

COMMITTEE SITE BEST PRACTICES

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September 13, 2024

Aricia Leighton, Web Content Editor

Scott Dameron, Curriculum Co-Chair

Transparency to Stakeholders

- Communication
- Employees
- Community members

Accreditation

- Record of Activity
- How we are supporting our mission, vision, and goals

INFORMATION

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- Committee Name*
- Purpose*
- Contact*
- Charge
- Meeting schedule, agenda, supporting documents, and minutes
- Members
- Resources

* Minimum requirement for committee site page.

UPDATING INFORMATION

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MEETING TIMES

Spring 2023: 1st and 3rd Tuesdays at 1:00 PM via Zoom



UPDATING MEMBERSHIP

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Administration

Role	Name
Vice President Finance & Administrative Services	Mike Giacomini
Director Disabled Students Programs & Services	VACANT
Director Rural Initiatives	Abel Guzman

CONSISTENCY

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- Number of Committees: 12
- Met this semester: 6
- Scheduled next meeting: 4
- Provide meeting minutes: 10
- Provided minutes in 2024: 8

BEST PRACTICES

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- Update your membership list each year
- Follow file naming guidelines
 - Meeting documents displays alphabetically, it may guide how you name things
- Put draft minutes in support docs as a draft
- Rename final and upload to minutes folder after the meeting
- Always remember to *publish* your docs after uploading them and note versions or new
- Try to create a fixed appointment to upload meeting docs

USING THE CMS

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- 10 Cochairs + 1 Admins are contributors
- 8 Committees have at least 1 contributor (67%)
- 3 Committees have 2 contributors
- 4 Committees have none
- Training
 1. Web Content Contributor Training
 2. Committee Website Training
 3. Submit Committee Web Services Request

UPDATE NOW

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- ✓ Meeting Times
- ✓ Submit the schedule for the semester or year
- ✓ Committee Charge
- ✓ Contact information
- ✓ Membership

FORM AND FILE NAMING CONVENTIONS

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Committee Chairs >
Resources

Committee Chairs	<h2>Procedures</h2> <ul style="list-style-type: none">• Assessment Coordinator Co-Chairs Duties (PDF)• Committee Co-Chairs Charge - draft 2 (PDF)• Curriculum Committee Co-Chairs Duties (PDF)• EODAC Co-Chairs Duties (PDF)• File Naming Conventions• ISIT Co-Chairs Duties (PDF)• Professional Development Co-Chairs Duties (PDF)• Program Review Committee Co-Chairs Duties (PDF)• AIQ Job Description (PDF)• General Faculty Job Descriptions (PDF)
Members	
Resources	<h2>Forms</h2> <ul style="list-style-type: none">• Guidelines for Change Proposals to the Academic Senate (PDF)• Strategic Directions Committee Reports (DOCX)• Committee Web Services Request Form

QUESTIONS

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