January 27, 2013

Dear John,

I hope your semester has begun well.

Thank you for chairing and working on the Academic Senate Career and Tech Ed Committee. The Academic Senate Executive Council is working to improve faculty roles in participatory governance and leadership. This responsibility is part of Accreditation Standards and effective governance.

If your committee is going to continue to be part of the Academic Senate committee structure, we need to include your committee in this project. Please complete and send me your committee’s completed description template or contact me about questions and concerns.

You will find examples of completed committee descriptions, blank templates, and more background information on the Academic Senate website at:

http://tinyurl.com/AcadCommittees

or


These templates:

- define each committee’s composition and purpose;
- identify how each committee’s work relates to Academic Senate professional matters, and
- identify how each committee’s work relates to the ACCJC Standards.

The Academic Senate Committee on Committees will appoint new members as needed to those committees who have completed the updated committee description. We understand that your committee may not have been meeting regularly during the Fall 2012 semester due to Accreditation workload priorities. We hope your committee work has begun this semester and that completing our template will be a simple task for you.

Thanks in advance and be sure to contact me with any questions. I have a morning teaching schedule and I’m most able to help during the afternoons.

Regards,

Venette

Karen Saginor, President
Kathleen Moriwaki, Second Vice President
Venette Cook, First Vice President
Jacques Arceneaux, Secretary