EXAMPLE

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ANTELOPE VALLEY COLLEGE

Senate Standing Committee Information Sheet

Bird Watching Committee, 26/27

Seat:	Appointed By: (which department or division?)	Name:	Term Length	Term Dates (Start Date and Expiration Day)
Faculty Co-Chair	Academic Senate	Xxxx xxxxxx	1 of 3	8/17/26 thru day before Fall 2029
Administrtive Co-Chair	V.P. Academic Affairs Designee	Xxxx xxxxxx	Standing	No set term
Faculty Rep	Aerospace, Industrial Arts & Applied Technologies	Open	2 of 3	8/18/25 thru day before Fall 2028
Faculty Rep	Arts & Humanities	Xxxx xxxxxx	3 of 3	8/19/24 thru day before Fall 2027
Faculty Rep	Health & Safety Sciences	Xxxx xxxxxx	1 of 3	8/17/26 thru day before Fall 2029
Faculty Rep	Health & Safety Sciences [formerly Kinesiology & Athletics]	Xxxx xxxxxx	2 of 3	8/18/25 thru day before Fall 2028
Faculty Rep	Library	Open	1 of 3	8/17/26 thru day before Fall 2029
Faculty Rep	Math, Science, & Engineering	Xxxx xxxxxx	1 of 3	8/17/26 thru day before Fall 2029
Faculty Rep	Math, Science, & Engineering	Xxxx xxxxxx	2 of 3	8/18/25 thru day before Fall 2028
Faculty Rep	Math, Science, & Engineering	Xxxx xxxxxx	3 of 3	8/19/24 thru day before Fall 2027
Faculty Rep	Language & Communication Arts	Xxxx xxxxxx	2 of 3	8/18/25 thru day before Fall 2028
Faculty Rep	Social & Behavioral Sciences	Xxxx xxxxxx	1 of 3	8/17/26 thru day before Fall 2029
Faculty Rep	Social & Behavioral Sciences	Open	2 of 3	8/18/25 thru day before Fall 2028
Ex-Officio Faculty Rep	Social & Behavioral Sciences	Xxxx xxxxxx	Standing	No set term, (NVM)
Adjunct Rep	Academic Senate	Xxxx xxxxxx	3 of 3	8/19/24 thru last day of Spring semester 2027 (Summers off)
At-Large Rep	Academic Senate	Xxxx xxxxxx	1 of 3	8/17/26 thru day before Fall 2029
ASO Student Rep	Alpha Iota	*Xxxx xxxxxx*	Standing	No set term, (NVM)

TERM LENGTH field: Enter what year of the term the individual is in and the years of the term itself. i.e. If the term is 2 years, and they are in their first year of serving, type **1 of 2.** If they are in the second year of a 3-year term, enter 2 of 3. The term length is a static framework that remains constant no matter when the seat is actually filled.

NVM = Non-voting Member (nice to make this clear in the table if that is the case.)

TERM DATES Field

- **FT Faculty**, terms will always expire the day before the first day of the Fall semester of the year their term ends. So if the term is 3 years and they started the first day of fall 2021, their term would end the day before the start of Fall 2024, which was August 17, 2024.
- **Adjuncts,** term ends the last day of the Spring semester of their final term year and their terms include only Spring and Fall semesters… no intersession and no summer.

Since we don't know what date the Fall semesters will begin one year past the current academic year, just enter **Day before Fall 2028,** for example.

This is a great example from the Honors Committee info sheet.

Type of Committee/Authority:
Academic Senate Standing Committee.

Purpose:
The honors program offers students challenging courses in a range of areas directly from the IGETC (CSU/UC). The benefits include reduced class size (20 maximum students), a seminar-style environment with increased interaction with peers and instructor(s), emphasis on theoretical approaches and practical applications, and opportunities for transfer to TAP colleges and universities. The students completing the honors program will:

- Successfully complete five or more honors courses
- Demonstrate good to outstanding performance overall in all transferable coursework
- Engage in appropriate intellectual discussion in and, when appropriate, outside the classroom
- Understand and demonstrate proper academic conventions
- Model appropriate academic behavior
- Mentor other students if given the opportunity
- Utilize skills learned in the classroom in other areas, on and off campus

Committee Recommendations Submitted To:
Academic Senate

Committee Reporting Requirements:
Committee reports to the Academic Senate twice per semester.

Committee Composition:
Faculty Chair
Past Chair (to be filled by a previous Honors Coordinator)
Division Dean (MSE Division Dean)
Honors Counselor and/or representative from the Transfer Center
Representative from each of the academic divisions (one), with remaining representatives At Large (with no fewer than five faculty representatives and no more than twelve).
Adjunct Representative
Student representative: Transfer Alliance Program
Student representative: Alpha Iota and/or ASO Math/Science senator

Term:
Honors /Co-Chairs serve a 3-year term
Counseling Faculty- Standing member
Past Honors Chair- Standing member
TAP & ASO Student Representatives serve a 1-year term
All other committee members serve a 3-year term

Quorum:
A simple majority of the committee's voting membership.

Meeting Days & Times
Meetings are held on the 4th Monday of each month during the fall/spring semesters from 2:30 p.m. to 4:00 p.m.

Minutes/Records:
Agendas and Minutes are posted to the public Senate website at https://www.avc.edu/campus-organizations-committees/honors-program-committee/agendas-minutes

Committee Info Sheet Prepared by: (Type Name)_____ **Date:** _____

Signature: _____