

## **FACULTY COMMITTEE CO-CHAIR JOB DESCRIPTION**

### **Committee Responsibilities**

1. Review and understand committee charge:  
<https://committees.kccd.edu/bc/>
2. Participate in the annual reporting of the Strategic Directions:  
<https://committees.kccd.edu/committee/strategic-directions>
3. Participate in the annual reporting of the Program Review:  
<https://committees.kccd.edu/bc/committee/programreview>
4. Establish annual goals and review issues for the next year
5. Attend all meetings; act as Chair in absence of administrative co-chair
6. Assist in the development of the agenda, prepare discussion and final reports
7. Oversee committee minutes
8. Set calendar of committee meetings
9. Supervise the orientation of new members and on-going training of continuing members
10. Initiate the discussion of relevant issues, even if apparently unpopular, and support others on the committee who wish to discuss such issues

### **Senate Responsibilities**

1. Attend Academic Senate Executive Board and Academic Senate meetings every Wednesday afternoon from 3:30p.m.-5:00p.m.
2. Prepare and present reports to the Academic Senate
3. Adhere to Title 5 and the Academic Senate Constitution & By Laws
4. Act as liaison to the Academic Senate, and keep the Senate informed about the committee recommendation and procedures

### **Campus/District Responsibilities**

1. Review and understand the Accreditation process:  
<https://www.bakersfieldcollege.edu/accreditation>