

# LAS POSITAS COLLEGE

## COLLEGE GOVERNANCE



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# LAS POSITAS COLLEGE

## COLLEGE GOVERNANCE

### **INTRODUCTION**

The governance structure of Las Positas College is reflective of an institutional decision-making process that includes representation from all constituent groups (Student, Classified, and Academic Senates and Administration) in recommending policies and/or procedures (exclusive of collective bargaining issues) to the President, Chancellor, and Board of Trustees.

The governance process is based upon the shared belief and tradition that the development of college policies, procedures, and recommendations is made by consensus built upon campus-wide involvement of students, faculty, classified, 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 involvement of all constituent 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 Governor's of the California Community Colleges and the Board of Trustees of the Chabot-Las Positas Colleges (Policy 2015, 2016, 2017, 2018) that all key parties participate in college/district governance in accordance with Title V, Sections 51023.5, 51023.7, 53200, 53201, 53203, 53204.

### **PURPOSE OF THE GOVERNANCE PROCESS**

The purpose of the Las Positas College governance process is to develop a method for collegial consultation that appropriately involves staff and students in the planning and operation of the college. This inclusion brings with it the responsibility and obligation on the part of all staff 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 constituent group and to delineate committee responsibilities and reporting relationships. It is a purposely fluid process that will be reviewed and refined as needed with the goal of enhancing and improving collegial consultation.

The Board 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.

## GOVERNANCE PROCESS

### I. Constituent Groups

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

- A. **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 Ed 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 accreditation process, including self-study and annual reports.

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.

\*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.

Senate representation from each Division is determined by a ratio 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.

B. **The Administrative Staff** recommends, develops, and reviews all policies and procedures and ensures 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 in the following areas:

- curriculum;
- degree and certificate requirements;
- grading policies;
- administrative roles and involvement in accreditation processes, including self-study and annual reports;
- student preparation and success;
- College/District governance structures;
- professional development activities;
- institutional planning process;
- budget development processes;
- program planning and staffing;
- regulations and procedures relating to health and safety;
- program review.

C. **The Classified Senate** represents the classified staff on all non-collective bargaining matters. Classified staff that serves 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. In addition, the classified staff, jointly with other governance 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 self-study and annual reports;
- student preparation and success;
- College/District governance structures;
- professional development activities;
- institutional planning process;
- budget development processes;
- program planning and staffing;
- regulations and procedures relating to health and safety.

The Governing Council of the Classified Senate shall consist of five officers and four Senators. The Past President and the highest-ranking union officer at Las Positas College shall serve as non-voting members.

Classified representatives are elected by majority vote from among all classified members. The Classified Council includes: President, Vice President, Activity Coordinators, and Treasurer. Senators include: Group I - staff from Buildings 100, 400, 500 and 1800; Group II - staff from Buildings 700, 900, 1000 and 1500; Group III - staff from Buildings 600, 2000 and 2100; and Group IV - staff from Buildings 300, 800, 1300 and Maintenance and Operations (M&O) staff including Grounds and Custodial staff.

The term of office on the Governing Council is for one year (July 1 - June 30).

D. **The Student Senate** 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 self-study and annual reports;
- student preparation and success;
- College/District governance structures;
- institutional planning process;
- budget development processes;
- regulations and procedures relating to health and safety.

Students are assigned to committees by the ASLPC. Senators are the primary ASLPC members who serve on committees. Appointments are made based on interest, schedule and mutual agreement of the ASLPC. Committee members are required to give written reports to the ASLPC at their weekly meetings throughout the academic year.

E. **Faculty Association** retains the right to appoint unit members to District and College committees. Article 4I.

## II. Committee Structure

The vehicle by which the consultation process shall function and be organized is the Standing Committee, Committee, and Task Force structure. Committees 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 and 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.

### STANDING COMMITTEES

#### 1. College Council

##### **Charge of Committee:**

The College Council facilitates communication and appropriate involvement among all members of the college community. Responsibilities include, but are not limited to:

- reviews College Mission statement;
- formulates, reviews, and revises college philosophy and mission;
- formulates annual college goals and objectives;
- reviews and evaluates Shared Governance, organizational, and committee structure, making recommendations for revisions when necessary;
- assigns issues to Shared Governance and Committees as appropriate;
- may serve as steering committee for college-wide projects.

**Reporting Relationship:** President

**Membership:** Chair: College President (non-voting member)  
Vice President of Academic Services  
Vice President of Student Services  
Vice President of College Business Services  
Academic Senate President or designee  
Academic Senate Vice President or designee  
Planning and Budget Committee Chair  
Facilities Committee Chair  
College Enrollment Management Committee (CEMC) Chair  
Classified Senate President or designee  
Classified Senate Vice President or designee  
LPC Association Site Vice President of CLPFA or designee  
LPC Site Vice President SEIU or designee  
ASLPC President  
ASLPC Vice President

## 2. Planning and Budget Committee

### Charge of Committee:

Using the mission statement, the committee will guide overall long-range institutional planning and budget processes of the College. Responsibilities include, but are not limited to:

- review all strategic planning documents and propose revisions or revise as necessary;
- ensure that College planning and budgeting are integrated;
- recommend and ensure that planning and budget priorities are guided by the College's Master Plan;
- identify, prioritize, and recommend expenditures and hiring priorities;
- develop, evaluate, and recommend budget processes as needed;
- review plans for construction or renovation of facilities and equipment acquisitions in concert with the District;
- serve as the Steering Committee for the accreditation Self-Study and ensure that recommendations are addressed;
- coordinate with the Office of Institutional Research to ensure the integration of planning and research.

**Reporting Relationship:** President

**Membership:** Chair – Selected by Committee Vote, serves on College Council  
Vice President of Academic Services  
Vice President of Student Services  
Vice President of College Business Services  
1 Dean  
5 Faculty, one from each Division  
(Academic Senate President **or** Designee will represent one Division)  
5 Classified (Including Senate President or designee)  
2 Students

Ex-Officio Members:  
President  
Director of Institutional Research

**Term:** 2 years One-half replaced each year. First year selected by lottery.

## 3. Facilities Committee

### Charge of Committee:

To elicit broad perspectives and advice regarding facilities planning and development needs of Las Positas College. The Committee will provide an advisory linkage to the President on all matters pertaining to implementation of the Facilities Development Plan of 2005 in meeting the objectives of the College's Educational Master Plan.

**Reporting Relationship:** President

**Membership:** Chair – Selected by Committee Vote, serves on College Council  
Vice President of Academic Services  
Vice President of Student Services  
Vice President of College Business Services  
1 Dean  
5 Faculty, one from each Division  
5 Classified  
2 Students

Ex-Officio Members:  
President

**Term:** 2 years One-half replaced each year. First year selected by lottery.

#### **4. College Enrollment Management Committee (CEMC)**

**Charge of Committee:**

The role of the 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 to 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. The CEMC evaluates discipline plans and recommends them to the appropriate Vice President for approval and scheduling. The CEMC is established in the contract between the District and the Faculty Association.

**Reporting Relationship:** President and DEMC

**Membership:** Chair – Selected from faculty representatives, serves on College Council  
4 Administrators, appointed by College President  
4 Faculty, appointed by the Faculty Association

Ex-Officio Members:  
5 Division Deans, excluding those appointed voting members  
Academic Services Specialist  
Assistant Dean of Admissions & Records  
Director of Research & Planning

## COMMITTEES

### 1. Curriculum

**Charge of Committee:**

The Curriculum 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 5 [Title 5 §53200]:

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

**Reporting Relationship:** Academic Senate

**Membership:** (voting)

- 2 Faculty from each Academic Division
- 2 Faculty from the Student Services Division
- 2 at-large Faculty representatives (Articulation Officer and a Librarian)

**Ex-Officio Members:**

- Chair – Elected by voting Committee members from Faculty membership  
(votes only as a tie-breaker)
- Vice President of Academic Services
- Academic Division Deans
- Articulation Officer
- Student Services Division Dean
- Student Records Evaluator (attends as needed)
- Scheduler (attends as needed)
- Academic Services Administrative Assistant  
(acts as Secretary of the Committee)
- 2 Student representatives of the ASLPC

**Appointments by:** Academic Senate  
Administration  
Associated Students

### 2. Student Success

**Charge of Committee:**

The implementation of programs and services to provide access for all students. Planning focuses on the fostering of student retention, persistence and success to enable students to complete their educational goals. Matriculation and Student Equity objectives are incorporated into the charge of this committee.

**Reporting Relationship:** Office of Student Services

**Membership:** Chair – Selected by Committee Vote  
Dean of Student Services  
Director of Institutional Research and Planning  
5 Faculty, one from each Division  
4 Classified  
2 Students

Ex-officio Members:  
Vice President of Student Services

**Appointments by:** Academic Senate  
Administration  
Associated Students  
Classified Senate

**Term:** 1 year

### 3. Health and Safety

**Charge of Committee:**

Studies, reviews and recommends regulations and procedure relating to the physical safety (including environmental and physical hazards) of staff and students.

**Reporting Relationship:** Office of Business Services

**Membership:** Chair: Director of Safety and Security  
Assistant Chair: Nurse Practitioner (Student Health Center)  
DSPA Representative  
1 Representative from M & O  
2 Faculty  
2 Classified  
1 Student

**Appointments by:** Academic Senate  
Administration  
Associated Students  
Classified Senate

**Term:** One Year

#### 4. Staff Development

**Charge of Committee:**

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

**Reporting Relationship:** President, College Council

**Membership:** Chair: Program Director  
1 Administrator  
5 Faculty, one from each Division  
1 Part-time Faculty  
4 Classified, including PDC

**Appointments by:** Academic Senate  
Administration  
Classified Senate

**Term:** 2 years One-half replaced each year. First year selected by lottery.

#### 5. Technology

**Charge of Committee:**

Assess faculty, student and staff technological needs and makes recommendations for solutions in the following areas: access; staff development and training; distance education policy, practices, delivery and support; prioritization of resources; additional technology needs as they arise. (Note: Curriculum related matters should be coordinated with the Curriculum Committee.)

**Reporting Relationship:** Planning and Budget Committee

**Membership:** Chair – Selected by Committee Vote  
1 Vice President  
Dean of Technology + 1 Dean  
5 Faculty, one from each Division including Library  
4 Classified  
1 Student

Ex-Officio Members:  
Director of Institutional Research & Planning  
Sr. Instructional Network Systems Specialists  
Instructional Technology/Open Learning Coordinator  
Alternative Media Technology Specialist  
Webmaster/mistress

**Appointments by:** Academic Senate  
Administration  
Associated Students  
Classified Senate

**Term:** One year

Recommended by Technology Committee 11/26/01

## 6. Community Outreach

**Charge of Committee:**

To coordinate the external communication of Las Positas College activities with regard to:

- student recruitment
- business services/support
- community education and awareness

**Reporting Relationship:** Vice President of Student Services

**Membership:** Chair -- Dean of Student Services  
Other Members To Be Determined

**Appointments by:** Academic Senate  
Administration  
Associated Students  
Classified Senate

**Term:** One Year

## 7. Student Learning Outcomes

**Charge of Committee:**

To elicit broad perspectives and advice regarding learning goals for all Las Positas 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 core competencies for LPC students and develops strategies and timelines for incorporating and coordinating these competencies into learning outcomes inherent in courses and programs. The Student Learning Outcomes group works with the Curriculum Committee, Program Review, and Staff Development, establishing policies and procedures concerning the institutionalization of SLOs and assessment at LPC, which will be brought to the 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.

**Reporting Relationship:** Academic Senate

**Membership:** Chair -- Selection process undetermined as of 8/14/05  
2 Administrators  
2 Faculty from each Division  
2 Classified  
2 Students

Ex-officio Members:  
Director of Research and Planning

**Appointments by:** Academic Senate  
Administration  
Associated Students  
Classified Senate

**Term:** One Year

## 8. Distance Education Committee

**Charge of Committee:**

To explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College.

**Reporting Relationship:** Academic Senate and Office of Academic Services

**Membership:** 1 Faculty representative from each Division  
1 additional full-time Faculty representative  
1 Adjunct Faculty representative  
1 Classified representative (PDC)

Ex-officio Members:  
Vice President of Academic Services  
Dean or Director of Technology  
1 Division Dean  
1 Admissions & Records representative  
1 Student representative

**Appointments by:** Academic Senate  
Administration  
Associated Students  
Classified Senate

**Term:** Two Years

## TASK FORCES

The following task forces, while important and essential, are groups that have been developed to address "other academic and professional matters" and come together periodically for specific purposes and functions. Appointments are not made to these task groups. Membership is voted or volunteered.

### 1. Bookstore

**Charge of Task Force:**

Recommends process and distribution of co-curricular funds. Recommends policies and general procedures involving the Bookstore as needed.

**Membership:** Vice President of Business Services--Chair  
Bookstore Manager or Designee  
3 Faculty  
3 Classified  
3 Students

**Reporting Relationship:** Office of Business Services

**Appointments by:** Academic Senate  
Associated Students  
Administration  
Classified Senate

### 2. Food Services

**Charge of Task Force:**

Studies, reviews and recommends on issues concerning food services.

**Membership:** Vice President of Business Services or Designee--Chair  
2 Faculty  
2 Classified  
2 Students

**Reporting Relationship:** Office of Business Services

**Appointments by:** Academic Senate  
Associated Students  
Administration  
Classified Senate

### 3. Scholarship

**Charge of Task Force:**

Evaluates and selects scholarship applications; plans annual Student Recognition Ceremony.

**Reporting Relationship:** Vice President of Student Services

**Membership:** Vice President of Student Services  
Financial Aid Specialist Officer  
5 Faculty, one from each Division  
4 Classified

**Appointments by:** Academic Senate  
Administration  
Classified Senate

### 4. Graduation

**Charge of Task Force:**

Plans the Graduation Ceremony each year. Tasks include: speakers, set up, processes, and student participation.

**Membership:** 1 Faculty representative from each Division  
1 Classified representative from each Division  
2 Students from ASLPC

Ex-officio Members:  
M&O  
Security  
Student Services Staff

**Reporting Relationship:** Office of Student Services

**Appointments by:** Academic Senate  
Associated Students  
Administration  
Classified Senate

**Term:** One Year

## 5. Academic Fairness

### **Charge of Task Force:**

Adjudicate student grievances dealing with prejudiced or capricious decisions regarding the academic evaluation of a student's performance. If a student grievance has not been successfully resolved through the informal procedures, the Vice President of Student Services shall refer it to the Vice president of Academic Services who shall, in turn, refer the grievance to the academic Fairness Committee.

**Membership:** Two standing members for staggered two-year terms appointed by the Academic Senate.

A third faculty appointment made by the Academic Senate at the time of the grievance knowledgeable of the academic discipline involved.

One student appointed for one-year by the Associated Students.

One administrator other than the Vice President appointed by the College President.

Process defined in CLPCCD Board Policies and Rules and Administrative Procedures.

## 6. Student Grievance

### **Charge of Task Force:**

This Committee is formed when a student grievance is received by the Office of Student Services. Grievances regarding academic evaluation are referred to the Vice President of Academic Services and the Academic Fairness Committee. All other grievances are coordinated by the Vice President of Student Services and the Shared Governance Committee.

**Membership:** 2 Faculty representatives, appointed by Faculty Senate  
1 Classified representative, appointed by Classified Senate  
1 Student representative, appointed by ASLPC  
1 Administrator, appointed by the President

**Reporting Relationship:** Office of Student Services

**Appointments by:** Academic Senate  
Associated Students  
Administration  
Classified Senate

## 7. Program Review

### **Charge of Task Force:**

To assure the quality of the College's educational programs through an ongoing process that involves a discipline self-study and written report. The self-study report is an in-depth study of an instructional program by faculty teaching in the program. The written report includes interpretation of data, commentary and finally the program's plan to address the findings of the self-study. Validation of the self-study reports will take place via a peer review process through program cluster review. Program Review is guided by student learning and student needs.

### **Membership:**

Chair, Selected by Committee Vote  
Vice President of Academic Services  
Four Division Deans in Academic Services  
5 Faculty, one from each Division  
1 Classified working in a direct instructional support role to faculty  
Director of Research

**Reporting Relationship:** Planning and Budget Committee & Curriculum Committee

**Appointments by:** Academic Senate  
Administration  
Classified Senate

**Term:** Two Years

## **DISTRICT COMMITTEES**

### **1. District Budget Study Group (DBSG)**

**Charge of Committee:**

The role and function of this District Committee is as follows:

- to advise the Chancellor and District/College constituencies regarding any matter that affects the fiscal conditions of the District;
- to educate constituent groups regarding the fiscal condition of the District, including the operation of the District budget allocation model;
- to analyze the current historical operation of the District budget allocation model and its effects on the District and or the colleges;
- to review, evaluate, and recommend modifications and improvements to the District budget allocation model;
- to recommend for appropriate actions by the Chancellor and Board of Trustees to the District budget allocation model;
- to communicate recommended actions of the DBSG to constituent groups;
- to be educated and knowledgeable about the State community college budget, legislative proposals, bills or acts, both state and federal, as well as programs and issues which would have an effect or have an impact on the District or on the Colleges' budgets.

**Membership:** Chair – Vice Chancellor of Business Services

**District:** Chancellor (Ex-Officio)  
Vice Chancellor, Business Services  
Controller  
Director of M&O

**Colleges:** College President (Ex-Officio)  
Vice Presidents of Business Services  
Vice Presidents of Academic Services  
Vice Presidents of Student Services  
Faculty Senate: 3 from each college  
Faculty Association: 1 from each college  
Classified Senate: 2 from each college  
Local 790: 1 from each college  
Students: 1 from each college

### **2. District Enrollment Management Committee (DEMC)**

**Charge of Committee:**

This is a contract established committee with the responsibility of improving the District's economic productivity based upon the following principles: each College's academic quality; by achieving cooperation of management, classified, and faculty staffs equally; by using accurate and data pertinent to the issues examined as agreed upon jointly by the District and the Faculty Association; by economic expenditures that ensure

the District's economic survival; and by supporting student access, student success and student equity. The WSCH/FTEF goals for each College and the District shall be established on an annual basis by the District, after consulting with the DEMC, as part of the District's annual budget development process. Co-Chaired by Vice Chancellor of Educational Programs & Planning and a Faculty Representative.

**Reporting Relationship:** Chancellor

**Membership:** Chancellor  
Vice Chancellor, Educational Services and Planning  
2 College Presidents  
4 Faculty Appointed by the Faculty Association  
(One faculty member from each of the colleges' CEMC)

Ex-Officio Members:  
Vice Chancellor, Business Services  
Vice Presidents of Academic Services  
Vice Presidents of Student Services  
Vice Presidents, Business Services  
Chief Technology Officer  
District Director of Public Information and Marketing

### 3. **Sabbatical Leave Committee**

**Charge of Committee:**

The faculty contract established the committee's primary purpose as recommending to the Chancellor and the Board of Trustees faculty eligible for sabbatical leave upon completion of six full years of bargaining unit service and available funding. The Committee's responsibilities include establishing priority ranking of faculty who have submitted letters of intent for sabbatical leave; reviewing and approving the Application for Sabbatical Leave and any modification requested thereafter; and review Sabbatical Leave Reports at the conclusion of a faculty's sabbatical leave to determine that the intent and purpose of the sabbatical leave has been satisfied and forwarded its approval or disapproval to the Chancellor.

**Reporting Relationship:** Chancellor and Faculty Association

**Membership:** Chair – Elected by Committee from among faculty members  
Vice Presidents of Academic Services  
6 Faculty Appointed by the Faculty Association:  
4 from Chabot College and 2 from Las Positas College  
Secretary: Vice President of Academic Services, rotational basis

#### 4. **District Curriculum Committee**

##### **Charge of Committee:**

Each College in the District has a Curriculum Committee, a subcommittee of the Academic Senate, which is responsible for ensuring and preserving the academic integrity and quality of all courses and programs at that college. Specifically, the College Curriculum Committees are primarily responsible for curriculum, degree and certificate requirements, grading policies, education program development, and standards or policies regarding student preparation and success.

The District Curriculum Council shall not usurp any of the responsibilities with which the College Curriculum Committees are charged. Rather, the District Curriculum Council shall be responsible for:

- Facilitating communication and cooperation between the two Colleges on all matters charged to the College Curriculum Committees
- Working to achieve mutual agreement on curriculum shared by the two Colleges and making recommendations about curriculum matters to the Academic Senates at both Colleges
- Recognizing areas where the two Colleges have different environments, cultures, and educational needs, and acknowledging the colleges' needs for local control of curriculum in those areas
- Analyzing and formulating recommendations for district-wide curriculum matters for referral back to the College Curriculum Committees for analysis, revision, and possible adoption
- Providing a forum to discuss curriculum related matters that may have a district-wide impact.

##### **Membership:**

(voting)

2 Academic Senate Presidents (CC and LPC)

2 Curriculum Committee Chairs (CC and LPC)

4 Faculty at Large (2 CC and 2 LPC),

Appointed by Academic Senate Presidents, including one Vocational Faculty from each College, if possible

2 Counselors, Appointed by Academic Senate Presidents (CC and LPC)

2 Faculty Articulation Officers (CC and LPC)

2 Vice Presidents of Academic Services (CC and LPC)

Ex-Officio Members:

Chair - Vice Chancellor of Educational Services

(votes only in case of a tie)

2 Administrators from Student Services (CC and LPC)

2 Instructional Deans (CC and LPC)

2 Institutional Researchers (CC and LPC)

2 Students (CC and LPC)

2 Faculty Association Representatives (CC and LPC)

**Reporting Relationship:** College Academic Senates and Chancellor

**Appointments By:** Academic Senate  
Administration  
Associated Students  
Faculty Association

**Term:** Two Years. It is expected that voting members will serve for a minimum of two years, and may serve longer if so selected by their constituency.

5. **District Equivalency Committee**

**Charge of Committee:**

To resolve disputes regarding Faculty Service Areas, shall include a representative appointed by the Faculty Association, a representative appointed by the Academic Senate of the applicant's college, and a representative of the OAS/OSS from the college of service.