



SHARED GOVERNANCE HANDBOOK



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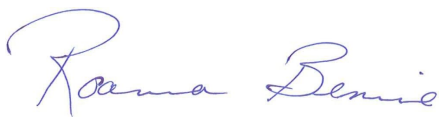
Message from the College President on Shared Governance (To be updated by Dr. Foster prior to Board Submission)

More recently in California a shift has occurred away from use of the term “shared governance” to “participatory governance.” Here at Las Positas College, this is not something we have focused on; we have continued to call this document our **Shared Governance Handbook**. I believe that shift has not caught our attention for one primary reason. As a varied community of constituent groups, we seem to enjoy such a broad and heartfelt commitment to provide the best learning environment and teaching/learning practices for our students that we have not ever held the opinion that one person or one small group “owns” decision-making and then (oh, how nice of them...) “shares” it with others. That is not how LPC has functioned.

I see among us a fundamental belief and practice that shared governance is where we each bring our experience and expertise to the table so that we all enjoy the riches of the many. We literally share (all contribute) in the work and the rewards across our classrooms and offices. We may not always agree with one another, but we value one another and our collective goals.

At Las Positas College, shared governance is all groups participating in the varied parts of the process of decision-making. There is no one unilaterally making decisions without the advice of key constituent voices, nor is there decision-making as simply a matter of taking a group vote. We have agreed together on the process and roles of administrators, faculty, and classified professionals and their various interconnected functions across the campus. When that does not work well, we expect someone to point it out and for us to listen. I see us working together at shared governance as a way to balance maximum participation with clear accountability. It gives a voice to all constituencies; although, not final authority, for common concerns or specific concerns for all groups.

Many thanks to those who have shared in the revisions and updating of this version of our **Shared Governance Handbook**. It has been a worthwhile effort!



Roanna Bennie
Interim President

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SECTION I.

Institutional Principles

INSTITUTIONAL PRINCIPLES

Las Positas College Mission, Vision, and Values Statements

Adopted by LPC College Council on February 27, 2020

Mission Statement

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

Vision Statement

Las Positas College strives to support and empower students to develop the knowledge, skills, values, and abilities needed to become engaged participants and leaders in their local and global communities.

Values Statement

Las Positas College thrives as a collaborative teaching and learning community committed to integrity and excellence by:

1. Encouraging and celebrating lifelong learning;
2. Responding to the needs of the ever-changing workplace and society;
3. Demonstrating civic, social and environmental responsibility;
4. Promoting ethical behavior, mutual trust, equity, and respect within our diverse community;
5. Fostering a climate of discovery, creativity, personal development, and physical and mental health;
6. Committing to anti-racist policies and practices;
7. Ensuring that Las Positas is a sanctuary campus for undocumented students;
8. Holding firm to the belief that each of us makes an astonishing difference.

Glossary of Selected Terms for College Mission Statement

Adopted by College Council, April 23, 2020

The multiple meanings of selected terms used in the Mission Statement are below:

Inclusive - welcoming of a diverse group of students including but not limited to: all race-ethnicity groups, all ages, all genders, lesbian, gay, bisexual, transgender+, first generation, students with disabilities, veterans, students with children, all socio-economic backgrounds, including those from economically disadvantaged backgrounds, undocumented, international, multicultural, religious beliefs and practices—all with varying skill levels and learning styles.

Learning-Centered - refers to courses, programs, disciplines, modes of delivery, learning communities, accounting for varying skill levels and learning styles, creative and critical thinking, and having necessary and specialized facilities.

Educational Opportunities - include but are not limited to classroom and Distance Education (DE) instruction, athletics, field trips, guest speakers, student government, cultural opportunities, clubs, labs, internships, tutoring service, workshops, library research, career training, and mentoring.

Support - includes tutoring services, Reading and Writing Center, learning communities, student workshop opportunities, counseling, faculty office hours, Math Learning Center, supplemental instruction, Admissions and Records, advisory boards, Health and Wellness Services, financial aid, evening services, learning management system, online courses, online counseling, online tutoring, technology support for online students, food pantry, cafeteria, bookstore, technology, appropriate pathways, assessment, Child Development Center, Library, Computer Center, technical support, Student Services, programs for traditionally marginalized students, Administrative Services; all provided by a dedicated group of faculty, classified professionals, and administrators.

Education Master Plan Goals 2021-2026

Adopted by College Council, April 23, 2020

Goals	Strategies
<p>A. Educational Excellence Ensure excellence in student learning through quality academic programs and support services.</p>	<p>A1. Analyze and meet the educational needs of a diverse population and workforce through ongoing program support and innovation.</p> <p>A2. Design course offerings, class schedules and modalities, and support services that are accessible and inclusive for all students and promote timely completion of transfer, degree, and career-technical goals.</p> <p>A3. Comprehensively and equitably provide for the learning needs of underserved students and students with disabilities through proactive engagement and support.</p> <p>A4. Provide students with the knowledge and skills necessary for career readiness and advancement.</p> <p>A5. Institutionally support opportunities for students and the Las Positas community to engage critical issues related to ethics, social justice, globalization, and civic responsibility both inside and outside the classroom.</p> <p>A6. Develop and institutionalize a comprehensive system of tutoring and other learning support services.</p> <p>A7. Develop and promote practices and services that support student health, safety, and wellness.</p> <p>A8. Engage in efforts to safeguard continuity of instruction in career education programs aligned with industry demands or designated as critical infrastructure programs.</p>
<p>B. Community Collaboration Ensure excellence in student learning by collaborating with community partners to provide educational opportunities that best serve the needs of our students and our community.</p>	<p>B1. Deepen engagement with local school districts to increase academic preparedness for high school students planning to enter Las Positas College and to promote the opportunities offered by the College.</p> <p>B2. Develop and strengthen collaboration with community partners to better serve local, regional, national, and global workforce needs and to secure resources for program growth and innovation.</p> <p>B3. Coordinate efforts to increase community awareness of the programs, services, and achievements of Las Positas College through a variety of approaches, especially social media, targeted outreach, and on-campus events.</p> <p>B4. Increase community awareness of the college's cultural wealth, including its status as a Hispanic Serving Institution (HSI) and a sanctuary campus.</p>
<p>C. Supportive Organizational Resources Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities.</p>	<p>C1. Strategically pursue and support initiatives that strengthen the financial stability of Las Positas College, while institutionalizing support for programs and services that have demonstrated success.</p> <p>C2. Develop processes and institutional supports to pursue, coordinate and manage alternative revenue sources.</p> <p>C3. Evaluate and ensure staffing levels that support student needs and institutional effectiveness.</p> <p>C4. Optimize the use of technology in college processes,</p>

	<p>practices, and facilities to meet student learning needs and support institutional effectiveness.</p> <p>C5. Engage in advocacy with external stakeholders to ensure appropriate funding models that support students in our communities.</p> <p>C6. Optimize and continually update facilities to address student and personnel needs.</p>
<p>D. Organizational Effectiveness Ensure excellence in student learning by improving organizational processes, promoting safety and wellness, and fostering professional development.</p>	<p>D1. Improve and communicate existing processes for students and personnel through streamlining, integration, standardization, and appropriate use of technology.</p> <p>D2. Nurture and support inclusive, transparent, and accountable decision-making processes, in order to ensure broader participation and leadership development amongst full-time and part-time faculty, classified professionals, students, and administrators.</p> <p>D3. Ensure equitable access to relevant professional development opportunities for all college personnel in support of student learning, equity, anti-racism, accessibility, organizational readiness, and institutional effectiveness.</p> <p>D4. Provide ongoing training and support to promote the design of distance education courses and support services that are user-friendly, accessible, equitable, inclusive, and pedagogically excellent.</p> <p>D5. Continually assess and analyze student data in order to develop and implement plans for institutional improvement.</p> <p>D6. Expand practices and processes that promote safety and wellness for all members of the campus community in response to ongoing and emerging community needs.</p> <p>D7. Develop communication strategies with our students that are technologically-current and equity-informed, especially for students accessing courses and services remotely.</p>
<p>E. Equity and Anti-Racism Ensure excellence in student learning by prioritizing equity and anti-racism.</p>	<p>E1. Establish Las Positas College as a destination campus for Black students and other students of color by nurturing culturally-informed and equity-focused curriculum, strengthening access to student support services, and creating physical and virtual cultural centers.</p> <p>E2. Analyze data to take urgent action to eliminate student opportunity gaps associated with systemic racism and investigate the effects of other structural inequities.</p> <p>E3. Identify, assess and work to eliminate inequities associated with racism and implicit bias in hiring, promotions, and employee experience.</p> <p>E4. Nurture a campus-wide culture of rigorous attention to equity and anti-racist practices.</p>

Las Positas College Planning Priorities

Approved by College Council May 16, 2019

Based on the work of the Integrated Planning Committee, College Planning Priorities provide guidance about key issues that need to be addressed by the campus community.

It is hoped that all committees and shared governance groups will keep these in mind when prioritizing and accomplishing their work. Sample agenda and minutes templates are in the addendum for use with the priorities noted.

LPC Planning Priorities 2020-2021

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

Graduated College Planning Priorities

Graduated College Planning Priorities are priorities that have been determined by the Institutional Planning and Effectiveness Committee to have “graduated” to a sustainable college process. The following College Planning Priority has graduated:

- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs/SAOs and integrate assessment of SLOs/SAOs into college processes. (Graduated Spring 2017)
- ❖ Provide necessary institutional support for curriculum development and maintenance. (Graduated Spring 2019)
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses. (Graduated Spring 2019)
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals. (Graduated Spring 2019)

SECTION II.

Overview of Shared Governance

OVERVIEW OF SHARED GOVERNANCE AT LAS POSITAS COLLEGE

Introduction

The shared governance structure of Las Positas College is reflective of an institutional decision-making process that includes representation from all constituents (students, classified professionals, faculty, and administrators) in recommending policies and/or procedures (exclusive of collective bargaining issues) to the President, Chancellor, and Board of Trustees.

The shared governance process is based upon the mutual belief and tradition that the development of College policies, procedures, and recommendations is made by consensus and built upon campus-wide involvement of students, faculty, classified professionals, and administrators. This belief is founded on the premise that, while each group has unique responsibilities and authority, many issues – because of their effect on the operation of the College as a whole – are not exclusive. Through the active engagement and participation of all constituency groups on campus, there is strong commitment to the successful implementation of policy decisions resulting from college-wide recommendations.

This process is in concurrence with the recognition by the Board of Governors of the California Community College System and the CLPCCD Board of Trustees (Policies 2015, 2016, 2017, and 2018) that all key parties participate in college and district governance in accordance with Title V (§ 51023.5, 51023.7, 53200, 53201, 53203, and 53204).

All members of the Las Positas College campus community are invited and encouraged to attend committee meetings. Although there are specified voting and non-voting members for each committee, the college encourages any interested faculty, staff, student or administrator in attending any committee meeting based on their interest.

Purpose of the Shared Governance Process

The purpose of the Las Positas College shared governance process is to develop a method for collegial consultation that appropriately involves staff, faculty, and students in the planning and operation of the College. This inclusion brings with it the responsibility and obligation on the part of all members of the campus community to fully participate in and be open to the collegial process. This means willingness on the part of all groups to actively contribute to the decision-making process and to accept ownership for the development and creation of a College environment based on these decisions.

These procedures attempt to guide appropriate representation and authority for each constituency group and to delineate committee responsibilities and reporting relationships. It is a purposefully fluid process that will be reviewed and refined on an annual basis, or sooner when needed, with the goal of enhancing and improving collegial consultation.

The Board of Trustees has delegated-authority, through the Chancellor to the President, who will – as appropriate – share that authority through this collegial consultation process. Final authority for governance of Las Positas College rests with the Board of Trustees.

Chabot-Las Positas Community College District (CLPCCD) – Relationship to LPC Shared Governance

The CLPCCD (District) reviews and endorses this Shared Governance Handbook upon each revision.

Note that the District has committees which assist the two Colleges' committees with their work and which have members from each College.

The District committees are listed below and their membership and charge information are on the District webpage at <http://www.clpccd.org/board/DistrictwideCommittees.php>.

These committees' meeting dates are usually on Fridays.

- District Integrated Planning and Budget Committee (District IPBC)
- District Enrollment Management Committee (DEMC)
- District Facilities Committee
- District Educational Support Services (ESS) Committee
- District Technology Coordinating (TCC) Committee

COMMITTEE STRUCTURE

The vehicle by which the consultation process shall function and be organized is the shared governance structure, made up of the College Council, Committees, Sub-Committees, Task Forces, and User Groups (for vendor relations). These governance bodies are designed to formalize the collegial process, facilitate communication, develop plans and processes, and provide input for the effective planning and operation of the College. Agendas will be made available prior to the meetings; minutes will be taken at all meetings and distributed through e-mail and posted in appropriate locations. Term lengths do not preclude members from serving additional terms.

College Council

The College Council is the body that reports information and makes recommendations directly to the President of the College via the shared governance structure. The College Council is charged with a scope of responsibility that is institutional and broad in nature and/or particularly significant. All executive leadership and constituency groups are represented and members serve as representatives of these groups. See the Committee Chart following this section.

Committees

Committees report and make recommendations to the College Council or a Committee which reports to the College Council, or committees report to a governance group, such as the Faculty Association, SEIU, or Academic Senate. Committees have significant scope and meet regularly on an on-going basis.

Chairs for College Committees do not vote at their committee level, unless a vote is needed to break a tie. Chairs for Academic Senate Committees may or may not vote, as the Senate decides, and these are noted on each committee page in the Committee section.

Sub-Committees

Sub-committees serve committees with a specific role or focus. They are on-going and may meet regularly. They work from an agenda and have informal minutes. They have a member from the parent committee, and they each report to their parent committee. Their work may come to College Council through the parent committee they serve. They are formed or disbanded by their parent committee.

Task Forces/Work Groups

Task Forces/Work Groups are groups that accomplish limited tasks (such as an event) or initiatives (such as a grant). Appointments to Task Forces/Work Groups are made based on the duties of members necessary to accomplish the task. They are not required to keep an agenda or take minutes. Examples of Task Forces/Work Groups are the Scholarship Task Force, the Commencement Task Force, or the AB 705 initiative.

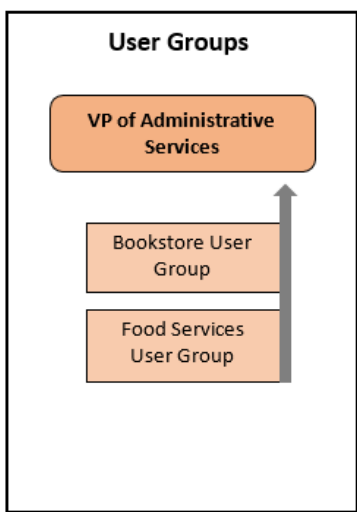
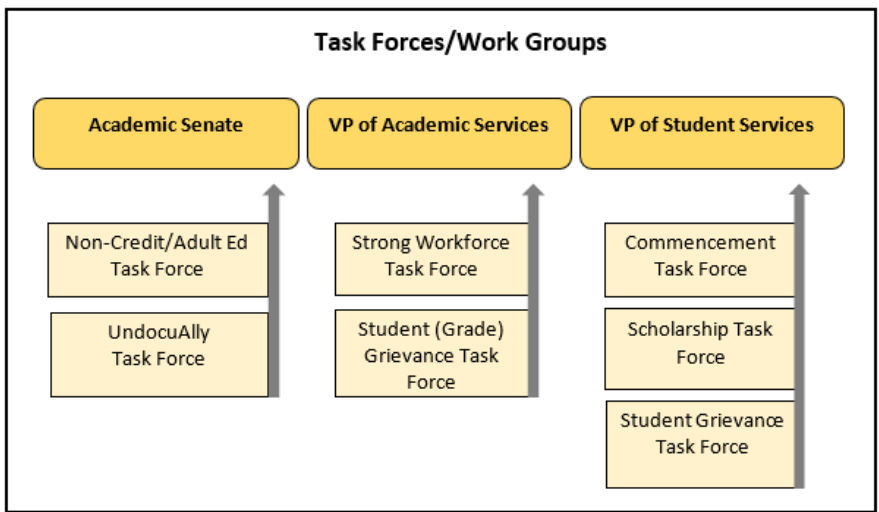
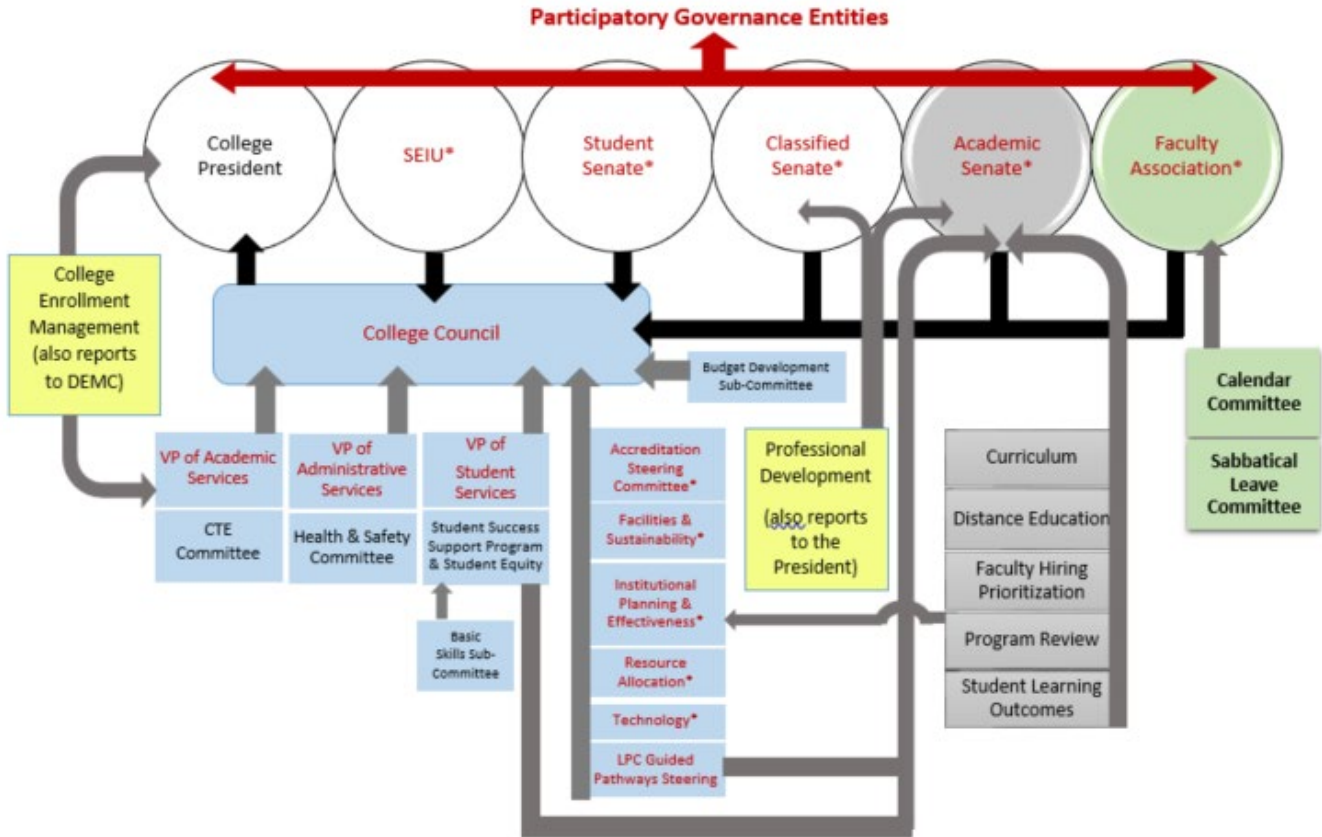
User Groups

User Groups work with the vendors of the bookstore, food services, or other areas. They recommend policies and general procedures involving the vendor-operated areas and work with vendors to solve service situations or problems and to make improvements. Meetings are called as needed by the Administrator in charge.

LPC Committees and Reporting Structure

(Does not include District Committees)

LPC Committee Structure & Shared Governance Chart



*Reports to College Council

SECTION III.

Operational Guidelines for Committees

Operational Guidelines for Committees

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> • Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> • Shared Governance Participants’ Document and Governance Handbook updated with committee changes. • President’s Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> • Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President’s Office.
August	<ul style="list-style-type: none"> • President’s Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • Faculty Association sends list of appointments. • LPCSG sends list of appointments to President’s Office. • Committees send President’s Office Committee Chair selection. • President’s Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

Roles and Responsibilities

Committee Chair

When chairs of the College Committees are chosen they become non-voting members of the committee. In the event of a tie, the Chair may vote to break the tie if they wish. Other ways to make the decision include consensus or, if not a time-critical matter, continued discussion and consensus of voting later or holding the topic over to a future meeting agenda.

The Shared Governance Group that the chair comes from may choose to replace the voting member from their Senate/Union/Division (as applicable) and notify the President’s Office of this replacement.

Chairs are chosen to guide the agenda, discussion, and votes for the good of the whole campus. They are expected to be well-versed in parliamentary procedures in order to be able to effect efficient and collegial discussions.

- If committee reports to College Council or Academic Senate, be prepared to attend those meetings (i.e., prepare one’s schedule in advance to accommodate attendance).

- Understand the committee’s charge, membership, connections, and reporting relationships to other governance groups.
- Be familiar with relevant accreditation standards and make requested reports.
- Be prepared for meetings.
- Encourage participation of committee members and elicit feedback.
- Ensure that all voices have an opportunity to be heard before decisions are finalized.
- Utilize time management for discussions and meeting time.
- Facilitate dialogue and keep discussions “on track”.
- If the governance group does not have support/resource staff, the Chair is responsible for sending out and posting meeting materials.
- Keep the membership list up-to-date and inform the committee or College Council support person of changes.
- At the end of each meeting, summarize key decisions and next steps for members.
- As soon as possible after meetings, send out Message Points to the committee, Deans, VPs, and constituent groups to assist in Division discussions and to inform other committees which may need to coordinate topics.
- Work collaboratively with Administrative Liaison and support/resource staff (if provided) to develop agenda and meeting materials.
- If new members join the committee mid-way through the semester, provide them with an “orientation” on the group’s charge, membership, and schedule as well as brief overview of the issues addressed to date.

Committee Member

- When signing up for committees, note the terms and responsibilities and arrange one’s schedule to accommodate the needed work.
- Attend all meetings of the governance group; if a scheduling conflict should arise, identify a proxy to attend the meeting in your place, and when possible, notify the Committee Chair in advance.
- Be prepared for meeting: review materials in advance; be ready to discuss and/or provide feedback; take notes to report back to the constituency group.
- Follow through on seeking feedback from and/or communicating information to constituents
- Adhere to key dates and deadlines for meetings, submitting votes, and follow-up items.
- Lend your voice/perspective to discussions and decisions – remember that you are there to represent your respective constituency group; participation in the dialogue and decision-making is your individual and collective opportunity to weigh in on institutional issues; when in doubt, ask questions.

Administrative Liaison

- Working collaboratively with the Chair and/or the Administrator, provides information and support to the committee.
- The Administrator is often a long-standing member of the committee who can provide history, background, and context for committee discussions and decisions.
- Assists Chair with development of the meeting agenda.

Support/Resource Staff

- Takes notes; types/prepares minutes and agenda.
- Posts documents online; maintains current and accurate committee information on the College website.
- Assists Chair and Administrative Liaison with meeting materials and logistics.
- Maintains the archive of committee processes, actions and decisions.

- Functions as the “conduit” for the committee with materials and announcements (e.g. agenda, handouts, votes, etc.) flowing to/through the support staff.

Terms of Service

- Unless otherwise stated, members will serve a term of two years on each committee to which they have been appointed as a representative.
- To the extent possible – and to maintain continuity of membership and committee history/decision-making – only half of the representatives will be replaced each year.

Meeting Times and Location

The Master Calendar of College meetings is managed through the President’s Office. If a governance group wishes to change the time, day, or location of its meetings, the request (including rationale) must be submitted in writing to the President’s Office. The request will be reviewed and evaluated with regard to processes, room availability, and potential impact on other meetings and constituents.

Distribution of Documents

Chairpersons or the committee administrative support person should assure that:

- A campus-wide email regarding the meeting time is sent prior to the meeting.
- If possible, include the agenda.
- For committees subject to the Brown Act, agendas must be sent at least 48 hours prior to the meeting.
- When possible, send draft minutes to members within 5 working days after meeting; asking for edits.
- When possible, post approved minutes within 5 working days.
-

College Committee Changes, Creations or Deactivation

The process for creating or deactivating a committee that reports to College Council follows the Robert’s Rules of Order and the philosophy of LPC Shared Governance.

Should a new committee be deemed necessary (such as Sustainability in 2010 or Integrated Planning in 2013), the matter should be placed on a College Council agenda under New Business. Reasons for the new committee will be presented and discussed. If prior research has taken place or the new committee has been championed by a certain group or committee, it may be presented at this time. If no research has been done yet, a task force may be created to research the pros and cons.

When fully researched, as with all shared governance matters, the College Council will hear the recommendation and then if agreed upon, shall send it to all constituent Council members (Senates, Unions, Administration) for discussion and voting. The Constituent groups may be asked to provide a one-month turn-around for the decision, if necessary, for accreditation or other needs.

When the Constituent votes return to College Council, the decision will be recorded in the minutes and new arrangements will begin to be made for creating or deactivating the college committee.

On applicable committees, should the Academic Senate decide to reduce or increase the number of its representatives, the Classified Senate would like to match the number of its representatives to the faculty number automatically. This will be discussed in College Council.

Decision Making

Quorum

A quorum must be present at a meeting in order for governance group action items and recommendations to be considered official. For the purposes of the College governance system, a quorum is determined to be a simple majority (i.e., 50% +1) of the committee's voting members. An un-appointed seat does not count when determining a quorum (i.e., if your governance entity cannot fill all the seats).

By Vote of Consensus

LPC committees use Robert's Rules of Order, Revised for parliamentary rules.

For items requiring an official, recorded decision by the committee, action may be taken by achieving consensus or by taking a vote (verbally, with show of hands, or via email). To maintain consistency, each committee group should agree (ideally at its first meeting of the fall semester) on the decision-making method it will use throughout the year.

Helpful guidelines for achieving consensus:

- Clarify the problem/issue/question;
- Outline the criteria/parameters (effect on students, equity impact, use of tangible and intangible resources, etc.);
- Explore alternate solutions;
- Consensus does not mean unanimity (a few members opposed to the motion do not prohibit consensus, as long as the majority accepts the decision).

Robert's Rules of Order, Revised

The situations below apply for these common circumstances:

- No quorum to approve agenda:
 - If no quorum at beginning of meeting, agenda cannot be approved;
 - If quorum occurs during meeting, can approve agenda and discuss and vote on any action items.
- No quorum later in meeting:
 - If a quorum fails to be maintained during the meeting, no further votes or action items may be taken.
- Approval of past minutes:
 - Any member may vote on approval of minutes whether or not they were in attendance at that meeting;
 - The vote can be seen as confidence in the secretary to the committee.
 -

(For reference on Robert's Rules of Order, see Q&A on: <http://www.robertsrules.com/faq.html#1>)

Expectations and Engagement

Accountability

- Attend all meetings.
- Represent your respective constituency group but always maintain a focus on what is in the best interest of students and the institution.
- Adhere to key dates and deadlines for meetings, submitting votes/feedback, and follow-up items; any delay in communicating the necessary information back to the committee/Chair can impact the group's effectiveness and ability to carry out its charge.
- Stay engaged in meeting discussions, through participation and/or active listening.
- Lend your voice/perspective to discussions and decisions.
- If a committee member is absent from three or more meetings during the course of the semester without sending an alternate representative, the Chair, Administrative Liaison, or Resource Staff should contact the appointing body to identify a replacement (or to determine if naming a replacement is necessary/appropriate).
 - If notified of a member's absence in advance – and if an alternate is not available or appropriate – the Chair (or Support/Resource Staff) can attempt to have the member to participate via phone or teleconference; contact the Technology Department for these arrangements.
- All committee meetings are open, and all members of the campus community are welcome and encouraged to attend.

Communication and Collegiality

- Maintain a professional and collegial environment; attack the issue – not the person.
- Remember that as members of the campus community, we're all on the same team – and 'we don't tackle someone wearing the same jersey'.
- "Step up, step down" – share the floor with the other committee members; feel comfortable to speak your mind and share your perspective, but avoid dominating the discussion; make sure there are opportunities for others to join in the dialogue.
- Stay engaged in meeting discussions through participation and active listening; avoid sidebars/private conversations, use of smartphones/tablets/laptops to check messages and surf the web, and other activities (e.g., grading assignments or doing homework) as this may be viewed as a distraction or disrespectful to your fellow committee members.
- Have a "culture of veto" – Decisions by consensus allows the work of the committee/College to move forward; won't be stuck at a standstill because of one person won't agree.
- All are equal members of the committee; open communication shall take place without fear of reprisal.
- Although committee decisions/discussions may be communicated broadly or informally by the Chair, Administrative Liaison, and others, it is the primary responsibility of each member to keep their respective constituents informed of committee actions.

SECTION IV.

Committees Reporting to College Council or the President

College Council & Committees Reporting to College Council and Administration

College Council

College Council Approved May 21, 2020

Charge:

The College Council facilitates communication and coordination to provide direction through appropriate involvement among all constituent groups of the college community. Responsibilities include, but are not limited to:

- Formulating, reviewing, and revising College institutional principles, including the Mission Statement, Vision, Values, and Educational Master Plan Goals with accompanying strategies;
- Reviewing and evaluating the participatory Governance system, including committee structure, making recommendations for revisions on a regular basis and when necessary;
- Providing review, direction, and accountability for the Accreditation Steering Committee;
- Supporting institutional and strategic planning efforts for the College;
- Reviewing Budget Development Committee's recommendations and processes;
- Assessing the degree of integration of planning, budget, and allocation;
- Operating as a channel for College issues going forward to the District including review and recommendations for policy and procedural changes as appropriate;
- Functioning in a leadership role for various College-wide projects as appropriate;
- Reviewing, documenting, and reporting on accreditation standards linked to committee's charge.

COMMITTEE: COLLEGE COUNCIL

<u>Reporting Relationship</u>	College President
<u>Chairperson:</u>	College President
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Chair, Accreditation Steering Committee
	Chair, Facilities and Sustainability Committee
	Chair, Institutional Planning and Effectiveness Committee
	Chair, Resource Allocation Committee
	Chair, Technology Committee
	Coordinator, Guided Pathways Committee
	Academic Senate President
	Academic Senate Vice President
	Classified Senate President (or designee)
	Classified Senate Vice President

	LPC Association Site Vice President of CLPFA
	LPC Site Vice President SEIU
	LPCSG President
	LPCSG Vice President
<u>Non-Voting:</u>	n/a
<u>Term:</u>	2 years
<u>Quorum:</u>	17 Voting Members; Quorum = 9

Accreditation Steering Committee

College Council Approved April 23, 2020

Charge:

The Accreditation Steering Committee (Steering Committee) is a standing committee of the College Council. The Steering Committee will provide leadership and management of the College’s accreditation and ACCJC related matters, and the College Council will provide review, direction, and accountability.

Responsibilities include, but are not limited to:

- Recommending timelines to College Council and Expanded Steering Committees;
- Attending and disseminating information from ACCJC workshops and training;
- Monitoring progress and identifying completion/compliance of accreditation work;
- Regularly updating the campus community on accreditation progress;
- Working with Staff Development to provide technical assistance and training;
- Assisting committees that have accreditation elements in their charge;
- Identifying and advising areas of campus work that need focused attention as related to the accreditation standards;
- Reporting regularly to the Academic Senate and College Council.

COMMITTEE: ACCREDITATION STEERING COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Accreditation Liaison Officer (ALO) appointed by President
<u>Voting Member?</u>	
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Voting:</u>	Accreditation Liaison Officer (ALO)
	Faculty Lead (Recommended by ALO/Appointed by Academic Senate)
	Director of Research, Planning and Institutional Effectiveness
	Faculty Member
	Document/Archivist
<u>Non-Voting:</u>	Executive Assistant to Vice President of Academic Services
<u>Expanded Steering Committee</u>	Membership to the Accreditation Expanded Steering Committee is recommended by the Accreditation Steering Committee and approved by College Council:
	Vice President of Administrative Services
	Vice President of Student Services
	Dean of A&H
	Dean of BHAWK
	Dean of SLPC
	Dean of STEM
	Dean of Enrollment Services
	Dean of Student Services

Academic Senate Appointee
Classified Senate Appointee
Chair(s) (or Designee) of Salient Committees
College Librarian
LPCSG Representative(s)
Faculty Association Representative
SEIU Representative

Term: Once selected for the Steering Committee, the term expires after the next Self-Evaluation Report and/or Site Visit is complete.

Once selected for the Expanded Steering Committee, the term expires after the next Self-Evaluation Report and/or Site Visit is complete

Quorum: 5 Voting Members; Quorum = 3

Budget Development Subcommittee

College Council Approved May 21, 2020

Charge:

The mission of the Budget Development Subcommittee is to ensure that the college maintains fiscal stability and that financial resources are allocated in accordance with agreed upon Las Positas College established priorities.

The Budget Development Subcommittee accomplishes its mission by:

- Review long-term and short-term financial plans that are aligned with Las Positas College’s Education Master Plan and College Planning Priorities and provide feedback;
- Recommending annual operating budget to College Council;
- Monitoring the college operating budget on a quarterly basis and recommending corrective actions if necessary;
- Ensuring that both long-term and short-term budget activities are integrated into LPC College Council’s Calendar;
- Communicate to the allocating committees with respect to funding available for instructional equipment, staffing levels of faculty, classified staff and administrators per fiscal year;
- Act as a liaison to PBC while establishing regular communications with the campus community regarding college budget matters and budget deadlines;
- Review State, District, and College budget information;
- Evaluate current SCFF metrics and make recommendations as to maximizing SCFF revenue;
- Evaluate cost effectiveness of programs or proposals at the request of College Council;
- Assessing on an annual basis the effectiveness of the Budget Development Subcommittee.

***SUBCOMMITTEE:* BUDGET DEVELOPMENT SUBCOMMITTEE**

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Vice President of Administrative Services
<u>Voting Member:</u>	
<i>MEMBERS:</i>	
<u>Voting:</u>	Administrator, At Large (2)
	Faculty Member, At Large (2)
	Faculty (appointed by F/A)
	Classified Professional (2)
	SEIU Rep
	LPCSG Representative
	PBC Member (5)
	PBC LPGSG Representative
<u>Non-Voting:</u>	
<u>Term:</u>	
<u>Quorum:</u>	16 voting members; Quorum = 9

College Enrollment Management Committee (CEMC)

College Council Approved April 23, 2020

Charge:

In accordance with Article 26E of the CLPCCD/CLPFA collective bargaining agreement, the CEMC is responsible for recommending annual WSCH/FTEF goals for each of the disciplines or grouping of disciplines and the workload goals for other services in order for the college to attain the overall assigned workload goals.

The role of CEMC is to coordinate and facilitate the development of discipline plans that enable the College to meet or exceed annual WSCH/FTEF targets established by the District Enrollment Management Committee (DEMC). The CEMC works in consultation and collaboration with faculty and administrators to allocate FTEF and set productivity targets. The CEMC provides enrollment data and other supporting information to enable faculty in each discipline to develop discipline plans that correspond to the College's productivity/enrollment targets. The CEMC targets and maximizes student success, access, and equity. CEMC evaluates and makes recommendations on increasing/decreasing FTEF allocations to disciplines to meet enrollment and productivity goals. The CEMC evaluates discipline plans and recommends them to appropriate Vice President for approval and scheduling.

COMMITTEE: COLLEGE ENROLLMENT MANAGEMENT COMMITTEE (CEMC)

<u>Reporting Relationship:</u>	College President, VP Academic Services, and DEMC
<u>Chairperson:</u>	Faculty Member and 1 of the appointees of the College Council
<u>Voting Member?</u>	
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Votings:</u>	Vice President, Academic Services
	Dean, Academic (2)
	Dean of Enrollment Services
	Faculty Member (4)
<u>Non-Voting:</u>	Vice President, Administrative Services
	Vice President, Student Services
	Academic Dean (2)
	Dean of Student Services
	Executive Assistant of Vice President of Academic Services
	Curriculum & Scheduling Specialist
	Director of Research, Planning and Institutional Effectiveness
	Classified Professional Representative
	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	8 Voting Members; Quorum = 5

Facilities and Sustainability Committee

College Council Approved May 21, 2020

Charge:

To elicit broad perspectives and advice regarding facility and sustainability needs of the College in order to serve the constituency groups and college by:

- Providing input and reviewing plans for utilization, maintenance, construction or renovation of facilities in concert with the District and the District Facilities Committee;
- Encouraging progress towards more sustainable use of energy, water, open space and other resources by promoting reduced consumption, reuse, recycling, and composting of these resources;
- Providing input, reviewing, and encouraging transportation and campus access strategies that encourage use of public transportation, ride-sharing, bicycle, and pedestrian access.
-

The Committee will provide an advisory linkage to the President through College Council on all matters pertaining to Facilities and Sustainability in the implementation of Strategic Goals, the College President’s Climate Commitment, the Climate Action Plan, the Educational Master Plan, the Facilities Master Plan, the Scheduled Maintenance Plan, and Ad Hoc Facilities and Sustainability Projects as needed.

The Facilities and Sustainability Committee meeting provides a forum to discuss physical projects on campus and provide input.

The committee will maintain an informational website concerning sustainability:

<http://www.laspositascollege.edu/green/index.php>

COMMITTEE: FACILITIES AND SUSTAINABILITY COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	Yes
<u>MEMBERS:</u>	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Academic Dean
	Administrator
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Classified Professional (4)
	LPCSG Representative
<u>Non-Voting:</u>	Vice Chancellor of Facilities and Bond Program

Director of Maintenance & Operations
LPC Project Planner/Manager

Term:

2 years

Quorum:

15 Voting Members; Quorum = 8

Institutional Planning and Effectiveness Committee

College Council Approved May 21, 2020

Charge:

The Institutional Planning and Effectiveness Committee (IPEC) provides institutional-level planning priority recommendations to the College President. In addition, IPEC evaluates key college processes and metrics in order to make recommendations or share information to improve student learning and institutional outcomes.

The responsibilities of IPEC will include, but are not limited to:

1. Creating planning priorities by primarily utilizing the College’s Mission, Vision and Values Statements, Strategic Plans, Program Reviews, SLOs/SAO, institutional research, and accreditation documents. In addition, planning priorities are informed by a variety of sources, including district priorities, and State, Federal, and Accreditation Commission for Community and Junior Colleges (ACCJC) mandates as required;
2. Guiding the institutional and strategic planning efforts by establishing planning priorities;
3. Reviewing institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning;
4. Identifying, reviewing, and revising, as necessary, processes for:
 - a. Integrating the College strategic planning documents, including SLO/SAO and Program Review documents, into planning;
 - b. Integrating and communicating the planning priorities to committees for allocation purposes;
5. Evaluating key college processes and metrics and integrating the findings into the planning process;
6. Providing direction to the Institutional Research Office to generate the data and analysis necessary for the planning efforts needed by the college;
7. Communicating adopted planning priorities and the rationale behind them to the College and College Council;
8. Reviewing, documenting, and reporting on accreditation standards linked to IPEC’s charge;
9. Evaluating IPEC’s charge, tasks and membership on a regular basis.

*ACCJC = Accreditation Commission for Community and Junior Colleges

COMMITTEE: INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote; can be faculty, classified, or administrator
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Researcher
	Faculty Member, A&H *
	Faculty Member, BHAWK *
	Faculty Member, SLPC *
	Faculty Member, STEM *
	Faculty Member, Student Services

	Classified Professionals (5) (all at-large)
	LPCSG Representative (2)
	*Academic Divisions Faculty – preferably 1 from a CTE Discipline
<u>Non-Voting:</u>	College President
	Chair sits on College Council (can be faculty, classified, or administrator)
	Academic Senate President*
	Chair, Program Review Committee*
	Chair, Student Learning Outcomes Committee*
	Classified Senate President/Co-President*
	Faculty Association (FA) Representative*
	SEIU Representative*
	LPCSG President*
	*Can double as voting Division/Senate representative
<u>Term:</u>	2 years
	This committee's responsibilities are seen to be complex, taking quite some time to learn the inter-relationships and requirements of the many mandates and agencies.
<u>Quorum:</u>	16 Voting Members; Quorum = 9

Resource Allocation Committee (RAC)

College Council Approved April 23, 2020

Charge:

Using the college mission statement, this committee will guide the institutional allocation processes of the College. Responsibilities include, but are not limited to:

- Developing, documenting, evaluating, and recommending resource allocation processes and decisions in relation to the college goals and priorities;
- Identifying, prioritizing, and recommending 1) instructional equipment and 2) classified and administrative hiring priorities.

This committee will make recommendations to the College President.

<i>COMMITTEE:</i>	RESOURCE ALLOCATION COMMITTEE
<i>Reporting Relationship:</i>	College Council
<i>Chairperson:</i>	Selected by committee vote
<i>Voting Member?</i>	No
<i>Serves on College Council?</i>	Yes
<i>MEMBERS:</i>	
<i>Voting:</i>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Academic Dean
	Dean, Student Services
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Classified Professional (5)
	LPCSG Representative
<i>Non-Voting:</i>	n/a
<i>Term:</i>	2 years
<i>Quorum:</i>	16 Voting Members; Quorum = 9

Technology Committee

College Council Approved April 23, 2020

Charge:

The Technology Committee is responsible for:

- Assessing faculty, student, and staff technological needs for Las Positas College;
- Researching and analyzing options for campus-wide technology;
- Reviewing and evaluating resources and additional technology needs as they arise;
- Collaborating with the District ITS regarding District-wide projects and issues;
- Reviewing and making recommendations on LPC Technology Master Plan and relevant District-wide Master Plans;
- Making recommendations for solutions in the following areas:
 - Access
 - Staff development and training
 - Support

The Technology Committee will coordinate with other committees impacted by technology related recommendations.

COMMITTEE: TECHNOLOGY COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Administrative Services
	Dean
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Librarian
	Classified Professional (5)
	LPCSG Representative
<u>Non-Voting:</u>	Instructional Technology Coordinator*
	Manager, College Technology Services*
	Telecommunications Coordinator*
	Webmaster*
	CLPCCD Chief Technology Officer
*Non-voting college classified may be appointed by the Technology Committee to fill any vacant voting classified professional position	

Term:

2 years

Quorum:

15 Voting Members; Quorum = 8

SECTION V.

Committees Reporting to Academic Senate

Committees Reporting to Academic Senate

Curriculum Committee

College Council Approved April 23, 2020

Overview:

Responsible for reviewing curriculum, establishing prerequisites, placing courses in disciplines, assigning course identifiers, degree, and certificate requirements, developing process and timelines for review of academic programs, grading policies, maintaining and updating the discipline list, and making recommendations to the President for action by the Board of Trustees. All new courses and programs, as well as changes in current course and program content, structure, or credit, must be reviewed by this committee.

Charge:

The Curriculum Committee (hereafter referred to as “the Committee”) is responsible for ensuring and preserving the academic integrity and quality of all courses and programs offered by Las Positas College. The Committee’s primary responsibilities lie in five major areas, as specified by Title V [Title 5 §53200]:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success

As a sub-committee of the Academic Senate, the Committee reports its recommendations for approval in the areas of Curriculum and Educational Programs to the Senate as informational items and forwards its recommendations in these areas to the Office of the Vice President of Academic Services. That office prepares the recommendations for presentation to the Board of Trustees by way of the President’s Office at the College. The Board of Trustees is the sole authority for approval of all curriculum recommendations in the areas of Curriculum and Educational Programs.

In the area of Degree and Certificate Requirements, it is the duty of the Committee to formulate policies for approving degree and certificate requirements for presentation to the Senate. It is not the role of the Senate to change these recommendations. However, it is appropriate for the Senate to review the policies and procedures used [Title V §53203(a)] and call attention to any irregularities which might require a recommendation to be returned to the Committee for reconsideration. Changes to the General Education pattern for the Associate degree may be recommended by the Committee but must be agreed upon through collegial consultation with the Curriculum Committees and Academic Senates of both colleges and approved by the Board of Trustees.

The Committee’s duties and responsibilities in each of the areas are defined as follows:

a. Curriculum

In the area of curriculum, the Committee’s duties include, but are not limited to, approval of:

- New and revised course outlines of record for degree-applicable credit courses, non-degree credit courses, and non-credit courses;
- Pre-requisites, co-requisites, and advisories for courses;
- Limitations on the number of times a course may be repeated;
- Courses to be taught in distance education mode;
- Courses for inclusion in the requirements for the Associate degree (AA or AS);

- Courses for articulation and transfer to CSU and submission of courses for UC transfer, IGETC, and CSU GE Breadth;
- Discontinuation of existing courses or programs;
- Placement of courses within disciplines;
- Assigning course identifiers;
- Maintaining and updating the discipline list.

b. Degree and Certificate Requirements

In this area, the Committee’s duties include, but are not limited to, the following:

- Recommendations for changes to the General Education pattern for the Associate degree;
- Definition of criteria for placement of courses within General Education areas
- Periodic review for appropriateness and relevancy of the courses listed within a specific general Education area.

c. Grading Policies

In this area, the Committee’s duties include, but are not limited to, the following:

- Review of grading policies for individual courses (e.g., whether the course is grade only);
- Review of coursework required of students (as specified in the course outline of record), to ensure that coursework meets rigorous academic standards.

d. Educational Programs

Educational programs are initiated and developed within appropriate areas or disciplines. In this area, the Committee’s duties include, but are not limited to, the approval of:

- Educational (degree and certificate) programs and requirements for such programs;
- Pre-requisites, co-requisites, and advisories for new and revised programs.

e. Standards or Policies Regarding Student Preparation and Success

The Committee’s role in this area is related to its charge to approve course outlines and pre-requisites. The Committee must ensure that pre-requisites, co-requisites, and advisories are appropriately selected in such a way as to ensure students are adequately prepared for a course and will have the skills necessary to succeed in the course. The Committee must also ensure that pre-requisites, co-requisites, and advisories do not act as a barrier to students seeking to complete coursework or programs.

COMMITTEE: CURRICULUM COMMITTEE

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Selected by Academic Senate
<u>Voting Member?</u>	Only in the event of a tie
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services (2)
	Librarian (may also serve as a division representative)
	Articulation Officer

Non-Voting:

- Vice President of Academic Services
- Dean of A&H
- Dean of BHAWK
- Dean of SLPC
- Dean of STEM
- Student Services Dean
- Student Records Evaluator (attends as needed)
- Academic Services Curriculum & Scheduling Specialist (attends as needed)
- Academic Services Curriculum & Student Learning Outcomes Specialist (as Secretary of the committee)
- LPCSG Representative (2)

Appointments by:

Academic Senate; College President; Student Senate

Term:

It is hoped that voting members will serve for a minimum of two years and should be allowed to serve longer if so selected by their constituency in order to preserve valuable expertise amongst the committee members. At the same time, it is important to bring new members onto the committee within any two-year cycle in order to develop curriculum expertise amongst all faculty members.

The term of office for the position of Chair is two years. The Chair may serve for more than one term and may serve consecutive terms.

Quorum:

12 Voting Members; Quorum = 7

Distance Education Committee (DE)

College Council Approved January 24, 2019

Charge:

The Distance Education Committee (DE) will explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College. To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards in addition to legal and accreditation requirements.

COMMITTEE: DISTANCE EDUCATION COMMITTEE (DE)

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	1 Co-Chair: Teaching & Learning Center Rep and 1 Co-Chair: Faculty (selected by committee vote)
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Library Representative
	Faculty Member, Adjunct
	Faculty Member, At-Large
	Classified Professional from the Teaching & Learning Center
<u>Non-Voting:</u>	Vice President of Academic Services
	Academic Dean
	Admissions and Records Representative
	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services (2)
	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	14 Voting Members; Quorum = 8

Faculty Hiring Prioritization Committee

College Council Approved April 25, 2019

Charge:

Using the full-time Faculty Position Request Form, the committee will discuss and rank the faculty position requests by consensus and:

- Recommend faculty hiring priorities, by discipline, to the College President;
- Ensure that the College's overarching planning documents are considered in all decisions;
- Coordinate with the Office of Institutional Research to ensure the faculty hiring is integrated with planning and research.

COMMITTEE: FACULTY HIRING PRIORITIZATION COMMITTEE

Reporting Relationship: Academic Senate and ultimately the College President

Chairperson: Selected from faculty membership of committee by committee vote

Voting Member? Yes

Serves on College Council? No

MEMBERS:

Voting: Dean of A&H or designee
Dean of BHAWK or designee
Dean of SLPC or designee
Dean of STEM or designee
Dean of Student Services or designee
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services

Non-Voting: Vice President of Academic Services or designee
Vice President of Student Services or designee
Director of Institutional Research, Planning and Effectiveness
CEMC Chair
Academic Senate President or designee
Classified Senate President or designee
LPCSG Representative

Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis. In order to maximize attendance by committee members, all efforts will be made to schedule meeting days and times after Town Meeting or division meetings.

Term: 2 years for Faculty; Permanent for Deans

Quorum: 10 Voting Members; Quorum = 6

Program Review Committee (PRC)

College Council Approved May 21, 2020

Mission Statement:

The Program Review Committee promotes an effective and meaningful process with clear links to institutional planning and resource allocation.

Charge:

The Academic Senate and Institutional Planning and Effectiveness Committee of Las Positas College charge the Program Review Committee with:

- Creating, evaluating, and modifying (as needed) the forms and processes for Program Review;
- Communicating these processes and their outcomes to the campus;
- Posting materials on the Program Review website;
- Monitoring our process for inclusiveness, effectiveness, and transparency and making ongoing improvements;
- Mentoring program review writers through the writing process;
- Providing suggestions for improvements to Program Reviews;
- Working collaboratively with administration, appropriate committees, and other College constituencies on the integration of program review into planning and resource allocation processes;
- Collaborating with Deans (or Vice Presidents) and other readers of program reviews and updates to create division summaries and provide feedback to writers.

COMMITTEE: PROGRAM REVIEW COMMITTEE

<u>Reporting Relationship:</u>	Academic Senate and Institutional Planning & Effectiveness Committee
<u>Chairperson:</u>	Selected through FA negotiated process for Positions with Reassigned Time
<u>Voting Member?</u>	
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services or designee
	Dean (appointed by College President)
	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services (2)
	Librarian
	Classified Senate Representatives (2) (1 preferably, but not mandatory, from Student Services)
	Student Learning Outcomes Committee Member
	Faculty Association Representative
	LPCSG Representative
	Ad hoc: additional readers (as needed) during the peer review process

<u>Non-Voting:</u>	n/a
<u>Voting Structure:</u>	All recommendations of the committee shall be referred to the Academic Senate for approval. Any recommendations made by the committee should be by consensus amongst the members.
<u>Term:</u>	2 years minimum (4-5 years recommended)
<u>Quorum:</u>	18 Voting Members; Quorum = 10

Associated with Program Review

Administrative Unit Outcomes (AUOs)

The Administrative Unit Outcomes (AUOs) are the non-instructional and non-Student Services departments' reviews of annual outcomes. They are done at the same time of year as instructional program review, however they use different forms and processes.

Student Services Administrative Outcomes (SAOs)

The Student Services Administrative Outcomes (SAOs) are the Student Services department's reviews of annual outcomes. They are also done at the same time of year as instructional program review, however they use different forms and processes.

The annual instructions for AUOs and SAOs are provided by the Program Review Committee annually.

Student Learning Outcomes Committee (SLO)

College Council Approved May 21, 2020

Charge:

The Student Learning Outcomes (SLO) Committee advises the Academic Senate on matters pertaining to the College’s immediate and long-range plans to integrate SLOs and assessment at the course, program, and institutional levels. With the advice and consent of the Academic Senate, this group reviews SLOs for courses and programs, and student area outcomes (SAOs) for services to students. The SLO Committee works with the Program Review Committee, the Professional Development Committee, and the Curriculum Committee to establish policies and procedures concerning the institutionalization and assessment of learning outcomes at LPC, which will be brought to the Academic Senate for review and approval. Also, this committee coordinates, collects, and archives assessment and reflection activities, and promotes campus dialogue for the use of SLO and SAO assessments to improve student success.

COMMITTEE: STUDENT LEARNING OUTCOMES COMMITTEE (SLO)

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Selected by ex-officio: Vice President of Academic Services
<u>Voting Member?</u>	Yes
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Administrator (2)
	Faculty Member, A&H (2)
	Faculty Member, BHAWK (2)
	Faculty Member, SLPC (2)
	Faculty Member, STEM (2)
	Faculty Member, Student Services
	Classified Professional
	Classified Professional from Student Services
	LPCSG Representative (2)
<u>Non-Voting:</u>	Director of Research, Planning and Institutional Effectiveness
<u>Term:</u>	2 years
<u>Quorum:</u>	15 Voting Members; Quorum = 8

SECTION VI.

Committees Reporting to Academic Senate and College Council

LPC Guided Pathways Steering Committee

College Council Approved May 21, 2020

Charge:

The LPC Guided Pathways Steering Committee is a standing committee of the College Council. The goal of Guided Pathways is to increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus. The Steering Committee is a cross-functional team that provides overall guidance to the college with regard to the inquiry, design, and implementation of Guided Pathways.

The responsibilities of the LPC Guided Pathways Steering Committee will include, but are not limited to:

1. Coordinating the development of the annual Guided Pathways Work Plan and budget;
2. Monitoring progress of the Guided Pathways Work Plan including coordinating the annual assessment of key elements;
3. Developing, initiating, participating in, and evaluating activities that related to Guided Pathways;
4. Creating, leading, monitoring, and advising work groups;
5. Leading the conversation about Guided Pathways with constituent groups throughout the College;
6. Identifying and advising areas of campus work including technology that need focused attention related to Guided Pathways;
7. Working with the Professional Development committee to recommend professional development opportunities;
8. Regularly providing information on Guided Pathways to the College Council, Institutional Planning and Effectiveness Committee, Student Success Committee, Academic Senate, Classified Senate, Student Government, Administrative Staff and other relevant committees/groups;
9. Reviewing, documenting, and reporting on accreditation standards linked to the committee's charge.

COMMITTEE: LPC Guided Pathways Steering Committee

<u>Reporting Relationship:</u>	Academic Senate and College Council
<u>Chairperson:</u>	Selected by Guided Pathways Coordinators
<u>Voting Member?</u>	N
<u>Serves on College Council?</u>	Yes
MEMBERS:	
<u>Votings:</u>	Vice President appointed by President
	Administrator (4)
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Faculty Member, At-Large (2)
	Classified Professionals (4)
	LPCSG Representatives (2)
<u>Non-Voting:</u>	Guided Pathway Coordinators

VP Academic Services/Student Services

Director of Student Equity and Achievement or designee
--

Term:

2 years

Quorum:

18 Voting Members; Quorum = 10

Career Technical Education (CTE Committee)

College Council Approved September 24, 2020

Charge:

The Career Technical Education (CTE) Committee will help coordinate, lead, and support efforts and initiatives to increase and improve Career Education program outcomes. Using data and complying with applicable regulations, the CTE Committee will identify, prioritize, allocate, and report on funding for state (Strong Workforce), federal (Perkins), and CTE grants in alignment with college goals and plans and accreditation standards. The CTE Committee will create an Economic and Workforce Development Plan, relying on college and district data and plans and informed by applicable regulations, and will communicate the plan to the college. This committee to convene in fall, 2021.

COMMITTEE: CAREER TECHNICAL EDUCATION (CTE)

<u>Reporting Relationship:</u>	Academic Senate and College Council via the VP of Academic Services
<u>Chairperson:</u>	
<u>Voting Member?</u>	
<u>Serves on College Council?</u>	No
MEMBERS:	
<u>Voting:</u>	Administrator – CTE Project Manager
	Administrator – Academic Services, At-large
	Administrator – Student Services, At-large
	Administrator – VP of Academic Services
	Administrator – Director of Research, Planning, and Institutional Effectiveness
	Classified Professional – A&H
	Classified Professional – BSSL
	Classified Professional – STEM
	Classified Professional – PATH
	Classified Professional – Student Services
	Faculty* - A&H
	Faculty* - BSSL
	Faculty* - STEM
	Faculty* - PATH
	Faculty – Counseling
	LPCSG Representative
	*It is strongly recommended that faculty be from the CTE disciplines as defined by the California Community Colleges Chancellor’s Office
<u>Non-Voting:</u>	Academic Deans (4)
	CTE Managers (Academic Services Managers)
<u>Term:</u>	2 years
<u>Quorum:</u>	16 Voting Members; Quorum = 9

SECTION VII.

Committees Reporting to Academic Senate and Classified Senate

Professional Development Committee

College Council Approved April 23, 2020

Charge:

Develop policies and processes for awarding of professional development funds; review and make recommendations for funding of staff proposals; plan and promote staff development activities.

COMMITTEE: PROFESSIONAL DEVELOPMENT COMMITTEE

Reporting Relationship: President, Academic Senate, Classified Senate, and Student Senate

Chairperson: Tri-Chair: Administrator (selected by College President), Faculty (selected by Academic Senate), and Classified Professional (selected by Classified Senate).

Voting Member? No

Serves on College Council? No

MEMBERS:

Voting: College President
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services
Faculty Member, Adjunct
Classified Professionals (4) (including 1 from Teaching & Learning Center)

Non-Voting: LPCSG Representative

Term: 2 years

Quorum: 11 Voting Members; Quorum = 6

SECTION VIII.

Committees Reporting to Academic Senate and College Council via VPSS

Student Equity and Achievement Committee

College Council Approved April 25, 2019

Charge:

The Student Equity & Achievement (SEA) Committee will help coordinate, lead, and support efforts and initiatives to boost achievement for all students with an emphasis on eliminating achievement gaps for disproportionately impacted students, as defined by the California Community Colleges Chancellor's Office, and supporting language acquisition for language learners. The SEA Committee will help coordinate activities and practices pursuant to Guided Pathways; support students to complete their educational goals and a defined course of study; and support high-quality curriculum, instruction, and support services to students especially those who enter college requiring additional support learning English, ESL, and mathematics to ensure completion of a course of study in a timely manner.

COMMITTEE: STUDENT SUCCESS SUPPORT/STUDENT EQUITY COMMITTEE

Reporting Relationship: Academic Senate and College Council via the Vice President Student Services

Chairperson: Director of Student Success and Equity

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting: Administrator, Academic Services, At Large (2)
Administrator, Student Services, At Large
Administrator, Vice President of Student Services
Classified Professional, Academic Services (2)
Classified Professional, Student Services (2)
Classified Professional, At Large
Faculty Member, A&H
Faculty Member, BHAWK
Faculty Member, SLPC
Faculty Member, STEM
Library Representative
Faculty Member, Counseling
LPCSG Representative (2)

Non-Voting: Co-Chair, Director of Student Equity & Success
Co-Chair – Faculty from a discipline that offers Basic Skills courses
Administrator, Director of Research, Planning and Institutional Effectiveness

Term: 2 years

Quorum: 17 Voting Members; Quorum = 9

SECTION IX.

Committees Reporting to Administrative Services

Health and Safety Committee

College Council Approved May 16, 2019

Charge:

The Health and Safety Committee is responsible for studying, reviewing, and recommending regulations and procedures relating to the health and safety (including environmental and physical hazards) of students, employees, and campus visitors.

COMMITTEE: HEALTH & SAFETY COMMITTEE

Reporting Relationship: Vice President of Administrative Services

Chairperson: Safety Supervisor

Voting Member? No

Serves on College Council? No

MEMBERS:

Voting: Director of Student Health Center
Faculty Member (2) (college-wide)
Classified Professionals (2)
LPCSG Representative

Non-Voting: n/a

Term: 2 years

Quorum: 6 Voting Members; Quorum = 4

SECTION X.

Sub-Committee Reporting to Student Equity & Achievement Committee

Basic Skills Subcommittee (BaSK)

College Council Approved May 21, 2020

Charge:

The Basic Skills Subcommittee is responsible for supporting success of Basic skills and language acquisition students across the curriculum, including successful enrollment, retention, transfer, completion of transfer level math and English, and degrees and certificates by:

- Gathering, reviewing, and assessing data on student success and equity;
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs, including coordinating with SEA and Professional Development;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in process and instruction.

COMMITTEE: BASIC SKILLS SUBCOMMITTEE (BaSK)

<u>Reporting Relationship:</u>	Student Equity & Achievement Committee
<u>Chairperson:</u>	Selected by Academic Senate
<u>Voting Member?</u>	Only in the event of a tie
<u>Serves on College Council?</u>	No
<u>MEMBERS:</u>	
<u>Votings:</u>	Faculty Member, Instructional Faculty (3)
	Faculty Member, Counseling Faculty
	Librarian
<u>Non-Voting:</u>	Vice President of Academic Services
	Academic Dean
	Student Services Dean
	Director of Student Equity and Success
	Non-credit Specialist
	Faculty Member, Adjunct
	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	5 Voting Members; Quorum = 3

SECTION X.

Task Forces/Work Groups and User Groups

- **Academic Senate**
 - Non-Credit/Adult Ed Task Force
 - UndocuAlly Task Force

- **VP of Academic Services**
 - Strong Workforce
 - Student (Grade) Grievance Task Force

- **VP of Student Services**
 - Commencement Task Force
 - Scholarship Task Force
 - Student Grievance Task Force

- **VP of Administrative Services**
 - Bookstore User Group
 - Food Services User Group

Non-Credit/Adult Ed Task Force

Update Pending College Council April 26, 2018

Charge:

The Noncredit Task force is an information task force. The task force discusses and researches what Las Positas College would like noncredit curriculum and programs to look like on the campus. Reports are made to Academic Senate, Curriculum Committee, HSI and Transformation Grant teams.

TASK FORCE: NON-CREDIT TASK FORCE

<i><u>Reporting Relationship:</u></i>	Academic Senate
<i><u>Chairperson:</u></i>	Co-chairs: Faculty
<i>MEMBERS:</i>	Anyone who wants to serve
<i><u>Voting:</u></i>	
<i><u>Non-Voting:</u></i>	
<i><u>Term:</u></i>	
<i><u>Quorum:</u></i>	

UndocuAlly Task Force

Update Pending College Council April 26, 2018

Charge:

The mission is to support undocumented students reach their educational goals.

The overarching goal is to develop a campus-wide “UndocuAlly Action Plan” as a result of accomplishing the following objective by:

- Identifying resources, research, and best practices that support undocumented students reach their educational goals, and share this information with the campus community;
- Creating and maintaining a list of allies and supporters to serve our undocumented students;
- Advocating for the development and support of a *Dreamer Resource Center*; and
- Identifying and providing opportunities for on-going training for staff, faculty and administrators related to the support of undocumented students’ success.

***TASK FORCE:* UNDOCUALLY TASK FORCE**

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Co-Chair (2)
<u>Voting Member?</u>	
<i>MEMBERS:</i>	Anyone who wants to serve
<i>Voting:</i>	
<i>Non-Voting:</i>	
<u>Term:</u>	
<u>Quorum:</u>	

Strong Workforce Task Force

Charge:

Meet statewide Strong Workforce Program metrics by implementing Career Education projects and programs on a local and regional basis.

TASK FORCE: STRONG WORKFORCE TASK FORCE

<u>Reporting Relationship:</u>	Vice President of Academic Services
<u>Chairperson:</u>	Career Technical Education (CTE) Projects Manager
<u>Voting Member?</u>	Yes
<i>MEMBERS:</i>	Anyone who wants to serve
<u>Voting:</u>	
<u>Non-Voting:</u>	
<u>Term:</u>	
<u>Quorum:</u>	

Student (Grade) Grievance Task Force

Update Pending College Council April 26, 2018

Charge:

In accordance with CLPCCD Board Policy 5530, adjudicate student grievance dealing with prejudiced or capricious decisions regarding the academic evaluation of a student's performance.

All student grievances follow these steps:

1. Student discusses situation with instructor.
2. If not resolved, student discusses situation with Dean of area (makes an appointment).
3. If not resolved, student makes appointment with Vice President of Student Services.
4. If not resolved, and the matter involves a question of prejudice or capricious decisions regarding the academic evaluation of a student's performance, the Vice President of Student Services will refer the matter to the Vice President of Academic Services.
5. If the Vice President of Academic Services cannot resolve the matter for the student, he/she shall refer the grievance to the Academic Fairness Task Force.

TASK FORCE: STUDENT (GRADE) GRIEVANCE TASK FORCE

<u>Reporting Relationship:</u>	Vice President of Academic Services
<u>Chairperson:</u>	Selected by Committee Vote
<u>Voting Member?</u>	No
<i>MEMBERS:</i>	
<u>Voting:</u>	Administrator (other than the VP; appointed by the President)
	Faculty-2 (staggered 2 year terms appointed by Academic Senate)
	Faculty Member appointed by Academic Senate at the time of the grievance; knowledgeable in the academic discipline involved)
	LPCSG Representative (appointed for one year)
<u>Non-Voting:</u>	n/a
<u>Term:</u>	Terms stated next to members above
<u>Quorum:</u>	5 Voting Members; Quorum = 3

Commencement Task Force

Update Pending College Council April 26, 2018

Charge:

The Commencement Task Force is responsible for planning and organizing all tasks necessary to accomplish the annual Commencement Ceremony. This task force involves many departments on campus and is responsible for, but not limited to:

- Arranging for speakers;
- Setting up and breaking down the gym, registration prep room, and faculty dressing area;
- Developing graduation lists, programs, and scripts for platform party;
- Identifying Board of Trustees involvement;
- Arranging for snacks for the long preparation day-of.

Membership is often based on the position held at the College.

TASK FORCE: COMMENCEMENT TASK FORCE

Reporting Relationship: Vice President of Student Services

Chairperson: Vice President of Student Services

Coordinator: Executive Assistant to the Vice President of Student Services

MEMBERS: Vice President of Academic Services and Classified Professional designees

Vice President of Administrative Services and Classified Professional designees

Faculty Member, A&H

Faculty Member, BHAWK

Faculty Member, SLPC

Faculty Member, STEM

Faculty Member, Student Services

Director of Student Life and Classified Professional designees

Technology Department Classified Professional designees

District M&O Department Classified Professional designees and Supervisors

Admissions & Records Office

Classified Professional designees

Student Senate Representatives

Term: n/a

Quorum: n/a

Scholarship Task Force

No Update Pending College Council April 26, 2018

Charge:

The Scholarship Task Force is responsible for evaluating and selecting scholarship applications and planning the annual Scholarship Recognition Ceremony.

***TASK FORCE:* SCHOLARSHIP TASK FORCE**

<u>Reporting Relationship:</u>	Vice President of Student Services
<u>Chairperson:</u>	Director of Financial Aid
<i>MEMBERS:</i>	Vice President of Student Services
	Faculty Member, A&H
	Faculty Member, BHAWK
	Faculty Member, SLPC
	Faculty Member, STEM
	Faculty Member, Student Services
	Classified Professionals (4)
	Other volunteers are welcome
<u>Term:</u>	n/a
<u>Quorum:</u>	n/a

Student Grievance Task Force

Update Pending College Council April, 26, 2018

Charge:

In accordance with CLPCCD Board Policy 5530 Student Rights and Grievances, the Student Grievance Task Force is formed when a student grievance is received by the Office of the Vice President of Student Services. All non-academic grievances are coordinated by the Vice President of Student Services. All academic grievances are coordinated by the Vice President of Academic Services.

All student grievances follow these steps:

1. Student discusses situation with instructor or department manager of area at issue.
2. If not resolved, student discusses situation with Dean of area by making an appointment.
3. If not resolved, student makes an appointment with the Vice President of Student Services or designee.
4. If unable to resolve, the Vice President of Student Services convenes the Student Grievance Task Force.

TASK FORCE: STUDENT GRIEVANCE TASK FORCE

Reporting Relationship: Vice President of Student Services

Chairperson: Elected from members of the task force.

Voting Member?

MEMBERS:

Administrator (other than VPSS, appointed by President)

Faculty Member (2) (appointed by Academic Senate, staggered 2 year terms)

Classified Professional (appointed by the Classified Senate and SEIU jointly)

LPCSG Representative

Term: Duration of the appeal

Quorum: 5 Members; Desired Quorum = 5

Bookstore User Group

No Update Pending College Council April 26, 2018

Charge:

Recommends policies and general procedures involving the Bookstore. Works with vendor to solve service situations or problems. Meetings called, as needed, by the Vice President of Administrative Services and staff. Many situations, improvements, and problems are handled by the Vice President of Administrative Services and their staff.

Note: Co-curricular funds are no longer distributed through the Bookstore Task Force. Therefore it is recommended by Administrative Services that this Task Force become a User Group. This group has become a liaison with the Follett Bookstore vendor to serve the students and college. It meets occasionally, as needed. Many situations are handled by the Vice President of Administrative Services and their staff.

<i>TASK FORCE:</i>	BOOKSTORE USER GROUP
<u>Reporting Relationship:</u>	Vice President of Administrative Services
<u>Chairperson:</u>	Vice President of Administrative Services
<u>Voting Member?</u>	Yes
<i>MEMBERS:</i>	
<u>Voting:</u>	Faculty Members (3) Classified Professionals (2) LPCSG Representatives (2)
<u>Non-Voting:</u>	Bookstore Manager or designee
<u>Term:</u>	2 years
<u>Quorum:</u>	n/a

Food Service User Group

No Update Pending College Council April 26, 2018

This group has become a liaison with the cafeteria vendor to serve the students and college. It meets occasionally, as needed. Many situations, improvements, and problems are handled by the Vice President of Administrative Services and their staff.

Charge:

The Food Service User group is responsible for studying, reviewing, and recommending on issues concerning food services.

Recommended New Charge:

Because this is a vendor-related area, Administrative Services is the first line for dealing with situations, improvements and problems. Academic Senate and College Council have discussed making this a user group. Recommends policies and general procedures involving the cafeteria and food services area. Works with vendor to solve service situations or problems.

TASK FORCE: FOOD SERVICE USER GROUP

<u>Reporting Relationship:</u>	Vice President of Administrative Services
<u>Chairperson:</u>	Vice President of Administrative Services
<u>Voting Member?</u>	Yes
<i>MEMBERS:</i>	
<u>Voting:</u>	Faculty per Academic Senate Classified Professionals
<u>Non-Voting:</u>	n/a
<u>Term:</u>	n/a
<u>Quorum:</u>	n/a

SECTION XI.

Forms and Templates

Forms and Templates

Description of Forms

Meeting Agenda

The meeting agenda is intended to inform committee representatives of the items to be discussed and also serves as a mechanism by which the campus community is made aware of issues being addressed by governance groups. The agenda is typically sent out campus-wide via email ideally at least 48 hours in advance of the meeting. It should include: the date, time, and location of the meeting; discussion topics separated into the categories of “Old Business” and “New Business” (for evidentiary purposes and to assist with tracking items); “Next Steps” (or a standing item on the agenda that provides an opportunity for the Chair to summarize the committee’s actions during the meeting as well as any follow-up assignments); “Good of the Order”; and the date, time, and location of the next committee meeting.

It is recommended that the Chair work with the Administrative Liaison and Support/Resource Staff in developing the agenda to ensure that relevant issues are addressed by the committee.

A sample is available in the “Forms/Templates” section. The College’s mission statement and planning priorities are included on meeting agendas, minutes, and other commonly used documents. This will serve to remind everyone of the main emphases for the year which may further hone discussions and decisions.

Meeting Minutes

The intent of minutes is to accurately reflect the meeting attendees, to document any action taken by the governance group, to provide a summary of issues discussed, and to capture next steps/follow-up items. There is a “minutes” template in the “Forms/Templates” section.

The minutes should not be a word-for-word transcript of the meeting. For evidentiary purposes, meeting minutes should also include information such as: the date, time, and location of the meeting, the details of any motions made/approved, and a footer to assist with referencing documents.

Draft minutes should be sent to the committee within 5 working days of the meeting so that they can be reviewed while the details are still fresh in participant’s minds and as a helpful reminder for those tasked with items for the following meeting. If no Support/Resource Staff is available for the committee, the Chair is responsible for taking the minutes (or designating/rotating members of the committee to take minutes). Minutes should be approved at the following committee meeting. In the event there is no quorum present, approval of the minutes can be done via email (with a quorum) or postponed to the next meeting.

Message Points/Report-outs

Many times a summary of discussions and decisions is needed before the minutes are drafted. LPC Committee chairs often create Message Point emails or documents so that main points may begin to be worked on immediately. Message Points are useful for Division Meetings, department meetings, and Senate meeting reports.

Templates

Meeting Agenda Template

 <p>LAS POSITAS COLLEGE</p>	<h1>COMMITTEE NAME AGENDA</h1>
<p>LPC Mission Statement</p>	<p>Date of Meeting Time Room</p>
<p>Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.</p>	<p>Meeting Minutes</p>
<p>LPC Planning Priorities</p>	<p>1. Call to Order</p>
<p>❖ Implement the integration of all ACCJC standards throughout campus structure and processes.</p> <p>❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.</p> <p>❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.</p>	<p>2. Review and Approval of Agenda</p>
<p>Committee Name Quorum:</p>	<p>3. Review and Approval of Minutes</p>
<p>Non-Voting Members:</p>	<p>4. Action Items</p>
<p>Voting Members:</p>	<ul style="list-style-type: none">••
<p></p>	<p>5. Old Business</p>
<p></p>	<ul style="list-style-type: none">••
<p></p>	<p>6. New Business</p>
<p></p>	<ul style="list-style-type: none">••
<p></p>	<p>7. Updates</p>
<p></p>	<ul style="list-style-type: none">••
<p></p>	<p>8. Adjournment</p>
<p></p>	<p>9. Next Regular Meeting:</p>

Meeting Minutes Template

 <p>LAS POSITAS COLLEGE</p>	<h2>COMMITTEE NAME MINUTES</h2>
	<p><i>Date of Meeting Time Room</i></p>
LPC Mission Statement	Meeting Minutes
<p>Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.</p>	<ol style="list-style-type: none">1. Call to Order2. Review and Approval of Agenda3. Review and Approval of Minutes
LPC Planning Priorities	<ol style="list-style-type: none">4. Action Items
<ul style="list-style-type: none">❖ Implement the integration of all ACCJC standards throughout campus structure and processes.❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.	<ul style="list-style-type: none">••
Committee Name	<ol style="list-style-type: none">5. Old Business
Members Present (non-voting):	<ul style="list-style-type: none">•
Members Present (voting):	<ol style="list-style-type: none">6. New Business
Members Absent:	<ul style="list-style-type: none">••
Guests:	<ol style="list-style-type: none">7. Updates
	<ul style="list-style-type: none">•
	<ol style="list-style-type: none">8. Adjournment
	<ol style="list-style-type: none">9. Next Regular Meeting:

Message Points/Report-Outs

The Message Points and main report-out items are meant to be done immediately after the meeting by the chair or designee. They should be emailed to the committee members, Deans, the three Senate Presidents, and administration for discussion and action (if any) before the next committee meeting.

Committee Message Point Template



Chairperson: _____

Date of meeting: _____

Main Message Points for Divisions, Student Services, Senates, Administrators:

- Item 1: _____
 - Brief discussion
 - Results of discussion
 - Action or Feedback Requested

 - Return to College Council with information by _____

- Item 2: _____
 - Brief discussion
 - Results of discussion
 - Action or Feedback Requested

 - Return to College Council with information by _____

- Item 3: _____
 - Brief discussion
 - Results of discussion
 - Action or Feedback Requested

 - Return to College Council with information by _____

Message points written by (print/type) _____ Date: _____

Shared Governance Worksheet Template

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> Committees discuss and finalize committee changes and/or structure. Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	<ul style="list-style-type: none"> Governance Worksheet goes forward to Academic Senate (if appropriate). Governance Worksheet goes forward to College Council for approval. College Council Meeting – Approvals of Governance Committee Changes. If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	<ul style="list-style-type: none"> Shared Governance Participants' Document and Governance Handbook updated with committee changes. President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. Student Services Division Meeting agenda item: committee memberships. Admin Staff Meeting agenda item: committee memberships. Classified Senate Meeting agenda item: committee memberships. Academic Divisions Meeting agenda item: committee memberships.
May	<ul style="list-style-type: none"> Admin Staff finalizes committee memberships. Student Services Division finalizes committee memberships. Classified Senate finalizes committee memberships. Academic Divisions finalizes committee memberships. Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	<ul style="list-style-type: none"> President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> Faculty Association sends list of appointments. LPCSG sends list of appointments to President's Office. Committees send President's Office Committee Chair selection. President's Office posts FINAL Governance Participants on website. Committee Chair/Support updates committee webpage with changes and committee representation.

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Committee Tasks for 2020-21

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LPC GOVERNANCE WORKSHEET FOR 2021-2022

Use the attached 2020-2021 information from the [Shared Governance Handbook](#) and the [Committee Participants list](#) to determine whether changes need to be made for 2021-2022.

1. Charge:

- The Charge is satisfactory, no changes.
- The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

- It is recommended the reporting relationship remains the same.
- It is recommended the reporting relationship changes.

The committee will report to:

- Academic Senate College Council
- Faculty Association President
- Vice President of _____
- Other _____

3. Chairmanship:

- It is recommended that the chair:
- Selection remains the same
 - Selection method changes to: _____

4. Membership:

- It is recommended membership remains the same.
- It is recommended membership changes to:

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

LPC GOVERNANCE WORKSHEET FOR 2021-2022

- 10. _____
- 11. _____
- 12. _____
- 13. _____

Total Voting Members: _____ Quorum (50% + 1): _____

Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Members appointed by: (check all that apply)

- Academic Senate Faculty Association
- Classified Senate SEIU
- Administration Student Senate

5. Term: (check one)

- 1 year 2 years Other

Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____

SECTION XII.

Appendices

Appendix A. Constituency Groups (Alphabetical)

The essential constituency groups that make up the Las Positas College consultation process are identified below:

Academic Senate

The Academic Senate represents the faculty on all non-collective bargaining matters, in collegial consultation related to certain academic and professional matters as defined in Title V of the California Education Code. On these selected matters, the Board of Trustees will “rely primarily” upon the advice and judgment of the Academic Senate in the following areas listed in Ed Code Section 53201, which is consistent with Board Policy 2015:

- Curriculum, including establishing pre-requisites and placing courses in disciplines
- Degree and certificate requirements
- Grading policies
- Standards or policies regarding student preparation and success
- Faculty roles and involvement in the accreditation process, including the self-study and annual reports

The Academic Senate’s Constitution and Bylaws are available on the LPC website.

The Academic Senate will also participate through “mutual agreement”* in the following areas:

- District and College governance structures, as related to faculty roles
- Policies for faculty professional development activities
- Processes for institutional planning and budget development
- Regulations and procedures relating to health and safety
- Educational program development
- Processes for program review
-

Should there be recommendations developed by the Las Positas College Academic Senate that are in conflict with the Chabot College Academic Senate and need joint resolution, these issues shall be referred to the District Governance Council.

Senate representation from each Division is determined by a ration formula determined by the Senate and identified within the Las Positas College Senate Operating Rules. Senators from each Division are elected by a majority of the members of that Division. Senators from the part-time faculty are elected by a majority of votes cast by the part-time faculty. Senate terms are for one year, with a maximum of three consecutive years.

*In consulting collegially, the definitions that apply are:

“Rely primarily” means that recommendations will be forwarded to the Board by the Academic Senate, after consultation with the President and Chancellor, and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board’s decision shall be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason(s) in writing to the Senate. If such recommendations are not accepted, existing policies and procedures will remain in force.

“Mutually agree” means: Agreeing that the District governing board or such representatives as it may designate (Chancellor, President) and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Administrative Staff

The Administrative Staff reviews all Board policies and Administrative procedures and recommends and develops college policies and procedures to ensure their timely implementation. The administration will exercise leadership and assume appropriate levels of shared decision-making responsibility in coordination with other governance groups in the formulation and development of policies and procedures which include the following areas:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Administrative roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/district governance structures
- Professional development activities
- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulations and procedures relating to health and safety
- Program review
- Administrator and classified hiring recommendations

Report to: College President

Chair: College President

Classified Senate

The Classified Senate represents classified professionals on all non-collective-bargaining matters. Classified staff members that serve in instructional areas will be included in discussions and will have input regarding academic programs, delivery of services, and other academic issues that affect their professional duties. The Classified Senate is recognized based upon California Assembly Bill 1725 and incorporated into the California Education Code, Title III.

In addition, classified professionals, jointly with other constituency groups, will also be given the opportunity to participate actively in the formulation and development of policies and procedures in the following areas:

- Classified roles and involvement in accreditation processes including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Professional development activities
- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulations and procedures relating to health and safety

Classified representatives are elected by majority vote from among all voting classified members. The Governing Council of the Classified Senate includes the President, 3 Vice Presidents, Treasurer, Secretary, and Ambassadors. The Past-President and the highest-ranking union officer at Las Positas College shall serve as non-voting advisory members. The term of office of Governing Council members is one year (July 1 – June 30) and may serve more than 1 term. Refer to the current Constitution and Bylaws posted on the LPC website for Senate representation of LPC buildings. Invited and encouraged to participate in this Senate are District I.T. and M&O staff based at LPC. The Classified Senate Constitution and Bylaws are available on the LPC website.

Faculty Association (FA)

Updated per College Council December 12, 2019

The Faculty Association retains the right to appoint unit members to District and College level committees that are in direct association with the faculty contract (Faculty Association Contract, Article 4J). The Faculty Association consists of the following Faculty in the Bargaining Unit:

- Contract Faculty
- Regular Faculty
- Temporary Faculty
- Part-time (Adjunct) Faculty
- Unit Members
- Unit Members – Full-time

See the most current Agreement posted on the District Human Resources website for full descriptions and details. Current committees that fall within the framework include but are not limited to CEMC, Curriculum, Distance Ed, Staff Development, Health and Safety, Technology, Faculty Hiring and Prioritization, Program Review, Calendar, DEMC, PBC, District Educational Support Committee, District Facilities, and the District Funding Formula Committee.

SEIU Local 21 (Classified Union)

Updated Fall 2013

SEIU Local 21 represents classified staff members (non-confidential, non-supervisory) on collective bargaining matters. The SEIU has been offered the right to appoint unit members to District and College committees by this Shared Governance document.

The employees of CLPCCD, working as free and responsible individuals, recognize the labor movement in general, and SEIU Local 1021, can be instrumental in improving our status and resolving the social and health problems of our community; therefore, we enter into a union and agree to adopt bylaws, as an instrument for concerted action and collective bargaining in the interest of our members.

See the most current Agreement posted on the District H.R. website for full descriptions and details.

Student Government

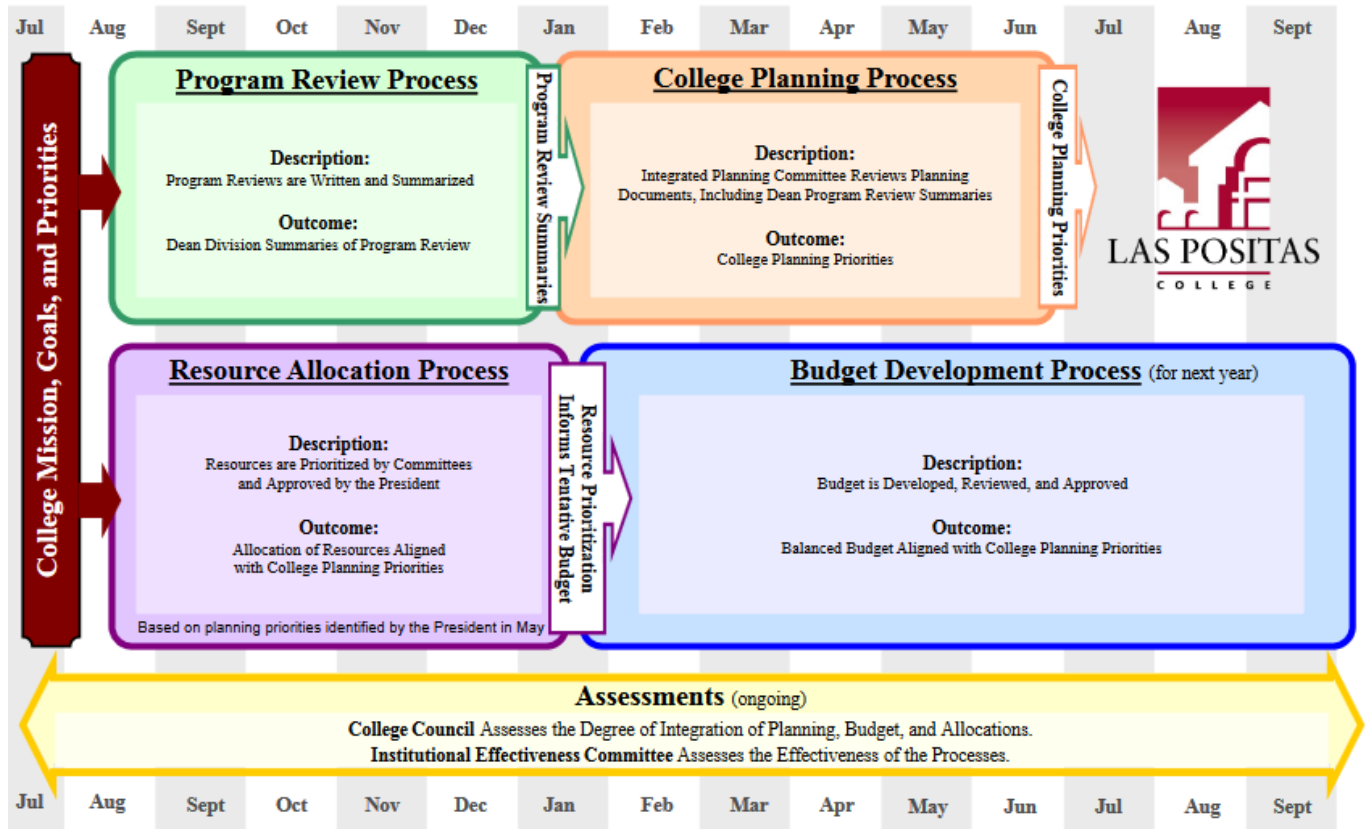
The Las Positas College Student Government (LPCSG) represents the student body. Students, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Student roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Institutional planning processes
- Budget development processes
- Regulations and procedures relating to health and safety


Students are assigned to committees by the LPCSG. All LPCSG members serve on committees. Appointments are made based on interest, schedule, and mutual agreement of the LPCSG. LPCSG also provides representation on hiring committees for administrative positions. Committee members are required to give written reports to the LPCSG at their weekly meetings throughout the academic year. The Student Governments' Constitution and Bylaws are available on the college website.

Appendix B. LPC's Integrated Planning and Budget Cycle

Las Positas College's Integrated Planning and Budget Cycle



Appendix C. Sample Shared Governance Master Calendar

 LAS POSITAS COLLEGE - FALL 2020 MASTER CALENDAR of COMMITTEE MEETINGS <small>Please contact the President's Office for revisions (x1001)</small>					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Budget 10:00-12:00 1687 Technology 1:30-3:30 1687 Curriculum 2:30-4:30 1013	Executive Facilities 9:00-10:00 1680 Executive Staff 10:00-12:00 1680 Board of Trustees Study Meeting** 6:30 DO	VPAS, VPSS, All Deans 9:00-11:00 1690C Town Meeting 2:30-4:30 2420	Administrative Staff 10:00-12:00 1687 Classified Senate 1:00-2:15 1726 Resource Allocation (RAC) 2:30-4:30 1687 Student Senate 4:30-6:30 1726	Inter-Club Council (ICC) 10:30-12:00 1726 District Enrollment Mgt (DEMC) 10:30-12:00 DO DSS & Counselors 12:00 - 2:30 1726 District Planning & Budget Committee (PBC) 12:30-2:30 DO
	Health & Safety 12:30-2:00 1687 Persistence Project Initiative 2:00 - 4:00 Zoom Professional Development 2:30-4:30 1687 Student Learning Outcomes 2:30-4:30 2411A	Executive Staff 10:00-12:00 1680 Chancellor's Council 3:00-4:30 DO Presidential Task Force 10:00 - 11:00 Zoom SS Coord. Planning 2:00-4:00 DSS 1687 DES 1681B VPSS 1689D	VPAS & Deans 9:00-11:00 1690 SS Managers 10:00-12:00 1689D Academic Senate 2:30-4:30 1687 Program Review 3:00-4:30 106	Sabbatical Committee 2:00-4:00 1690C Institutional Planning & Effectiveness Committee 2:30-4:30 1687 Student Senate 4:30-6:30 1726	District Tech Coord. 9:00-10:30 DO College Enrollment (CEMC) 10:30-12:00 1687 Career & Transfer Initiative 1:00 - 3:00 Zoom District Administrators 2:00-4:00 DO
Week 2	Curriculum 2:30-4:30 1013	Executive Facilities 9:00-10:00 1680 Executive Staff 10:00-12:00 1680 Student Svcs. Senators 4:00-5:00 1726 Accreditation Steering 3:30-5:00 1690C Board of Trustees*** 6:30 DO	VPAS & Deans 9:00-11:00 1690 Chancellor's Cabinet**** 10:30-12:00 DO Academic Division Mtgs 2:30-4:30 A&H 4138 BHAWK 2306 SLPC 2480 STEM 1057	Labor Mgt. Relations 10:00-11:30 DO Administrative Staff 10:00-11:30 1687 Student Equity & Achievement 2:00-4:00 1726 Student Senate 4:30-6:30 1726	Inter-Club Council (ICC) 10:30-12:00 1726 District Integrated Planning & Budget Model (IPBM-ESS) 11:30 - 1:30 DO Guided Pathways 1:00-3:00 1726 + TBD
	Student Learning Outcomes 2:30-4:30 2411A Facilities & Sustainability 2:30-4:30 1687	Executive Staff 10:00-12:00 1680	VPAS & Deans 9:00-11:00 1690 SS Managers 10:00-12:00 1689D Academic Senate 2:30-4:30 1687 Basic Skills 2:30-4:30 2411A Program Review 3:00-4:30 106	Classified Senate Governance Meeting 1:00-2:00 TBD Sabbatical Committee 2:00-4:00 1690C College Council 2:30-4:30 1687 Student Senate 4:30-6:30 1726	Distance Education 10:00-12:00 2410 College Enrollment (CEMC) 10:30-12:00 1687 District Facilities Comm. 12:30-1:30 DO Onboarding /Entering the Pathway Initiative 1:00 - 3:00 Zoom
Week 3	Curriculum 2:30-4:30 1013	Executive Staff 10:00-12:00 1680	VPAS & Deans 9:00-11:00 1690 Faculty Association 2:30-4:30 1620B		
Week 4	Budget 10:00-12:00 1687 Curriculum 2:30-4:30 1013	Executive Staff 10:00-12:00 1680			
Week 5					
Footnotes: * Some Fridays no meetings are held ** BoT Study Meetings are not held every month *** BoT Meetings are not always scheduled at the District Office **** Day after Board of Trustees Business Meeting			Schedule as needed: - Academic Fairness - Bookstore - Commencement - Food Services - Scholarship - Student Grievance - 3SP		Key: DO = District Office Updated 09/16/20

Appendix D. LPC Planning Documents

Below is a table of Las Positas documents College planning and institutional processes, along with the party responsible for producing or updating the information.

	Agency	Document	Update
External	Accrediting Commission for Community and Junior Colleges (ACCJC)	Mid-term Report	Fall 2019
		Institutional Self Evaluation Report	Fall 2022
	California Community Colleges Chancellor's Office (CCCCO)	Strong Workforce Plan	Yearly
		Guided Pathways	2018-2022
		Unified Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program	2017-2019
	Chabot-Las Positas Community College District	Security Master Plan	2018
		Emergency Preparedness Plan	
		Revenue Allocation Model	
Information Technology Plan - Total Cost of Ownership		2017	
Internal	Las Positas College	Education Master Plan	2021-2026
		Facilities Master Plan	2018
		Program Review	Yearly
		Institutional Effectiveness Report	Yearly
		College Planning Priorities	Yearly
		Faculty Hiring Prioritization	Yearly
		Non-instructional Position Prioritization	Yearly
		Instructional Equipment Prioritization	Yearly
LPC Technology Plan	Yearly		

Appendix E. CLPCCD Board Policy

Chabot-Las Positas Community College District

Adopted: January 16, 1996

Renumbered: September 27, 2018

Administration

1300 Collegial Consultation

1. Rely Primarily

The Board of Trustees shall "rely primarily" upon the advice and judgment of each Academic Senate independently on selected college matters and the two senates jointly on selected District matters. College and District matters will be distinguished as described in the section below on the Chancellor's Council.

"Rely primarily" means that all recommendations in the areas specified below will be forwarded to the Board through the Chancellor by the Academic Senate(s) and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason in writing to the respective senate(s). If such recommendations are not accepted, existing policies and procedures will remain in force.

The Board will "rely primarily" on the Academic Senates in these "academic and professional" matters:

- a. Curriculum, including establishing prerequisites and placing courses in disciplines;
- b. Degree and certificate requirements;
- c. Grading policies;
- d. Faculty roles and involvement in accreditation processes including self-study and annual reports.

2. Mutual Agreement

"Mutual agreement" shall be reached between the Board of Trustees or its designee and the Academic Senates on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the college president and senate as defined in separate Board policies for each college. On District matters, mutual agreement will be reached between the Chancellor and the senates as defined in the section on the Chancellor's Council. "Mutual agreement" means that the Board of Trustees and the Academic Senate(s) shall each ratify such policies or procedures before they are put into effect. If such agreements are not ratified by both parties, existing policies and procedures will remain in force.

The Board will reach "mutual agreement" with the Academic Senates in these "academic and professional" matters:

- a. Educational program development
- b. Standards and policies regarding student success
- c. District and college governance structures as related to faculty roles
- d. Policies for faculty professional development activities
- e. Process for program review
- f. Process for institutional planning and budget development

3. District Councils and Committees District Curriculum Committee

Curriculum, including establishing prerequisites and placing courses in disciplines.

Degree and certificate requirements
Grading policies
Educational program development

District Matriculation Council

Standards or policies regarding student success

District Institutional Planning Council

Process for program review Process for institutional planning

District Budget Study Group

Process for budget development

College Governance Process (See College Policies)

Faculty roles and involvement in accreditation processes including self-study and annual reports;

College governance structures as related to faculty roles; Policies for faculty professional development activities.

Chancellor's Council (Exclusively District Issues)

District governance issues;

- a. To provide a means for the colleges to communicate, with one another and to their constituents, the district- and college-developed recommendations in the above ten areas of collegial consultation;
- b. To serve as a vehicle for identifying and resolving District matters. Should there be issues on which college-developed recommendations are in conflict or require a joint effort, such issues shall be identified as district matters. Prior to Board presentation, such District matters will be referred to the Chancellor's Council for resolution. District matters should be of sufficient import that the policies of one college result in a significant impact on the ability of the other college to carry out its own policies. The Chancellor's Council will develop a recommended resolution which will be ratified by the Chancellor and by each college President and senate following the processes established in the separate college governance policies. Typically, such a recommendation will be developed by the appropriate council. The administrative procedures for the council are located in the Administrative Rules and Procedures.
- c. To serve as a vehicle for the Chancellor to identify the need for policies and procedures in any of the ten areas of academic and professional matters, the Council will be asked for direction on the development of these policies and refer such issues to the colleges or district councils for creation of such policies.
- d. The composition of the Council shall be jointly agreed upon by the Chancellor and Academic Senates.
- e. The membership for the District Curricular Committee, the District Matriculation Council, the District Institutional Planning Council, the District Budget Study Group, and the Chancellor's Council is located

in the Administrative Rules and Procedures.

Chabot-Las Positas Community College District

Adopted: January 16, 1996

Renumbered: September 27, 2018

Appendix F: Glossary of Acronyms and Terms

Acronym	Description
ACCJC	Accrediting Commission for Community & Junior Colleges
A Hours	One lecture hour. "A" is a unit value of one, equal to one lecture hours. (Related to CAH, Calculated A Hours.)
AUOs	Administrative Unit Outcomes
BaSK	Basic Skills Committee
BoT	Board of Trustees
CAH	Calculate A Hours. For example: 3 lecture hours = 3 CAH
CAP	The apportionment level to which the state will fund a district's FTES.
CC	College Council
CEMC	College Enrollment Management Committee
DBSG	District Budget Study Group
DCC	District Curriculum Council
DE	Distance Education
DEMC	District Enrollment Management Committee
DES	Dean of Enrollment Services
DSS	Dean, Student Services
EMP	Educational Master Plan
ESS	District Educational Services Support Committee
FHPC	Faculty Hiring Prioritization Committee
FMP	Facilities Master Plan, District
FPP	Faculty Prioritization Process
FTEF	Full Time Equivalent Faculty.
FTES	Full Time Equivalent Student. The method by which the District receives state apportionment. To calculate the FTES apportionment using the Art 1 class example: Multiply the number of resident students in the Class x the contact hours per week x the number of weeks per semester; Divide the sum by 515 (35 students x 3 contact hrs/wk x 17.5 wks/sem., Divide by 525 = 3.5 FTES)
FTES/FTE	Full Time Equivalent Student per Full Time Equivalent Faculty. Determining how many FTES a full time faculty member generates.

	Using the Art 1 example, each class of 35 students produces 3.5 FTES. Since a full teaching load requires 5 classes, this full time faculty member would produce 17.5 FTES in one semester (5 classes x 3.5 FTES/class = 17.5 FTES).
PBC	District Planning & Budget Committee
PR	Program Review
PRC	Program Review Committee
RAC	Resource Allocation Committee
SLO	Student Learning Outcomes
SS	Student Services
VPAS	Vice President of Academic Services
VP Ad.S.	Vice President of Administrative Services
VPSS	Vice President of Student Services
WASC	Western Association of Schools and Colleges
WSCH	Multiply the number of students x the number of scheduled hours per week. No distinction between lecture, lab, studio, etc., hours – an hour of student contact is an hour of contact. Example: Art 1, 3 hrs/week with 35 students = 105 WSCH
WSCH/FTEF	Weekly Student Contact Hour/Full Time Equivalent Faculty. Using the Art 1 example under WSCH definition: This class generates 105 WSCH. A FT load of 15 CAH would require teaching 5 of these classes. Therefore, a faculty member teaching 5 classes with 35 students would generate 525. WSCH/FTE (5 classes x 125 WSCH = 525 WSCH/FTE).

End of Shared Governance Handbook