

**EXTERNAL
COMMITTEE
ORIENTATION**





OVERVIEW

- Selection Process
- Your 9 + 1 Rights
- Representative Responsibilities
- Prior to your first meeting
- Attending your first meeting
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SELECTION PROCESS

It's important you know how you were selected to sit on these committees.

Some Criteria:

- You are a CCC student
- Diversity* (i.e., ethnicity, age, regional); and
- Location (e.g., regional representation).
- Additional information you provided us in your application

*The diversity criterion is included because the SSCCC is dedicated to providing all students an opportunity to serve on external committees. However, diversity is not the only criteria that will be used in determining who will be appointed to each committee. The SSCCC will work to ensure that the work of the SSCCC is balanced.

Your 9+1 Rights

1. Grading Policies
2. Codes of Student Conduct
3. Academic disciplinary policies
4. Curriculum development
5. Courses or programs which should be initiated or discontinued
6. Processes for institutional planning and budget development
7. Standards and policies regarding student preparation and success
8. Student services planning and development
9. Student fees within the authority of the district to adopt

The + 1 in your rights is meant to account for anything else that your college or district thinks will have a significant impact on students





BEFORE YOUR FIRST MEETING

- Schedule a preliminary phone call or zoom meeting with the chair of your external committee
- Ask and gather some past agendas and minutes from previous meetings if possible.
- Ask to be assigned a mentor from the committee who can assist you with the meeting content.

REPRESENTATIVE RESPONSIBILITIES

1. Attending all meetings of the committee to which you are appointed. If you are unable to attend, contact Jadams@ssccc.org as soon as possible so a replacement can attend in your place
2. Be familiar with past positions of the SSCCC so you are informed about the topics (see SSCCC Resolutions on the SSCCC website)
3. Submit a report to the SSCCC after every meeting and regularly updating the SSCCC on the committee's activities
4. Author resolutions according to the student needs which may arise from the committees work and submit them to be considered at the next General Assembly

Note: Most committees meet an average of 3-6 times a year

Attending your First Meeting

- Bring something to take notes with!
- Questions to ask yourself:
 - Are there other factors this committee should be considering in their work or discussion?
 - Is there a different approach I want this committee to consider?
 - Is there any background knowledge I am lacking in the discussion that I need to ask about?
 - Are there any assumptions the committee is making about the student perspective that is incorrect and which I need to give my input on?
 - Is there information or decisions I need to take back to the SSCCC?
 - Are there any arising student needs from the committee's work that can be addressed in writing resolution's to direct the SSCCC's priorities?
- Don't forget to ask questions! Your voice and perspective are valuable!





REPORT PROCEDURE

All Representatives are required to submit a report to the SSCCC after attending each of their committee meetings throughout the year.

- The report is a google form to which you can find on our website or at the link here:
https://docs.google.com/forms/d/e/1FAIpQLSdh0AvitT1WIWt7xbeZtR0_DsdmnFi5s_orC6q3bW7TYj-uCg/viewform?usp=sf_link

Additional Support and Contact

For questions relating to:

- Further connecting your committee's work to the SSCCC
- Being effective in your role as a committee representative
- Other further assistance

- Email us
 - externalcommittees@ssccc.org
 - vp@ssccc.org
 - jadams@ssccc.org
- Refer to the External Committee Orientation Packet:
<https://drive.google.com/drive/u/2/folders/1Ds55O6eb-QDiTr7L5Zw0KwNQpGcYFMyG>



QUESTIONS AND CONCERNS

