

**SAN DIEGO MESA COLLEGE
ACADEMIC AFFAIRS COMMITTEE
POSITION PAPER # 7 – September 2004
TITLE: PROCESS FOR THE FORMATION OF
ACADEMIC AFFAIRS SUBCOMMITTEES**

INTRODUCTION:

The Constitution of the San Diego Mesa College Academic Senate empowers the Academic Affairs Committee to create standing subcommittees [Article 1, Section 10, Part C (3)]. The purpose of this position paper is to provide guidelines for use when there is a demonstrated need of such a subcommittee under the auspices of Academic affairs.

PROCESS:

1. The following criteria are essential to the formation of a recognized Academic Affairs subcommittee:
2. There must be a demonstration by the requestor of an academic need and the concept for this need must be included in the purview of the Academic Affairs Committee.
3. The concept for the need must be interdisciplinary and across the curriculum and show interdisciplinary support in the form of an advisory or steering committee. Some examples are Honors, International Education and Woman's Studies.
4. The requestor must ensure that this committee does not overlap, in any significant way, with the duties of any other committee.
5. There must be agreement that this committee will be formed using the principles of participatory governance and will proceed with its duties using those same principles.
6. The proposal must include the following additional supportive documentation:
 - a. Mission Statement
 - b. Short and long term goals with needs
 - c. Plan of action listing person(s) responsible including specific time frames
7. The proposal for subcommittee formation must be formally presented to the Academic Affairs Committee with all of the above criteria for review and approval.
 - a. If approved by the Academic Affairs Committee, the proposal is introduced to the Academic Senate for endorsement. If supported by the Academic Senate, the proposal is introduced to the President's Cabinet for information and consideration.

RESPONSIBILITIES OF A SUBCOMMITTEE:

Once established as a subcommittee of the Academic Affairs Committee, the following responsibilities must be met:

1. All active subcommittees must compile a report to the Co-Chairs of the Academic Affairs at least once a semester or as mutually agreed. These reports can be executive summaries of the minutes of the committee indicating current subcommittee status or more comprehensive reports of findings, conclusions or recommendations.
2. In collaboration with the Chair of the subcommittee, the Academic Affairs Co-Chairs shall present and annual report to the members of the Academic Affairs Committee.