Background/Context

The Accreditation Steering Committee (ASC) has mapped the 2014 ACCJC accreditation standards to committees and offices to ensure the integration of the workaround accreditation. In order to help integrate the standards in a meaningful and tangible way, the ASC would like your committee, workgroup, or office to examine the standards included here and determine what work needs to be done to meet each of the standards. This work needs to be addressed in our 2022 Institutional Self Evaluation Report (ISER) which must be completed by Fall 2021.

Adding Language to Committee Charge

The ASC is asking that all committees add standard language to their charge that signifies that they are examining the relevant ACCJC standards and that integrating work on the standards into their regular responsibilities. please add the following language to your charge when you evaluate the committee's charge in the 2019-2020 academic year:

- Reviewing, documenting, and reporting on accreditation standards linked to the committee's charge

2014 ACCJC Standards from the ASC

ASC is requesting that your committee/office review the standard(s) that is (are) attached to this document and answer the following. If you have received multiple standards, please organize your responses by including the standard letter and numbers (For example, Standard 1.A.1) that were included with the standard.

> 1. The following standards have been assigned to your committee, workgroup, or office.
>
> **III.C.4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services and institutional operations.**

> 2a. Is it reasonable that the standard is linked to your committee, workgroup, or office? Please note that standards are often assigned to multiple committees.

> 2b. If it's not reasonable, which committee, workgroup, or office would you recommend it be linked to?
>
> Might not have evidence since we are often reporting body

3. If you agree the standard is appropriate for your committee/office, please answer the following:

3a. Has there been information that has already been gathered by your committee/office? As you gather evidence, please label and send attachments of evidence to Tim Druley (tdruley@laspositascollege.edu). Use the labeling instructions described on the last page.

(Not quite there, yet -- we have only brainstormed where we might find the information, but have not yet gathered the specific documents and sent it to Tim. Below is what we brainstormed during our Tech Committee Meeting.)

3b. What information still needs to be gathered by your committee/office to address this standard?

I. **Exists Now**
    A. TCC Meeting Minutes
    B. Org Charts
    C. LPC Technology Minutes
    D. Technology Plans (LPC, District, & DE)
    E. District Budget Info
    F. High-level Campus Drawing of Cabling Runs (Visio) (get from LPC IT)
    G. Faculty DE Survey Results (get from DE)
    H. Student DE Survey Results (get from DE)
    I. Technology Standards
    J. Equipment Lifecycles (get from LPC IT)
    K. Bond Project List
    L. Service Now Data -- would need to analyze (get from LPC IT)
    M. Technology & TLC Satisfaction Survey (get from LPC IT/DE)
    N. Disaster recovery procedure or plan (needs to be reviewed & updated, potentially)

II. **Future Ideas**
    A. Other Surveys
    B. Training Opportunities (Internal & External) (3.C.IIII, as well) (Future Plans)
    C. Review of Third Party Agreements for Security (Maybe at a meeting to show

> on minutes? or to show actual security, get a cyber-security policy from vendors)
>
> ## III. Future Ideas for Analysis & Evaluation
>
> A. Surveys for evaluation (see above idea) with Technology committee analysis?
> B. DE Committee Analyzes Results
> C. Pull projects from documents and areas they serve and compare with the plan to analyze how it supports and aligns with the overall mission of the school
> D. Analyze equipment reports compared with the master plan.
> E. Analyze usage and inventory of software (student services)- show how technology is supporting students
> F. Look at audiovisual systems to analyze through the committee.

Please return this form to the Accreditation Steering Committee by sending it to Carolyn Scott by December 13, 2019.

Labeling of Evidence

Any evidence of work that has been collected for a standard can be sent directly to Tim Druley (tdruley@laspositascollege.edu). A few notes:

1. Please convert websites to pdf files to capture the information at that point in time.
2. Highlight relevant sections of multipage documents to make reading of the evidence easier for someone unfamiliar with the document.
3. Please name files using the following rules:
   a. Category 1 List the standard number using roman numerals, letter, and number (as was listed above, III.A.1)
   b. Category 2 List the type of information being used as evidence using the following system
      i. Training Materials (handbook, training videos, or other related items for professional development)
      ii. Agenda
      iii. Minutes
      iv. Email
      v. Form
      vi. Surveys (blank surveys)
      vii. Data (CSLO, PSLO, ISLO, survey data, Institutional research data, DE, or other forms of data)
      viii. Presentation (PowerPoint slides or other presentations)
      ix. Program Review
      x. Report
      xi. Photo
      xii. Website

    c. Name of the item (and number of item for agendas and minutes)

    d. Name of the committee, workgroup, or office

    e. Date in numerical month-day-year format

    f. This is how evidence files should be labeled:

       i. Example: IB1_Minutes_Steering Committee Approval_College Council_9-23-16

MEMORANDUM

Date: February 24, 2020

To: LPC Committee Chairpersons

From: Sheri Moore

Re: **LPC Governance Worksheet for 2020-2021**

It is time for each shared governance committee to review its committee charge, reporting relationship, chairmanship, and membership (voting and non-voting) for possible changes for 2020-2021. To assist in this review process, I have attached the above information that we have on record for your committee for 2019-2020.

Remember when you are reviewing committee "**membership**," you are reviewing the position, not the actual person assigned to the committee. Committee assignment will take place through the President, Vice President, Dean, Academic Senate, Classified Senate, Student Senate, and Faculty Association processes prior to committee meetings in the fall. However, if you do see a correction to a name for 2019-2020, please let me know and I will make that correction immediately.

Please review this information with your committee and complete the attached Governance Worksheet for 2020-2021. Return it to me no later than **April 30, 2020** so that it may be reviewed and approved at the May College Council meeting. Early submissions are always welcome.

Please let me know if you have any questions.

Attachments

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Attachment: 2019-2020 Committee Details

Committee Name: __TECHNOLOGY COMMITTEE__

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

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	• 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	• 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	• 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	• 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	• President's Office posts DRAFT Governance Participants on website.
September	• 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 2020-2021

Use the attached 2019-2020 information from the Shared Governance Handbook and the Committee Participants list to determine whether changes need to be made for 2020-2021.

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. _____

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
_____	_____	_____
_____	_____	_____

[handwritten: Steve & Bruce — how are we meeting the change?]

[handwritten top right: report on the status of the current tech being used on campus]

[handwritten: Staff tech needs]

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; *[handwritten: Steve]*
- Making recommendations for solutions in the following areas:
  - Access,
  - Support,
  - Staff development and training; *[handwritten: Ask Steve]*
- 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

TECHNOLOGY COMMITTEE

1st Monday of each month, 1:30 p.m. - 3:30 p.m., room 1687

Reporting Relationship:		College Council
Chairperson:		Meghan Swanson-Garoupa
Support:		Heidi Ulrech
MEMBERSHIP	**Vote?**	**2019-20**
Classified Professional-1	Y	Melissa Brown
Classified Professional-2	Y	Mike Sugi
Classified Professional-3	Y	Amy Rel
Classified Professional-4	Y	Sherman Lindsey
Classified Professional-5	Y	Greg Johns
College Librarian	Y	Kali Rippel
Dean	Y	
Faculty Member, A&H-1	Y	Meghan Swanson-Garoupa
Faculty Member, BHAWK-1	Y	Drew Patterson
Faculty Member, SLPC-1	Y	Mike McQuiston
Faculty Member, STEM-1	Y	Moh Daoud
Faculty Member from Student Services	Y	Jared Howard
Representative-1, LPCSG	Y	
Representative-1, LPCSG	Y	
Vice President of Administrative Services	Y	TBD
NON-VOTING		
CLPCCD Chief Technology Officer	N	Bruce Griffin
Manager, College Technology Services	N	Steve Gunderson
Instructional Technology Coordinator	N	Scott Vigallon
Telecommunications Coordinator	N	Heidi Ulrech
Webmaster	N	Tim Druley
Voting:	**15**	
Quorum:	**8**	

From:	Sheri Moore
Sent:	Friday, February 28, 2020 1:47 PM
To:	Kristina Whalen; Thomas Orf; Michael Ansell; Rajinder Samra; Titian Lish; Meghan Swanson; Ashley McHale; Michelle Gonzales; Craig Kutil; Elizabeth Owens; Scott Vigallon; Christina Lee; Heike Gecox; Karin Spirn; John Ruys; Ann Hight; LaVaughn Hart; Nan Ho; Kristy Woods; Shawn Taylor; Dyrell Foster; David J. Powers; Carolyn Y. Scott; Sean Prather
Cc:	Carolyn Y. Scott; Denise Patlan; Angelica Cazarez; Heidi Ulrech; Madeline Wiest; Ping Zhuang; Rifka Several; Frankie Danner
Subject:	ADD'L REQUEST: LPC Governance Worksheet for 2020-2021
Attachments:	2020-21_Shared_Governance_Worksheet_Template_Tasks.pdf

Importance:	High

Committee Chairs,

This email is a follow-up to the "**LPC Governance Worksheet for 2020-2021**" email I sent on Monday, February 24, 2020.

In yesterday's College Council meeting, during the committee's discussion of reviewing committee charges, it was decided that it would be beneficial if committees identified tasks that they completed in 2019-20 to support their committee charge. This process of identifying tasks should help each committee determine whether their charge is accurate, whether changes need to be made to the charge, or whether tasks being completed are correctly aligned with the proper committee.

Please use the attached "**Committee Tasks**" worksheet (fillable pdf) to document the tasks. Please submit both the LPC Governance Worksheet for 2020-21 and the Committee Tasks Worksheet together no later than April 30, 2020. Again, early submissions are always welcome.

Please let me know if you have any questions.

Regards,

Sheri Moore, Executive Assistant
Office of the College President
3000 Campus Hill Drive | Suite 1680 | Livermore, CA 94551-7623
Office: (925) 424-1002 | Fax: (925)443-0742 | Email: slmoore@laspositascollege.edu

From: Sheri Moore
Sent: Monday, February 24, 2020 12:05 PM
To: Kristina Whalen <kwhalen@laspositascollege.edu>; Carolyn Y. Scott <CScott@laspositascollege.edu>
Subject: LPC Governance Worksheet for 2020-2021 - Accreditation Steering Committee

Kristina,

Committee Tasks

Committee Name: Technology Commitee

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. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Technology Committee
March 2, 2020
Sign-in Sheet

Meghan Swanson-Garoupa

Steve Gunderson

Scott Vigallon _(signature)_

Heidi Ulrech — Absent

Tim Druley _(signature)_

Bruce Griffin

Anette Raichbart ✓ _(signature)_

Drew Patterson ✓ _(signature)_

Mo Daoud ✓ _(signature)_

Mike McQuiston

Jared Howard ✓ _(signature)_

Collin Thormoto ✓ _(signature)_

Greg Johns ✓ _(signature)_

Sherman Lindsey

Amy Rel ✓ _(signature)_

Mike Sugi

Melissa Brown

Lord Ferrer ✓ _(signature)_

Elizabeth Verzi