



CAL MARITIME

MEMORANDUM

January 10, 2023

From: Michael J. Dumont, Interim President

Subject: Discontinuing of OP 01-002: Policy for Boards, Councils, Committees and Task Forces

Policy Title	OP 01-002
Contact	Office of the President

On the recommendation of the President's Cabinet, I approve the discontinuing of OP 01-002: Policy for Boards, Councils, Committees and Task Forces.



Policy Number:	OP 01-002
Policy Administrator:	President
Policy Initiator:	President
Authority:	
Effective Date:	November 2011
Revised Date:	October 5, 2022
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Boards, Councils, and Committees Policy

Purpose:

The California State University Maritime Academy (Cal Maritime) recognizes that effective shared governance is critical to its core mission. A governance structure in which administration, faculty, staff, cadets, and other stakeholders work together to achieve shared goals is essential to true shared governance and load-sharing. Cal Maritime has instituted several boards, councils, committees, and task forces to foster shared responsibility and cooperative action.

Scope:

This policy applies to all Cal Maritime faculty, staff, and cadets.

Accountability:

The Associate Vice President of University Affairs & Chief of Staff is responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of Cal Maritime to exercise effective shared governance through various boards, councils, committees, and task forces on campus. The purpose and composition of each group is written below. Administrator and staff appointments to Cal Maritime’s standing committees are made by the President through the divisional vice presidents. Faculty appointments to the same are made by the President through the Provost upon the recommendation of the Academic Senate. Cadet appointments are made by the President through the Vice President of Cadet Leadership and Development upon the recommendation of the cadet leadership (Compass: Corps Commander, AS President, and Residence Hall Officer, and Cadet Athlete Council President).

Procedure:

A. Definitions

1. CSU Auxiliaries are separate corporate nonprofit entities with auxiliary specific by-laws, a governing board, and appointed committees. The by-laws establish the guidelines for the operation of the corporation. Auxiliaries hold 501(c)3 status.
2. Boards are appointed by the President and may contain Cal Maritime employees, cadets, and external stakeholders.

3. Councils are appointed by the President and can consist of Cal Maritime employees, cadets, and external advisors with long-term assignments, specific charges and membership.
4. Committees may be appointed by the President, Provost, Vice Presidents, or Deans with narrow and specific charges, designed to be continued over time and renewed each year.
5. Task Forces are appointed by the President, Provost, Vice Presidents, Deans or Directors for a specific and time-limited purpose. Members may include Cal Maritime employees and cadets and external stakeholders.
6. Academic Senate Committees are the purview of the Senate and are not subject to the above definitions.

B. CSU Auxiliaries Boards

1. Associated Students of the California Maritime Academy (ASCMA)
ASCMA sponsors, promotes, and conducts essential activities closely related to, but not normally included as a part of the instructional program, subject to the regulations of the State of California and policies and standing orders of the Board of Trustees of the California State University. ASCMA develops student leadership skills through participation in self-governance, enhances the quality of campus life for students and the Cal Maritime community, and provides a forum for representing the interests of the entire student body. Please refer to the official by-laws of ASCMA for further information.
2. California Maritime Academy Foundation, Inc. (CMAF)
CMAF provides assistance to Cal Maritime in furtherance of its mission via: fundraising; donor qualification, identification, cultivation and recognition; receipt and stewardship of gifts, bequests, devises, endowments, trusts and similar funds; endowment management; grant management; financial support for the activities of the Alumni Association; and other activities in support of the mission of Cal Maritime. Please refer to the official by-laws of CMAF for further information.
3. Alumni Board
The Alumni Board, a subsidiary of the Foundation Board, builds effective alumni support, maintains and expands programs beneficial to graduates of Cal Maritime, and serves as the primary interface between the university and alumni. Please refer to the official by-laws of the Alumni Board for further information.
4. Cal Maritime Advisory Councils
The Cal Maritime Advisory Councils exists to assess changing business and higher education environments, to make recommendations to Cal Maritime regarding academic and curricular enhancements, and to serve as the interface for communication between academic programs and external stakeholders. Please refer to the Cal Maritime Advisory Council Charter for further information.
5. Cal Maritime Corporation
The Cal Maritime Corporation exists to provide services to complement the instructional program of the university and assist the institution in fulfilling its educational mission by providing the campus and extended communities innovative services through strategic partnerships that improve the value and cadet experience. Services areas include campus dining, the Keelhauler Shop and Conference and Event planning. Please refer to the Cal Maritime Corporation Charter for further information.

C. President's Boards, Councils, and Committees

President's Cabinet

Purpose:

The President's Cabinet provides advice and counsel to the President in addressing strategic and operational issues impacting the campus and serves as a sounding board for ideas and new initiatives. The Cabinet serves to ensure better university decision making through the benefits of collective experience and thinking which enhances the ability of the President and Cabinet members to lead more effectively in pursuing the mission and vision of Cal Maritime.

Composition:

Campus President, Provost & Vice President of Academic Affairs, Vice President of Administration and Finance, Vice President of Cadet Leadership and Development, Vice President of University Advancement, Director of Marine Programs & CO, T.S.G.B., Associate Vice President of Human Resources, Diversity & Inclusion, and Administration, Chief of Staff & Associate Vice President of

University Affairs Associate Vice President of Enterprise Services & Executive Director of the Cal Maritime Corporation, and the Director of Athletics and Physical Education.

Frequency:

The cabinet convenes bi-weekly.

Vice Presidents and Captain Council (VPC)

Purpose:

Chaired by the Provost & Vice President of Academic Affairs the VPC serves as a collaborative body charged with reviewing, anticipating, and discussing matters pertinent to the university. The VPC works to identify emerging issues and barriers to help mitigate risk, confusion, and potential conflict through cross divisional communication and feedback to campus.

Composition:

Provost & Vice President of Academic Affairs, Vice President of Administration and Finance, Vice President of Cadet Leadership and Development, Vice President of University Advancement, Director of Marine Programs & CO, T.S.G.B., Associate Vice President of Human Resources, Diversity & Inclusion, and Administration, Chief of Staff & Associate Vice President of University Affairs Associate Vice President of Enterprise Services & Executive Director of the Cal Maritime Corporation, and the Director of Athletics and Physical Education, Associate Provost, and the Director of University Affairs.

Frequency:

The VPC meets bi-weekly (opposite of the cabinet meeting)

Campus Leadership Council

Purpose:

The Campus Leadership Council receives, presents, and constructs recommendations for the Vice Presidents' Council on short and long-term campus-wide priorities and/or initiatives, to demonstrate shared governance, ensure collaboration, and communicate effectively. The CLC is meant to share information and discuss issues that have cross-campus impact. The CLC will, when necessary, make decisions on these issues that will serve as recommendations to the Vice-Presidents' Council. The CLC agendas shall be aligned with and help inform all campus strategic planning efforts. The CLC is open to the campus community. Agendas will be shared in advance, and CLC members may circulate to personnel in their divisions/departments as they deem appropriate. The CLC will maintain an "Express Lane" for urgent and time-sensitive campus issues. Normally, committees and task forces proposing new or changes to existing campus policy will consult with the CLC, as part of the policy review and development process, prior to consulting with the VPC.

Composition:

Divisional/Departmental leaders identified and approved by the President's Cabinet that represent a cross-campus functional divisional/departmental committees.

Frequency:

The Campus Leadership Council convenes bi-weekly.

Diversity, Equity and Inclusion Council

Purpose:

The DEI Council advances the educational mission of Cal Maritime and fosters mutual respect, appreciation, understanding, collaboration, and communication among the members of the university's diverse community.

Composition:

The DEI Council shall consist of volunteer representatives, to be nominated by divisional vice presidents, the TSGB Captain and/or other relevant nominating bodies, and will be considered and, at the president's

discretion, appointed to the council by the president. The DEI Council will be co-chaired by a staff member and faculty committee member. Other representatives will be nominated to represent the following divisions, departments and/or functions: Academic Affairs, Administration & Finance, University Advancement, Cadet Leadership & Development, Athletics, Office of the President and/or University Affairs, Academic Senate, At-large representatives from the faculty and staff, and cadet representatives.

Frequency:

Monthly during the academic year or as needed.

Police Advisory Council (CMPAC)

Purpose:

CMPAC serves as an advisement group composed of a diverse membership of campus and community leaders and stakeholders. The CMPAC will serve as an independent, diverse, and representative group that addresses issues that impact public safety on campus and works to improve the quality of life and create and sustain an inclusive environment.

Composition:

Council membership outlined in the CMPAC policy.

Frequency:

At least once per semester.

Budget Advisory Committee

Purpose:

The Budget Advisory Committee advises the President and Cabinet on budget allocation issues.

Composition:

Cabinet, three faculty members (one designee from each school), three cadet representatives, and two staff members appointed.

Frequency:

Meets on an as needed basis but regularly between February and April.

Honorary Degree Committee

Purpose:

The Honorary Degree Committee reviews recommendations, assists in development and compiles materials in support of nominations for conferral of honorary degrees.

Composition:

Provost and Vice President for Academic Affairs, Vice President of University Advancement, at least three faculty members recommended by the Academic Senate Executive Committee, and one cadet representative.

Frequency:

Annually.

Public Affairs and Communications Advisory Committee

Purpose:

The Public Affairs and Communications Advisory committee promotes a unified brand that maximizes external visibility, enhances Cal Maritime's reputation, promotes a positive image, and advances strategic goals. Committee members should consult with their colleagues to identify marketing and communication priorities from their areas of responsibility as well as storytelling opportunities which advance campus

strategic initiatives. It advocates for the marketing needs and goals of campus stakeholders and serves a critical role in fostering a free flow of ideas and solutions.

Composition:

This committee shall be chaired by the Director of Public Affairs and Strategic Communications and shall contain representation from all major areas of Cal Maritime, including Dean School of Engineering (or designee), Dean School of Letters and Sciences (or designee), Dean School of Marine Transportation, Logistics, and Business (or designee), Director of Admissions (or designee), Senior Director Extended Learning (or designee), and at least 2 cadet representatives.

Frequency:

At least one time per year, as determined by the Chair in consultation with Committee members.

D. Provost & Vice President for Academic Affairs

Provost's Leadership Team (PLT)

Purpose:

The purpose of the Provost's Leadership Team is to provide high level administrative oversight and communication for Academic Affairs.

Composition:

Provost & Vice President for Academic Affairs, Dean School of Engineering, Dean School of Letters and Sciences, Dean School of Maritime Transportation, Logistics and Management, Associate Provost, Dean of the Library, Coordinator of Student Academic Support, and AVP for Enrollment Management.

Frequency:

The Provost's Leadership Team convenes the first and third Tuesday of the month.

Provost's Council

Purpose:

Academic Affairs is responsible for the academic departments, faculty development, academic policy development and implementation, assessment and accreditation of academic programs, the Library, academic technology, admissions and college readiness programs, continuing education and extended learning, enrollment management, and financial aid. The Provost's Council, with representation from these various areas, serves as the advisory, policy development, and informational body for all matters involving academics. The Provost Council meetings are working sessions, where issues affecting more than one area of the division are discussed and resolved.

Composition:

Provost & Vice President of Academic Affairs, Associate Provost, Dean School of Engineering, Dean School of Letters and Sciences, Dean School of Maritime Transportation, Logistics and Management, Dean of the Library, AVP for Enrollment Management, Senior Director of Academic Technology, Director of Financial Aid, , Director USCG Licensing, , Registrar, Academic Senate Chair, Coordinator Student Academic Support, Executive Assistant to the Provost, Operations and Budget Coordinator, Senior Director of Extended Learning, AVP for Research and Innovation, and University Advisor.

Frequency:

The Provost's Council meets bi-weekly.

Institution Wide Assessment Council

Purpose:

The Institution-Wide Assessment Council (IWAC) is responsible for promulgating and sustaining the assessment of institution-wide academic student learning outcomes. The council implements the Assessment Plan according to a four-year calendar and process chart, notifies the campus community of

the Institution-Wide Learning Outcomes (ILOs) to be assessed prior to the commencement of the Academic Year, identifies and notifies appropriate faculty and instructors for assessment practices, collects and analyzes assessment data, and makes recommendations for programs and departments to be taken based on assessment findings.

The Institution-Wide Assessment Council (IWAC) shall be responsible for promulgating and sustaining the assessment of institution-wide academic student learning outcomes. The duties and responsibilities of the Committee on academic assessment are as follows:

1. Implement the Assessment Plan according to the five-year calendar and process chart.
2. Notify the campus community of the Learning Objectives to be assessed prior to the commencement of the Academic Year.
3. Identify and notify appropriate faculty and instructors for assessment practices.
4. Collect and organize assessment data.
5. Maintain IWAC database.
6. Publish results of the assessment cycle, using appropriate templates and databases.
7. Suggest actions to be taken based on assessment findings.
8. Propose Revisions to the Institution-Wide Student Learning Outcomes and Assessment Plan as needed.
9. Serve as a liaison to individual academic departments and Academic Program Review Coordinators.
10. Serve as liaison to WASC Coordinator and other accrediting bodies as needed.

Composition:

General Membership: The council will be comprised of a minimum of one member per academic department. The council reports to the Provost's Office, but the council is chaired by a faculty member elected to a two-year term (Fall/Spring/Fall Spring) by a simple majority vote of the council.

Frequency:

The committee meets for a one-week, forty-hour session every summer, and as needed during the academic calendar year.

Academic Calendar Committee

Purpose:

The purpose of the Academic Calendar Committee is to plan the Annual Academic Calendar.

Composition:

Associate Provost (Chair), Vice President for Cadet Leadership and Development, Registrar, Director of Marine Programs and CO, T.S.G.B., Dean School of Engineering, Dean School of Letters and Sciences, Dean School of Maritime Transportation, Logistics and Management, Dean of Cadets, AVP for Enrollment Management, a representative from Human Resources, Controller, Director USCG Licensing, Chair of the Academic Senate, and Director of University Affairs.

Frequency:

Monthly during fall semester, and as needed during the spring and summer semesters.

Admission Appeals Committee ([Assembly Bill No. 670](#))

Purpose:

The purpose of the Admissions Appeal Committee is to reconsider applications of students who have been denied admission if they appeal the initial decision made by the Office of Admissions. Refer to the Admission Decision Appeals Policy.

Composition:

Registrar (or appointed designee), additional members include the Dean of Students (or appointed designee), the department chair or faculty member from the applicant's area of interest, a representative

from the Commandant's Office, and the School Dean from the applicant's area of interest (or appointed designee). The Director of Admissions serves as an ex-officio, non-voting member of the committee.

Frequency:

The committee meets on an as-needed basis.

Instructionally Related Activities (IRA) Advisory Committee ([EO 1102](#))

Purpose:

The Instructionally Related Activities Advisory Committee reviews and recommends IRA programs consistent with the California Education Code, Section 89230 and pursuant to Title 5, California Code of Regulations, Section 41800.2. The IRA fee is established in accordance with Executive Order 1034 and 1102.

Committee Charge:

1. The IRA Advisory Committee will make recommendations to the President and the Campus Fee Advisory Committee (CFAC) on the level of IRA fees.
2. The IRA Advisory Committee will make recommendations to the Provost on the allocation of IRA fees.
3. The IRA Advisory Committee has the authority to recommend the types of activities funded by IRA fees.

Note: Special athletic and/or recreation fees are allocated by the Vice President for Cadet Leadership and Development, not by the IRA Advisory Committee.

Composition:

One designee appointed by the Provost to act as convener (non-voting); three students recommended by the student leadership (the Compass); three faculty members (appointed by Senate leadership); one voting member from Cadet Leadership & Development

Frequency:

At least twice in spring, once in fall.

Institutional Review Board Committee ([National Research Act of 1974](#))

Purpose:

The purpose of the Institutional Review Board Committee is to assure that:

1. CSU Maritime Academy has an IRB Procedure Manual that is compliant with all regulations and available to the Cal Maritime community in a usable format and available online;
2. the procedures as set forth in the manual are followed;
3. human subjects are not placed in unreasonable physical, mental, or emotional risk as a result of the research;
4. the necessity and importance of the research outweighs the risks to the subjects;
5. the researcher(s) is/are qualified to conduct research involving human subjects; and
6. that records of all applications are maintained in a secure environment.

Composition:

The Cal Maritime IRB shall consist of at least six members. At least one member must be a faculty member from a scientific area and one faculty member from a non-scientific area. One member shall be drawn from Student Health Services. One member shall be from the Environmental Health & Safety. One member must be drawn from outside the institution. The sixth member will be an at-large member, drawn from the faculty or staff of Cal Maritime, and serving a three-year term. The chair of the IRB shall be selected from among these members – by acclamation if possible, by vote if necessary.

The Cal Maritime faculty members of the IRB (scientific, nonscientific, and at-large member) shall be appointed by the Provost in consultation with the Senate Executive Committee and the Chief Research Officer. The external IRB member shall be designated by the Provost in consultation with the Chief Research Officer.

Frequency:
Meets as needed.

International Experience Planning Committee:

Purpose:
The International Experience Planning Committee shall develop and recommend all policies and processes relevant to the International Experience Program.

Composition:
Primary committee: Dean School of Letters and Sciences, Dean School of Maritime Transportation, Logistics and Management, GSMA and IBL Department Chairs, Budget Director, Coordinator of Operations and Budget for Academic Affairs, Risk Manager, Registrar, and others on an as-needed basis appointed by the Provost and/or Primary Committee. In addition, the IE Trip Faculty Members and IE Trip Assistants, once determined, shall serve on the committee from the time of their selection through IE trip completion and debriefing meetings for approximately 10 months.

Frequency:
The committee shall convene at least once at the start of each semester during the academic year and as frequently as needed thereafter, including summer, based on the needs of the program.

Scholarship Committee

Purpose:
The purpose of this committee is to review foundation scholarship applications and match applicants to the appropriate scholarship based on scholarship criteria.

Composition:
Director of Financial Aid and includes the Vice President of University Advancement (or designee), the Director of Admissions, and three faculty members.

Frequency:
The committee typically meets during the spring semester on an as-needed basis.

New Student Common Reading Committee

Purpose:
The purpose of the New Student Common Reading Committee is to select the summer reading required by all incoming first-year students for the following academic year. In addition, the committee assists with the planning of related events, such as securing an Orientation Week speaker and organizing group discussions and group discussion leaders.

Composition:
Dean of the Library chairs this committee with additional members recruited from interested staff and instructional faculty. The committee seeks membership that will be representative of the campus-at-large.

Frequency:
The committee communicates frequently online and meets in-person when the Chair or committee members deem it necessary.

Academic Appeals Committee

Purpose:
The purpose of the Academic Appeals Committee is to hear academic disqualification and readmission appeals, and to consider other academic issues as appropriate.

Composition:

Dean from appropriate School (Chair), academic department chairs, Registrar (ex-officio), and University Advisor (ex-officio).

Frequency:
As needed

USCG Licensing Committee

Purpose:

The purpose of this committee is to ensure campus wide and programmatic compliance with US Coast Guard Domestic Licensure and with STCW 1978 as amended in 2010. The committee takes the lead in the audits for the campus and reviews and makes recommendations regarding any changes to the curriculum, facilities, and/or domestic and international standards.

Composition:

Co-chaired by the Deans of Engineering and MTLM, Director USCG Licensing, USCG Licensing Coordinator, Director of Marine Programs and CO TSGB, and Commandant, MT Department Chair, ET Department Chair, ME Department Chair, TSGB. Chief Engineer, and Chief Mate.

Frequency:

The committee meets quarterly or as necessary to ensure compliance.

WASC Steering Committee

Purpose:

The purpose of the WASC Steering Committee is to ensure that all campus processes directly or indirectly related to subsequent WASC reviews, including various curricular and co-curricular assessment measures, are being implemented in a timely manner.

Composition:

Associate Provost (ALO and Chair), Provost & Vice President of Academic Affairs, Senior Director Extended Learning, Director of Institutional Research, Director USCG Licensing, AVP of Enrollment Management, three faculty members, Vice President of Student Affairs (or designee), Dean of Students, Commandant, CFO & Vice President Administration & Finance, Budget Director, Associate Vice President of Human Resources, Diversity & Inclusion, and Administration, Chief of Staff & Associate Vice President University Affairs, two student representatives.

Frequency:

The committee meets on an as-needed basis, but much more frequently in the period leading up to WASC reviews during re-accreditation years.

Cruise Coordination Committee

Purpose:

The Cruise Coordination Committee reviews and coordinates all elements relating to the annual at-sea training periods, including but not limited to the following areas:

1. Training plan,
2. Cruise itinerary and schedules,
3. Ship's organizational structure,
4. Other ships' movements, and
5. Academic course offerings.

Composition:

Co-chaired by the Deans of Engineering and MTML, Captain of the Training Ship, Chief Mate, Chief Engineer, one faculty representative from the Department of Marine Transportation, one faculty

representative from the Department of Engineering Technology, and one representative from the university budget office.

Frequency:

As required beginning soon after the start of the fall semester preceding cruise

E. Vice President for Cadet Leadership and Development

CLD Leadership Team (CLDLT)

Purpose:

The CLDLT serves as an advisory and informational council to the Vice President for Cadet Leadership and Development for all matters affecting cadet life. The CLDLT meetings are working sessions, where issues affecting more than one area of the division are discussed and resolved.

Composition:

Vice President for Cadet Leadership and Development, Dean of Cadets , Commandant, Athletic Director, Director of Health Services (Or Designee), , Title IX Coordinator, Director of Career Services, , Assistant Dean and Director of Community Standards, Executive Director ASCMA, and Director of Residential Life.

Frequency:

Bi-Weekly

Council of Cadet-Athletes

Purpose:

The Council of Cadet-Athletes () (CCA) is to serve as a vehicle to promote communication between the athletic administration and the cadet=athletes at Cal Maritime by providing a cadet-athlete voice within the department, discussing issues and concerns, and providing feedback as necessary. The CCA also serves in a leadership role recruiting fellow cadet-athletes to serve the campus, Vallejo, and the surrounding area through a variety of community service programs and events.

Composition:

Associate Director of Athletics and two cadet representatives from each athletic team.

Frequency:

The council meets a minimum of one meeting per month.

Alcohol, Tobacco, and Other Drugs Advisory Committee

Purpose:

The purpose of this committee is to advise the Dean of Cadets and Vice President for Cadet Leadership and Development on issues concerning alcohol, tobacco and other drugs involving the campus and surrounding community in which Cal Maritime cadets, staff and faculty live and work and includes: policy issues; health promotion programming; research, data and assessment; availability of clinical services; and surrounding community issues such as location of alcoholic beverage establishments, medical marijuana dispensaries, etc.

Composition:

CAPS Director, student representatives (preferably at least one representative who lives on-campus and one representative who lives off-campus), Chief of Police (or designee); Director of Health Services (or designee), Health Educator, Athletics Director (or designee), Dean of Cadets (or designee), Commandant (or designee), two faculty members, and a member from the community.

Frequency:

Monthly

Applicant Health Review Committee

Purpose:

The purpose of this committee is to review health issues of prospective applicants for admission to Cal Maritime and advise the Student Health Center on questionable cases where prospective applicants may not meet the U.S. Coast Guard health standards for licensure or the physical/mental health requirements to participate in training cruise.

Composition:

Director of Health Services (or designee), Director of Admissions, Assistant Director of Admissions, Campus Psychologist, Dean of Cadets, Dean School of Engineering (or designee, licensed).

Frequency:

As needed near end of application cycle, typically once/year.

Orientation Committee

Purpose:

The purpose of this committee is to plan, organize, and implement orientation policies, activities and events.

Composition:

Dean of Cadets (Chair), Director of New Student and Family Programs,t, faculty representatives, Commandant, Housing and Residential Life designee, AVP of Enrollment Management, Corps Commander, Associate Provost (as needed for scheduling) and representatives from the following: Food Services, Police Services, Health Education, and Facilities.

Frequency:

As needed by Chairs, summer meetings required.

Student Health Advisory Committee ([EO 943](#))

Purpose:

The purpose of this committee is to advise the campus President (or designee) and the Director, Student Health Center, regarding student health issues on campus and Student Health Center operational issues such as hours of operation, scope of services provided, fee for service levels (“advisory” capacity only), health promotion programming, etc.

Composition:

This committee should have membership from cadet representatives (comprising a majority of the committee), staff, and faculty, with a student as chair. Student Health Center may appoint one standing member. The Director of Health Services serves as an ex-officio member.

Frequency:

1-2 times per semester

Off Campus Housing Committee

Purpose:

The purpose of this committee is to advise the Dean of Cadets and Vice President of Cadet Leadership and Development of policy issues and implementation of policies for cadets living or seeking to live off campus.

Composition:

Dean of Cadets, Housing and Residential Life designee, Associate Vice President of Cal Maritime Corporation and Director of DSO

Frequency:

Twice per semester and summer.

Food Service and Menu Advisory Committee

Purpose:

This committee meets with the Executive Chef to discuss menus, nutrition and special needs.

Composition:

Chair is elected from membership, which includes one faculty member, two staff members, and six student representatives. The Associate Vice President of Cal Maritime Corporation acts as Ex-Officio and coordinates meetings.

Frequency:

Quarterly

Veterans' Affairs Committee

Purpose:

The purpose of the Veterans' Affairs Committee is to assist Cal Maritime meet CSU and national goals to be a veteran friendly campus, to assure that any problems that veterans may have, either with the campus or personally, are addressed, and to increase services to veterans and dependents on campus as well as raise awareness of veteran related issues on campus and in the community.

Composition:

Commandant, Registrar (or designee), Student Financials Analyst, Director of Admissions, Director of Financial Aid, Director of Health Services (or designee) and at least one (2) student veterans or dependent representatives (Chair appointed by Vice President of Cadet Leadership and Development).

Frequency:

The committee meets monthly; same day as the CSU Veterans Conference Call.

Women in Maritime Leadership Committee

Purpose:

Women in Maritime Leadership Conference is a two-day conference focused on supporting the success of women in maritime, transportation, and related industries such as business, policy, and engineering. The committee is to provide strategic and continual oversight of the development and implementation of the annual conference. To provide direction and input into the Women in Maritime Leadership Conference including thematic suggestions, logistics planning and on the ground logistical support, promotion, and other conference related activities.

Composition:

Director of New Student & Family Programs (chair), Housing and Residential Life designee, Admissions representative, Career Center representative, Webmaster and Social Media Specialist, Commandant, Title IX Coordinator, one or more faculty representatives, one or more student representatives.

Frequency:

Monthly during the fall semester and increasing in frequency to once per week leading up to the conference. Immediately following conference, a debrief meeting is held to create a list of suggest improvement for the following year and committee is released from its duty.

Commencement Committee

Purpose:

The purpose of this committee is to plan, organize, and implement commencement policies, activities and events.

Composition:

Dean of Cadets (chair), Associate Vice President of University Affairs & Chief of Staff, Director University Affairs, , Director of New Student & Family Programs, Registrar, Chief of Police, Officer in Charge of Naval Science, Coast Guard Liaison, Graduate Program Coordinator, Associate Vice President Facilities Management, Instructional Support (Audio Visual), Bookstore, Director of Contracted Services and Procurement (or designee), Director of Food Services, Director of Special Programs & Donor Engagement, Environmental Health and Safety Manager, Director of Admissions, and 2-3 senior class students.

Frequency:

Initial meeting in October. Bi-monthly starting in January through Commencement.

F. Vice President for Administration and Finance

Accessible Technology Issues (ATI) Oversight Committee (and its sub-committees)

Purpose:

The purpose of the Accessible Technology Issues Oversight Committee is to lead campus efforts in developing awareness of and compliance on Accessible Technology Issues through marketing, training, policy, and procedure. The oversight committee meets once a month as a whole or as one of its subcommittees.

Composition:

Chief Technology Officer, Deputy CIO, Director of Contracted Services and Procurement, AVP Human Resources, Bookstore Manager, Web & Digital Media Specialist, Senior Director of Academic Technology Director, Disability Services Director, and Faculty (nomination from Academic Senate).

Frequency:

Biannually

Subcommittees:

1. Procurement Subcommittee:
Focuses on the Purchasing of Electronic and IT related services and products on campus related to ATI
2. Instructional Materials Subcommittee:
Focuses on the compliance and development of accessible instructional materials, textbooks, and syllabi on campus

Campus Fee Advisory Committee ([EO 1102](#))

Purpose:

The Campus Fee Advisory Committee serves as an advisory committee to the President for fees and rates charged to students for items not supported by the state educational budget. The committee evaluates requests for fee changes and makes its recommendations to the President for his consideration. The President makes the final decision for fee rates for items that he has delegated authority from the Chancellor's Office to adjust. (Executive Order 1102)

Composition:

Executive Order 1102 requires membership of the committee be comprised of students, faculty, and staff. The Compass Leadership will appoint eight cadets along with the ASCMA President as student representatives (4 housing, 3 AS, 1 corps), the Academic Senate Chair or designee along with two faculty members, the President appoints one staff member, and each vice president (4) appoints one member. The Budget Analyst will serve as coordinator and staff to the committee.

Frequency:

Annually during academic year, or more frequently on an as needed basis.

Clery Compliance Committee

Purpose:

Establishment of the Clery Compliance Committee (CCC) through this policy is necessary to promote campus compliance with the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act [20 USC § 1092(f)] (Clery Act). The purpose of the CCC is to establish a working group of campus stakeholders to enhance campus safety by: (1) providing comprehensive oversight, review, revision and implementation of all policies and procedures relating to the Clery Act; (2) facilitating full campus cooperation in campus efforts to comply with the Clery Act; and (3) providing and/or promoting education relating to safety and crime prevention.

Composition:

Clery Compliance Director, Chief of Police or designee, Vice President for Cadet Leadership & Development or designee, Director of Athletics and Physical Education, Lead Coordinator for Housing & Residential Life, Student Activities Coordinator & Executive Director of ASCMA, University Counsel, and Director of Student Equity & Programs.

Frequency:

Biannually

Emergency Operations Management Center Committee

Purpose:

The purpose of this committee is to assist the Emergency Manager with the development on Emergency Operation Center, resource identification, and training development.

Composition:

ICS Incident Commander, Section Chiefs for Operations, Logistics, Planning, and Finance, Building Monitor Representative and EOC Coordinator.

Frequency:

Biannually.

Health, Safety, Access and Security Committee

Purpose:

University participation in the Health, Safety, Access and Security Committee is a key element in maintaining a safe, secure and accessible campus wide culture and helps drive key initiatives and drives resolution to related problems. Human Resources, Safety and Risk Management is responsible for the formation and administration of the Health, Safety, Access and Security Committee. The Environmental Health and Safety Manager will normally chair the committee, in collaboration with the Chief of Police and the Disability Services Manager. The Health, Safety, Access and Security Committee was developed to serve as an advisory board to make health, safety, security and accessibility policy recommendations, ensure compliance with applicable policies and regulations, and assess the effectiveness of related Cal Maritime policies and programs.

Composition:

Open to the campus community. The Committee will include representatives from the following constituencies: Administration and Finance, Academic Affairs, Cadet Affairs, the Academic Senate, the Cal Maritime Corporation, Marine Programs, Health Services, Human Resources, Facilities, University Police, Disability Services, Employee Unions, and Cadets.

Frequency:

- The Health, Safety, Access, and Security Committee shall meet at a minimum once each quarter.

- As appropriate, subcommittees of the Health, Safety, Access, and Security Committee will be created to address specific safety issues such as the Training Ship Golden Bear Safety Committee (meets monthly) and The Facilities Services Safety Committee (meets quarterly).

Parking Committee

Purpose:

This committee is a campus-wide committee established to provide advice to the President for on-campus transportation policies, procedures, services, and programs including:

1. Use and allocation of parking space and facilities;
2. Proposed changes and adjustments to the parking permit fee schedule (Category III fee) and the parking violation penalty schedule (Category IV fee);
3. The development of long-term strategies to maintain existing parking facilities, acquire and construct new parking facilities; and
4. Develop and enhance existing alternate methods of transportation programs for students and employees.

Composition:

The membership of the Parking Advisory Committee shall include:

1. Standing members - Chief of Police and Associate Vice President Facilities Management, Director of Facilities Planning and representative from the Office of the President
2. One-year term members – Two cadet representatives One off-campus/one on-campus.
3. Two-year term members –A designee appointed by the Provost & Vice President of Academic Affairs; a designee appointed by the Vice President of Cadet Leadership & Development; a designee appointed by the Vice President of Administration and Finance; a designee appointed by the Vice President of University Advancement, and the Chair of the Academic Senate (or designee).
4. Staff Support: Parking Coordinator

Frequency:

Monthly during academic year.

Property Survey Committee

Purpose:

This committee provides control and documentation for obsolete, stolen, or lost campus property. The committee is responsible for establishing if any damage or theft was due to negligence of the employee assigned responsibility for the asset and preparing a report to the Vice President of Administration and Finance.

Composition:

University Controller, Risk Manager, Associate Vice President of Facilities Management, and Chief Information Officer (or designee).

Frequency:

Annually.