## Responsibilities/Authority

As an ad hoc committee approved during the Executive Council’s May 11, 2021 meeting, The Select Committee on Institutional Mentoring (**Mentoring Committee**) is responsible for

* researching and identifying best practices for faculty/staff mentoring procedures
* working collaboratively across departments to identify current mentoring practices at Santa Fe College by gathering feedback from faculty/staff/chairs/directors
* keeping the Executive Council of the College Senate informed of meeting dates/times and updated on current work progress
* drafting proposed guidance on institutionalized mentoring policies at Santa Fe College for the Executive Council to consider supporting and recommending for adoption by the end of Spring Term 2022

## Accountability

The Mentoring Committee is accountable to the Executive Council of the College Senate and serves under their charge.

## Membership

Membership in the Mentoring Committee is based on appointment by the President of the College Senate and/or the Mentoring Committee Co-chairs to help promote a broad diversity of membership. College employees represented in the College Senate’s Executive Council, as a full or part-time employee, may be appointed to serve on this committee. Each member of the Committee has full voting rights regardless of full or part-time status. Co-chairs will serve to lead meetings, set meeting dates/times, set meeting modality, keep meeting records and aid in communication between the committee and Executive Council of the College Senate. Co-chairs will be selected by the President of the College Senate with input by the committee members as necessary. Co-chairs are voting members of the select committee.

## Responsibilities/Authority

As an ad hoc committee approved during the Executive Council’s June 8, 2021 meeting, The Select Committee to Review the College Senate’s Constitutional Documents (**Constitutional Review Committee**) is responsible for

* reviewing the College Senate’s Constitution, By-Laws, and Standing Rules to identify any discrepancies, redundancies, or other terminology errors
* reviewing the College Senate’s Constitution, By-Laws, and Standing Rules to identify any areas that do not align with current practices of the College Senate and/or Executive Council
* review the core documents to identify items that are outdated and/or unsustainable in their practice
* review the core documents to provide clarity of mission and help ensure members of the Executive Council can easily understand and participate in the shared governance process
* keeping the Executive Council of the College Senate informed of meeting dates/times and updated on current work progress and proposals
* drafting proposed amendments to the College Senate’s documents for the Executive Council to consider supporting and recommending for adoption by the end of Spring Term 2022

## Accountability

 The Constitutional Review Committee is accountable to the Executive Council of the College Senate and serves under their charge.

## Membership

Membership in the Constitutional Review Committee is based on appointment by the President of the College Senate and/or the Constitutional Review Committee Co-chairs to help promote a broad diversity of membership. College employees represented in the College Senate’s Executive Council, as a full or part-time employee, may be appointed to serve on this committee. Each member of the Committee has full voting rights regardless of full or part-time status. Co-chairs will serve to lead meetings, set meeting dates/times, set meeting modality, keep meeting records and aid in communication between the committee and Executive Council of the College Senate. Co-chairs will be selected by the President of the College Senate with input by the committee members as necessary. Co-chairs are voting members of the select committee.