

Resolution Establishing New Committees of the Academic Senate: Distance Education,
Class Scheduling, Articulation and Transfer, Scholarship, No. 03-04-2

WHEREAS, the faculty members of the Academic Senate of Palo Verde College may, from time to time, establish new committees to ensure the continuing quality of instruction and curriculum; and

WHEREAS, the faculty has decided to establish certain new committees specifically to address instruction and curriculum issues pertaining to distance education, class scheduling, articulation and transfer, and scholarship,

THEREFORE, IT IS RESOLVED that the Academic Senate shall establish the following new committees each of whose charge, membership and reporting is defined, as follows:

A. Distance Education

Charge: The Distance Education committee is responsible for reviewing issues pertaining to the delivery of distance education programs including, but not limited to, teaching methodologies, scheduling, faculty training and development, student performance indicators and policy-making. Its purpose is to facilitate communication among teaching faculty, counseling faculty, and administrative personnel, with the aim of achieving continuing improvement in teaching and administration of the distance education program.

Membership: Teaching faculty, counselors, and the Associate Dean of Distance Education.

Reporting: The Distance Education committee recommends, through the Academic Senate to the Associate Dean of Distance Education, the Vice President of Instruction and other College constituents, procedures and policies designed to improve the quality, efficiency and effectiveness of distance education programs. The committee clarifies distance education procedures and policies to faculty.

B. Articulation and Transfer

Charge: The Articulation and Transfer Committee, a subcommittee of the Curriculum Committee, assumes and expands upon the articulation and transfer responsibilities vested with the Curriculum Committee. Transfer and Articulation will keep the teaching and counseling faculty informed as to current practices, procedures and reporting deadlines in articulation and transfer.

Membership: Articulation Officer, Transfer Center Director, teaching and counseling faculty.

Reporting: The committee reports directly to the Curriculum Committee of the Academic Senate, which, in turn, may recommend action, policies and procedures to various college constituencies, including but not limited to, student services personnel.

C. Class Scheduling

Charge: Assumes and expands upon the class scheduling responsibilities of the Curriculum Committee. The Class Scheduling Committee works in cooperation with teaching and counseling faculty and with the Vice-President of Instruction in the planning and scheduling of Fall and Spring semester and Summer Session courses. It is responsible for assuring that the appropriate number and variety of course offerings and schedule times are offered in the appropriate sequence to effectively meet student needs.

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Membership: The Class Scheduling committee is chaired by the Vice-President of Instruction and consists of the Associate Dean of Distance Education, division leaders and counseling faculty who are appointed or elected by faculty at the division level.

Reporting: The committee reports recommendations to the Vice-President of Instruction, the Associate Dean of Distance Education, as well as to the Academic Senate and to its academic divisions.

D. Scholarship

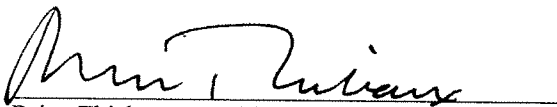
Charge: The Scholarship Committee is in charge of publicizing and recruiting student applications for the Academic Senate Scholarship Fund, reviewing applications for scholarship awards and selecting award recipients. The Scholarship Committee is bound by the guidelines established by Academic Senate Resolution 02-03-1, which established the Fund, and may recommend changes to such guidelines subject to approval by the Academic Senate.

Membership: Teaching and counseling faculty. The committee may draw upon, when needed, the advice of other College personnel, such as the Financial Aid Officer and others, for technical assistance in administering the Scholarship Fund.

Reporting: The Scholarship Committee reports to the Academic Senate.

Motion to Approve Resolution by: Robert Robertson
Motion Seconded by: Biju Raman
Approved by Vote: Motion carried
Recording Secretary: Vicki Attaway

Date: September 23, 2003



Brian Thieboux, President
Palo Verde College Academic Senate