**Committee Chairs**

**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 Committees page to find your link—bookmark it on toolbar.
* Make sure it is updated.
* 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.
* If you need access, contact Shannon Musser at Shannon.musser@bakersfieldcollege.edu

*Your listserv:*

* Use to contact your committee, e.g., bc\_aiq@listserv.bakersfieldcollege.edu
* If you do not have a listserv, submit a work order:

InsideBC -> Employee Tab -> Under “Employee Forms” the link called “M&O Work Order Requests”

OR:  [http://support.kccd.edu](https://owa.kccd.edu/owa/redir.aspx?SURL=UiQacNaF_XEWdE158g5-5WdxztcbzQer4ibtsPyVp2unRQyEAajSCGgAdAB0AHAAOgAvAC8AcwB1AHAAcABvAHIAdAAuAGsAYwBjAGQALgBlAGQAdQA.&URL=http%3a%2f%2fsupport.kccd.edu) and click on “Submit a Ticket” button.

* Problems with listserv? Contact Todd Coston.

**Before Meetings: Prep Work Pays Off**

* Use the Master Calendar to set your committee’s meeting schedule <https://committees.kccd.edu/bc/> (Jennifer Marden maintains.)
* Set up the meeting calendar the preceding spring.
* Use Outlook for meeting invitations—get them on everyone’s calendar,
* 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 listserv.
* Develop your committee work plan:
	+ What are your committee goals for 2015-16?
	+ 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.
* 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 2015-2018 College Strategic Directives and Initiatives:
	+ Mid-year
	+ End of the Year Leadership Retreat

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

**Please send your Current Committee charge to kpluta@bakersfieldcollege.edu**

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

* Check the table with the Standards identified by committee:

2014 Accreditation Standards and Committee Work under “Resources”

* 2014 Standards under “Resources”
* 2014 Eligibility Requirements under “Resources”
* For more information, go to the ACCJC URL under “Links”

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

The “Resources” section includes a file for each of the Strategic Directions and Initiatives. Each file focuses on committee responsibility for working on initiatives and reporting out on progress twice a year.