

# Councils and Committees Membership 2025-2026

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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***

*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
Associate Dean of International Student 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 Education
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. Transition Studies (1)
11. Associate Faculty Rep (1)
Student Representative (1)
Support: Program Specialist 3, Instruction Office

## **COMMITTEES**

*An ongoing workgroup with assigned duties and tasks*

### ***Adjunct Raise Committee***

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 4<sup>th</sup> week of the same quarter.

Vice President for Instruction
Dean Co-Chair
Adjunct and Associate Faculty Representative, Co-Chair
Faculty Representatives (5)

***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

***Diversity and Equity Committee***

The role of the Diversity and Equity 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 Team Member Representative, Chair
Co-Chair
Director of DEIC
Liaison to Instruction (2)
Human Resources Rep.
Finance & Operations Rep.
Foundation Rep.
Student Services Reps (3)
Allied Health Faculty (2)
Natural and Applied Sciences Faculty (2)
Humanities and Communications Faculty (2)
Social Sciences and Business Faculty (1)
Applied Technology Faculty (2)
Transition Studies Faculty (1)
Associate Faculty (1)

Academic Support Programs (3)
Student Reps (2)

### ***Evaluation Tools Taskforce (Ad Hoc)***

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

Vice President for Instruction
Dean
Faculty Union Representatives

### ***Exceptional Faculty Awards Committee***

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.

Executive Team Member Representative, Chair
Faculty Co-Chair
Faculty Representatives (6)

### ***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 (7)

Faculty: Vocational
Faculty: Pre-College
Academic Dean (1)
Executive Technology Officer
Other Representatives

### ***Institutional Review Board***

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 has been established to provide a process to ensure that the normal and prudent policies established for the protection of human subjects is 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 Institutional Review Board prior to conducting research involving human subjects.

Executive Team Representative
Director of Institutional Research, Chair
Dean
Faculty Representatives (3)

### ***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.

Executive Team Member Representative
Dean of Allied Health, Chair
Director of K12 Partnerships & Recruitment
Program Specialist 2 in Enrollment Services
Administrative Representative
Faculty At-Large (5)

### ***Labor Management Communication Committee (LMCC)***

Member Appointment: Annual

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.

Executive Director for Human Resources, Chair
Assistant Director of Human Resources
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***

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.

Executive Team Member Representative
Faculty Members (6)
Student Services Representative
Veteran Services Representative
Student Representative

### ***Pathways Day Committee***

The Pathways Day Committee is in charge of coordinating and implementing two pathways days per academic year.

Executive Team Member Representative
Dean, Co-Chair
Faculty Co-Chair
Faculty: Arts and Communications (1)
Faculty: Business, Finance and Office Administration (1)
Faculty: Food, Beverage Arts, and Hospitality (1)
Faculty: Healthcare (1)
Faculty: Science, Engineering, and Math (1)
Faculty: Automotive, Welding, and Machining (1)
Faculty: Cultural Studies (1)
Faculty: Government, Public Administration, and Law (1)
Faculty: Information Technology (1)
Faculty: Social Services and Education (1)
Student Services Representatives (4)

### ***Sabbatical Committee***

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.



Executive Team Member Representative, Chair
Dean Co-Chair
Faculty Representatives (5)

### ***Safety Committee***

The Safety and Health Committee consists of the Director of Safety & Security, three permanent classified staff members, faculty members, one student, and one administrative/exempt staff member. In compliance with WAC 296-24-045, the Safety 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.

Executive Team Member Representative
Director of Safety and Security
Human Resources Representative
Faculty Representatives (6)
Classified Representatives (4)
Administrative/Exempt Representative (1)
Lacey Campus Liaison (1)
Student Representative (1)

### ***Strategic Retention and Faculty Mentoring Committee***

The Strategic Retention and Faculty Mentoring Committee recommends and implements strategies for recruitment of and outreach to students.

Vice President for Instruction
Dean, Co-Chair
Faculty, Co-Chair
Faculty Representatives
Director of Advising, Career and Transfer Center
Educational Planner Representatives (2)

### ***Student Judicial Board (Ad Hoc)***

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.

Executive Team Member Representative
Administrative/Exempt Representatives (3)
Student Representatives (3)

***Student Publications Committee*** (On hiatus 2024-25 while Chairs work to revise Student Publications Code)

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.

Executive Team Member Representative
Chair
Co-Chair

(12/18/2025)