in Fall and Spring, 2nd and 4th Monday in Winter, 3 to 4:30 PM

This is a sub-committee of the Instructional Council. Course Review oversees the review of all for-credit courses at the college. This includes reviewing syllabi and ensuring alignment of syllabi, courses, program outcomes, and our College-Wide Abilities.

Membership:

- Instructional Dean Co-Chair
- Faculty Co-Chair
- 1-3 Faculty Per Division
- Advising Representative (1)
- Instructional Services Representative (1)

Pathway Maps Review Committee

2 service units per faculty chair

1.5 service units per faculty member

Meets 1st and 3rd Friday each month, 10:30 AM to Noon

This committee is an Instructional Council sub-committee responsible for managing and maintaining the annual schedule and ensuring that all pathway maps are up to date.

Membership:

- Instructional Dean Co-Chair
- Faculty Co-Chair
- 1-3 Faculty Per Division
- Advising Representative (2)
- Instructional Services Representative (1)

Policy Review Committee

1 service unit per faculty co-chair

0.5 service unit per faculty member

Meets 2nd Monday of each month, 3:30 to 4:30 PM

This is a sub-committee of the Instructional Council responsible for initiation and review of instructional policies.

Membership:

- Instructional Dean Co-Chair
- Faculty Co-Chair
- 1-2 Faculty Per Division
- Advising Representative (1)
- Counseling Representative (1)
- Financial Aid Representative (1)
- Student Services Representative (1)

Student Learning and Assessment Committee (SLAC)

1.5 service units per faculty co-chair

1 service unit per faculty member

Meets 3rd Friday of each month, 10:00 to 11:30 AM

This is a sub-committee of the Instructional Council. SLAC reviews and maintains SPSCC's program and discipline review processes. This includes the review of our College-Wide Abilities. The committee members support faculty in the review process.

Membership:

- Associate Dean of CTOL and Student Assessment, Co-Chair
- Faculty Co-Chair

- 1-2 Faculty Per Division
- Instructional Dean Representative (1)
- Counseling Representative (1)
- Instructional Services Representative (1)

Academic Calendar Committee

Executive Team Sponsor: Vice President for Instruction

0.5 service unit per faculty member

4 to 6 meetings in October/November

The Academic Calendar Committee is composed of three to five professors and three administrators (at least one of which represents Student Services). The committee is formed to develop, by majority vote, one or more instructional calendar proposals for the next year. By October 15 each year, the proposal(s) is/are sent to the Vice President for Instruction for review. The Vice President for Instruction distributes the committee proposal(s) to the professors for a vote. Professors return votes to the Federation, who tallies results and forwards the vote to the president for approval prior to his/her recommendation for an instructional calendar to the Board of Trustees for adoption. For modifications to an adopted instructional calendar, the committee develops a proposal using the same procedure as established for the initial development of the instructional calendar.

Membership:

- Instructional Dean or Vice President for Instruction, Chair
- Director of K12 Partnerships and Recruitment
- Program Specialist 2, Enrollment Services
- Administrative Representative (1)
- Faculty Representatives (3-5), with representation across multiple divisions
- Support: Executive Assistant to the Vice President for Instruction

Adjunct Raise Committee

Executive Team Sponsor: Vice President for Instruction

1 service unit per faculty co-chair

0.5 service unit per faculty member

5 meetings per year, scheduled across fall, winter, and spring

The Adjunct Raise Committee reviews Adjunct and Associate faculty applications for a one-time 2% increase to their per-credit pay under provisions of the master faculty agreement. Successful applications will satisfactorily demonstrate certain teaching and learning standards, as specified in the master faculty agreement (article 9.3.1). This committee meets one or more

times per quarter in fall, winter, and spring to review applications submitted by the 4th week of the same quarter.

Membership:

- Instructional Dean Co-Chair
- Faculty Co-Chair
- Faculty Representatives (5), with representation across multiple divisions and at least 1 adjunct faculty member

Diversity and Equity Committee

Executive Team Sponsor: Vice President for Student Services

1 service unit per faculty member

Meets 3rd Thursday in February and March, and the last Thursday in April and May

The role of the Diversity and Equity Committee is to:

1. review the college's Equity Plan (two-year plan);
2. review and propose changes to college policy, procedures, and outcomes to ensure equity and inclusion in all areas of the institution;
3. evaluate and propose professional development that will improve the abilities of employees to work with all individuals attending the institution;
4. review and recommend additions and changes to the college's strategic and operational plans designed to ensure a continued focus and commitment to diversity, equity, and inclusion; and
5. develop and recommend strategies to support employee retention and belonging at SPSCC.

Membership:

- Administrative Chair
- 1-3 Faculty Per Division
- Director of the DEIC/Center for Belonging
- Liaisons to Instruction (1-2)
- Finance and Operations Representative (1)
- Foundation Representative (1)
- Human Resources Representative (1)
- Student Services Representatives (3)
- Student Representatives (2)

Evaluation Tools Taskforce (Ad Hoc)

Executive Team Sponsor: Vice President for Instruction

No service units

This committee convenes when the evaluation and assessment tools for faculty are reviewed and modified. This is not an ongoing committee.

Membership: Determined by the Labor Management Communication Committee.

Exceptional Faculty Awards Committee

Executive Team Sponsor: Vice President for Instruction

1 service unit per faculty chair

0.5 service unit per faculty member

1 meeting per quarter, fall through spring

The Exceptional Faculty Awards Committee reviews applications from college faculty for grant awards from the Exceptional Faculty Endowment Fund administered by the South Puget Sound Community College Foundation. The committee forwards recommendations concerning grant awards to the college president and Board of Trustees for their consideration.

Membership:

- Executive Team Member Representative, Co-Chair
- Faculty Co-Chair
- Faculty Representatives (4-6), with representation across multiple divisions
- Support: Executive Assistant to the Vice President for Instruction

Faculty Professional Development Fund Committee

Executive Team Sponsor: Vice President for Instruction

2 service units per faculty chair

1 service unit per faculty member

No meetings. Communicates via email for application review.

The Faculty Professional Development Committee, appointed by the faculty, establishes policy in consultation with the faculty and Vice President for Instruction, and selects recipients for professional development funds under provisions of the faculty negotiated agreement. Funds are designated to support faculty professional development activities related to their field of competency so they can increase their competency in a subject matter to which they are assigned or improve competency in teaching techniques and learning techniques or professional-technical certification requirements.

Membership:

- Faculty Chair
- Faculty Representatives (4-5), with representation across multiple divisions
- Support: Executive Assistant to the Vice President for Instruction

Institutional Effectiveness Committee

Executive Team Sponsor: Vice President for Instruction

0.5 service unit per faculty member

Meets 2nd Monday of the month, November through May

The purpose of the Institutional Effectiveness Committee is to monitor and recommend changes to the college's Core Themes and their associated indicators. The committee will:

1. recommend Core Indicators to measure progress on the Core Themes and Mission Fulfillment;
2. develop and implement program and service level review processes;
3. ensure data and dashboards accurately reflect college operations and student success; and
4. prioritize, undertake, and evaluate projects pertaining to the strategic and operational plans.

Membership:

- Executive Team Member Representative (1)
- Director of Institutional Research, Chair
- 1-2 Faculty Per Division (at least 2 Professional-Technical & at least 1 Transition Studies)
- Instructional Dean Representative (1)
- Executive Technology Officer
- Student Services Dean Representatives (1-2)
- Institutional Research Data Analyst

Institutional Review Board (Ad Hoc)

Executive Team Sponsor: Vice President for Instruction

No service units

It is the policy of the College to act in an ethically responsible manner when conducting research involving human subjects. To that end, an Institutional Review Board (IRB) has been established to provide a process to ensure that the normal and prudent policies established for the protection of human subjects are followed at South Puget Sound Community College.

All students, staff, and faculty conducting research at the College that involves the participation of humans as subjects of research must request approval from the IRB prior to conducting research involving human subjects.

Membership:

- Executive Team Member Representative (1)
- Director of Institutional Research, Chair
- Instructional Dean (1)

- Faculty Representatives (3), with representation across multiple divisions

Labor Management Communication Committee (LMCC)

Executive Team Sponsor: Executive Director for Human Resources

1 service unit for Union President

0.5 service unit per faculty member

Meets 3rd Wednesday of the month, 3:30 to 5:00 PM, September through June

The Labor Management Communications Committee exists to foster communication between the Federation and the College administration. This committee is used for communications between the parties to share information and to address concerns. The Federation and the College Administration may appoint up to 6 members each to serve on the committee.

Membership (appointed annually):

- Executive Human Resources Officer, Chair
- Vice President for Instruction
- Vice President for Finance and Operations
- Vice President for Student Services
- Faculty Union President
- Faculty Union Vice President
- Faculty Representatives (4)

Mental Health Committee

Executive Team Sponsor: Vice President for Student Services

0.5 service unit per faculty member

Meeting schedule is determined annually.

This group will lead campus-wide efforts to: 1) improve early recognition of student mental illness and promote active help-seeking; and 2) increase the knowledge, skills, and habits, which protect/improve student mental health.

Membership:

- Student Services Administrative Chair
- Academic Success Programs Faculty (1)
- Applied Technology Faculty (1-2)
- Healthcare Professions Faculty (1)
- Humanities, Communication, and the Arts Faculty (1-2)
- Natural and Applied Sciences Faculty (1-2)
- Social Science and Business Faculty (1-2)
- Transition Studies Faculty (1)

- Student Services Representatives (1-2)
- Veteran Services Representative (1)
- Student Representative (1)

Pathways Day Committee

Executive Team Sponsor: Vice President for Instruction

1.5 service units per faculty chair

1 service unit per faculty member

Meets 3rd Thursday each month, 3:30 to 4:30 PM

This committee is in charge of coordinating and implementing two pathways days per year.

Membership:

- Instructional Dean, Co-Chair
- Faculty Co-Chair
- Academic Success Programs Faculty (1)
- Applied Technology Faculty (1-2)
- Healthcare Professions Faculty (1-2)
- Humanities, Communication, and the Arts Faculty (1-2)
- Natural and Applied Sciences Faculty (1-2)
- Social Science and Business Faculty (1-2)
- Transition Studies Faculty (1)
- Counselor (1)
- Student Life Representative (1)
- Advising Representative (1)
- Outreach Representative (1)

Sabbatical Awards Committee

Executive Team Sponsor: Vice President for Instruction

0.5 service unit per faculty member

Meets 1 to 2 times in February

The Sabbatical Awards Committee reviews faculty applications for sabbatical leave under provisions of the master faculty agreement. The College President then recommends candidates for sabbatical leave to the Board of Trustees after giving reasonable consideration to the recommendations of the committee.

Membership:

- Executive Team Member Representative, Co-Chair
- Instructional Dean, Co-Chair

- Faculty Representatives (4-6), with representation across multiple divisions

Safety and Health Committee

Executive Team Sponsor: Vice President for Finance and Operations

0.5 service unit per faculty member

Meets last Thursday of each month, 2:15 to 3 PM

In compliance with WAC 296-24-045, the Safety and Health Committee is responsible for reviewing safety and health inspection reports, assisting in the correcting of identified unsafe conditions or practices, and developing and evaluating accident and illness prevention programs. The committee also promotes the general health and wellness of the college staff by identifying health and wellness needs and developing workshops, seminars, classes, information dissemination activities, and fitness activities in response to those needs.

Membership:

- Director of Safety and Security, Chair
- Faculty Representatives (2-6), with representation across multiple divisions
- Administrative/Exempt Representative (1)
- Classified Representatives (3-4)
- Human Resources Representative (1)
- Lacey Campus Liaison (1)
- ABC Liaison (1)
- Student Representative (1)

Strategic Retention and Faculty Mentoring Committee

Executive Team Sponsor: Vice President for Instruction

1 service unit per faculty co-chair

0.5 service unit per faculty member

Meets 3rd Tuesday of the month, 3 to 4 PM

This committee will work to recommend and implement strategies for recruitment and outreach for students.

Membership:

- Instructional Dean, Co-Chair
- Faculty Co-Chair
- Academic Success Programs Faculty (1)
- Applied Technology Faculty (1-2)
- Healthcare Professions Faculty (1)
- Humanities, Communication, and the Arts Faculty (1-2)

- Natural and Applied Sciences Faculty (1-2)
- Social Science and Business Faculty (1-2)
- Transition Studies Faculty (1)
- Associate Dean of Advising, Career, and Transfer Center
- Advising Representatives (2)

Student Judicial Board (Ad Hoc)

Executive Team Sponsor: Vice President for Student Services

No service units

The Student Judicial Board consists of three administrative/exempt staff members (not to include the Vice President for Student Services), three faculty members, and three students. The Judicial Board hears and makes recommendations to the President on all disciplinary cases appealed to it by students or referred to it by the Vice President for Student Services in accordance with the Code of Student Rights and Responsibilities.

Membership:

- Administrative/Exempt Representatives (3)
- Faculty Representatives (3), with representation across multiple divisions
- Student Representatives (3)

Supporting Committees and Taskforces

Artificial Intelligence (AI) Resource Committee

Executive Team Sponsor: Executive Technology Officer

0.5 service unit per faculty member

Meets one (usually 1st) Thursday each month, 4 to 5 PM, October through June

The Artificial Intelligence (AI) Resource Committee supports the effective instructional and administrative use of generative AI at SPSCC. The committee guides the college to understand and responsibly leverage opportunities that AI can provide through a balanced approach that is creative, equitable, and ethical.

Primary focus areas for 2026-2027:

- Recommend ways generative AI can strengthen student learning and support course learning outcomes.
- Support and promote opportunities for cross-college collaboration and bring AI education and awareness to the community.
- Review and recommend college-wide policy guidance (existing policies, best practices, and resources) for appropriate use of AI by students and employees, including ways to educate and protect learning integrity.

- Recommend ways generative AI can improve administrative, operational, and infrastructure work across the college.

Membership:

- Executive Technology Officer, Co-Chair
- Dean, Co-Chair
- Academic Success Programs Faculty (1)
- Applied Technology Faculty (1-2)
- Healthcare Professions Faculty (1)
- Humanities, Communication, and the Arts Faculty (1-2)
- Natural and Applied Sciences Faculty (1-2)
- Social Science and Business Faculty (1-2)
- Transition Studies Faculty (1)
- Staff Representatives

Behavioral Intervention Team (BIT)

Executive Team Sponsor: Vice President for Student Services

0.5 service unit per faculty member

Meets two times per year

BIT helps to assess student behavior risks and minimize student behavior escalation.

Membership:

- Vice President for Student Services, Chair
- Instructional Dean Representative (1)
- Faculty Representatives, with representation across multiple divisions
- Counselor (at least 1)

Digital Accessibility Advisory Committee

Executive Team Sponsor: Executive Technology Officer

0.5 service unit per faculty member

Meets one Thursday each month, 4 to 5 PM, October through June

The Digital Accessibility Advisory Committee's purpose is to support institutional policies and state and federal laws that govern digital accessibility. Processes include digital content creation, implementation, management, and procurement. The Committee promotes the global standards of digital accessibility, training opportunities in digital content development, and, when needed, helps to resolve conflict and confusion around digital accessibility standards.

Membership:

- Executive Technology Officer, Co-Chair
- Assistive Technology Specialist, Co-Chair
- Director of Access Services
- Director of Marketing and Communications
- Website Content Manager
- Associate Dean of CTOL and Student Assessment
- Academic Success Programs Faculty (1)
- Applied Technology Faculty (1-2)
- Healthcare Professions Faculty (1)
- Humanities, Communication, and the Arts Faculty (1-2)
- Natural and Applied Sciences Faculty (1-2)
- Social Science and Business Faculty (1-2)
- Transition Studies Faculty (1)
- Staff Representatives

FIRE Summit Committee (on hiatus)

Executive Team Sponsor: Vice President for Student Services

0.5 service unit per faculty member

Meets 1 to 2 times per month, variable days and times

The FIRE Summit Committee plans the annual FIRE Summit event for Native American High School students.

Membership:

- Vice President for Student Services, Co-Chair
- Director of Diversity, Equity, and Inclusion, Co-Chair
- Faculty Representatives, with representation across multiple divisions

Gallery Committee

Executive Team Sponsor: Vice President for Instruction

1 service unit per faculty chair

0.5 service unit per faculty member

Meets 2nd Friday of each month, 11 AM to Noon

This committee works to guide the efforts of SPSCC's art gallery.

Membership:

- Dean of Humanities, Communication, and the Arts, Co-Chair
- Faculty Co-Chair

- Faculty Representatives, with at least 2 outside of Humanities, Communications, and the Arts Division

Student Athletic Advisory Committee

Executive Team Sponsor: Vice President for Student Services

0.5 service unit per faculty member

Meets twice per quarter, fall through spring, and for the Student Athlete Orientation

Speak at Student Athlete Orientation in fall quarter and attend quarterly meetings. Collaborate with SAAC on Faculty and Staff Night. Be a liaison for student athletes and faculty. Facilitate communication between student athletes and faculty members, ensuring that athletic and academic related information is effectively conveyed and understood by all parties. Educate student athletes on the outcomes correlated to faculty and student athlete interaction.

Membership:

- Assistant Athletic Director, Chair
- Faculty Representatives (2-4), with representation across multiple divisions

Unlocking Opportunity Strategic Design and Implementation Taskforce

Executive Team Sponsor: Vice President for Instruction

0.5 service unit per faculty member

Meets once per quarter, fall through spring

South Puget Sound Community College (SPSCC) is part of the Unlocking Opportunity network led by the Aspen Institute. The purpose of Unlocking Opportunity work is to ensure that SPSCC students graduate with livable wages and/or transfer and complete a bachelor's degree. The Strategic Design and Implementation Taskforce reviews data and Aspen Institute advisory materials in order to make recommendations about strategies and implementation actions that advance SPSCC in achieving college-defined Unlocking Opportunity goals.

Membership:

- Vice President for Instruction, Co-Chair
- Vice President for Student Services, Co-Chair
- Director of Institutional Research
- Instructional Deans and Associate Deans
- Student Services Deans and Associate Deans
- Advising Representative (1)
- Career Services Coordinator
- Faculty Representatives, Natural and Applied Sciences (2)
- Faculty Representative, Humanities, Communications, and the Arts (1)
- Faculty Representative, Social Science and Business (1)

- Faculty Representative(s), Automotive
- Faculty Representative(s), Dental
- Faculty Representative(s), Early Childhood Education
- Executive Technology Officer
- Executive Assistant to the Vice President for Instruction

Communities of Practice (CoPs)

0.5 service unit per faculty chair

No service units for members

Meetings vary by CoP

Communities of Practice are offered by faculty out of our Center for Teaching and Online Learning (CTOL). All faculty are invited to participate in any COP of interest.

Membership Per CoP:

- Faculty Chair(s)
- Faculty Members

Probationary Review Committees (PRCs)

1 service unit per faculty member

Meets 1 to 2 times per quarter, dates vary by PRC

PRCs 2026-2027

PRC service is only available to tenured faculty members.

- Accounting (1)
- Anthropology (1)
- Automotive (1)
- Biology (1)
- Business (2)
- CIS & CS (2)
- CNA (1)
- Counselor (1)
- English (1)
- Environmental Science (1)
- History (2)
- Math (1)
- Medical Assisting (1)
- Nursing (7)
- Outreach & Instruction Librarian (1)

- Philosophy (1)
- Physics (1)
- Psychology (1)
- Spanish (1)
- Welding (2)

Membership Per PRC:

- Instructional Dean, Chair
- Tenured Faculty Representatives (3)
- Student Representative (1)
- Support: Division Instructional Administrative Assistant

Screening Committees

0.5 service unit per faculty member

Meets as needed to complete the screening process.

Once a vacancy has been determined, the president, vice president, or hiring manager will solicit a screening committee for the position. Screening committee members assess candidate qualifications and identify finalists for recommendation to the hiring authority. Screening committee members complete implicit bias training; become familiar with the job description and position duties; review interview and supplemental questions; help determine a timeline for completion of applicant screening; help to coordinate first interview dates and times; identify any interview scenarios, open forums, teaching demonstrations, or computer exercises; screen for minimum applicant requirements; and submit all notes regarding candidates to the chairperson.

Membership varies per screening committee.

Updated September 9, 2026

Accessible