

# Dual Enrollment Committee Charter

## Name of Committee:

Dual Enrollment Committee

## PURPOSE:

The purpose of the Dual Enrollment Committee is to determine courses feasibility, develop policies and procedures and promote practices that contribute to the quality of the dual enrollment, concurrent enrollment, CCAP programs, and all special admit students at Taft College.

## SPECIFIC RESPONSIBILITIES:

1. Formation of policies/procedures
2. Program evaluation
3. Follow state/local regulations and guidelines for the programs
4. Determine best practices
5. Evaluate courses/programs that apply for dual, concurrent, or CCAP enrollment
6. Report to the Academic Senate

## MEMBERSHIP REPRESENTATION:

- Taft College Full Time Faculty Member – Chair
- Taft College Full Time Faculty Member – CTE (*desired*)
- Taft College Full Time Faculty Members on Dual Enrollment Committee
- Taft College Full Time Faculty member – Counseling (*desired*)
- Taft College Dual Enrollment Liaison
- Office of Instruction designee (non-voting)
- Taft Union High School Full Time Faculty Member (non-voting)
- Taft Union High School Full Time Faculty Member (non-voting)
- Taft Union High School Full Time Counselor (non-voting)
- Taft Union High School Administration designee (non-voting)

## MEMBERSHIP AND MEETING POLICIES:

**Quorum** is based on 50% + 1 of voting membership.

It is the responsibility of each member of the committee to attend each meeting and adhere to the College Code of Conduct.

**Voting** shall be decided by a simple majority, with each voting member receiving one vote.

## **MEETING SCHEDULING, AGENDAS, AND MINUTES:**

The Committee shall meet monthly or as needed to accomplish its goals and responsibilities. The committee will determine the day and time of each meeting. Agendas and minutes will be recorded.

## **RELATIONSHIP WITH OTHER COMMITTEES:**

The Dual Enrollment Committee is a subcommittee of the Academic Senate. Approved changes to current programs, policies, and procedures of the Dual Enrollment Committee must be reviewed and approved by the Academic Senate.

The Dual Enrollment Committee may also make recommendations to other committees regarding dual enrollment, concurrent enrollment, CCAP and related issues as needed.

## **SELF-EVALUATION:**

The Dual Enrollment Committee shall:

- Review/evaluate their performance at the end of each academic year
- Review/evaluate the Committee Charter at the beginning of each academic year

Updated: 9/7/22

Academic Senate reviewed: 10/3/22

DE committee reviewed: 9/4/24