Sacramento City College
Campus-Wide Issue/Concern Form

Committee or Individual: Robert Heisleman & Jane Woo 
Date submitted: November 29, 2004

Issue/Concern: Public listing of non-standing committees and subcommittees

Signature of Initiator(s):

Provide information, which succinctly but fully discusses the issue/concern (if necessary, add additional pages).

A. Describe the issue/concern:

Information for all non-standing committees and subcommittees, their charge/purpose, chairs/co-chairs/tri-chairs, contact information, and members are not available to the campus community and general community in a uniform location.

B. What do you recommend or suggest solving this issue/concern?

This information should be maintained in Public Folders where the rest of the shared governance information is located (i.e., standing committees). Maintenance should be the charge of PRIE where it seems to fit with the idea that full information promotes institutional effectiveness.

Elaine Adler was invited to a subsequent meeting of the Student Services Accreditation Task Group, and she suggested having this information available on the SCC website, under Faculty and Staff, Governance. The issue of who would maintain this information was a problem. It was suggested that the chair/co-chairs/tri-chairs of each committee submit changes to the person who maintains this particular web page.

When this information becomes available, an announcement to faculty, staff, and students should be made with instructions as to where and how to access it.

C. How will this recommendation support the success of SCC students and benefit the campus community?

Will alert the campus community that these committees and subcommittees exist so they have an opportunity to participate, submit concerns/issues, and/or make suggestions/recommendations. In addition, this can be used has a directory when inquiries are made by faculty, staff and students from other campuses or general community. Currently, inquiries are routed from office-to-office and person-to-person trying to locate this information.

Please return this form to the Process Coordinator, Nelle Moffett, RN 221. The Initiator will be notified within 5 working days as to the committee or council that will review this issue/concern.

Date received by Process Coordinator: 11-29-04
Date Initiator Notified: 11-29-04
Forwarded to: Executive Council

Official Use Only
Tracking # 04-05-05

Received: 12/1/04
Date: NOV 29 2004

PLANNING & RESEARCH

Revised: 5/1/04