

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 7300 (December 29, 1982)

SUBJECT: Council of Community College Faculty Senate Chairpersons

- A. References: None
- B. Background and Purpose: The Council of Community College Faculty Senate Chairpersons (COCCFSC) was established by the Chancellor to provide a forum for consultation on some matters having systemwide academic implications.
- C. Responsibilities :
 1. Chancellor for Community Colleges
 - a. Meets with COCCFSC at least once a month during the academic year.
 - b. Invites non-members to attend for the purpose of providing input or serving as resource persons as indicated by agenda items.
 - c. Prepares agenda items with COCCFSC convener.
 - d. Takes into consideration recommendations submitted by COCCFSC as appropriate.
 - e. Provides clerical assistance as needed.
 2. Provosts
 - a. Provides faculty senate chairperson with the opportunity to attend COCCFSC meetings.
 - b. Provides transportation for faculty senate chairperson as appropriate.
 3. Council of Community College Faculty Senate Chairpersons
 - a. Establishes meeting dates, time and place, based on academic calendar.
 - b. Identifies convener for each monthly meeting who meets with the Chancellor to determine the need for a meeting and to prepare agenda items.
 - c. Submits written recommendations based on agenda items to Chancellor as appropriate.

- d. Circulates agenda including meeting dates, name of convener, and minutes to Chancellor and Provosts for informational purposes at least 5 days before the scheduled meeting.

D. Revisions: None

Dewey H. Kim
Chancellor for Community Colleges