

**Business Process Alignment Task Force
Chancellor's Advisory Council
March 2018**

Charter

The Business Process Alignment Task Force will explore opportunities to align business processes, operational policies, schedules, and other procedures within the colleges and Central Services to improve opportunities for students to take classes at both colleges.

The Task Force will articulate opportunities for alignment and forward those recommendations to impacted departments, ETS, and other departments for a viability and implementation assessment. Impacted departments and support units will inform the Task Force regarding how an alignment might be implemented and the associated time frame for doing so. The Task Force will make implementation recommendations to the Chancellor's Advisory Council for consideration and approval.

Initial areas for exploration may include:

- Application and Admissions
- Financial Aid
- Matriculation
- Term Dates
- Registration Periods
- Transcripts
- Marketing
- Security Systems
- Educational Planning

The Task Force will be convened jointly by the Vice Chancellor of Technology and the Vice Chancellor of Business Services.

Evaluation Criteria

The Chancellor's Advisory Council will evaluate recommendations for alignment primarily with the following criteria:

- Does a proposed alignment have a positive impact on students – particularly in terms of enrollment?
- Does a proposed alignment create an efficiency that reduces workload or cost?

Membership

Central Services

Vice Chancellor of Technology
Vice Chancellor of Business Services
District Academic Senate President
Vice Chancellor of Human Resources or designee
Executive Director of Fiscal Services or designee
Executive Director of Institutional Research & Planning
Classified Senate President or designee
Faculty Association President or designee
ACE President or designee

De Anza College

Vice President of Instruction or designee
Vice President of Finance and College Operations or designee
Vice President of Student Services or designee
Academic Senate President or designee
Associate Vice President of Communications & External Relations or designee
Classified Senate President or designee
College Researcher or Research Analyst
Counseling representative
Associate Vice President of Instruction or designee (online instruction representative)
DASB designee

Foothill College

Vice President of Instruction or designee
Vice President of Finance and Administration or designee
Vice President of Student Services or designee
Academic Senate President or designee
Director of Marketing & Public Relations or designee
Classified Senate President or designee
College Researcher or Research Analyst
Counseling representative
Dean of Online Learning or designee
ASFC designee