

LPC GOVERNANCE WORKSHEET

Committee Name:

Academic Year:

Form completed by:

Position:

Instructions

The purpose of this worksheet is to allow each committee, Senate, Union, Task Force or User Group to review its charge and membership yearly. It is important to review the current charge and responsibilities in the LPC Governance Handbook. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. 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 to request approval.

- **Are the group's charge and membership satisfactory?**

___ YES, there are no changes to the committee structure or charge.

___ NO, there are changes to the committee structure or charge shown below.

Remember to have all committee members sign the document before submitting.

Proposed Changes

1. Charge:

___ Charge remains the same.

___ Recommended changes to charge are indicated below.

2. Reporting Relationship:

Committee currently reports to _____.

___ It is recommended the reporting relationship remain the same.

___ It is recommended to change the reporting relationship.

The committee will report to:

___ Academic Senate

___ College Council

___ Faculty Association

___ President

___ Vice President of _____

___ Other _____

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3. Chairmanship:

The chair is currently selected by:

____ Committee vote

____ Office or Position indicated here: _____

____ Other: _____

It is recommended that the chair:

____ Selection remains the same

____ Selection method changes to: _____

4. Membership:

____ Membership remains the same

____ It is recommended to change membership to:

Voting Members: (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Total Voting Members: _____

Quorum (50% +1): _____

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

5. Members appointed by: (check all that apply)

____ Academic Senate

____ Faculty Association

____ Classified Senate

____ SEIU

____ Administration

____ Student Senate

6. Term: (check one)

____ 1 year

____ 2 years

____ Other

PROPOSED CHANGES

1. Charge of Committee/Group

Charge:

The Basic Skills Committee is responsible for the following in Basic Skills **English, Mathematics, ESL and study skills:**

- Gathering, reviewing, and assessing data on student success
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs
- Planning, ~~and~~ creating, **implementing, and publicizing** strategies for removing barriers and addressing educational gaps
- Supporting innovation in process and instruction

Explanation: We would like to define “Basic Skills” to include study skills. The committee felt that it should be responsible for also implementing and publicizing the strategies that we are planning and creating.

4. **Membership** ___ Current Membership remains the same
 ___X___ **OR:** It is recommended **Membership change TO:**

Voting Members

(Example: Vice President of Student Services, 4 Classified; 2 Students, 1 Faculty from each division)

1. 3 Instructional Faculty
2. 1 Librarian.
3. 1 Counselor.

Total Voting Members: 5

Quorum (50% + 1) : 3

Non-Voting Members *(Example: 1 faculty representative from each division, 4 Classified, 2 Students)*

1. Chair *(votes only in the event of a tie).*
2. 1 Student Representative
3. 1 Part-Time Faculty
4. VP of Academic Services
5. 1 Academic Division Dean
6. 1 Student Services Dean
7. **Non-Credit Specialist**
8. **Director of Student Equity and Success**

Attach documentation to support this recommendation.

Rationale for changing membership:

As the college moves toward incorporating non-credit courses, the committee decided to make the Non-Credit Specialist a non-voting member.

Beginning this year 2017, Basic Skills, SSSP and Equity have a “Unified plan” to the state. It is important that the director of student equity and success be present at BaSk meetings, as well as the chair of Basic Skills be present at the Student Success committee. Both groups should be well-informed of each others’ activities and can plan shared projects (which is the intention of the state chancellor’s office to unify the reporting and planning process for these initiatives).

