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**(8/30/18)**

# **SHARED GOVERNANCE HANDBOOK**



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Revised Spring 2018  
Revised Fall 2018

## **Message from the Interim College President**

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# **SECTION I. Institutional Principles**

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## **INSTITUTIONAL PRINCIPLES**

### **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.

Endorsed by the CLPCCD Board of Trustees, April 16, 2013

### **Vision Statement**

Las Positas College strives to be California's premier Community College, setting the standard through opportunities for developing knowledge, skills, values, and abilities that foster engaging and contributing members of the society.

Endorsed by the CLPCCD Board of Trustees, April 16, 2013

### **Values Statement**

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

1. Encouraging and celebrating lifelong learning
2. Responding to the needs of the ever-changing workplace
3. Demonstrating civic, social and environmental responsibility
4. Promoting ethical behavior, tolerance and mutual respect in a diverse community
5. Fostering a climate of discovery, creativity and personal development
6. Holding firm to the believe that each of us makes an astonishing difference

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**Glossary of Terms** for the above statements – the multiple meanings of the terms used in the Mission Statement are below:

1. **Inclusive** means welcoming a diverse group of students including but not limited to DSPS, EOPS, CalWORKS, International, Multi-cultural, various Economic Backgrounds, Distance Education, and Lifelong Learners; all with varying skill levels and learning styles.
2. **Learning-Centered** refers to courses, programs, disciplines, modes of delivery, learning communities, accounting for varying skill levels, creative and critical thinking, and having necessary and specialized facilities.
3. **Educational opportunities** includes but not limited to classroom and Distance Education (DE) instruction, athletics, field trips, guest speakers, student government, cultural opportunities, clubs, labs, internships, tutorial service, workshops, library research, and mentoring.
4. **Support** includes the tutorial center, Reading and Writing Center, counseling, office hours, Integrated Learning Center, Admissions and Records, advisory boards, Health Center, financial aid, BlackBoard, technology, enrollment management, assessment, tutorial services, Library, Computer Center, Student Services, Administrative Services; all provided by a dedicated group of administrators, faculty and classified professionals.

Endorsed by the CLPCCD Board of Trustees, April 16, 2013



## Education Master Plan Goals 2015-2020

Goals	Strategies
<b>A. Educational Excellence</b> Ensure excellence in student learning by providing quality teaching, learning support, and student support services.	A1. Address the educational needs of a diverse student population and global workforce. A2. Support existing and new programs. A3. Create accessible class schedules and supportive services. A4. Address the needs of basic skills students. A5. Assist underprepared students. A6. Focus on workforce readiness. A7. Provide student opportunities to be informed, ethical, and engaged. A8. Expand tutoring services.
<b>B. Community Collaboration</b> Ensure excellence in student learning by collaborating with community partners to provide educational opportunities that best serve the needs of our students and our community.	B1. Expand K-12 outreach. B2. Update programs to serve workforce needs. B3. Develop and strengthen private and public sector partnerships. B4. Publicize the strengths of Las Positas College.
<b>C. Supportive Organizational Resources</b> Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities.	C1. Strengthen financial stability. C2. Build infrastructure to support and implement grants. C3. Provide appropriate staffing levels. C4. Meet current and future technology needs.
<b>D. Organizational Effectiveness</b> Ensure excellence in student learning by improving organizational processes and fostering professional development.	D1. Streamline existing processes. D2. Enhance transparency and accountability. D3. Expand professional development. D4. Provide opportunities for personnel to help each other with professional development. D5. Monitor and analyze student performance.

## Las Positas College Planning Priorities

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

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

### **LPC Planning Priorities 2018-2019**

- ❖ Accreditation: Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Curriculum: Provide necessary institutional support for curriculum development and maintenance.
- ❖ Tutoring Services: Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses
- ❖ Professional Development: Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals

Endorsed by College Council (May 17, 2018)

### **Graduated College Planning Priorities**

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

- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs/SAOs and integrate assessment of SLOs/SAOs into college processes. (Graduated Spring 2017)

## **SECTION II. Overview of Shared Governance**

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# **OVERVIEW OF SHARED GOVERNANCE AT LAS POSITAS COLLEGE**

## **Introduction**

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

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

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

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

## **Purpose of the Shared Governance Process**

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

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

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

## Constituency Groups (Alphabetical)

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

### Academic Senate

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

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

The Academic Senate’s Constitution and Bylaws are available on the Grapevine Intranet.

The Academic Senate will also participate through “mutual agreement”<sup>\*</sup> in the following areas:

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

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

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

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<sup>\*</sup>In consulting collegially, the definitions that apply are:

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

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

## **Administrative Staff**

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

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

Report to: College President

Chair: College President

## **Classified Senate**

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

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

- Classified roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/District governance structures

- Professional development activities
- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulations and procedures relating to health and safety

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

### **Faculty Association (FA)**

The Faculty Association retains the right to appoint unit members to District and College committees (Faculty Association Contract, Article 4J).

The Faculty Association consists of the following Faculty in the Bargaining Unit:

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

See the most current Agreement posted on the District Human Resources website for full descriptions and details.

### **SEIU Local 21 (Classified Union)**

(updated Fall 2013)

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

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

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

## **Student Government**

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

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

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

The Student Governments' Constitution and Bylaws are available on the college website.

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

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

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

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

These committees' meeting dates are usually on Fridays.

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



## COMMITTEE STRUCTURE

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

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### Council

The College Council is the body that reports information and makes recommendations directly to the President of the College, via the shared governance structure. The College Council is charged with a scope of responsibility that is institutional and broad in nature, and/or particularly significant. Many of the College and Academic Senate Committee Chairs serve on the College Council. See the Committee Chart following this section.

### Committees

Committees report and make recommendations to the College Council or a Committee which reports to the College Council, or reports to a governance group, such as the Faculty Association. Councils or constituency/governance groups. Committees can be permanent (meeting regularly on an ongoing basis) or ad-hoc (created to address a specific issue/initiative for a limited amount of time). Committees come from both the College Council and the Academic Senate.

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

### User Groups

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

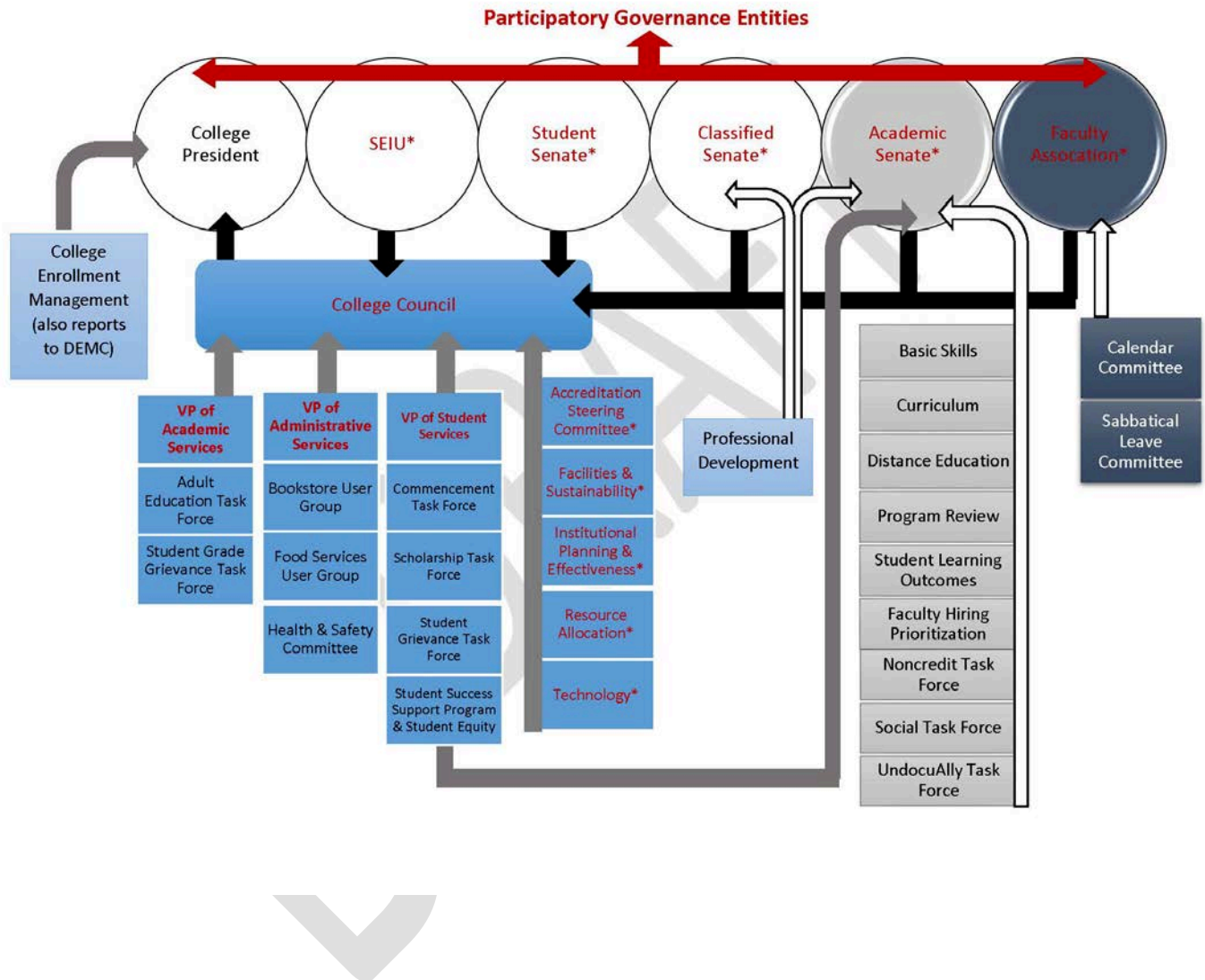
### Task Forces

Task Forces are important and essential groups to accomplish once a year or occasional events or tasks that address “other academic and professional matters”. Appointments to Task Forces are made based on the job duties of staff members, and made by the Academic Senate, as well as volunteers wishing to participate. Examples of Task Forces are the Scholarship Task Force and the Commencement Task Force.

## LPC Committees and Reporting Structure

(Does not include District Committees)

LPC Committee Structure & Shared Governance Chart



## **SECTION III. Committees Reporting to College Council or the President**

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## **College Council & Committees Reporting to College Council and Administration**

### **College Council**

CC approved at 5/2018 meeting

#### **Charge:**

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

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

**Reporting Relationship:** College President

#### **Members:**

College President (Chair: non-voting member)

#### **Voting Members:**

Vice President of Academic Services  
Vice President of Administrative Services  
Vice President of Student Services  
Resource Allocation Committee Chair  
Institutional Planning and Effectiveness Committee Chair  
Facilities and Sustainability Committee Chair  
Technology Committee Chair  
Accreditation Steering Committee Chair  
Academic Senate President  
Academic Senate Vice President  
Classified Senate President (or designee)  
Classified Senate Vice President  
LPC Association Site Vice President of CLPFA  
LPC Site Vice President SEIU  
LPCSG President  
LPCSG Vice President

**Term:** Two years

**Quorum:** | 16 Voting Members; Quorum = 9

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## Accreditation Steering Committee

CC approved at 5/2018 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:

- Recommend to College Council timelines and Expanded Steering Committees
- Attend and disseminate information from ACCJC workshops and training
- Monitor progress and identify completion/compliance of accreditation work
- Regularly update the campus community on accreditation progress
- Work with Staff Development to provide technical assistance and training
- Assist committees that have accreditation elements in their charge
- Identify and advise areas of campus work that need focused attention as related to the accreditation standards
- Regularly report to the Academic Senate and College Council

**Reporting Relationship:** College Council

### **Members:**

Accreditation Liaison Officer (Chair; appointed by President; serves on College Council)

### **Voting Members:**

Faculty Lead (Recommended by ALO/Appointed by Academic Senate)

Director of Research, Planning and Institutional Effectiveness

1 Faculty

Document/Archivist

### **Expanded Steering Committee:\***

3 Vice Presidents

Academic Deans

Student Services Deans

Academic Senate Appointee

Classified Senate Appointee

Chair(s) (or Designee) of Salient Committees

College Librarian

Student(s)

Faculty Association Representative

SEIU Representative

*\*Committee membership will expand during times of more accreditation activity to include some or all of the following*

All faculty appointments are made by the Academic Senate.

**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

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## College Enrollment Management Committee (CEMC)

CC approved at 5/2018 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.

**Reporting Relationship:** College President and DEMC

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### **Members:**

The CEMC will be chaired by a Faculty member and one of the appointees of the College President

### **Voting Members:**

4 Representatives appointed by the College President

4 Faculty Representatives appointed by the Faculty Association

### **Non-voting Members:**

Division Deans

Dean of Enrollment Services

Director of Research, Planning and Institutional Effectiveness

Vice President of Academic Services

Vice President of Administrative Services

Vice President of Student Services

Academic Services Curriculum and Scheduling Specialist

### **Term:**

2 years

### **Quorum:**

8 voting members; Quorum = 5



## Facilities and Sustainability Committee

CC approved at 5/2018 meeting

### **Charge:**

To elicit broad perspectives and advice regarding facility and sustainability needs of the College in order to serve the greater community by:

- Providing input and reviewing plans for utilization, maintenance, construction or renovation of facilities in concert with the District; and
- Encouraging progress towards more sustainable use of energy, water, paper, open space and other resources by promoting reduced consumption, reuse, recycling, and composting of these resources; and
- 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 on all matters pertaining to facilities and sustainability in the implementation of Strategic Goals, the President's Climate Commitment, the Climate Action Plan, the Facilities Master Plan, and the Scheduled Maintenance Plan.

The committee will maintain an informational website concerning sustainability:

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

**Reporting Relationship:** College Council

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### **Members:**

#### **Non-voting Members:**

Chair (selected by committee vote; serves on College Council)  
Vice Chancellor of Facilities and Bond Program  
Director of Maintenance & Operations  
LPC Project Planner/Manager

#### **Voting Members:**

Vice President of Academic Services  
Vice President of Administrative Services  
Vice President of Student Services  
1 Instructional Dean  
1 Administrator  
1 Faculty from each Division:  
A&H, SLPC, STEM, BHAWK, Student Services  
(Academic Senate President will represent their Division)  
5 Classified Professionals  
(including Classified Senate President or designee)  
1-2 Student Senate Appointees

### **Term:**

2 years

### **Quorum:**

16 voting members; Quorum = 9

## Institutional Planning and Effectiveness Committee

CC approved at 5/2018 meeting

### **Charge:**

The Institutional Planning and Effectiveness Committee (IPEC) will provide institutional-level planning priorities to the College President by using the Mission, Vision and Values Statements, strategic plans, Program Reviews, SLOs, institutional research, and accreditation documents as its focus. The IPEC will be informed by a variety of sources including district priorities, and State, Federal, and ACCJC\* mandates, as required. In addition, IPEC will provide ongoing and systematic evaluation of key college processes and metrics that lead to recommendations or sharing of information for improving student learning and institutional outcomes.

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

1. Guide the institutional and strategic planning efforts, by establishing planning priorities
2. Review institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning
3. Recommend planning priorities to the College President
4. Evaluate key college processes and metrics and integrate the findings into the planning process
5. Identify, review and revise, as necessary, processes for:
  - a. Integrating the College strategic planning documents, including SLO and Program Review documents, into planning
  - b. Integrating and communicating the planning priorities to committees for allocation purposes
6. Provide direction to the Institutional Research office to generate the data and analysis necessary for the planning efforts needed by the college
7. Communicate adopted planning priorities to the College and College Council
8. Evaluate charge, tasks and membership on a regular basis

\*ACCJC = Accreditation Commission for Community and Junior Colleges

**Reporting Relationship:** College Council

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### **Members:**

Chair (Can be faculty, classified or administrator; non-voting; serves on College Council)

### **Voting Members:**

Vice President of Academic Services  
Vice President of Administrative Services  
Vice President of Student Services  
Researcher

1 Faculty from each Academic Division:

A&H, SLPC, STEM, BHAWK

1 Faculty from Student Services

1 CTE Faculty

6 Classified Senate Representatives – All at-large (equal to the number of faculty representatives)

2 Student Senate Representatives

**Non-voting Members:**

College President

Academic Senate President\*

Program Review Chair\*

Student Learning Outcomes Chair\*

Classified Senate President/Co-President\*

Student Senate President\*

Faculty Association (FA) Representative\*

SEIU Representative\*

\*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 term, 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:**

18 voting members; Quorum: 10

## Resource Allocation Committee (RAC)

CC approved at 5/2018 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:

- Develop, document, evaluate, and recommend resource allocation processes and decisions in relation to the college goals and priorities;
- Identify, prioritize, and recommend 1. Instructional equipment and 2. Classified and administrative hiring priorities.

This committee will make recommendations to the college president.

**Reporting Relationship:** College Council

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### **Members:**

Chair (selected by committee vote; non-voting; serves on College Council)

### **Voting Members:**

Vice President of Administrative Services

Vice President of Academic Services

Vice President of Student Services

Academic Services Dean

Student Services Dean

1 Faculty from each division:

A&H, BHAWK, SLPC, STEM, Student Services

5 Classified Professionals

1 Student Representative

### **Term:**

2 years

### **Quorum:**

16 voting members; Quorum = 9

## Technology Committee

CC approved at 5/2018 meeting

### **Charge:**

Assesses faculty, student, and staff technological needs for Las Positas College; researches and analyzes options for campus-wide technology and makes recommendations for solutions in the following areas:

- Access
- Staff development and training
- Support
- Review and evaluate prioritization of resources and additional technology needs as they arise
- Collaboration with District ITS regarding District-wide projects and issues
- Review and recommendations on 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.

**Reporting Relationship:** College Council

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### **Members:**

Chair (Non-voting member; selected by committee vote)

#### **Voting Members:**

Vice President of Administrative Services

1 Dean

1 Faculty per Division:

A&H, BHAWK, SLPC, STEM, Student Services

1 Librarian

5 Classified Professionals

2 Student Senate appointees

#### **Non-voting Members:**

Senior Instructional Network Systems Specialist\*

Instructional Technology Coordinator\*

Telecommunications Coordinator\*

Webmaster\*

CLPCCD Chief Technology Officer

\*Non-voting college classified may be appointed by the technology committee to fill any vacant voting classified professional position.

### **Term:**

2 years

### **Quorum:**

15 voting members, Quorum: 8

## **SECTION IV. Committees Reporting to Academic Senate**

DRAFT

## Committees Reporting to Academic Senate

### **Basic Skills Committee (BaSK)**

CC approved at 5/2018 meeting

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

**Reporting Relationship:** Academic Senate

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#### **Members:**

Chair (selected by Academic Senate; votes only in the event of a tie)

#### **Voting Members:**

3 Instructional Faculty

1 Librarian

1 Counseling Faculty

#### **Non-voting Members:**

Vice President of Academic Services

1 Academic Dean

1 Student Services Dean

Director of Student Equity and Success

Non-credit Specialist

1 Part-time Faculty

1 Student Representative

#### **Term:**

2 years

#### **Quorum:**

5 voting members; Quorum = 3

## Curriculum Committee

CC approved at 5/2018 meeting

### **Overview:**

Responsibility for reviewing curriculum, establishing prerequisites, course placement 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. This 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**

The Committee's duties in this area 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. The Committee's duties include – but are not limited to – 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.

**Reporting Relationship:** Academic Senate

### **Members:**

Chair (votes only in case of a tie)

### **Voting Members:**

2 Faculty from each Academic Division:  
A&H, SLPC, STEM, BHAWK

2 Faculty from Student Services  
1 Librarian (may also serve as a division representative)  
Articulation Officer

*Note: If the Librarian also serves as a division representative, they will only have one vote.*

*Note for voting members: While all members of the committee take seriously the charge of the group, the voting members have a special duty to develop expertise in curriculum matters, to attend all meetings of the committee, to thoroughly review all matters presented to the committee before voting, and to abstain from voting in situations where the committee member is not adequately prepared to make an informed decision.*

**Non-voting Members:**

Vice President of Academic Services  
All Academic Division Deans  
2 Student Senate Representatives  
Student Services Division Deans  
Student Records Evaluator (attends as needed)  
Academic Services Curriculum & Scheduling Specialist (attends as needed)  
Academic Services Curriculum & Student Learning Outcomes Specialist (acts as Secretary of the committee)

**Appointments by:**

Academic Senate; College President; Student Senate

**Term:**

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

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

**Quorum:**

12 voting members; Quorum = 7

## Distance Education Committee (DE)

CC approved at 5/2018 meeting

### **Charge:**

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

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### **Members:**

1 Co-Chair: Teaching & Learning Center Representative  
1 Co-Chair: Faculty  
(non-voting; selected by committee vote)

### **Voting Members:**

1 Faculty from each division:  
A&H, BHAWK, SLPC, STEM  
1 Faculty from Student Services  
1 Library Representative  
1 Adjunct Faculty Representative  
1 Faculty At Large  
1 Classified Professional from the Teaching & Learning Center

### **Non-voting Members:**

Vice President of Academic Services  
1 Division Dean  
1 Admissions and Records Representative  
1 Student Senate Representative

### **Term:**

2 years

### **Quorum:**

9 voting members; Quorum = 5

## Faculty Hiring Prioritization Committee

CC approved at 5/2018 meeting

### **Charge:**

Using the 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; and
- Coordinate with the Office of Research, Planning and Institutional Effectiveness to ensure the faculty hiring is integrated with planning and research.

**Reporting Relationship:** Academic Senate and ultimately the College President

### **Members:**

Chair (Selected from faculty membership of committee by committee vote; voting)

#### **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

1 Faculty from each Academic Division:

A&H, SLPC, STEM, BHAWK

1 Faculty from Student Services

#### **Non-voting Members:**

Academic Senate President or Designee

Vice President of Academic Services or Designee

Vice President of Student Services or Designee

Director of Research, Planning and Institutional Effectiveness or the CEMC Chair

1 Classified (Senate President or designee)

1 Student

*\*Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis*

### **Term:**

2 years for faculty

Permanent for Deans

### **Quorum:**

10 voting members; Quorum: 6

## **Faculty Prioritization Process**

Hiring faculty on a timely basis is essential to finding the best-qualified candidates. This timeline allows positions to be awarded at the earliest possible date.

The full FHPC will meet before the date of the completed Faculty Position Request Forms are due to the Dean to discuss college goals, review the blank Faculty Position Request Form, receive training regarding the interpretation of data from CEMC chair or Director of Research, Planning and Institutional Effectiveness, and receive input from the ex-officio members. At the first meeting of the academic year, Deans will update the FHPC on any positions from the previous year that were posted, but whose searches were incomplete. These positions receive a one-year grace period and do not require a new position request form unless the position is substantially different. If more time is needed, the committee can reconvene before reviewing the position requests.

The completed Faculty Position Request Forms should be made available before the end of the academic year and are due in the division office on the Friday before the September Division Meeting. This allows for all requests to be reviewed by Deans before presentation and review at the September Division Meeting. These requests will be forwarded to the FHPC.

The FHPC will then meet no later than the week before the first Academic Senate meeting in October to discuss and rank the positions. Categorically funded positions will be identified, and the committee will decide on a case-by-case basis whether to consider these positions in the ranking process. The FHPC does not make recommendations on whether funded positions are fall or spring hires. Minutes and rankings will be made available to the Senate before the Senate reviews and approves the rankings. In the event of a tie among position rankings, the FHPC will review the tied rankings, recommend a prioritization of the tied rankings, and provide a written rationale for the recommendation(s) with the rankings. The Resource Allocation Committee will receive the rankings for informational purposes at its meeting during the first two weeks of October.

The Academic Senate will meet the 2<sup>nd</sup> week in October to review the rankings.

If the Academic Senate approves the rankings, the rankings will go forward from the Senate to the LPC President's Office as a recommendation.

If there are any disputes raised by the Academic Senate, the FHPC will reconvene to review the concerns. The FHPC will either reaffirm the rankings or make changes considering the Academic Senate's concerns. In either case, the Senate will forward the FHPC recommendation along with a written description of Academic Senate concerns to the LPC President's Office by the second week in October. If the President chooses a different prioritization, the committee requests that the President meet with the committee before moving forward with the new prioritization.

In the event of unexpected funding for faculty positions, the FHPC may hold an additional meeting to discuss the positions(s), on a case-by-case basis, and whether to recommend those positions for hiring.

## **EMERGENCY AND RETIREMENT REPLACEMENTS**

Emergency replacement refers to the situation where a full-time position is vacated unexpectedly. Retirements, resignations, and deaths do not necessarily constitute an emergency. Emergency and retirement replacements require the following to happen:

A Faculty Position Request Form must be completed and submitted to the FHPC through the division and the Dean. The Faculty Position Request Form will include an explanation about the need for continuation of the vacated position as well as the rationale about the timing of the hiring action.

The FHPC will hold a meeting after the Dean forward the request to the FHPC.

Based on the data provided in the form, the FHPC will decide by consensus whether or not to recommend immediate replacement of the position, or whether to place the application in the general pool for the following year. Recommendations will go to the Academic Senate. If there are any disputes raised by the Academic Senate, the FHPC will reconvene to review the concerns. The FHPC will either reaffirm the recommendation(s) or make changes considering the Academic Senate's concerns. In either case, the FHPC reports its decision to the Senate and forwards its recommendation along with a written description of Academic Senate concerns to the LPC President's Office.

Revised by Subcommittee: 2/26/10 and 3/5/10; Revised by FHPS 3/9/12; Revised by FHPS 4/11/13; Revised by FHPS 4/16/13; Revised by FHPC 8/20/13, 4/2015, 12/2015, 1/24/17

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## Program Review Committee (PRC)

CC approved at 5/2018 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 to:

- Create, evaluate, and modify (as needed) the forms and processes for Program Review
- Mentor program review writers through a peer review process
- Work collaboratively with administration, appropriate committees, and other College constituencies on the integration of program review into planning and resource allocation processes
- Collaborate with Deans (or Vice Presidents) and other readers of program reviews and Updates to create Division Summaries and provide feedback to writers.

### **Reporting Relationship:** Academic Senate

#### **Members:**

Chair (selected through FA negotiated process for Positions with Reassigned Time; serves on College Council)

#### **Voting Members:**

2 Faculty from each academic division:

A&H, BHAWK, SLPC, STEM

2 Faculty from Student Services

1 Librarian

Vice President of Academic Services

1 Dean (appointed by College President)

2 Classified Senate Representatives (1 preferably but not necessarily from Student Services)

1 Student Senate Representative

1 Faculty Association Representative (if desired by the FA)

1 Student Learning Outcomes Committee Member

Ad Hoc: Additional Readers (as needed) during the peer review process

#### **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.

DRAFT



# Student Learning Outcomes Committee (SLO)

CC approved at 5/2018 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, establishing 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.

<b><u>Reporting Relationship:</u></b>	Academic Senate
<b><u>Members:</u></b>	<p>Chair (voting; selected by ex-officio: VP Academic Services)</p> <p><b><u>Voting Members:</u></b></p> <p>2 Administrators</p> <p>2 Faculty from each Academic Division:</p> <p>    A&amp;H, BHAWK, SLPC, STEM</p> <p>1 Faculty from Student Services</p> <p>1 Classified Professional</p> <p>1 Classified Professional from Student Services</p> <p>2 Student Senate Representatives</p> <p><b><u>Non-voting Members:</u></b></p> <p>Director of Research, Planning and Institutional Effectiveness</p>
<b><u>Term:</u></b>	2 years
<b><u>Quorum:</u></b>	13 members; Quorum = 7

## **SECTION V. Committees Reporting to Academic Senate and Classified Senate**

DRAFT

## Professional Development Committee

CC approved at 5/2018 meeting

### **Charge:**

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:** Academic Senate and Classified Senate

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### **Members:**

Professional Development Program Coordinator (Chair; non-voting; serves on College Council)

### **Voting Members:**

1 Administrator  
1 Faculty from each Division:  
A&H, BHAWK, SLPC, STEM  
1 Faculty from Student Services  
1 Adjunct Faculty  
4 Classified Professionals (including 1 from Teaching & Learning Center)

### **Term:**

### **Quorum:**

11 voting members; Quorum = 6

## **SECTION VI. Committees Reporting to Academic Senate and VPSS**

DRAFT

# Student Success Support Program/Student Equity Committee

Reminder email to Chair 3/28/18, Changes forthcoming from Chair

**Charge:**

The SSSP/Equity Committee advises the Director of Student Success and Equity about the implementation of programs and services that provide access for all students. This consultation fosters student retention, persistence and success by focusing on orientation, assessment, counseling, advising and other educational planning services as well as follow up on at risk students. The committee also advises the Director regarding programs and services for targeted student populations identified in the Student Equity Plan as disproportionately impacted and under-represented. Student Equity Success indicators are to measure access, course completion, ESL and Basic Skills Completion, Degree and Certificate Completion and Transfer. The Committee assists the Director in updating both the SSSP Plan and the Student Equity plan as needed.

**Reporting Relationship: Academic Senate and Vice President Student Services**

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**Members:**

Chair: Director of Student Success and Equity (non-voting; serves on College Council)

**Voting Members:**

Vice President of Student Services  
2 Student Services Deans  
2 Academic Deans  
1 Librarian  
1 Faculty from each Academic Division:  
A&H, BHAWK, SLPC, STEM  
1 Faculty from Student Services  
5 Classified Professionals (3 from Student Services)  
2 Student Senate Representatives

**Non-voting Members:**

Vice President of Administrative Services  
Vice President of Academic Services  
Director of Institutional Research or designee  
President of Academic Senate  
Basic Skills Committee Chair

**Term:**

2 years

**Quorum:**

18 members; Quorum = 10

## **SECTION VII. Committees Reporting to Administrative Services**

DRAFT

## **Committees Reporting to Administrative Services**

### **Health and Safety Committee**

CC approved at 5/2018 meeting

**Charge:**

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

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

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**Members:**

Safety Department Lead Officer (Chair; non-voting)

**Voting Members:**

Director of Student Health Center

1 M&O Representative

2 Faculty, college-wide

2 Classified Professionals

1 Student Senate Appointee

**Term:**

2 years

**Quorum:**

7 voting members; Quorum: 4

## SECTION VIII. Task Forces and User Groups

- **Academic Senate**
  - Non-Credit Task Force
  - Social Task Force
  - UndocuAlly Task Force
- **VP of Academic Services**
  - Adult Education Task Force
  - Student (Grade) Grievance Task Force
- **VP of Administrative Services**
  - Bookstore User Group
  - Food Services User Group
- **VP of Student Services**
  - Commencement Task Force
  - Scholarship Task Force
  - Student Grievance Task Force



**Task Forces**

**Adult Education Task Force**

Update Pending CC 4/2018

**Charge:**

Planning of adult education services as well as oversight of Las Positas College’s participation in the Adult Education Block Grant and the Mid-Alameda County Consortium.

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

**Members:**

Chair: Adult Education Program Manager (voting)

\*Anyone who wants to serve.

**Term:**

**Quorum:**

## Commencement Task Force

Update Pending CC 04/2018

### **Charge:**

Plans and organizes all tasks necessary to accomplish the annual Commencement Ceremony. This task force involves many departments on campus: arranging for speakers, setting up and breaking down the gym, graduation lists, program, script for platform party, Board of Trustees involvement, registration prep room, Faculty dressing area, and snacks for the long preparation day-of. Membership is often based on the position held at the college.

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

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### **Members:**

Chair: Vice President of Student Services  
Coordinator: Executive Assistant to the Vice President of Student Services  
President and President's Office designees  
Vice President of Academic Services  
and Classified Professional designees  
Vice President of Administrative Services  
and Classified Professional designees  
1 Faculty from each division:  
A&H, BHAWK, SLPC, STEM, Student Services  
Director of Student Life and Classified Professional designees  
Student Senate volunteers  
Technology Department Classified Professional designees  
District M&O Department Classified Professional designees and Supervisors  
Admissions and Records Office  
Classified Professional Designees

### **Term:**

n/a

### **Quorum:**

n/a

## NonCredit Task Force

Update Pending CC 4/2018

### Charge:

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

**Reporting Relationship:** Academic Senate

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### **Members:**

Co-chairs: Faculty

\*Anyone who wants to serve

### **Term:**

n/a

### **Quorum:**

n/a

DRAFT

## Scholarship Task Force

No Update Pending CC 4/2018

### Charge:

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

Reporting Relationship: Vice President of Student Services

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### Members:

Chair: Director of Financial Aid  
Vice President of Student Services  
1 Faculty from each Academic Division:  
A&H, BHAWK, SLPC, STEM  
1 Faculty from Student Services  
4 Classified Professionals  
\*Other volunteers are welcome

### Term:

n/a

### Quorum:

n/a

## Social Task Force

Awaiting Information

### Charge:

XXXX

Reporting Relationship: Academic Senate

### Members:

XXXX, Chair

### Voting Members:

### Term:

### Quorum:

DRAFT

## Student (Grade) Grievance Task Force

Update Pending CC 4/2018

### **Charge:**

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

All student grievances follow these steps:

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

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

### **Members:**

Chair (non-voting; selected by committee vote)

#### **Voting Members:**

2 faculty members, with staggered 2-year terms (appointed by Academic Senate)

1 faculty member (appointed by Academic Senate at the time of the grievance; knowledgeable in the academic discipline involved)

1 Student Representative (appointed for one year)

1 Administrator (other than the VP; appointed by the President)

### **Term:**

Terms stated next to members

### **Quorum:**

5 voting members; Quorum = 3

## Student Grievance Task Force

Update Pending CC 4/2018

### **Charge:**

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

All student grievances follow these steps:

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

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

### **Members:**

Chair (elected from members of the task force)

- 1 Administrator other than VPSS, appointed by President
- 2 Faculty, appointed by Academic Senate, staggered 2 year terms
- 1 Classified Professional, appointed by the Classified Senate & SEIU jointly
- 1 Student Senate Representative

### **Term:**

Duration of the appeal

### **Quorum:**

5 members; Desired Quorum = 5

## UndocuAlly Task Force

Update Pending CC 4/2018

### **Charge:**

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

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

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

**Reporting Relationship:** Academic Senate

---

### **Members:**

Co-Chair:  
Co-Chair:

Anyone who wants to serve.

### **Term:**

### **Quorum:**



## User Groups

### **Bookstore User Group**

No Update Pending CC 4/2018

**Charge:**

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

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

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

---

**Members:**

Vice President of Administrative Services (Chair; voting)

**Voting Members:**

3 Faculty  
2 Classified Professionals  
2 Student Representatives

**Non-voting Members:**

Bookstore Manager or designee

**Term:**

2 years

**Quorum:**

n/a

## Food Service User Group

No Update Pending CC 4/2018

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

### **Charge:**

Studies, reviews and recommends on issues concerning food services.

### **Recommended New Charge:**

Because this is a vendor-related area, Administrative Services is the first line for dealing with situations, improvements and problems. Academic Senate and College Council have discussed making this a user group.

Recommends policies and general procedures involving the cafeteria and food services area. Works with vendor to solve service situations or problems.

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

### **Members:**

Vice President of Administrative Services (Chair; voting)

### **Voting Members:**

0 Faculty (per Academic Senate)

0 Classified Professionals

### **Term:**

N/A

### **Quorum:**

N/A

## **SECTION IX. Operational Guidelines for Committees**

DRAFT

## **Operational Guidelines for Committees**

### **Roles and Responsibilities**

#### **Committee Chair**

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

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

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

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

#### **Committee Member**

- When signing up for committees note the terms and responsibilities, and arrange ones schedule to accommodate the needed work.

- Attend all meetings of the governance group; if a scheduling conflict should arise, identify a proxy to attend the meeting in your place, and when possible, notify the Committee Chair in advance.
- Be prepared for meeting: review materials in advance; be ready to discuss and/or provide feedback; take notes to report back to the constituency group.

Follow through on seeking feedback from and/or communicating information to constituents

- Adhere to key dates and deadlines for meetings, submitting votes, and follow-up items.
- Lend your voice/perspective to discussions and decisions – remember that you are there to represent your respective constituency group; participation in the dialogue and decision-making is your individual and collective opportunity to weigh in on institutional issues; when in doubt, ask questions.

### **Administrative Liaison**

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

### **Support/Resource Staff**

- Takes notes; types/prepares minutes and agenda.
- Posts documents online; maintains current and accurate committee information on Intranet.
- Assists Chair and Administrative Liaison with meeting materials and logistics.
- Maintains the archive of committee processes, actions and decisions.
- Functions as the “conduit” for the committee, with materials and announcements (e.g. agenda, handouts, votes, etc...) flowing to/through the support staff.

### **Terms of Service**

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

### **Meeting Times and Location**

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

### **Distribution of Documents**

Chairpersons or the committee administrative support person should assure that:

- A campus-wide email regarding the meeting time is sent prior to the meeting.
- If possible, include the agenda.

- For committees subject to the Brown Act, agendas must be sent at least 48 hours prior to the meeting.
- When possible, send draft minutes to members within 5 working days after meeting; asking for edits.
- When possible, post approved minutes within 5 working days.

## College Committee Changes, Creations or Deactivation

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

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

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

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

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

## Decision Making

### Quorum

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

### By Vote of By Consensus

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

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

Helpful guidelines for achieving consensus:

- Clarify the problem/issue/question

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

## **Robert's Rules of Order, Revised**

The situations below apply, for these common circumstances:

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

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

## **Expectations and Engagement**

### **Accountability**

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

## **Communication and Collegiality**

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

## **Committee Academic Year Timeline**

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



## **SECTION X. Forms and Templates**

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## Forms and Templates

### Description of Forms

#### Meeting Agenda

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

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

A sample is available in the “Forms/Templates” section. From time to time the President may ask that certain college goals, missions, etc. be placed on meeting agendas, minutes and other commonly used documents. This will serve to remind everyone of the main emphases for the year which may further hone discussions and decisions.

#### Meeting Minutes

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

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

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

#### Message Points/Report-outs


Many times a summary of discussions and decisions is needed before the minutes are drafted. LPC Committee chairs often create Message Point emails or documents so that main points may begin to be

worked on immediately. Message Points are useful for Division Meetings, department meetings, and Senate meeting reports.

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## Templates

### Meeting Agenda



**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.

**LPC Planning Priorities**

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

**Meeting Name**

Members:

**MEETING NAME**  
DATE | TIME | LOCATION

	Agenda Item	
1.	Call to order	Chair
2.	Review and Approval of Agenda	Chair
3.	Review and Approval of Minutes (date)	Chair
4.	XXX (Old Business)	
	• XXX	Presenter
	• XXX	Presenter
5.	XXX (New Business)	
	• XXX	Presenter
6.	XXX (Informational Items)	
7.	Adjournment	
8.	Next Regular Meeting: (Date)	
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		

Page 1 of 2

## Meeting Minutes



### **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.

### **LPC Planning Priorities**

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

### **Meeting Name**

Members Present (voting):

Members Present (non-voting):

Members Absent:

Meeting Guests:

## **MEETING NAME**

DATE / TIME / LOCATION

### **Meeting Minutes**

1. Call to Order  
—
2. Review and Approval of Agenda  
—
3. Review and Approval of Minutes (date)  
—
4. XXX (Old Business)
  - a. XXX
  - b. XXX
5. XXX (New Business)
  - a. XXX
  - b. XXX
6. XXX (Informational Items)
7. Adjournment
8. Next Regular Meeting (Date)

**Committee Sign-in Sheet**



**Las Positas College  
Sign-In Sheet**

Date: 00/00/0000

*Name/ Print:*

*Signature:*


## **Message Points/Report-Outs**

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



### **(Committee Name) Message Points**

Chairperson: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

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

- Item 1: \_\_\_\_\_
  - Brief discussion
  - Results of discussion
  - Action or Feedback Requested
  
  - Return to College Council with information by \_\_\_\_\_
- Item 2: \_\_\_\_\_
  - Brief discussion
  - Results of discussion
  - Action or Feedback Requested
  
  - Return to College Council with information by \_\_\_\_\_
- Item 3: \_\_\_\_\_
  - Brief discussion
  - Results of discussion
  - Action or Feedback Requested
  
  - Return to College Council with information by \_\_\_\_\_

Message points written by (print/type) \_\_\_\_\_ Date: \_\_\_\_\_

## Governance Worksheet

### 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 report 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 \_\_\_\_\_



## LPC GOVERNANCE WORKSHEET

Committee Name:

Academic Year:

Form completed by:

Position:

\_\_\_\_ Other \_\_\_\_\_

### 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. \_\_\_\_\_

## LPC GOVERNANCE WORKSHEET

Committee Name:

Academic Year:

Form completed by:

Position:

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. \_\_\_\_\_

**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

**Committee Chair/Co-Chair Approval**

**Printed Name**

**Signature**

**Date**

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

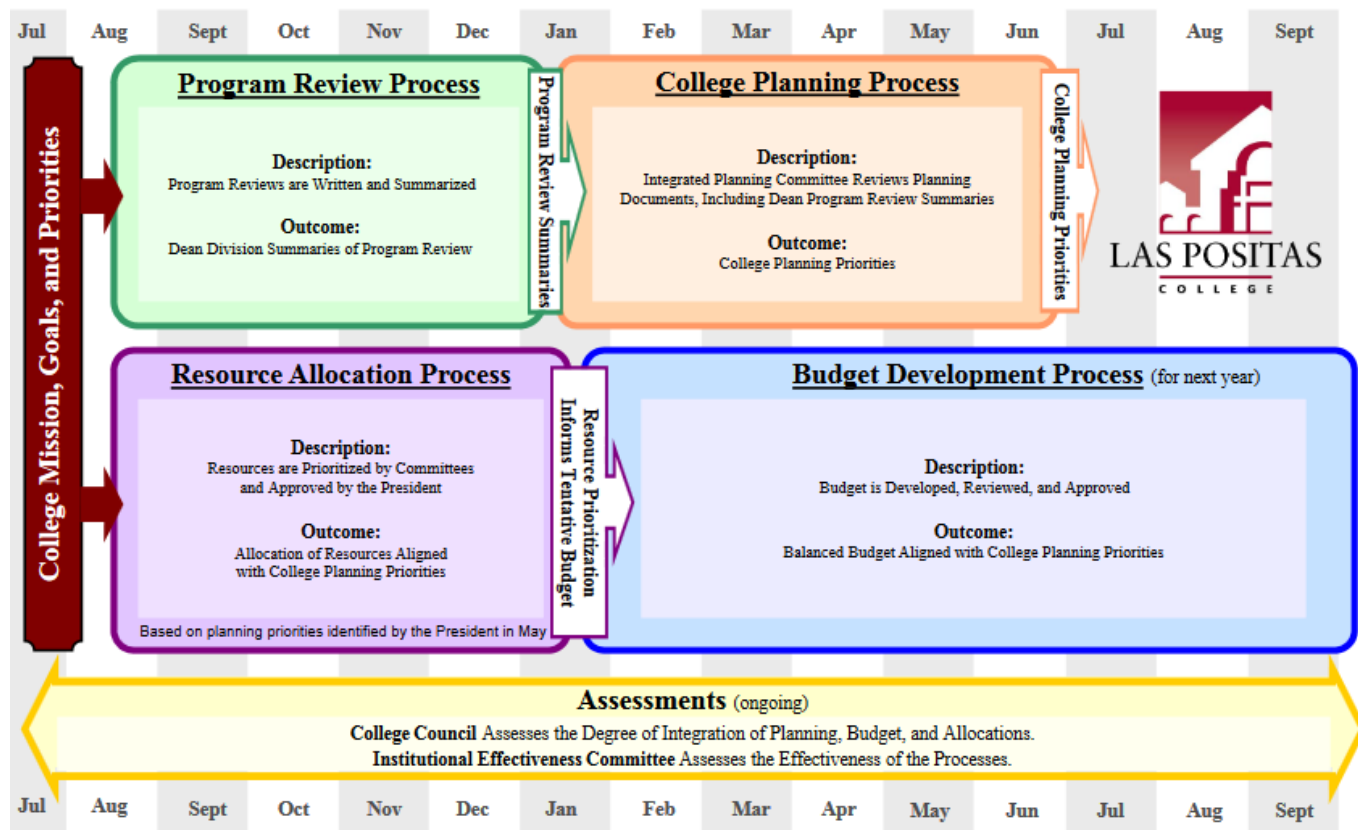
\_\_\_\_\_

## **SECTION XI. Appendices**

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## Appendix A. LPC's Integrated Planning and Budget Cycle

### Las Positas College's Integrated Planning and Budget Cycle



## Appendix B. Sample Master Calendar



### LAS POSITAS COLLEGE - Fall 2018 MASTER CALENDAR of COMMITTEE MEETINGS

Please contact the President's Office for revisions (x1001)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Technology 1:00-3:00 1687	Executive Staff 10:00-12:00 1680	VPAS & Deans 9:00-11:00 1690C	Administrative Staff 10:00-12:00 1687	District Enrollment Mgt. (DEMC) 10:30-12:00 DO
	Curriculum 2:30-4:30 2416	SS Dean & Counselors 2:00-4:00 1726	Town Meeting 2:30-4:30 2420	Classified Senate 1:00-2:00 1726	District Planning & Budget Committee (PBC) 12:30-2:30 DO
Week 2	Health & Safety 12:30-2:00 1687	Board of Trustees Study Meeting** 6:30 DO	VPAS & Deans 9:00-11:00 1690	Resource Allocation (RAC) 2:30-4:30 1687	District Tech Coord. 9:00-10:30 DO
	Professional Development 2:30-4:30 2410	Executive Staff 10:00-12:00 1680	SS Managers 10:00-12:00 1690D	Sabbatical Committee 2:00-4:00 1690C	College Enrollment (CEMC) 10:30-12:00 1687
Week 3	Student Learning Outcomes 2:30-4:30 2411A	Consultative Council 3:00-4:30 DO	Admin/Exec Assistant 9:00-10:30 DO	Institutional Planning & Effectiveness Committee 2:30-4:30 1687	District Administrators 2:00-4:00 DO
	Curriculum 2:30-4:30 2416	SS Coord. Planning 2:00-4:00 DBS 1687 DES 1681B VPSS 1690D	Academic Senate 2:30-4:30 1687	Student Government 4:30-6:30 1012	
Week 4	Executive Staff 10:00-12:00 1680	VPAS & Deans 9:00-11:00 1690	Administrative Staff 10:00-12:00 1687	District Integrated Planning & Budget Model (IPBM-ESS) 9:30-11:30 DO	
	Student Svcs. Division 2:00-3:00 1726	SS Managers 10:00-12:00 1690D	Student Success Committee 2:00-3:30 1681B	Distance Education 10:00-12:00 2410	
Week 5	Student Svcs. Senators 3:00-4:00 1726	Chancellor's Cabinet*** 10:30-12:00 DO	Sabbatical Committee 2:00-4:00 1690C	College Enrollment (CEMC) 10:30-12:00 1687	
	Accreditation Steering Committee 3:30-5:00 1690C	Academic Division Mtgs 2:30-4:30 ASH 4130 BHAWK 2306 SLPC 2033 STEM 1060	College Council 2:30-4:30 1687	District Facilities Comm. 12:30-1:30 DO	
Week 6	Board of Trustees*** 6:30 DO	VPAS & Deans 9:00-11:00 1690	Student Government 4:30-6:30 1012		
	Executive Staff 10:00-12:00 1680	SS Managers 10:00-12:00 1690D			
Week 7	Student Learning Outcomes 2:30-4:30 2411A	Counseling Faculty 2:00-4:00 1640	Academic Senate 2:30-4:30 1687		
	Facilities & Sustainability 2:30-4:30 1687		Basic Skills 2:30-4:30 2411A		
Week 8	Curriculum 2:30-4:30 2416	VPAS & Deans 9:00-11:00 1690	Program Review 3:00-4:30 106		
	Executive Staff 10:00-12:00 1680	Faculty Association 2:30-4:30 1620B			
Week 9	Counseling Faculty 2:00-4:00 1640		Student Senate 4:30-6:30 1012		
Footnotes: * Some Fridays no meetings are held ** BoT Study Meetings are not held every month *** BoT Meetings are not always scheduled at the District Office **** Day after Board of Trustees Business Meeting		Schedule as needed: - Academic Fairness - Bookstore - Commencement - Food Services		New: DO = District Office Tentative	

## Appendix C. **LPC Planning Documents**

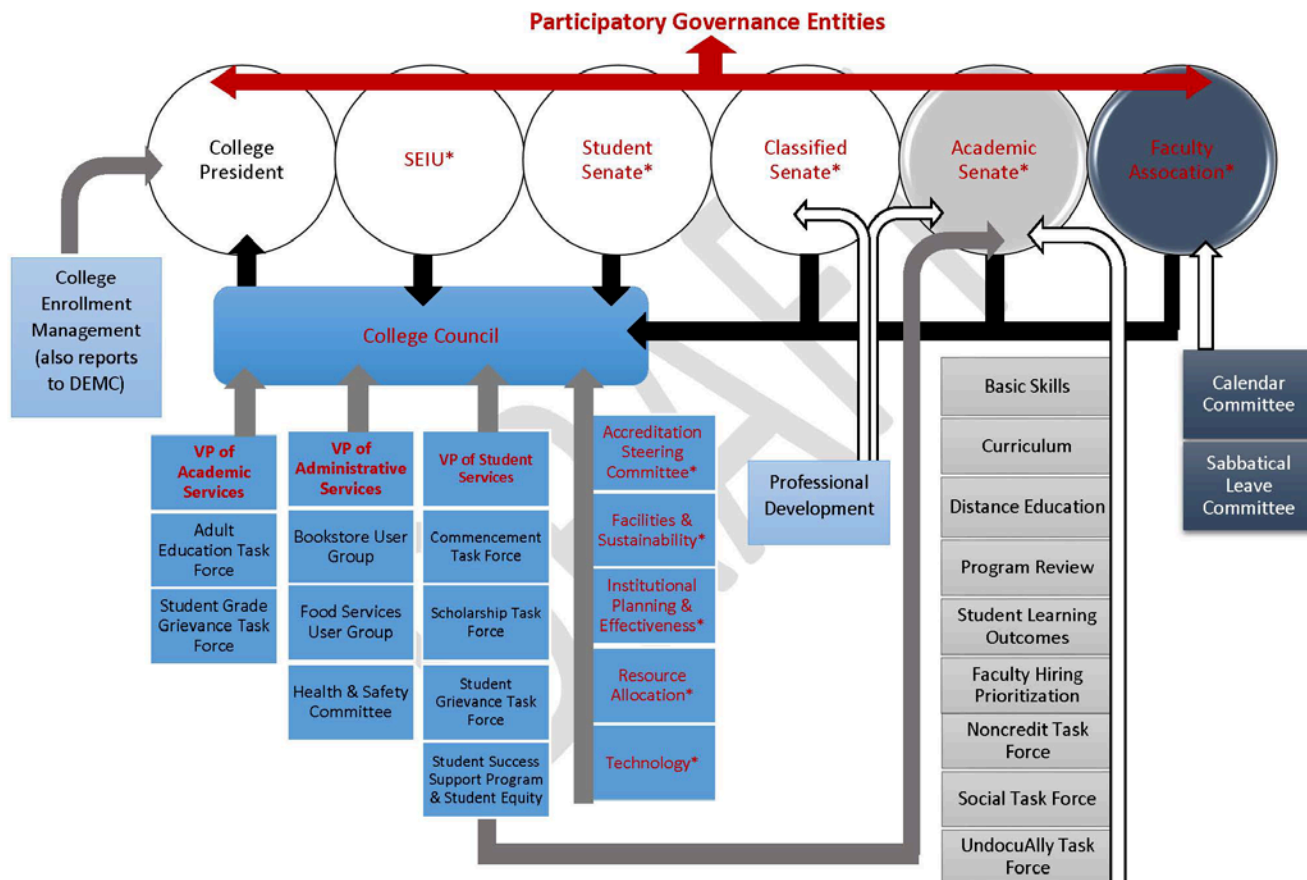
Below is a table of Las Positas College planning documents and institutional processes, along with the party responsible for producing or updating the information.

	Agency	Document	Update
External	Accrediting Commission for Community and Junior Colleges (ACCJC)	Mid-term Report	Fall 2019
		Institutional Self Evaluation Report	Fall 2022
	California Community Colleges Chancellor's Office (CCCCO)	Strong Workforce Plan	Yearly
		Guided Pathways	2018-2022
		Unified Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program	2017-2019
	Chabot-Las Positas Community College District	Security Master Plan	DRAFT
		Emergency Preparedness Plan	
		Revenue Allocation Model	
		Information Technology Plan - Total Cost of Ownership	2017
Internal	Las Positas College	Education Master Plan	2015-2020
		Facilities Master Plan	2012-2018
		Program Review	Yearly
		Institutional Effectiveness Report	Yearly
		College Planning Priorities	Yearly
		Faculty Hiring Prioritization	Yearly
		Non-instructional Position Prioritization	Yearly
		Instructional Equipment Prioritization	Yearly
		LPC Technology Plan	Yearly

## Appendix E. LPC Committee Reporting Structure

(Does not include District Committees)

LPC Committee Structure & Shared Governance Chart



## Appendix F. CLPCCD Board Policy 2015

### Administration

#### A. Organization of the District

##### 2015 Collegial Consultation \*

###### 1. Rely Primarily

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

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

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

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

###### 2. Mutual Agreement

"Mutual agreement" shall be reached between the Board of Trustees or its designee and the Academic Senates on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the college president and senate as defined in separate Board policies for each college. On District matters, mutual agreement will be reached between the



## Administration

### A. Organization of the District

#### 2015 Collegial Consultation \*

Chancellor and the senates as defined in the section on the Chancellor's Council. "Mutual agreement" means that the Board of Trustees and the Academic Senate(s) shall each ratify such policies or procedures before they are put into effect. If such agreements are not ratified by both parties, existing policies and procedures will remain in force.

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

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

### 3. District Councils and Committees

#### District Curriculum Committee

Curriculum, including establishing prerequisites and placing courses in disciplines.

Degree and certificate requirements  
Grading policies  
Educational program development

#### District Matriculation Council

Standards or policies regarding student success

#### District Institutional Planning Council

Process for program review  
Process for institutional planning

#### District Budget Study Group

Process for budget development

Adopted: January 16, 1996  
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Chabot-Las Positas Community College District

## Administration

### A. Organization of the District

#### 2015 Collegial Consultation \*

##### College Governance Process (See College Policies)

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

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

##### Chancellor's Council (Exclusively District Issues)

District governance issues;

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

## Administration

### A. Organization of the District

#### 2015 Collegial Consultation \*

- d. The composition of the Council shall be jointly agreed upon by the Chancellor and Academic Senates.
- e. The membership for the District Curricular Committee, the District Matriculation Council, the District Institutional Planning Council, the District Budget Study Group, and the Chancellor's Council is located in the Administrative Rules and Procedures.

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## Appendix G. Glossary of Acronyms and Terms

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

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