

## Faculty Co-chair Duties (generic)

1. Review and understand committee charge:  
<https://committees.kccd.edu/bc/>
2. Be involved in the bi-annual reporting of the Strategic Directions:  
<https://committees.kccd.edu/bc/committee/accreditation>
3. Establish annual goals and review issues for the next year
4. Attend all meetings; act as Chair in absence of administrative co-chair
5. Assist in the development of the agenda, prepare discussion and final reports
6. Act as liaison to the Academic Senate, and keep the Senate informed about the committee recommendation and procedures
7. Initiate the discussion of relevant issues, even if apparently unpopular, and support others on the committee who wish to discuss such issues

*Tp2016*