Access Committee Charter

**Purpose:** The Access Committee was constituted by action of the Governance Council to study issues and provide decision support related to “access” to educational opportunities to the community of learners served by Taft College. This includes but is not limited to:

- Effective enrollment management planning,
- Study issues and provide decision support related to new programs/certificates, or when following the existing “discontinuation” policy,
- Monitor educational pathways from high school and to other 2-year or 4-year institutions in order to make recommendations to the appropriate body,
- Work in conjunction with the Success Committee to review methods to improve the integration and alignment of student success efforts across the various plans, including the Integrated Plan,
- Collect data regularly from students for the purpose of including the student’s voice in the decision-making process.

**Membership Criteria:** In addition to the designated co-chairs, the Access Committee shall consist of a minimum of 5 members. The following criteria are not prescriptive, but are to be used to help guide committee makeup to ensure a diversity of perspectives, roles and required skillsets are represented:

- Administration
- Classified
- Non-teaching faculty
- Teaching Faculty
- Student

**Leadership:**

The leadership shall be a shared responsibility between two co-chairs

- Co-Chair: Vice President of Instruction
- Co-Chair: Faculty Senate appointee

Reviewed: September 2020
**Meeting Schedule:** The Access Committee members shall meet a minimum of once per month during the academic year. Meetings include working groups established by the Access Committee for primary topics of investigation with membership drawn from the college and community; working group members shall act as liaison with other groups on campus on behalf of the Access Committee.

**Reporting Schedule:** The Access Committee shall submit summary reports on its work to the Governance Council at least one calendar week prior to any regularly scheduled Governance Council meeting.

**Self-Evaluation:** The Access Committee shall:
- Review/evaluate their performance at the end of each academic year
- Review/evaluate the Committee Charter at the beginning of each academic year

**Guiding Principles and Expectations**
Committee members shall:
- have integrity – be ethical in all their actions
- be enthusiastic in matters pertaining to the Committee
- be knowledgeable about the issues pertaining to the Committee
- lead by example
- encourage others
Committee members further promise to:
- maintain a working familiarity with the Committee procedures
- meet the expectations being placed upon them
- work within the Access Committee mandate / charter
- take individual responsibility
- remain committed to doing the very best they can do to accomplish committee goals