

2019 – 2020

Committee Charges

And

Tasks Completed

Accreditation Steering Committee

CC approved at 4/2019 meeting

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

Reporting Relationship: College Council

Chairperson: Accreditation Liaison Officer (ALO) appointed by President

Voting Member?

Serves on College Council? Yes

MEMBERS:

Voting Members: Accreditation Liaison Officer (ALO)
Faculty Lead (Recommended by ALO/Appointed by Academic Senate)
Director of Research, Planning and Institutional Effectiveness
Faculty Member
Document/Archivist

Non-Voting: n/a

Expanded Steering Committee 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

NO TASKS RECEIVED FOR
ACCREDITATION COMMITTEE

College Enrollment Management Committee (CEMC)

CC approved at 5/2019 meeting

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)

Reporting Relationship: College President, VP Academic Services, and DEMC

Chairperson: Faculty Member and 1 of the appointees of the College Council

Voting Member?

Serves on College Council? Yes

MEMBERS:

Voting Members: Vice President, Academic Services
Dean, Academic (2)
Dean of Enrollment Services
Faculty Member (4)

Non-Voting Members: Vice President, Administrative Services
Vice President, Student Services
Academic Dean (2)
Dean of Student Services
Classified Professional (2)
Director of Research, Planning and Institutional Effectiveness
LPCSG Representative

Term: 2 years

Quorum: 8 Voting Members; Quorum = 5

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: CEMC

Form Completed by: Thomas Orf Position: Co-Chair

LPC Mission Statement: 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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Worked with DEMC to create targets and productivity levels for 19-20 Academic Year
2. Once targets received from DEMC, disseminated FTEF to divisions for the creation of cou
3. Modified FTEF allocation to divisions and disciplines based on enrollment data for year
4. Worked with district and student services to market schedule of classes to student populati
5. Worked with divisions to modify FTEF based on program and student needs.
6.
7.
8.
9.
10.

Facilities and Sustainability Committee

CC approved at 5/2019 meeting

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;
- 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 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.laspositacollege.edu/green/index.php>

COMMITTEE: FACILITIES AND SUSTAINABILITY COMMITTEE

Reporting Relationship: College Council

Chairperson: Selected by committee vote

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: 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

Non-Voting: Vice Chancellor of Facilities and Bond Program
Director of Maintenance & Operations
LPC Project Planner/Manager

Term: 2 years

Quorum: 15 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Facilities and Sustainability Committee

Form Completed by: Michael Ansell Position: Chair/Chemistry Faculty

LPC Mission Statement: 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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Review and acknowledged the Facility Master Plan
2. Climate Action Plan
3. Electric Vehicle Charging Parking
4. Updates on LPC facilities Projects
5. Scheduled maintenance
6. Reviewed mammoth bone display project
7. Parking Accessibility and Building 2400 elevator Report
8. Campus wide announcements without the use of paper
9. WHEELS Bus system report
14. Cellular Signal Project

Institutional Planning and Effectiveness Committee

CC approved at 2/2019 meeting

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 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

Reporting Relationship: College Council

Chairperson: Selected by committee vote; can be faculty, classified, or administrator

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: 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

Non-Voting: 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

Term: 2 years
For the first year, for purposes of continuity and learning the processes, terms shall be chosen by lottery, such that one-half of the members serve a two-year terms, and the other half serves a three year term.

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.

Quorum: 16 Voting Members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Institutional Planning and Effectiveness Committee (IPEC)

Form Completed by: R. Samra Position: Chair

LPC Mission Statement: 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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Discussed draft College Mission, Vision, and Values Statements
2. Discussed Educational Master Plan Process (including breakout sessions)
3. Established institution-set standards and stretch goals for four metrics
4. Reviewed key metrics (e.g., environmental scan data, spring 2020 data, fall 2019 data)
5. Monitored the progress of college planning priorities
6. Reviewed and analyzed division program review summaries
7. Potentially created a new college planning priority
8. Evaluated the Program Review Process
9.
10.

Resource Allocation Committee (RAC)

CC approved at 4/2019 meeting

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.

COMMITTEE: RESOURCE ALLOCATION COMMITTEE

Reporting Relationship: College Council

Chairperson: Selected by committee vote

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: 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

Non-Voting: n/a

Term: 2 years

Quorum: 16 Voting Members; Quorum = 9

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: **RESOURCE ALLOCATION COMMITTEE**

Form Completed by: **TITIAN LISH** Position: **CHAIR**

LPC Mission Statement:

Las Positas College is 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.

Instructions

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

1. Review Instructional Equipment Requests for ranking
2. Rank Instructional Equipment Requests for recommendation
3. Recommend to College President Instructional Equipment Requests for purchase
4. Review Classified & Administrative Position Requests for ranking
5. Rank Classified & Administrative Position Requests for recommendation
6. Recommend to College President Classified & Administrative Position Requests for hire
7. Review, evaluate for efficacy, and revise IER process and Position Request process for 2021-2022
8. Set calendar and documentation (including forms and rubrics) for 2021-2022
9. Administer survey for requesters/receivers of IERs
10. Report to College Council

Technology Committee

CC approved at 4/2019 meeting

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;
- Making recommendations for solutions in the following areas:
 - Access,
 - Support,
 - Staff development and training;
- Review and evaluate the prioritization of resources and additional technology needs as they arise;
- Collaboration with District ITS regarding District-wide projects and issues;
- Review and make recommendations to the LPC Technology Master Plan and relevant District-wide Master Plans.

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

COMMITTEE: TECHNOLOGY COMMITTEE

Reporting Relationship: College Council

Chairperson: Selected by committee vote

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members: 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

Non-Voting: 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

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Technology

Form Completed by: Meghan Swanson Position: Chair

LPC Mission Statement: 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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. After learning that student GoPrint debit cards would be increasing in cost to produce, the committee discussed keeping the cost of the bookstore card and vending card the same to the student. The number of prints that can be made with the initial purchase will change for the vending cards but stay the same for the bookstore cards. Committee will vote at May meeting.
2. Discussed the impact of faculty closing rosters early and its impact on students and enrollments resulting in revised order on ClassWeb for faculty to open and close rosters.
3. Review accreditation standards
4. Regular updating and status of technology projects: for example, the year the committee discussed the new standards for classroom audio/ visual that stemmed from Measure A user groups.
5.
6.
7.
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10.

Committees Reporting to Academic Senate

Curriculum Committee

CC approved at 4/2019 meeting

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
Reporting Relationship: Academic Senate
Chairperson: Selected by Academic Senate
Voting Member? Only in the event of a tie
Serves on College Council? No

MEMBERS:
Voting Members: 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

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Curriculum Committee
Form Completed by: Craig Kutil/Elizabeth Owens Position: Chair

LPC Mission Statement:

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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. 51 New Credit Programs & 15 New Noncredit Programs Approved
2. 104 Modified Credit Programs & 33 Administrative Credit Program Revisions Approved
3. 113 New Credit Courses & 60 New Noncredit Courses Approved
4. 363 Modified Credit Courses & 1 Modified Noncredit Course Approved
5. 328 Requisites (New & Revised) Approved
6. 196 Course Discipline Placements (New & Revised) Approved
7. 82 Courses Approved for Distance Education
8. 2 Program Deactivations & 89 Course Deactivations
9. 84 Courses Approved for AA/AS GE & 79 Courses Approved for CSU T
10. Sunset Policy Approved

Distance Education Committee (DE)

CC approved at 1/2019 meeting

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)

Reporting Relationship: Academic Senate

Chairperson: 1 Co-Chair: Teaching & Learning Center Rep and 1 Co-Chair: Faculty (selected by committee vote)

Voting Member? No

Serves on College Council? No

MEMBERS:

Voting Members: 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

Non-Voting: 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

Term: 2 years

Quorum: 14 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Distance Education

Form Completed by: Scott Vigallon Position: Co-chair

LPC Mission Statement:

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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Refined the course review process.
2. Refined the course review checklist.
3. As of April 30, will have conducted 13 course reviews & provided feedback to instructors
4. Reviewed draft DE web accessibility guidelines.
5. Reviewed Regular Effective Contact revisions.
6. Recommended DE equity tools.
7. Recommended student services tools to use for DE.
8. Recommended Canvas tools to enable.
9. Discussed DE goals, which include policies and procedures.
10. Conducted mock POOCR review of course as a flex day activity.

Faculty Hiring Prioritization Committee

CC approved at 4/2019 meeting

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 Members: 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

NO TASKS RECEIVED FOR FACULTY
HIRING PRIORITIZATION COMMITTEE

Sub-Committee Reporting to Student Equity & Achievement Committee

Basic Skills Subcommittee (BaSK)

CC approved at 4/2019 meeting

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;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in process and instruction.

COMMITTEE: BASIC SKILLS SUBCOMMITTEE (BaSK)

Reporting Relationship: Student Equity & Achievement Committee

Chairperson: Selected by Academic Senate

Voting Member? Only in the event of a tie

Serves on College Council? No

MEMBERS:

Voting Members: Faculty Member, Instructional Faculty (3)
Faculty Member, Counseling Faculty
Librarian

Non-Voting: Vice President of Academic Services
Academic Dean
Student Services Dean
Director of Student Equity and Success
Non-credit Specialist
Faculty Member, Adjunct
LPCSG Representative

Term: 2 years

Quorum: 5 Voting Members; Quorum = 3

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Basic Skills Subcommittee

Form Completed by: Ashley McHale Position: Chair

LPC Mission Statement: 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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Creation of committee charge
2. Transparent fiscal updates to LPC Community
3. Plan and prepare PBC BAM advocacy
4. Plan and prepare SCFF advocacy
5. Review of CARES Act Funding
6. Monitoring budget on monthly basis
7. Oversight of LPC budget development process
8. Review of Governor's State budget
9.
10.

Program Review Committee (PRC)

CC approved at 4/2019 meeting

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 of Las Positas College charges the Program Review Committee with:

- Creating, evaluating, and modifying (as needed) the forms and processes for Program Review;
- Mentoring program review writers through a peer review process;
- 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

Reporting Relationship: Academic Senate and Institutional Planning & Effectiveness Committee

Chairperson: Selected through FA negotiated process for Positions with Reassigned Time

Voting Member?

Serves on College Council? No

MEMBERS:

Voting Members: 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

Non-Voting: n/a

Voting Structure: 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.

Term: 2 years minimum (4-5 years recommended)

Quorum: 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.

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Program Review Committee

Form Completed by: Karin Spirn Position: Committee Chair

LPC Mission Statement: 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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Worked on creating the Program Review template for AY 20-21.*
2. Mentored program review writers in composing and revising Program Reviews.
3. Read program reviews.
4. Collaborated with deans to help them write Division Summaries.
5. Worked on a revised Division Summary process for AY 20-21.*
6. Worked on an updated process for Program Review during Covid-related SIP. *
7. Reviewed feedback in order to strengthen forms and processes.
8. Investigated possibility of a changed timeline for the Program Review process.
9.
10. *actions that are currently in progress

Student Learning Outcomes Committee (SLO)

CC approved at 4/2019 meeting

Charge:

To elicit broad perspectives and advice regarding learning outcomes from Las Positas College students, faculty, administrators, and staff. This group provides an advisory linkage to the Academic Senate on matters pertaining to the College's immediate and long range plans to integrate student learning outcomes and assessment at the course, program, and institutional levels. With the advice and consent of the Academic Senate, this group reviews institutional-level student learning outcomes (ISLO) for LPC students and develops strategies and timelines for incorporating and coordinating assessment of these ISLOs into learning outcomes inherent in courses and programs. The Student Learning Outcomes Committee works with the Curriculum Committee, Program Review Committee, and the Professional Development Committee to establish policies and procedures concerning the institutionalization and assessment of SLOs at LPC which will be brought to the Academic Senate for review and approval. In addition to providing support and materials needed for the development of SLOs and assessment, this group also coordinates, collects, and archives assessment activities in all sectors and organizes campus dialogue process concerning student learning outcomes and assessment.

COMMITTEE: STUDENT LEARNING OUTCOMES COMMITTEE (SLO)

Reporting Relationship: Academic Senate

Chairperson: Selected by ex-officio: Vice President of Academic Services

Voting Member? Yes

Serves on College Council? No

MEMBERS:

Voting Members: 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)

Non-Voting: Director of Research, Planning and Institutional Effectiveness

Term: 2 years

Quorum: 15 Voting Members; Quorum = 8

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Student Learning Outcomes Committee

Form Completed by: Ann Hight Position: Chair

LPC Mission Statement: 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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Reviewed and approved course and program-level SLOs
2. Worked with Program Review to develop SLO portion of the template
3. Readers of Program Review especially the SLO portion
4. Offered SLO sessions during both mandatory Flex days
5. Provided workshops to SLO Coordinators
6. Provided training sessions on how to use eLumen
7. Support development of SLOs for new courses, degrees, and certificates
8. Monthly reports to Academic Senate
9. Support development of SAOs for student services
10. Developed a 3-year assessment cycle to institutionalize the SLO process

LPC Guided Pathways Steering Committee

CC approved at 9/2018 meeting

Charge:

The LPC Guided Pathways Steering Committee is a standing committee of the College Council. The goal of Guided Pathways is to better assist students in reaching their education and career goals. 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. Providing information regularly 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.

COMMITTEE: LPC Guided Pathways Steering Committee

Reporting Relationship: Academic Senate and College Council

Chairperson: Selected by Guided Pathways Coordinators

Voting Member? N

Serves on College Council? Yes

MEMBERS:

Voting Members: Vice President appointed by President
Administrator (4)
Faculty Member, A&H
Faculty Member, BHA WK
Faculty Member, SLPC
Faculty Member, STEM
Faculty Member, Student Services
Faculty Member, At-Large (2)
Classified Professionals (4)
LPCSG Representatives (2)

Non-Voting: Guided Pathway Coordinators
VP Academic Services/Student Services

Term: 2 years

Quorum: 18 Voting Members; Quorum = 10

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Guided Pathways Steering Committee
Form Completed by: L. Hart, A. VenJohn, K. Woods Position: GP Coordinators

LPC Mission Statement:
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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Developed the 19/20 Workplan and SOAA Report; created, monitored, reviewed budget
2. Planned, participated in, and evaluated two Guided Pathways Retreats
3. Created, participated on, and lead four Guided Pathways workgroups
4. Met with Academic Senate, Classified Senate, and Student Senate re GP work
5. Participated in the district-wide Technology committee and subcommittee on GP Tech.
6. Developed and coordinated numerous Guided Pathways sessions during Flex days
7. Worked with Professional Development Committee on GP Flex days session
8. Reported on Guided Pathways work at division meetings, College Council, Admi. Staff, e
9. Provided funding/attended statewide and regional conferences on GP work
10. Submitted SCFF proposal for project to support Guided Pathways work on campus.

Professional Development Committee

CC approved at 4/2019 meeting

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, and Classified Senate

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

Voting Member? No

Serves on College Council? No

MEMBERS:

Voting Members: Faculty Member, A&H
Faculty Member, BHA WK
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:

Quorum: 10 Voting Members; Quorum = 6

NO TASKS RECEIVED FOR
PROFESSIONAL DEVELOPMENT

Student Equity and Achievement Committee

CC approved at 4/2019 meeting

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 Members: 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

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Student Equity and Achievement Committee (SEA)

Committee Name: Shawn Taylor Director, Student Equity

Form Completed by: Position:

LPC Mission Statement: 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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

- 1. Developed a localized/on campus definition of "Equity" to guide our work.
2. Delivered professional development series focused on support strategies for DI students
3. Partnered with Institutional Research to get data on DI students to better develop interventions to support our students who aren't succeeding like other students.
4. Created a guide for developoing more equitable syllabi.
5. Completed the mid-term financial report as required by the State.
6. Developed a bradning strategy to get more DI students to attend the tutoring center.
7.
8.
9.
10.

Committees Reporting to Administrative Services

Health and Safety Committee

CC approved at 5/2019 meeting

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 Members: 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

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Tasks

Committee Name: Health & Safety Committee

Form Completed by: Frankie Danner

Position: _____

LPC Mission Statement:

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.

Instructions

List tasks the committee completed in 2019-20 in support of the committee charge.

1. Campus wide sign project - Evacuation signs

2. Evacuation chairs

3. Campus re-key & lock project

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____