

CALIFORNIA STATE UNIVERSITY, HAYWARD

approved as amended by 99-00 BEC 23

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DATE SUBMITTED: April 9, 1996

TO: The Academic Senate

FROM: The Executive Committee of the Academic Senate

SUBJECT: Contra Costa Advisory Committee

PURPOSE: Action by the Senate

**BACKGROUND INFORMATION:** At its meeting of May 3, 1994, the Academic Senate discussed the Fretwell Report on the future of the Contra Costa Campus, extended the *ad hoc* Contra Costa Faculty Advisory Committee and invited it to propose a redefinition of its duties as part of a larger strategic planning initiative.

CCFAC's Strategic Plan for the Contra Costa Campus was presented to the Executive Committee last Fall. That Plan contains a number of recommendations regarding the future of the advisory committee.

The Executive Committee is recommending that the CCFAC be reorganized as a permanent Senate Committee along the lines, and at the same level, as the Advisory Committee on Technology (ACT). (The other comparable group is the interim Committee on the Affairs of Students.)

**ACTION REQUESTED:** Within the following parameters, the CCFAC be reorganized as the Contra Costa Advisory Committee (CCAC)

1. The *ad hoc* Contra Costa Campus Faculty Advisory Committee is dissolved.
2. The Contra Costa Advisory Committee (CCAC) shall be an Academic Senate committee reporting to the Executive Committee as appropriate and through the Executive Committee to the Senate at least annually.
3. The CCAC shall have primary responsibility for advising the Senate on policy issues related to Cal State Hayward's Contra Costa Campus. Recommendations from the CCAC on matters pertaining to the affairs of students, curriculum and instruction, research, faculty affairs, technology, and/or resources will be subject to review and comment by other committees of the faculty as determined by the Executive Committee.

4. The CCAC shall consist of the following ten voting members:
  - a. Five faculty members, appointed to staggered two-year terms by the Executive Committee, one from each School and the Library.
  - b. The Director of the Contra Costa Campus.
  - c. One student member appointed to a one-year term by Associated Students.
  - d. One Student Services Professional appointed to a two-year term by the Executive Committee.
  - e. One Emeritus faculty member, appointed to a one-year term by the Executive Committee
  - f. One Lecturer faculty member, appointed to a one-year term by the Executive Committee
5. The Chair of CCAC shall be elected annually from the five faculty members by a majority vote of the entire committee.
6. Under the direction of the Committee, its Chair shall arrange either for the election of a permanent secretary or the appointment of a secretary *pro tempore* on a meeting-by-meeting basis.
7. In consultation with the whole Committee, and subject to the approval of the Executive Committee, the Chair shall appoint the members of subcommittees that CCAC may, from time to time, see fit to create.
8. Meetings of the CCAC shall be open to any member of the Cal State community. Agendas and minutes of the previous meeting shall be sent to the Office of the Academic Senate at least one week prior to each meeting.