

## **AQIP Coordinating Committee**

### **Membership and Terms of Office**

#### General Membership

New members shall commit to a term of two years. Consecutive terms of service shall not be limited.

Terms shall be staggered to allow an annual turnover of approximately 50% of membership.

Terms shall run from July 1 through June 30, ending in an odd or even year according to date of admission.

Requirements of membership shall be attendance at no less than 70% of scheduled Coordinating Committee meetings and no less than 80% of scheduled sub-committee meetings.

Membership on one or more sub-committees will be required. Sub-committee membership will be reviewed on an annual basis with the intent to allow members to change as individual interests dictate while still maintaining consistency of the group knowledge base.

In the event a member is unable to fulfill the minimum obligations of membership, that member shall be responsible for so advising the Committee Chair and recommending a suitable replacement. The Chair will meet with the individual recommended to ensure understanding and commitment to the Charter of the Committee. Recommendations will be brought to the full Committee for approval by majority.

Membership shall consist of representatives from all units<sup>1</sup> and employee groups<sup>2</sup>. Equal representation is not required.

#### Leadership

Committee leadership shall consist of a Chair and Vice-Chair(s).

The Chair holds primary oversight responsibility for all functions of the Committee and sub-committees. The Chair shall not vote except in the case of a tie or stalemate. The Vice-Chair(s) shall provide support to the Chair and serve as Chair Pro Tem in the absence of the Chair.

The Chair shall be elected at the last annual meeting of the Committee. The Chair shall serve a one year term, commencing on July 1 and ending on June 30 of the following year. The Vice-Chair shall assume the position of Chair on July 1 of the year following election. In the case of two Vice-Chairs, the Vice-Chairs will have the option of selecting the person to assume the role of Chair or moving the decision to a vote by the membership.

Nominations for the position of the Vice-Chair(s) are limited to Committee membership. Nominations will be accepted at the meeting prior to election and accepted from the floor on the day of election. In the case of two or more nominations, a secret ballot will be taken.

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<sup>1</sup> Business Services; Continuing Education; Institutional Advancement; Instructional Services

<sup>2</sup> Faculty; Classified; Pro-Tech; Administration

## AQIP Coordinating Committee

### Membership and Terms of Office – Year One

The same Membership and Terms of Office shall apply with the following exception applicable to the first year:

#### General Membership

New members shall commit to a term of one or two years with the term to be self-determined to the greatest extent possible in order to achieve a 50% staggering of terms. Those receiving a one year term will be encouraged to renew membership.

#### **Year 1 Membership Roster – Coordinating Committee**

<u>Name</u>	<u>Unit</u>	<u>Group</u>	<u>Term</u>
Barb Borg	Instructional Services	Faculty	2 year
Verona Barr	Instructional Services	Faculty	1 year
Deb Chiaventone	Instructional Services	Classified	2 year
Kathleen Collins	Instructional Services	Administration	2 year
Paul Folger	Instructional Services	Administration	2 year
Deb Jennings	Institutional Advancement	Pro-Tech	1 year
Cindy Johnson	Instructional Services	Faculty	2 year
Catherine Miller	Instructional Services	Administration	1 year
Chris Riley	Instructional Services	Administration	2 year
Dana Rosenberg	Institutional Advancement	Administration	1 year
Calvin Ross	Business Services	Classified	1 year
Allan Saaf	Instructional Services	Administration	
Rachelle Stivers	Instructional Services	Administration	2 year
Doug Salokar	Instructional Services	Faculty	2 year
Mayuko Sterzinger	Continuing Education	Pro-Tech	1 year
Jennifer Swartout	Instructional Services	Faculty	2 year
Jean-Marie Taylor	Instructional Services	Faculty	1 year
Johnny tenBroek	Instructional Services	Faculty	1 year
Pam Westerdahl	Instructional Services	Administration	1 year