



Advisory Committee Bylaws

NAME

This Committee shall be named the Cañada College Honors Transfer Program CCHTP Advisory Committee

PURPOSE

The purpose of this committee shall be to advise the program faculty and staff on topics related to the development and operation of the Cañada College Honors Transfer Program.

MEMBERS

- Co-Chair – CCHTP Program Academic Advisor
- Co-Chair – CCHTP Program Coordinator
- Vice – President of Instruction
- 2 Students – appointed by the PTK leadership
- Minimum of 6 faculty members who are teaching in the CCHTP, with representatives from the academic divisions and counseling
- Transfer Center Director
- Articulation Officer
- MESA Coordinator

TERMS

Members shall serve two year terms with the option of serving on additional terms after consultation with the committee and Academic Senate leadership. There shall be a six year limit at which time the person must take a break of at least one calendar year prior to re-joining.

POWER AND RESPONSIBILITIES

The CCHTP shall:

- Establish policies regarding entrance and completion requirements for students in the CCHTP;
- Provide guidance and support to the activities of the CCHTP Coordinator, Academic Advisor, faculty, and administrators;

- Consider and approve the CCHTP Course Offerings Plan; and,
- Participate in planning and hosting CCHTP events including an Annual New Student Induction, an Annual Student Research Conference, and an Annual Completion Recognition event.

VOTING STRUCTURE

Concensus

AMENDING THE BYLAWS

These bylaws may be changed by a simple majority vote of the members in attendance at a regularly scheduled meeting.