



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 Coordinator and the Program Counselor on topics related to the development and operation of the Cañada College Honors Transfer Program.

MEMBERS

- Co-Chair – CCHTP Program Counselor
- Co-Chair – CCHTP Program Coordinator
- Vice President of Instruction
- 1 Student – appointed by the PTK leadership
- Minimum of 7-9 faculty members who are teaching in the CCHTP, with representatives from the academic divisions and counseling (appointments approved by the Academic Senate Governing Council)
- Transfer Center Director
- Articulation Officer

TERMS

Members shall serve 2-year terms with the option of serving additional terms after consultation with the committee and Academic Senate leadership. At the end of the 2-year term, there will be an effort made to incorporate new voting members. The HTP Coordinator will serve a 4-year term, without term limits.

RESPONSIBILITIES

The Cañada College Honors Transfer Program Committee (CCHTPC) members shall:

- Attend at least one Honors Transfer Program Committee meeting a semester and/or contact Honors Coordinator for minutes of missed meeting and read them;
- Read and respond as needed if requested to Honors Transfer Program Committee questions such as about meeting scheduling choices, volunteer sign ups for events, and major HTP decisions;
- Establish policies regarding entrance and completion requirements for students in the CCHTP;
- Provide guidance and support to the activities of the Coordinator, Academic Counselor, faculty, and administrator
- Consider and approve the CCHTP Course Offerings Plan; and,
- Participate in planning and hosting CCHTP events including the Annual Student Research Conference. Attend at least one event per year.

ASSURANCE OF MEMBER INVOLVEMENT

Members who have not been able to attend meetings, respond to emails (including emails about whether they would like to stay on the committee or about important votes where a quorum is needed), or attend any events for a year or more may be removed from the committee unless the member contacts the committee to explain their absence and request continuance with an agreement of involvement on the above listed responsibilities. If the member is no longer able to be involved, the coordinator may remove them from the committee and invite a new member to replace them.

VOTING STRUCTURE

Ideally, a quorum will exist at 50 percent plus one of the voting members. Then decisions will be made by consensus. In the absence of consensus, decisions will be made by vote. However, in the absence of committee members at meetings, the coordinator will email the committee for their vote. The decision will then be made based on those who respond within the timeline given.

AMENDING THE BYLAWS

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

