

## Charge and Membership

<b>Name of Committee or Task Force</b>	<b>Grants Development Advisory Committee</b>
<b>Purpose</b>	The Grants Development Advisory Committee supports the alignment of grant funding with the college's mission, strategic planning goals, and resource needs.
<b>Function</b>	<p>The Grants Development Advisory Committee will recommend practices and inform decisions that encourage a strategic response to grant development for the college. The committee will:</p> <ul style="list-style-type: none"> <li>• Review and track the progress of grant development efforts</li> <li>• Provide updates on key grant-funded program outcomes, challenges, identified best practices, and opportunities for improvement</li> <li>• Provide feedback on potential funding opportunities that support institutional goals, priorities, and strategic plan.</li> <li>• Share information and resources on innovative programs, best practices, and funding trends</li> <li>• Advise the grant development process campus-wide</li> <li>• Inform faculty, staff, and administration on funded initiatives and programs at the national, state, and local level, or through private organizations</li> </ul>
<b>Annual Timeline of Outputs</b>	<p>Annual</p> <p>Provide feedback on:</p> <ul style="list-style-type: none"> <li>• Training on the grant development process</li> <li>• Presentation on grant activities, successes, and challenges</li> </ul> <p>Ongoing</p> <ul style="list-style-type: none"> <li>• Provide feedback on grant development tools and resources for faculty and staff interested in pursuing grant funding</li> </ul>
<b>Reporting</b>	Reports will be sent to the Executive Cabinet. The faculty co-chair will be the liaison with the Academic Senate. Co-chairs will provide regular reports to the College Planning Committee (CPC).
<b>Membership</b>	<p>Administrative Co-Chair - Dean, Institutional Effectiveness  Faculty Co-Chair  Foundation Representative  Representative from Student Support Services appointed by VP of Student Support Services  Grants Office Designee  College Advancement &amp; Economic Development Designee  Fiscal Services Designee  Academic Affairs Designee appointed by VP of Academic Affairs  Deputy Directory of Purchasing Designee  Faculty at-large (4) appointed by the Academic Senate (Additional designee appointment needed)  Faculty Professional Development Coordinator  Classified Senate Designee</p> <p>Resources:</p>

	Curriculum Chair Student Success Co-Chair
<b>Meeting Frequency and Schedule</b>	Frequency: Monthly throughout the academic year with additional meetings scheduled as needed. Schedule: Second Wednesday of each month 3:00-4:30 pm.
<b>Terms</b>	Appointed faculty serve a three-year term limit that is renewable for a second term. Appointed classified staff by the Classified Senate serve a two-year term limit that is renewable for a second term.