**Committee Chairs draft August 2023**

**Getting Started: Know Your Resources**

Committee Chairs page: <https://committees.kccd.edu/bc/>

*Your co-chair*: Schedule regular planning meetings.

*Your committee charge*:

* Do you have the latest copy? How do you know?
* What do you do if it needs changes? See Academic Senate’s “Guidelines for Change Proposal.”

*Your committee page*:

* Check the Committees page to find your link—bookmark it on the toolbar.
* Make sure it is updated.
* For Webpage updates, go to Marketing and Public Relations <https://www.bakersfieldcollege.edu/employees/marketing/index.html>
* Maintain your committee page—it is a repository of evidence vital for transparency of processes, college communication, and accreditation.
* Represent membership accurately—show empty committee slots, too, so people looking for a committee to serve on know what openings exist.

Need access to your committee page? InsideBC -> Resources (middle right of screen)->Help Desk

OR:  <https://support.kccd.edu/shp/kccd/home>

click on “Create a Case” button.

*Your Group Email:*

* Use to contact your committee, e.g., BC\_PRC
* If you do not have an email group, go to the Help Desk:

InsideBC -> Resources (middle right of screen)->Help Desk

OR:  <https://support.kccd.edu/shp/kccd/home>

click on “Create a Case” button.

*Think about creating a Canvas shell, Google Drive, SharePoint:*

* Provide training opportunities for committee members and editors of their program information
* Resources
* Modules
* Links

**Before Meetings: Prep Work Pays Off**

* Use the Master Calendar to set your committee’s meeting schedule <https://committees.kccd.edu/bc/> (maintained by Tarina Perry)
* Set up the meeting calendar.
* Reserve your meeting space if in person - with the College Events office - you can find their page here: <https://www.bakersfieldcollege.edu/community/events-management/index.html>. Designate a Zoom link for virtual/hybrid meetings and add to Outlook meeting invitations, committee webpage, and agenda.
* Decide how to chair the meetings: Will you alternate?
* Work with co-chairs to develop and post the agenda to the committee page early.
  + Well-developed agendas help focus the discussion and make it easy to take minutes.
  + You can find past agendas on the committee pages.
* Send email with link to committee page instead of sending agenda and clogging up email.
* Post supporting documents early so people can read them before the meeting.
* Maintain your email group.
* Develop your committee work plan:
  + What are your committee goals for 2023-24? How will you fit in the Strategic Directions Initiatives?

**During Meetings: Agendas and Minutes**

**First meeting:**

* Introduce everyone.
* Review the committee’s charge.
* Discuss the role of committee—clear misunderstandings—it is a recommending body.
* Discuss how your committee will embed the Strategic Directions Initiatives into its goals and work plan for the year.

**Remaining meetings:**

* Consider a semester or year-long plan for what you need to get done at each meeting. For example, Program Review and Curriculum have very specific timelines and due dates that affect their work. Putting them on the meeting schedule at the beginning of the year helps you stay on track.
* Decide what/how much you need to capture in your meeting notes/minutes.

**After Meetings: Follow up**

* Document the work.
* Take care of any action plans or assignments and share results with committee quickly.
* Post unapproved minutes directly after the meeting to capture all the ideas.
* Post unapproved minutes as supporting document and don’t post with associated meeting until approved.

**Reporting Out**

* Faculty Co-Chairs submit regular written reports to Academic Senate (1x a month).
* What do administrative and classified co-chairs do?
* You may be asked to report out to College Council or President’s Cabinet.
* Your committee must submit two written reports evaluating its effectiveness using the College Strategic Directions and Initiatives:
  + Mid-year
  + End of the Year Leadership Retreat

**Faculty Chair Job Descriptions** are on the Committee Chairs page under Procedures.

**Connecting Your Committee Work to the Accreditation Standards**

* **Current:** [**https://accjc.org/wp-content/uploads/Accreditation-Standards\_-Adopted-June-2014.pdf**](https://accjc.org/wp-content/uploads/Accreditation-Standards_-Adopted-June-2014.pdf)
* **New:** [**https://accjc.org/wp-content/uploads/ACCJC-2024-Accreditation-Standards.pdf**](https://accjc.org/wp-content/uploads/ACCJC-2024-Accreditation-Standards.pdf)

**Embedding the Strategic Directions and Initiatives in Your Committee Work**

<https://www.bakersfieldcollege.edu/about/administration/accountability/strategic-directions.html>

Each Strategic Direction focuses on committee responsibility for working on initiatives and reporting out on progress twice a year.