**Business Process Alignment Task Force**

**Chancellor's Advisory Committee**

**February 2018**

**DRAFT**

*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 and ETS for a viability and implementation assessment. Functional departments and ETS 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
* Educational Planning

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

*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

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

Associate Vice President of Communications & External Relations or designee

Classified Senate President or designee

College Researcher or Research Analyst

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

Director of Marketing & Public Relations or designee

Classified Senate President or designee

College Researcher or Research Analyst