Facilities Council (FC)

Charter:
The charge of the Facilities Council (FC) is to provide input and monitor activities and changes related to the physical plant and grounds of the college to ensure a healthy, safe, and aesthetically pleasing environment. This includes analysis and prioritization of all capital projects including remodels, new construction, and repurposing/reassignment of space. The Facilities Council will make recommendations to the College Council, committee members report to their constituent groups and will ensure that decisions and information be made available to the campus community.

- Develop and monitor the facilities and maintenance plans and supporting budgets.
- Cooperate with the Director of Facilities Planning & Operations regarding all aspects of construction projects, planning, revision, and completion.
- Review and interpret research data related to facilities development and space utilization.
- Promote the use and understanding of data as a basis for facilities decision-making.
- Make recommendations and identify priorities for technology issues related to facilities development.
- Develop, implement, review and revise policies for facilities use in coordination with Central Services.
- Support the legal responsibilities of all constituency groups.
- Campus safety committee to ensure health and safety.

B. Meetings:

Monthly meetings will be held according to a schedule established for each year at the end of the previous academic year.

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<th>C. Membership:</th>
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<tbody>
<tr>
<td>Co-Chair</td>
<td>Vice President Administrative Services</td>
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<tr>
<td>Co-Chair</td>
<td>Faculty appointed by the Academic Senate</td>
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<tr>
<td>Faculty</td>
<td>Academic Senate 2, one each from East and West Campuses</td>
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<td></td>
<td>YFA, 1 either East or West Campus</td>
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<tr>
<td>Staff</td>
<td>CSEA 2</td>
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<td></td>
<td>Campus Facilities and Events Coordinator</td>
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<td>CSAC, 1 either East or West Campus</td>
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<td>Students</td>
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<td>Student Senate, 2</td>
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<td>Administration</td>
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<td>Dean, 1</td>
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<td>Ex Officio</td>
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<td>Director of Facilities, Planning &amp; Operations</td>
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<td>Director of Campus Safety</td>
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<td>Campus Operations Manager</td>
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<td>Campus ADA Coordinator</td>
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<td>Risk Management Specialist</td>
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<td>Director of Technology and Media Services</td>
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College Technology Committee

The College Technology Committee has a broad focus on all campus technologies: administrative, instructional, student support, desktop, mobile computing, and other technologies.

Charter:

The College Technology Committee serves as a resource and makes recommendations to the college governance councils and communicates to the campus regarding the direction and evaluation of technology-related decisions campus-wide, including:

- faculty, staff and student training and support
- prioritization of technology resource allocations based on Program Review
- minimum standards for campus technology
- initiatives contributing to a campus-wide culture of innovative learning enhanced by technology

Meetings:
Twice monthly during academic year and as needed

Membership:
Administrative oversight: VP of Administrative Services

College administrators, Academic Senate and Classified Staff Advisory Council (CSAC) appointees; one representative from each campus unit; college and district individuals who work regularly with technology, Student Senate representative

Terms:
Academic Senate, CSEA, and College Unit appointees will serve a term of two years on the CTC. Student Senate representatives will serve a one year term. Administrators with direct oversight of college technology initiatives will be permanent committee members.
Distance Education Advisory Committee (DEAC)

Charge:

The Distance Education Advisory Committee provides ongoing coordination of the college’s activities related to distance education policies, priorities, standards, resource allocation, planning, and implementation. The committee also provides input to the YCCD Technology Coordinating Committee, College Technology Committee, Student Services Council, and Instruction Council.

Areas of Responsibility:

The committee makes recommendations to college administrators, faculty and staff regarding the direction and evaluation of distance education related decisions campus wide, including:

• Development, implementation, evaluation, and ongoing refinement of DE Plan
• Analysis and communication of applicable standards and guidelines (e.g., ACCJC Distance Learning Manual, Distance Education Guidelines from the California Community Colleges Chancellor’s Office) to determine and support MJC compliance
• Conducting regular surveys to determine MJC DE practices, strengths, and gaps
• Recommending faculty, staff and student training and support
• Setting minimum standards for Distance Education delivery
• Reviewing and recommending the delivery of online student services
• Communication with the Academic Senate on topics relevant to Academic Senate purview over academic and professional issues, including curriculum, faculty professional development, educational program development, student preparation and success, relevant planning and budget development, etc.

Meetings:
Monthly during academic year and as needed.

Membership:
Administrative oversight: Dean overseeing Distance Education

The Committee will be co-chaired by the administrator overseeing DE and the Faculty Instructional Design Coordinator.
COLLEGE COMMITTEES / (DEAC)  PART II

The Committee will include:

1. Two Instructional Deans
2. Four Academic Senate-appointed faculty representatives to include one from Library and one from Counseling
3. A YFA representative
4. A Curriculum Committee representative, recommended by the Curriculum committee and appointed by the Academic Senate.
5. A Student Services representative
6. Distance Ed Office Staff
7. Two CSEA-appointed classified staff representatives
8. Two Student Senate representative
9. Director of Media and IT
10. An IT representative from Central Services

Terms:

Academic Senate, CSEA and College Unit appointees will serve a term of two years on the DEAC. Student Senate representatives will serve a one year term. Staff with direct responsibility affecting DE initiatives will be permanent committee members.