

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT-WIDE COMMITTEES (August/2009)**

<b>COMMITTEE</b>	<b>PURPOSE</b>	<b>CHAIR</b>	<b>SCHEDULE</b>	<b>MEMBERSHIP</b>
Chancellor's Executive Team (CET)	Discussion of hot topics of district-wide scope and informational items. Provision for decision-making based on input and discussion.	Chancellor	Weekly	Deputy Chancellor Vice Chancellors IVC, SC Presidents Provost, ATEP Dist. Dir. Public Affairs
Chancellor's Cabinet	Information exchange, input on issues and decisions	Chancellor	Monthly	Deputy Chancellor Vice Chancellors IVC, SC Presidents SC, IVC Classified Senate Reps FA President CSEA President POA President IVC , SC Academic Senate Presidents Dist. Dir. Public Affairs IVC, SC Classified Manager Reps ASG, ASIVC Reps
Docket	Review and discuss BOT agenda items	Chancellor	Monthly	Cabinet members
District Leadership Team (DLT)	Information exchange, input on issues and decisions	Chancellor	Monthly	All academic administrators and classified managers district-wide
Deputy Chancellor's Coordinating Council	Information exchange, input on issues and decisions	Deputy Chancellor	Weekly	IVC, SC Presidents
District Resources Allocation Committee (DRAC)	Develop, monitor and modify the methods and procedures used for the allocation of available general fund resources to the four major operating units in the district, consistent with Board adopted budget guidelines	Deputy Chancellor	January through August, then as needed	IVC, SC Vice President Instruction Chancellor appointee 2 FA appointees IVC, SC Academic Senate President or designee IVC, SC Director of Fiscal Services

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COMMITTEE	PURPOSE	CHAIR	SCHEDULE	MEMBERSHIP
Board Policy and Administrative Regulation Advisory Council	Coordinate writing and revision of Board policies and administrative regulations	Deputy Chancellor	Twice a month	Vice Chancellors IVC, SC Dean IVC or SC VPI IVC or SC VPSS IVC, SC President Academic Senate Faculty Assn. President CSEA President IVC, SC Classified Senate President
Technology & Learning Services Coordinating Council	To foster communication and coordination between district and campuses; review and discuss issues, challenges, needs	Vice Chancellor TLS	Weekly	IVC, SC Vice Presidents (4) Provost or Dean, ATEP Dist. Dir. Research and Planning SC, IVC Directors of IT Associate Director, Administrative Systems, District IT Associate Director, Academic Systems and Special Projects, District IT
Chancellor's Coordinating Council	Coordination between educational entities in SOCCCD service area to better serve students as they transfer from high school to college.	Vice Chancellor TLS	Monthly	Dist. Dir. Research and Planning ATEP Provost IVC, SC Vice Presidents (4) IVC, SC Dean Counseling IVC, SC Director Admissions IVC, SC Research Analyst/Specialists IVC, SC Grants Analyst IVC, Dean CTE & Workforce Development SC Coordinator, Outreach & Recruitment SC Director, Planning, Research & Grants SC Project Director, CTE Community Collaborative Grant Unified Schools Dist. Reps (9) Regional Occupational Program Reps (3) Chapman University Reps (3) UCI Reps (2) CSU Rep

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COMMITTEE	PURPOSE	CHAIR	SCHEDULE	MEMBERSHIP
Student Information System Executive Steering Committee	Oversee development and implementation of SIS	Vice Chancellor TLS	Monthly	SC, IVC Vice Presidents (4) ATEP Dean IVC, SC Dean, Counseling Dist. Director, Research and Planning IVC, SC Admissions & Records Directors Associate Directors, IT (District) Faculty representatives, IVC (2), SC (2) Classified employee representatives, IVC, SC Neudesic, LLC, reps (contractor)
District-Wide Technology Council	Coordination of new systems and hardware and software implementation	Vice Chancellor TLS	Every 2 mos, alternating with District Online Education Council	VP Instruction IVC VP Instruction SC VP Student Services (1 rep both colleges) ATEP Dean Associate Director, Admin Systems, District IT Associate Director, Academic Systems and Special Project, District IT Telecommunications and Network Security Manager, District IT Systems Manager, Computer and Network Operation Systems, District IT Director of Technology Services, SC Director of Instruction and Support Services, SC Director of Technology Services, IVC Dean, Fine Arts, Business Sciences, and College Online Education, IVC Dean, Advanced Technology and Applied Science, SC Faculty Representatives (one from each college)

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COMMITTEE	PURPOSE	CHAIR	SCHEDULE	MEMBERSHIP
Academic Calendar Committee	Develop and recommend academic calendar, incorporating mandated state holidays and minimum 175 days of instruction	Vice Chancellor TLS	Fall semester	IVC, SC Presidents IVC, SC Vice Presidents (4) Dist. Dir. IT IVC, SC Dean Counseling SC, IVC Dir. Admin. & Rec. SC, IVC Academic Senate Faculty Assn. CSEA Associated Students SC, IVC Classified Mgnt. Rep IVC, SC Classified Senate
Online Education Council	Coordinate delivery of online education systems, including software implementation and student services.	Vice Chancellor TLS	Every 2 mos, alternating with District Technology Education Council	VP Instruction IVC VP Instruction SC VP Student Services (1 rep both colleges) ATEP Dean Associate Director, Admin Systems, District IT Associate Director, Academic Systems and Special Project, District IT Telecommunications and Network Security Manager, District IT Systems Manager, Computer and Network Operation Systems, District IT Director of Technology Services, SC Director of Instruction and Support Services, SC Director of Technology Services, IVC Dean, Fine Arts, Business Sciences, and College Online Education, IVC Dean, Advanced Technology and Applied Science, SC Faculty Representatives (one from each college) DE Committee Chairs

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COMMITTEE	PURPOSE	CHAIR	SCHEDULE	MEMBERSHIP
Business Continuity Planning Council	Coordinate integration of college plans into a comprehensive plan to assure continuance of instruction in the event of college closures.	Vice Chancellor, TLS	Monthly	Deputy Chancellor Vice Chancellor, HR VPI SC and VPSS IVC IT Directors, IVC and SC District IT Assoc. Dir. Network & Security Police Chiefs, IVC, SC Director of Facilities, IVC, SC District Dir. Public Affairs
Sabbatical Leave Committee	Review and recommend sabbatical leaves; review and approve sabbatical reports	Appointed by representative faculty	September, November	Vice Chancellor TLS IVC, SC Administrator One faculty for each division/school
Health and Wellness Committee		Dist. Risk Manager	Monthly during academic year	IVC, SC Classified Senate Rep CSEA Rep, FA Rep Academic Administration Rep Faculty Retiree Rep POA Rep District Business Services Rep District HR Rep Benefits Consultant
Records Retention Committee	Develop and support uniform policies and procedures for records retention and destruction	Vice Chancellor HR	Monthly	Vice Chancellor, Human Resources, District Director of Admissions, Records & Enrollment Services, IVC, SC IVC or SC VPSS Executive Assistant, ATEP Accounting & Budget Manager, District Director of Fiscal Services, SC, IVC Financial Aid Director, IVC Telecommunications & Network Security Manager, IT, District Systems Manager, Human Resources Executive Assistant, Office of Instruction, SC Payroll Manager, District Curriculum Publications Specialist, SC Admissions & Records Registrar, IVC

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<b>COMMITTEE</b>	<b>PURPOSE</b>	<b>CHAIR</b>	<b>SCHEDULE</b>	<b>MEMBERSHIP</b>
District IT and Research Team (DIRT)	Coordinate research and data issues between district and college.	Dist. Dir. Research & Planning	Monthly	Dist. Dir. Research & Planning SC Director, Planning, Research and Grants SC Research Analyst & Research Specialist, IVC Research Analyst & Research Specialist, District MIS Systems Manager, District IT Programmer Analysts and Application Specialist
inFORM	Coordinate informational and training meeting on the Data Warehouse (inFORM) with District and College users.	Dist. Dir. Research & Planning	Monthly	Dist. Dir. Research & Planning SC Director, Planning, Research and Grants SC Research Analyst & Research Specialist, IVC Research Analyst & Research Specialist, District MIS Systems Manager, District IT Programmer Analysts and Application Specialist, ATEP Webmaster, District Human Resources Systems Manager, District Payroll Manager  (Specific training with College personnel developed as needed)
College and District Research and Planning Committee	Coordinate research agendas and research projects between district and college.	Dist. Dir. Research & Planning	Monthly	Dist. Dir. Research & Planning SC Director, Planning, Research and Grants SC Research Analyst & Research Specialist, IVC Research Analyst & Research Specialist,
Student Evaluation Committee	Develop evaluation instrument for students to evaluate faculty on teaching and services	Vice Chancellor HR	Monthly	VPSS, IVC Dean of Math, Science & Engineering, IVC FA Rep Dean of Social & Behavioral Sciences, SC VPI, SC Vice Chancellor, TLS

