



South Puget Sound

COMMUNITY COLLEGE

Councils and Committees
Membership
2023-2024

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President's Advisory Group

Member Appointment: 3-Year Term

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.

Executive Team Representative
Classified Union Representative
Faculty Senate Representative
Faculty Union Representative
Administrative/Exempt Representatives (3)
Student Representatives (3)
Institutional Researcher
Member At-Large (1 Faculty)
Member At-Large (2 Classified)
Member At-Large (1 Exempt Staff)
Support: Executive Assistant to the Vice President for Advancement

Councils

College policy body that functions as a part of the governance model with committee oversight responsibility

Instructional Council

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 Group 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.
8. Assess and evaluate the success of Instructional Council in accomplishing these charges.

Vice President for Instruction

Vice President for Student Services
Dean of Enrollment Services
Dean of Student Financial Services
Director of Advising, Career, and Transfer Center
Director of Enrollment/Registrar
Director of Institutional Research
Division Deans
1. Academic Success Programs
2. Applied Technology
3. Humanities/Communication
4. Natural and Applied Sciences
5. Social Sciences/Business
6. Allied Health
7. Workforce & Food/Beverage Arts
8. Transition Studies
Faculty (Faculty appointed by Deans and Union)
1. Chair of IC Policy
2. Chair of Course Review Committee
3. Chair of SLAC
4. Chair of Pathways Mapping
5. Applied Technology (2)
6. Humanities/Communication (2)
7. Natural and Applied Sciences (2)
8. Social Sciences/Business (2)
9. Allied Health (1)
10. Food and Beverage Arts (1)
11. Transition Studies (1)
12. Faculty At-Large
13. Faculty Associate Rep
Student Representative (1)
Support: Program Specialist 3, Instruction Office

Joint Administrative Group

The Joint Administrative Group implements the operational plan, with specific focus on communicating and problem solving across the major functional areas of the college. All core themes are discussed at the JAG meetings, new ideas and directions from the various themes are discussed at the JAG meetings. From time to time, the meetings will focus all of their efforts on a given theme for the year. Agendas for the JAG are developed by the JAG leadership team. One of the major goals of the JAG is to ensure that the executive staff, deans and directors are aware of, and help to initiate and communicate the direction the college is going, to all of the staff members that report to them. This group is tasked as well, with the efforts to stop silos from developing throughout the college. The JAG is comprised of the leadership team, all deans, and all directors and individuals that report directly to members of the leadership team. The Group is chaired by a member of the leadership team (rotation) as determined by the president.

Members of Leadership Team (rotation)
Student Services:
Vice President for Student Services
Dean of Enrollment Services
Executive Assistant for Student Services
Dean of Enrollment Services
Director of Enrollment/Registrar
Director of Advising, Career and Transfer Center
Dean of Student Financial Services
Director of Financial Aid
Dean of Student Engagement and Retention
Director of Student Life
Director of Athletics
Assistant Athletic Director
Associate Dean of International Student Services
Director of Access Services
Director of K12 Partnerships & Recruitment
Associate Director of Enrollment Systems
Diversity, Equity, & Inclusion:
Executive Assistant for Diversity, Equity, and Inclusion
Executive Diversity Officer
Assistant Director of DEIC
Instruction:
Vice President for Instruction
Executive Assistant for Instruction
Dean of Social Science/Business
Dean of Applied Technology
Dean of Humanities and Communication
Dean of Natural and Applied Science
Dean of Academic Success Programs
Dean of Corporate and Continuing Education
Dean of Transition Studies
Dean of Allied Health
Dean of Workforce & Food/Beverage Arts
Director of Institutional Research
Instruction Budget Manager
Finance and Operations:
Vice President for Finance & Operations
Executive Assistant for Finance & Operations
Associate Vice President of Finance
Director of Budget & Fiscal Services
Budget Manager
Director of Business and Distribution CBD

Director of Facilities
Director of Safety & Security
Human Resources:
Executive Human Resources Officer
Assistant Director of Human Resources
Human Resources Consultant/Executive Assistant
Human Resources Consultant/Recruitment
Human Resources Consultant/Generalist
Advancement:
Vice President for Advancement
Executive Assistant for Public Relations
Executive Assistant for Foundation
Director of Strategic Communication
Events Manager
Director of Strategic Partnerships
Development Director
Director of Finance & Scholarships
IT Services:
Executive Technology Officer
Executive Assistant for Technology
Director of Client Services
Director of Systems & Applications
IT Project Manager

Committees

An ongoing workgroup with assigned duties and tasks

Classified Staff Committee (On hiatus per request of 2019-20 committee members)

Member Appointment: 2-Year Term

The Classified Staff Committee is developed to encourage more and better communication between the college and its classified staff. In many instances in the college environment, the needs and the appreciation of the classified staff is not as effective as it needs to be. This committee is designed to build community and to champion innovation among the classified staff to more firmly integrate them into the fabric of the college. In addition, they have the opportunity to offer advice to the President on items of concern to the classified staff. The classified staff consists of five members elected by their peers.

Executive Team Representative
Classified, Finance & Operations/IT Services
Classified, Student Services/Instruction/Human Resources/Advancement
Classified, Lacey Campus
Classified, At-Large

Digital Accessibility Advisory Committee

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.

Goals:

- Support the proactive adoption of digital accessibility policies, standards and procedures to meet the needs of all students and employees
- Identify, establish, and regularly review digital accessibility training recommendations for college staff and faculty
- Review and recommend updates for job descriptions that require understanding of digital accessibility standards such as content creators, their supervisors, and procurement personnel to include digital accessibility responsibilities
- Identify opportunities for professional development
- Regularly review and recommend updates to college accessible technology policies and procedures to ensure the college is maintaining currency with state and federal laws and regulations.

Executive Technology Officer & Policy 188 Coordinator, Advisor
Academic Success Programs, AT Specialist, Chair
Application Developer, Member
Marketing, Director, Member
Academic Success Programs Dean, Member
Director of Access Services, Member
Director of DEIC, Member
Classified Employee, Member
Natural & Applied Sciences Faculty, Member
Allied Health Faculty, Member
Applied Technology Faculty, Member
Transition Studies Faculty, Member
Humanities/Communication Faculty, Member

Diversity, Equity, and Inclusion Committee

The role of the Diversity, Equity, and Inclusion Committee is to:

1. Assist the Executive Diversity Officer in proposing and reviewing 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.
5. Develop and recommend strategies to support employee retention and belonging at SPSCC.

Executive Diversity Officer, Chair
Co-Chair
Director of DEIC
Liaison to Instruction
Human Resources Rep.
Finance & Operations Rep.
Foundation Rep.
Student Services Reps (3)
Allied Health Faculty (2)
Natural and Applied Sciences Faculty (2)
Humanities and Communication Faculty (2)
Social Sciences and Business Faculty (1)
Applied Technology Faculty (1)
Transition Studies Faculty (1)
Associate Faculty (1)
Academic Support Programs (2)
Student Reps (2)

Faculty Awards Committee

The 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.

The Faculty 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.

Vice President for Instruction
Administrative/Exempt Representative
Faculty Representatives

Faculty Professional Development Fund Committee

The Faculty Professional Development Fund 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.

Vice President for Instruction
Faculty At-Large

Institutional Effectiveness Committee

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 process.
3. Ensure data and dashboards accurately reflect college operations and student success.
4. Prioritize, undertake, and evaluate projects pertaining to the strategic and operational plans.

Executive Team Representative
Director of Institutional Research
Faculty: Academic Transfer
Faculty: Vocational
Faculty: Pre-College
Academic Deans (2)
Student Services Representatives
Executive Technology Officer
Other Representative

Instructional Calendar Development Committee

The Instructional Calendar Development Committee is composed of three professors and three administrators 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 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.

Vice President for Instruction, Chair
Executive Assistant to the VPI, Co-chair
Dean of Allied Health, Chair
Director of K12 Partnerships & Recruitment
Program Specialist 2 in Enrollment Services
Administrative Representative
Faculty At-Large

Mental Health Committee

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.

Faculty Members

Student Services
Students

Safety and Health Committee

The Safety and Health Committee consists of the Director of Safety & Security, three permanent classified staff members, faculty members (not more than one from any instructional division), one student, and one administrative/exempt staff member. 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.

Director of Safety and Security
Human Resource Consultant-Benefits & Compensation
Faculty Representatives (not more than 1 from any instructional division)
Classified Representatives (3)
Administrative/Exempt Representatives (1)
Lacey Campus Liaison (1)
Student Representative (1)

Student Judicial Board

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.

Administrative/Exempt Representatives (3) Academic Dean; TBD based on case; DEIC Rep TBD based on case
Faculty At-Large (3) (no designated faculty)
Student Representatives (3)

Student Publications Committee (Formerly Student Publications Board)

Consistent with the college’s Code of Student Rights and Responsibilities, the Student Publications Committee is charged with enforcement of the student publications policy relating to officially-sponsored student publications. The Student Publications Committee consists of administrative/exempt staff appointed by the President, three faculty members and three students appointed by the Associated Student Body President.

Administrative/Exempt Representatives
Dean of Student Engagement and Retention, Chair
Faculty At-Large (3)
Student Representatives (3)

Wellness Committee

The Wellness Committee is a committee that sets goals for the year for supporting faculty and staff to educate, inspire and strengthen the lives of our employees and their families in their mental and physical wellbeing.

Human Resources Members
Other Members