Quick-Start Guide for
Academic Senate Committees at
City College of San Francisco

1. Academic Senate committees exist to provide effective mechanisms for faculty, students, administrators and classified staff to work together to improve student learning. [See ACCJC Standard IV.A.1.-3.]

2. Discussion at meetings should foster mutual understanding and respect, an opportunity for all points of view to be expressed, and a process towards decision making based on evaluated information.

3. The facilitator of discussion (usually the chair of the committee) has two major responsibilities.
   1) fostering a welcoming environment of mutual respect and
   2) managing the time of the group and the flow of the meeting

4. The chair and the committee as a whole should work together to make information about the committee readily available, through posted agendas, posted minutes or notes, etc.

5. The time/day of committee meetings shall be regular and stable so as to minimize time conflicts for all participants.

6. Committees propose or recommend actions to other components of the college through appropriate channels. Committees make decisions for the actions of the committee itself, or the actions of its member in regards to the purpose and goals of the committee. **Committees may not direct the administration or other college bodies to take particular actions.**

7. Proposals that will improve learning opportunities for students college-wide should be forwarded to the Academic Senate Executive Council with sufficient information to support deliberation. The Educational Policy Committee and officers of the Academic Senate are available to help committee chairs develop proposals.

For more information on operations and requirements, see Guidelines for Academic Senate Committees: [http://tinyurl.com/AcadCommGuide](http://tinyurl.com/AcadCommGuide)
and additional documents: [http://tinyurl.com/AcadCommittees](http://tinyurl.com/AcadCommittees)