



Advisory Committee Bylaws

NAME

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

PURPOSE

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

MEMBERS

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

TERMS

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

RESPONSIBILITIES

The CCHTP shall:

- Establish policies regarding entrance and completion requirements for students in the CCHTP;
- Provide guidance and support to the activities of the Coordinator, Academic Counselor, faculty, and administrator
- Consider and approve the CCHTP Course Offerings Plan; and,
- Participate in planning and hosting CCHTP events including the Annual Student Research Conference.

VOTING STRUCTURE

A quorum will exist at 50 percent plus one of the voting members. Decisions will be made by consensus. In the absence of consensus, decisions will be made by vote.

AMENDING THE BYLAWS

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