



Boards, Councils, Committees and Task Forces Policy

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| Policy Administrator: | President |
| Policy Initiator: | President |
| Authority: | |
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| Approved: | President Thomas A. Cropper |
| Approval Signature: | /s/ |

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, students, 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 in order to foster shared responsibility and cooperative action.

Scope:

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

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. Student appointments are made by the President through the Vice President of Student Affairs upon the recommendation of the student leadership (Triad: Corps Commander, AS President, and Student Hall Director).

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, students, and external stakeholders.
3. Councils are appointed by the President and can consist of Cal Maritime employees, students, 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 students 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 Council
The Cal Maritime Advisory Council 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.

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 Student Affairs, Vice President of University Advancement, Director of Marine Programs & CO, T.S.G.B., Senior Associate Vice President of Human Resources, Diversity & Inclusion, and Administration, and Associate Vice President of University Affairs & Chief of Staff.

Frequency:

The cabinet convenes weekly.

Campus Leadership Council

Purpose:

The President's Campus Leadership Council works to identify emerging issues and barriers to help mitigate risk, confusion, and potential conflict through cross divisional communication and feedback. This group of senior leadership will leverage the strengths of the campus culture to share and disseminate information across divisions and is coordinated to align with the work of the President's Cabinet.

Composition:

President, Provost & Vice President of Academic Affairs, Vice President of Administration and Finance, Vice President of Student Affairs, Vice President of University Advancement, Director of Marine Programs & CO, T.S.G.B., Senior Associate Vice President of Human Resources, Diversity & Inclusion, and Administration, Associate Vice President of University Affairs & Chief of Staff, Associate Provost, Associate Vice President of Enterprise Services, Associate Vice President of Facilities Management, Dean School of Engineering, Dean School of Letters and Sciences, Dean School of Maritime Transportation, Logistics and Management, Dean of Students, Dean of the Library, Academic Senate Chair, Director of Public Affairs and Communications, and Assistant Director of University Affairs & Special Assistant to the President.

Frequency:

The Campus Leadership Council convenes weekly.

Campus Planning Council

Purpose:

The President's Campus Planning Council works to identify emerging issues and barriers to help mitigate risk, confusion, and potential conflict through cross divisional communication and feedback.

Composition:

President, Provost & Vice President of Academic Affairs, Vice President of Administration and Finance, Vice President of Student Affairs, Vice President of University Advancement, Director of Marine Programs & CO, T.S.G.B., Senior Associate Vice President of Human Resources, Diversity & Inclusion, and Administration, Associate Vice President of University Affairs & Chief of Staff, Associate Provost, Associate Vice President of Enterprise Services, Associate Vice President of Facilities Management, Dean School of Engineering, Dean School of Letters and Sciences, Dean School of Maritime Transportation, Logistics and Management, Dean of Students, Dean of the Library, Academic Senate Chair, Director of Public Affairs and Communications, Director Institutional Research, Senior Director Extended Learning, Registrar, Director Admissions, Director Financial Aid, Chief Technology Officer, Chief of Police, Budget Director, University Controller, Director Safety & Risk Management, Director Procurement, Director Career Services, Director Health Services, Athletics Director, Director of Student Equity & Programs, Director Alumni Affairs, Corps Commander, Associated Students President, Student Hall Director, and Assistant Director of University Affairs & Special Assistant to the President.

Frequency:

The Campus Planning Council convenes the fourth week of the month for the first hour of the meeting.

Unity Council

Purpose:

The Unity Council is to advance the educational mission of Cal Maritime while fostering mutual respect, appreciation, understanding, collaboration and effective communication amount the members of a diverse university community.

Composition:

Volunteer representatives appointed by the President from Academic Affairs (4), Administration and Finance (3), University Advancement (2), Student Affairs (3), Academic Senate (4), at-large representatives from the staff and faculty (2), students (2), and members of the local community invited by the president.

Frequency:

Monthly during the academic year.

Budget Advisory Committee

Purpose:

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

Composition:

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

Frequency:

Meets weekly for four consecutive weeks in the spring semester, usually starting in March.

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 student representative.

Frequency: Annually.

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 of Academic Affairs, Dean School of Engineering, Dean School of Letters and Sciences, Dean School of Maritime Transportation, Logistics and Management, Associate Provost, and Dean of the Library.

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, Director of Admissions, Director of Financial Aid, Director of Marine Programs & CO, T.S.G.B., Director USCG Licensing, Director of Institutional Research, Registrar, Academic Senate Chair, Executive Assistant to the Provost, College Readiness & EAP Coordinator, Operations and Budget Coordinator, Senior Director of Extended Learning, and University Advisor.

Frequency:

The Provost's Council convenes the second and fourth Tuesday of the months.

Extended Provost's Council

Purpose:

The Extended Provost's Council, with representation from the academic departments as well as the Provost's Council, serves as the communication avenue and advisory body to the Provost on matters of broad importance to Academic Affairs.

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, Director of Admissions, Director of Financial Aid, Director of Marine Programs & CO, T.S.G.B., Director USCG Licensing, Director of Institutional Research, Registrar, Academic Senate Chair, Executive Assistant to the Provost, College Readiness & EAP Coordinator, Operations and Budget Coordinator, Senior Director of Extended Learning, University Advisor,, Culture & Communications Department Chair, Global Studies & Maritime Affairs Department Chair, Sciences and Mathematics Department Chair, Engineering Technology Department Chair, Mechanical Engineering Department Chair, International Business & Logistics Department Chair, and Marine Transportation Department Chair.

Frequency:

The Extended Provost's Council convenes as needed.

Institution Wide Assessment Council

Purpose:

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:

Co-chaired by the Associate Provost; the other co-chair shall be elected by members of the committee. All faculty members are encouraged to apply; preferably, the nominated faculty member should be responsible for program review or other assessment assignments on the departmental level. The selection processes shall be made with explicit considerations for:

1. Broad representation across academic departments and
2. Particular faculty expertise relating to the specific learning outcomes addressed each calendar year.

Members shall serve for two years, with staggered terms such that approximately half of the council shall overlap in order to preserve institutional memory for assessment sustainability.

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 of Student Affairs, 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 Students, Director of Admissions, a representative from Human Resources, Controller, Director USCG Licensing, Chair of the Academic Senate, and Assistant Director of University Affairs & Special Assistant to the President.

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 Student Affairs, not by the IRA Advisory Committee.

Composition:

Budget Director or designee (ex-officio, non-voting), Operations and Budgets Coordinator for Academic Affairs (ex-officio, non-voting), 3 student representatives (one of these members as committee chair); and 3 faculty members (staggered, two-year terms; membership determined by the Senate Executive Committee). The Provost will provide a designee from Academic Affairs to act as convener of the meetings. The Vice President of Student Affairs will designate one individual as a non-voting staff support to the committee.

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 Office of Risk Management. 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. 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, Director of Safety & Risk Management, Registrar, Executive Assistant to the Associate Provost, 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.

Registration Planning Committee

Purpose:

The purpose of the Registration Planning Committee is to ensure strong collaboration among departments to ensure timely registration, disbursement of financial aid, collection of fees, and cancellation of enrollment. The Committee also reviews requests for priority registration and recommendations are forwarded to the Provost and President. To create an efficient university, workflow processes are reviewed, and if needed, policies regarding registration are forwarded to the provost and president.

Composition:

Registrar (Chair), Student Finance or Controller, Director of Admissions, Dean of Students, Director of Financial Aid, Dean School of Engineering, Dean School of Letters and Sciences, Dean School of Maritime Transportation, Logistics and Management, one faculty representative from a cruise-going program and one faculty from a shore-side program, Commandant, and two student representatives.

Frequency:

The committee meets twice a semester.

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:

Director USCG Licensing, USCG Licensing Coordinator, Director of Marine Programs and CO T.S.G.B, and Commandant. In addition, ad-hoc members (non-voting) include: MT Department Chair, ET Department Chair, ME Department Chair (or designee), T.S.G.B. Chief Engineer (or designee) and Chief Mate (or designee).

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, Provost & Vice President of Academic Affairs, Senior Director Extended Learning, Director of Institutional Research, Director USCG Licensing, Director Admissions, three faculty members, Vice President of Student Affairs (or designee), Dean of Students, Commandant, CFO & Vice President Administration & Finance, Budget Director, Senior 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.

E. Vice President Student Affairs

Student Affairs Leadership Team (SALT)

Purpose:

The SALT serves as an advisory and informational council to the Vice President of Student Affairs for all matters affecting student life. The SALT meetings are working sessions, where issues affecting more than one area of the division are discussed and resolved.

Composition:

Vice President of Student Affairs, Dean of Students, Associate Dean of Student Engagement, Commandant, Athletic Director, Director of Health Services (Or Designee), Associate Vice President of Enterprise Services, Title IX Director, Director of Career Services, Judicial Officer, Executive Director ASCMA, and Lead Residential Life Coordinator.

Frequency:

Weekly

Student Athletic Advisory Council

Purpose:

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

Composition:

Head Athletic Trainer and two student representatives from each athletic team.

Frequency:

The council meets at least twice a semester

Disability Resources Advisory Committee

Purpose:

The Disability Resources Advisory committee reviews and updates or changes to policies and procedures as well as assisting with any challenges to disability accommodations made by faculty or students, assists in setting policy and procedure for the Disability Resource Office and meets twice a year.

Composition:

Disability Services Coordinator, Director of Health Services (Or Designee), Director of Admissions, the STCW Coordinator, faculty, and a student representative.

Frequency:

The committee meets twice per academic year.

Alcohol Advisory Committee

Purpose:

The purpose of this committee is to advise the Dean of Students and Vice President of Student Affairs on issues concerning alcohol, tobacco and other drugs involving the campus and surrounding community in which Cal Maritime students, 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:

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

Frequency:

As needed

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 Students, 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 Students (Chair), Associate Dean of Student Engagement, Commandant, Housing and Residential Life designee, Corps Chief of Staff, 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 student 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 Students and Vice President of Student Affairs of policy issues and implementation of policies for students living or seeking to live off campus.

Composition:

Dean of Students, Housing and Residential Life designee, Associate Vice President of Enterprise Services, one student representative.

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 Enterprise Services 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 Student Affairs).

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:

Housing and Residential Life designee, Admissions representative, Career Center representative, Webmaster and Social Media Specialist, Commandant, Title IX Director, 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.

F. Vice President 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 and will include representatives from Information Technology, Director of Contracted Services and Procurement, Associate Provost, Director of Learning and Academic Technology, Webmaster & Social Media Specialist, and Director Health Services (which includes Disability Services for Students).

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 Triad Leadership will appoint eight students along with the ASCMA President as student representatives, 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 Student Affairs or designee, Athletics Director, Lead Coordinator for Housing & Residential Life, Student Activities Coordinator & Executive Director of ASCMA, University Counsel, and Director of Student Equity & Programs.

Frequency:
Biannually.

Cost Allocation Plan Committee

Purpose:

The Cost Allocation Plan Committee is a standing campus-wide committee to provide advice to the Chief Financial Officer (CFO) on methodology and model practices to be employed on campus to be in compliance with CSU Executive Order (EO) 1000 including:

1. Annual review of the draft Cost Allocation Plan and recommend adjustments to the CFO.
2. Review proposals for new components or services to be added to the cost allocation plan.
3. Annual review of facility rental rates for compliance with CSU EO's and Internal Revenue Service (IRS) Unrelated Business Tax (UBIT) guidelines.
4. Develop and recommend new campus service centers as needed to meet campus needs and comply with CSU model business practices.

Composition:

University Controller & Director of Financial Services, Associate Vice President of Enterprise Services, and Senior Director Extended Learning. In addition, the committee includes the following voting members: a faculty designee (two years), a designee appointed by the Provost & Vice President of Academic Affairs (two years), a designee appointed by the Vice President of Student Affairs (two years), a designee appointed by the Vice President of University Advancement (two years), a designee appointed by the President from Marine Programs (two years), two student representatives (one year). The following service providers are non-voting members on the committee: Associate Vice President Facilities Management, Chief of Police Services and Chief Technology Officer.

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.

Environmental Health and Safety Committee

Purpose:

University participation in the Environmental Health and Safety Steering Committee is a key element in maintaining an effective campus wide culture and helps drive key initiatives and drives resolution to related problems. The Department of Safety and Risk Management is responsible for the formation of the Cal Maritime Campus EH&S Steering Committee. The Campus EH&S Steering Committee was developed to serve as an advisory board to make EH&S recommendations, determine compliance with safety regulations, and assess the effectiveness of Campus EH&S policies and programs at a particular Cal Maritime. The committee plays an important role in the overall University EH&S program by involving property employees from different disciplines in safety management.

Composition:

Open to all Campus community members. Associate Vice President Facilities Management, Director of Facilities Planning, and will include representatives from the following constituencies: Administration and Finance, Academic Affairs, Student Affairs, Academic Senate, Marine Programs, Health Services, Human Resources, Employee Unions, and Students.

Frequency:

- The EH&S Steering Committee shall meet at a minimum once each academic semester.
- The Training Ship Golden Bear Safety Committee shall meet monthly.
- The Facilities Management Department Safety Committee shall meet quarterly.

Parking Committee: Membership Questions

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, Associate Vice President Facilities Management, Director of Facilities Planning, Director Special Programs and Donor Engagement, and Director Conference and Events.
2. One-year term members – Two student representatives.
3. Two year term members –A designee appointed by the Provost & Vice President of Academic Affairs; a designee appointed by the Vice President of Student Affairs; 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:

Director of Safety & Risk Management, and representatives from: Financial Operations, Associate Vice President of Facilities Management, and Chief Technology Officer (or designee), and faculty.

Frequency:

Annually.

Information Technology Governance Committee

Purpose:

The committee is responsible for providing oversight to the campus' Information Technology Strategic Plan. The committee shall also review and prioritize campus-wide technology initiatives, assess campus technology use and recommend policy and resource utilization. To achieve this purpose the committee will provide for approval by the cabinet, IT related policies, a prioritized list of recommended technology projects and a prioritized list of recommended campus software and hardware purchases. The committee is also responsible for being a conduit for obtaining user feedback on IT services and functionalities, and promoting the integration of state-of-the-art applications into the university's normal business practices.

Composition:

Chief Technology Officer, Webmaster and Social Media Specialist, Dean of the Library (or designee), Associate Vice President of Enterprise Services, Director of Learning and Academic Technology, Associate Vice President of University Affairs & Chief of Staff, Graduate Program Coordinator, faculty representative, Director of Public Affairs and Communication, Director of Contracted Services and Procurement, and four student representatives.

Frequency:

Bi-monthly.

Web Subcommittee:

Focuses on the campus web page and together web services on campus related ATI.

G. Vice President University Advancement

CSU Maritime Academy Cadet Ambassador Program

Purpose:

The program will provide a unique opportunity for cadets to develop their leadership skills through interactions with industry, alumni, donors, and elected officials. The program includes establishing a student alumni program, volunteerism, event participation, donor visits, travel and the opportunity for meeting and networking with executives of the maritime and related industries.

Composition:

Vice President of University Advancement, Director of Special Programs & Donor Engagement, Director of Alumni Relations, 30 cadets chosen based on application process.

Frequency:

TBD

Spirit Week

Purpose:

To organize and execute the annual Homecoming Weekend, including Day on the Bay.

Composition:

Vice President of University Advancement, Director of Special Programs & Donor Engagement, Housing & Residential Life designee, Alumni Association representatives, Administrative Assistant for Advancement, faculty, staff, students, Chief of Police, Associate Vice President of Facilities Management, and additional members as needed.

Frequency:

Weekly and bi-weekly meetings as needed in the months before homecoming weekend.

Gala Committee

Purpose:

To organize and execute the annual Black Tie fund raising Gala.

Composition:

Vice President of University Advancement, Director of Special Programs & Donor Engagement, Director of Alumni Relations, Senior Development Officer, First Lady, Administrative Assistant for Advancement, and others as needed

Frequency:

Weekly and bi-weekly meetings as needed in the months before homecoming weekend.

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 Public Affairs and 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 student representatives.

Frequency:

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

H. Marine Programs

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:

Captain of the Training Ship, Chief Mate, Chief Engineer, Dean of Engineering, Dean of Marine Transportation Logistics and Management, one faculty representative from the Department of Marine Transportation, one faculty representation 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

I. Campus-Wide

Commencement Committee

Purpose:

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

Composition:

Dean of Students, Associate Vice President of University Affairs & Chief of Staff (co-chairs), Assistant Director University Affairs & Special Assistant to the President, Associate Dean of Student Engagement, Executive Assistant to the President, 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, Director of Safety & Risk Management, Director of Admissions, and 2-3 senior class students.

Frequency:

Bi-monthly starting in January through Commencement.