



SHARED GOVERNANCE HANDBOOK



Greg Johns

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MESSAGE FROM THE COLLEGE PRESIDENT

November 2014


Dear LPC Family:

As shared governance is the backbone of the process for recommendations and decision-making in California community colleges, and Las Positas College in particular, I have encouraged staff and administrators to update this Shared Governance Handbook to reflect all current procedures, best practices, and committees for optimal operations of our shared governance processes. The complete Handbook will be updated in the Fall of 2016, however, if you have changes or improvements before that time please contact my office.

As you volunteer for committees and task forces, please refer to this handbook, including the Overview and Operational Guidelines sections to keep informed about your duties and how best to serve the college as a whole. Some additional reference materials are also included in the Appendices, such as a Glossary of Acronyms used in community colleges.

We hope you find this Handbook useful and that you will practice using it as a 'living document.'

Sincerely,



Barry A. Russell, Ph.D.
President

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SECTION I

Institutional Principles

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 engaged 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 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 belief that each of us makes an astonishing difference.

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

1. Inclusive - welcoming of a diverse group of students including but not limited to DSPS, EOPS, CalWORKS, International, Multicultural, 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 skills levels, creative and critical thinking, and having necessary and specialized facilities
3. Educational opportunities - include but are 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

Las Positas College - Strategic Goals (2010 – 2015)

1. Provide excellence in teaching, student learning, services to students, and scholarship by providing state-of-the-art learning facilities, equipment, supplies and resources, and staffing. **(Teaching & Learning)**
2. Increase recognition of Las Positas College as a premier institution of innovative higher education that prepares talented, competent, and engaged members of the community. **(Institutional Advancement)**
3. Ensure the highest level of service to students and the community through continuous and purposeful evaluation of programs and services that situates student learning, community responsiveness, and employee engagement as the center of all we do. **(Accountability)**
4. Offer cutting edge educational opportunities designed to accelerate the economic development of the Tri-Valley region. **(Economic Development)**
5. Provide excellence in the stewardship of the community's investment in Las Positas College and expand the institution's capacity to apply resources to meet the needs of students, staff, and faculty through strategic assessment and resource allocation. **(Resource Development & Allocation)**
6. Commit to excellence in teaching, student learning, and scholarship by expanding professional development for all employees and nurturing the intellectualism within the campus culture. **(Academic & Professional Excellence)**
7. Serve a diverse college community by maintaining and expanding an environment of accessibility, equality, and social justice. **(Diversity & Pluralism)**
8. Craft a culture of collective responsibility through an enhancement of College processes and systems, reinforcing internal communication, integrating internal planning processes that promote coordination and accountability, and strengthening a sense of community and collaboration internally and within the District. **(Communication & Infrastructure)**
9. Serve as a catalyst for enhanced community life through outreach, partnerships, services, and significant contributions to quality arts, cultural, wellness and vitality experiences, and activities in the Tri-Valley. **(Community Life)**
10. Engage in sustainable stewardship and community leadership as an institution through our use of products and technology, our practices and curriculum, our policies, and our philosophy as represented through institutional culture and leadership. **(Sustainability)**

Endorsed by CLPCCD Board of Trustees ~ June 23, 2009

Las Positas College – Concentrated Strategic Goals 2014 – 15 & Planning Priorities

At the May College Council meeting it was voted to accept the Integrated Planning committee's recommendation on 2014-15 Planning Priorities. In addition, the Council decided to condense those into three Focus Goals for concentration in 2014-15.

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 and Goals noted.

LPC Planning Priorities 2014-15

- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

Focus Goals 2014-15

At the May College Council meeting it was voted to concentrate on three of the strategic goals most in line with current student needs. The goals will inform all committee, department and administrative work for the 2014-15 year.

1. Equity
2. Completion
3. Excellence

Endorsed by College Council 8/28/14

SECTION II

Overview of Shared Governance

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”^{*} 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.

*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 (revised Fall 2013)

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 in 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

Reports to: College President

Chair: College President

Classified Senate (new Spring 2013)

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 H.R. website for full descriptions and details.

SEIU Local 21 (Classified Union) (new 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 Senate

The Associated Students of Las Positas College (ASLPC) 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 ASLPC. All ASLPC members serve on committees. Appointments are made based on interest, schedule, and mutual agreement of the ASLPC. ASLPC also provides representation on hiring committees for administrative positions. Committee members are required to give written reports to the ASLPC at their weekly meetings throughout the academic year. The Associated Students' 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) – established Spring 2014,
- District Curriculum Council (DCC)
- District Enrollment Management Committee (DEMC)
- District Facilities Committee – established Spring 2014
- District Educational Support Services (ESS) Committee – established Spring 2014
- District Technology Coordinating (TCC) Committee – established Spring 2014

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.

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. 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 (Recommended change by Admin. Services & members of College Council)

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.

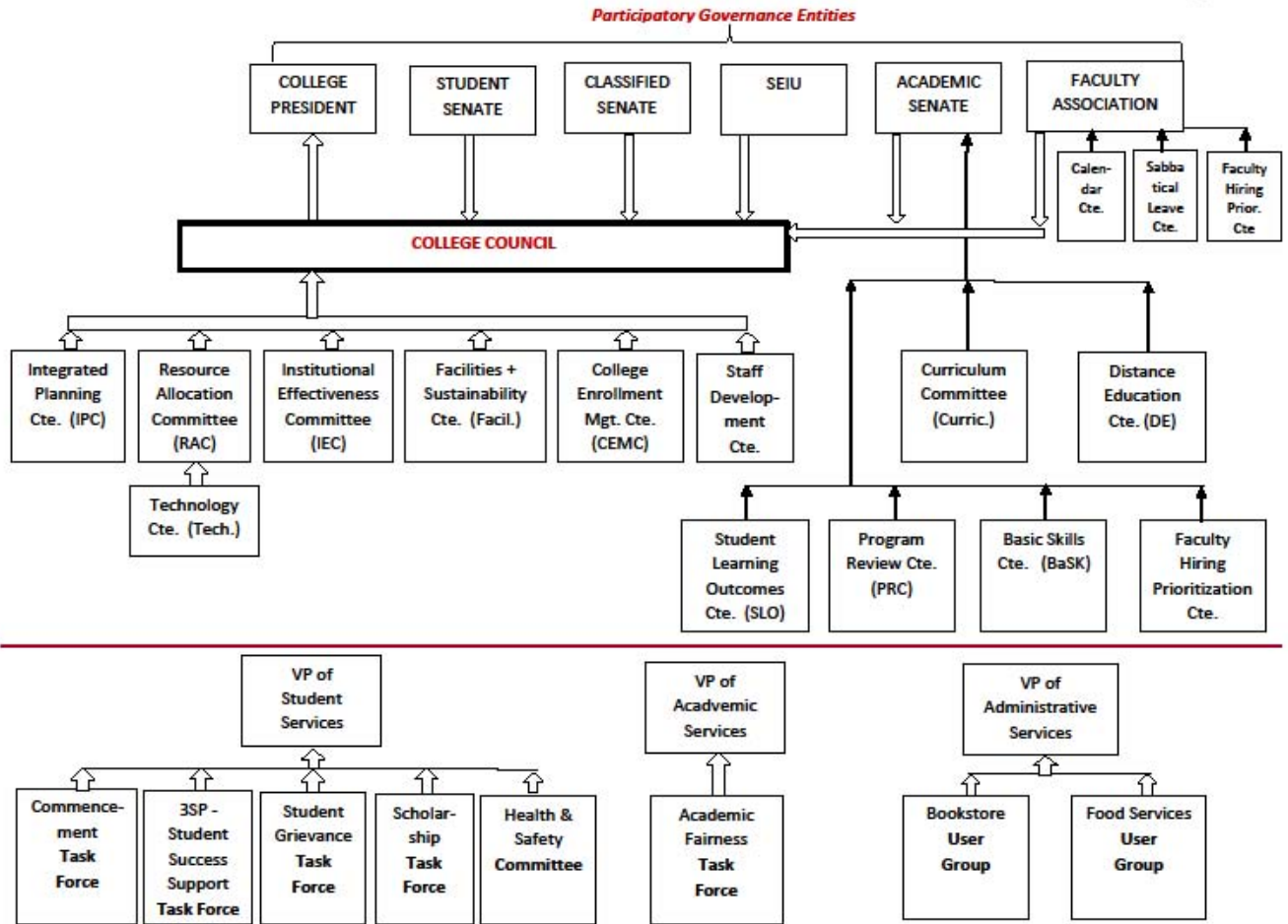
Task Forces

Task Forces are important and essential group 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 July 2014
 (Does not include District Committees)

LPC COMMITTEE STRUCTURE & SHARED GOVERNANCE CHART

draft 4 sg



SECTION III

Committees Reporting to College Council or the President

COLLEGE COUNCIL & COMMITTEES
REPORTING TO COLLEGE COUNCIL AND ADMINISTRATION

College Council

Charge:

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

- Formulating, reviewing, and revising College institutional principles, including Mission Statement, Vision Statement, Values Statement, and Strategic Goals
- Reviewing and evaluating the Shared Governance system, including committee structure, making recommendations for revisions on a regular basis and when necessary
- Developing recommendations and delegating issues to Shared Governance and Committees, as appropriate
- Functioning as the Steering Committee for various College-wide projects
- Serving as the Steering Committee for the Accreditation process, to initiate, coordinate, and validate the process
- Leading institutional and strategic planning efforts for the College
- Operating as the “conduit” for College issues going forward to Chancellor and Board of Trustees, based on District policy

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
Chair of College Enrollment Management Committee (CEMC)
Chair of Facilities & Sustainability Committee (merged with Facilities 5/14)
Chair of Institutional Effectiveness Committee (IEC)
Chair of Institutional Planning Committee (IPC)
Chair of Resource Allocation Cte. (RAC)
Chair of Staff Development Committee
President of Academic Senate
Vice President of Academic Senate
President of Classified Senate
Vice President or Co-President of Classified Senate
President of Student Senate
Vice President of Student Senate
LPC Faculty Association Site Vice President (or designee)
LPC Site Vice President of SEIU (or designee)

Term: Two Years

Quorum: 17 voting Members; Quorum = 10
(50% + 1)

College Enrollment Management Committee (CEMC)

Charge:

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 to set productivity targets. The CEMC provides enrollment data and other supporting information to enable faculty in each discipline to develop discipline plans that correspond to the College's productivity/enrollment targets. The CEMC targets and maximizes student success, access, and equity. The CEMC evaluates discipline plans and recommends them to the appropriate Vice President for approval and scheduling. The CEMC is established in the contract between the District and the Faculty Association (FA).

FA Contract, Section 26E:

"Each college will have a College Enrollment Management Committee (CEMC). The CEMCs shall be composed of four (4) representatives appointed by the Faculty Association and four (4) representatives appointed by the College President, as well as non-voting support staff as necessary.

(The following is a Chabot College practice only): The CEMCs will be co-chaired by a faculty member and one of the appointees of the College President. The CEMCs will make recommendations as described below and will serve as a resource to the faculty on the planning for and implementation of cost effective productivity goals.

The CEMCs shall be responsible for recommending annual WSCH/FTEF goals to the DEMC and the College President for each of the disciplines or groupings of disciplines, and workload goals for other services."

Reporting Relationship: College President and DEMC

Members: Chair, Non-Voting (selected from faculty representatives; serves on College Council)

4 Administrators (appointed by College President)

4 Faculty, 1 from each Division (appointed by the FA)

Non-voting:

Division Deans (excluding those appointed as voting members)

Dean of Enrollment Services

Director of Research & Planning

Academic Services Curriculum & Scheduling Specialist

Term: Two years

Quorum: 8 voting members; Quorum = 5

Note: The CEMC Chair and others attend the District Enrollment Management Committee (DEMC). See the District Educational Services webpage for additional information,

<http://www.clpccd.org/education/>.

Facilities and Sustainability Committee

Charge:

Elicit broad perspectives and advice regarding facilities planning and development needs of the College. Review plans for construction or renovation of facilities to include related equipment acquisitions in concert with the District.

Regarding Sustainability, the committee will encourage progress toward more sustainable uses of energy, water, paper, open space, and other resources. Educate the LPC community on matters of sustainability and encourage reduced consumption, reuse, recycling, and composting.

The Committee will provide an advisory linkage to the President on all facility matters pertaining to the implementation of Strategic Goals.

Reporting Relationship: College President

Members: Chair (Non-voting*) selected by Committee vote; serves on College Council

Vice President of Academic Services

Vice President of Administrative Services

Vice President of Student Services

1 Dean

1 Faculty from each Division; = 4 Faculty 2014-15 (*Academic Senate President will represent his/her Division, or designee may vote if representing his/her Division*)

4 Classified (*including Classified Senate President or designee*)

2 Student Senate appointees

Non-voting:

College President

Term: Two Years

Quorum: 16 voting members; Quorum = 9

* Committees reporting to College Council have Non-Voting Chairs at the committee level.

Health & Safety Committee

Charge:

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

Reporting Relationship: Vice President of Student Services

Members: Safety Department Lead Officer, (Chair; non-voting member)

Director of Student Health Center

1 M&O representative

2 Faculty, college-wide (changed per Academic Senate May 2014)

2 Classified

1 Student Senate appointees

Term: Two Years

Quorum: 8 voting members, Quorum = 5

Institutional Effectiveness Committee (IEC)

Charge:

The Institutional Effectiveness Committee provides 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. (Fall 2013)

The Committee's responsibilities include, but are not limited to:

- Reviewing and analyzing institutional themes and needs identified in summative plans/reports resulting from instructional, student services, and non-instructional program review; Accreditation planning agendas and recommendations; data from student and employee surveys and assessments; and external environmental scanning;
- Developing recommendations regarding institutional directions that coordinate and align institutional planning between units of the College;
- Making recommendations to various governance groups and units regarding initiatives that improve the institutional achievement of the Mission and Strategic Goals;
- Documenting reports of movement made toward Mission and Strategic Goal attainment; and
- Communicating and championing a culture of evidence, assessment, evaluation, effectiveness, and improvement in all campus planning.

Reporting Relationship: College President

Members: Chair (Non-voting member; selected by Committee vote; serves on College Council)

Vice President of Academic Services
Vice President of Administrative Services
Vice President of Student Services
Director of Research & Planning
1 Dean
1 Faculty from each Division (2014-15 = 4 Faculty)
4 Classified Professionals
2 Student Senate appointees

Non-voting:

President of Academic Senate

Term: Two years

Quorum: 16 voting members, Quorum = 9

Integrated Planning Committee

Charge:

This committee was established on October 20, 2013 by vote of the College Council.

The Integrated Planning Committee (IPC) 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 IPC will be informed by a variety of sources including district priorities, and State, Federal, and ACCJC* mandates, as required.

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

1. Guide the institutional and strategic planning efforts, by establishing planning priorities
2. 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
 - c. Integrating the assessment of institutional effectiveness into planning
3. Provide direction to the Institutional Research office to generate the data and analysis necessary for the planning efforts needed by the college
4. Review institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning
5. Recommend planning priorities to the College President
6. Communicate adopted planning priorities to the College and College Council
7. Evaluate charge, tasks and membership on a regular basis

Reporting Relationship: College President

Members: Co-Chairs, Non-voting; Can be faculty, classified or administrator
(Both sit on College Council, with 1 vote on Council; Voted on by committee (the Spring prior to Academic Year))

Voting Members

4 Administrators:

- 1 Vice President, 1 Researcher, 1 Administrator from Administrative Services, 1 Dean

5 Faculty Division Representatives:

- 1 Student Services
- 3 Academic Divisions
- 1 from a CTE Discipline

4 Classified Professionals – All at-large

2 Student Senate Representatives

Non-Voting Members

College President

Academic Senate President – can double as voting Division Representative, in case of lack of participants

Classified Senate President/Co-President – can double as voting Classified Professional Representative, in case lack of participants

Student Senate President – can double as Student Senate Representative, in case lack of participants

Faculty Association (FA) Representative

SEIU Representative

Terms:

- Terms are for two 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: 15 Members; Quorum = 9

*Co-Chairs: Due to the complexity and volume of work of this committee, Co-Chairs are seen as necessary. An application to co-chair may be submitted by faculty, classified or administrator during May of the previous academic year, so that reassigned time for faculty may be arranged.

Resource Allocation Committee (RAC)

Charge: *(New eff. 10/23/14)*

Using the college mission statement, this committee will guide the institutional allocation processes of the College. Responsibilities include, but are not limited to:

- Identify, prioritize, and recommend expenditures and non-instructional hiring priorities
- Develop, evaluate, and recommend budget related processes as needed
- Review relevant plans for prioritizing allocations to new programs and facilities
- Document the College allocation decisions in relation to the college goals and implement those decisions in accordance with the College's Institutional Planning Documents

This committee will determine the processes for tangible resource allocation and make recommendations to the college president.

Reporting Relationship: College President

Members

Chair – Non-voting, selected by committee vote, serves on College Council

Vice President of Academic Services

Vice President of Student Services

Vice President of Administrative Services

1 Dean

1 Faculty from each Division (2014-15 = 4) ;

4 Classified (Including Senate President or designee)

1 Student

Non-voting:

Director of Research & Planning
Committee Chair

Term: Two years

Quorum: 12 voting members, Quorum = 7

Staff Development Committee

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: President

Members: Staff Development Program Coordinator (Chair, Non-voting, serves on College Council)

1 Administrator

1 Faculty from each Division (2014-15 = 4 Faculty)

1 Adjunct Faculty

4 Classified Professionals (including 1 from the Teaching & Learning Center)

Quorum: 7 voting members, Quorum = 4

Quorum: 10 members; Quorum = 6

Technology Committee

Charge:

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

- Access
- Staff development and training
- Support
- 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

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

Reporting Relationship: Resource Allocation Committee (RAC)

Members: Chair (Non-voting member; selected by Committee vote)

1 Technology Administrator

1 Dean

1 Faculty per Division (2014-15 = 4) (per Academic Senate May 2014)

Plus 1 Librarian

5 Classified

2 Student Senate appointees

Non-voting:

Senior Instructional Network Systems Specialist

Instructional Technology/Open Learning Coordinator

Telecommunications Coordinator

Webmaster/Webmistress

CLPCCD Chief Technology Officer

Term: Two years

Quorum: 14 voting members, Quorum = 8

SECTION IV

Committees Reporting to Academic Senate

COMMITTEES
REPORTING TO ACADEMIC SENATE

Basic Skills (BaSk) Committee

Charge:

The Basic Skills Committee is a planning body responsible for the following:

- Gathering, reviewing, and assessing data on student success
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs
- Creating strategies for removing barriers and addressing educational gaps
- Supporting innovation in process and instruction
- Facilitating the implementation and evaluation of Senate-approved proposals

Reporting Relationship: Academic Senate

Members: Chair (identified by Academic Senate for two-year term
voting or non-voting? clarify w/ Senate)
3 Faculty, from any Division
Plus 1 Librarian

Non-voting:
1 Student representative
1 Teaching & Learning Center representative
Adjunct Faculty participants, volunteers

Term: Two years

Quorum: 4 voting members, Quorum = 3

Informs: Curriculum Committee
DSPS
Student Senate
ESL/Math/English Coordinators
Vice President of Academic Services
Vice President of Student Services
Staff Development Committee

Curriculum 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.”¹ 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:

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

¹The Curriculum Committee: Role, Structure, Duties, and Standards of Good practice, adopted Fall 1996 by the Academic Senate for California Community Colleges

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

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

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

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 (voting): (Revised per Academic Senate May 2014)

1 Faculty from each Division (2014-15 = 4 Faculty)

2 At-Large Faculty

Plus 1 Librarian (may also serve as a division representative)

(Note: If the librarian serves also as division representative, they will have only one vote)

Articulation Officer [added back 10/23/14]

Notes 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:

Chair (*votes only in case of a tie*; see below for more information; serves on College Council)

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 Administrative or Executive Asst. (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: 7 voting members, Quorum = 4

Distance Education (DE) Committee

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

Members: Two Co-Chairs (1 Teaching & Learning Center Representative & 1 Faculty Member;
Non-voting members; selected by Committee vote)

1 Faculty representative from each Division (2014-15 = 4 Faculty)

1 Library representative

1 Adjunct Faculty representative

1 At-Large Faculty representative (10/23/14 added)

1 Classified representative from the Teaching & Learning Center

Non-voting:

Vice President of Academic Services

1 Division Dean

1 Admissions & Records representative

1 Student Senate

Term: Two years

Quorum: 7 voting members, Quorum = 4

Faculty Hiring Prioritization Committee

Charge:

Recommends faculty hiring by discipline to the College President, as needed.

Reports to: Academic Senate

Informs: Advisory to College President

Members: *Inquire with Academic Senate*

Term: *Inquire with Academic Senate*

Quorum: *Inquire with Academic Senate*

Program Review Committee (PRC)

[Spring 2013: committee name changed to “Program Review Committee” because the committee works with Student Services to incorporate their reviews and outcomes into the same forms and cycle of assessment, using Student Services Administrative Outcomes (SAOs).]

Note: The Non-instructional/Non-Student Services departments’ Administrative Unit Outcomes (AUOs) are also done at the same time of year, however they use different forms and processes. The instructions and forms for the AUOs will be sent out by the VP of Academic Services or VP of Administrative Services each year.

Charge:

To ensure that instructional program review is an effective and meaningful process with clear links to institutional planning and budget processes, the Academic Senate of Las Positas College charges the Program Review Committee to:

- Create, assess, and modify the self-study and action plan processes for instructional program review
- Create, assess, and modify the validation process for instructional program review
- Conduct validation of instructional program reviews
- Coordinate with the Student Learning Outcomes Committee in planning the annual Assessment Day for updating instructional program review
- Create, assess, and modify processes the interim reports created on Assessment Day
- Create, assess, and modify processes for incorporating and validating the interim reports to already existing program reviews
- Collaborate with the Student Learning Outcomes Committee as to the best ways of incorporating SLO evaluation into program reviews
- Collaborate with Non-Instructional and Student Services Program Review Committees/Working Groups to create, assess, and modify the Common Tool
- Coordinate with various planning, allocating, and curricular committees to create processes of communication in regards to validated program review summaries

Reporting Relationship: Academic Senate

Members: Chair (selected through FA negotiated process for Positions with Reassigned Time)

1 Faculty member from each division (2014-15 = 4 Faculty)

Plus 1 Librarian

Vice President of Academic Services

1 Dean (appointed by the College President)

1 Classified Professional representative

1 Student Senate appointee

1 Faculty Association representative (if desired by the FA)

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: Minimum of two years (four to five recommended)

Quorum: 9 members, Quorum = 5

Associated with Program Review:

Administrative Unit Outcomes (AUOs) & Student Services Administrative Outcomes (SAOs)

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.

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. See the Program Review Committee (PRC) listing in this Handbook for more information.

Student Learning Outcomes (SLO) Committee

Charge:

To assess the extent to which the institution achieves its Mission, this group will review all plans to inform the campus community of the progress being made toward achieving the Institutional Strategic Goals and promote activities and practices that increase the overall effectiveness of the College. The Committee oversees an ongoing cycle of institutional self-appraisal and Accreditation compliance. An important responsibility of this Committee is developing, implementing, and assessing the themes that advance the institution's Strategic Goals and promoting effective planning between units of the College.

The Committee's responsibilities include, but are not limited to:

- Reviewing and analyzing institutional themes and needs identified in summative plans/reports resulting from instructional, student services, and non-instructional program review; Accreditation planning agendas and recommendations; data from student and employee surveys and assessments; and external environmental scanning;
- Developing recommendations regarding institutional directions that coordinate and align institutional planning between units of the College;
- Making recommendations to various governance groups and units regarding initiatives that improve the institutional achievement of the Mission and Strategic Goals;
- Documenting reports of movement made toward Mission and Strategic Goal attainment; and
- Communicating and championing a culture of evidence, assessment, evaluation, effectiveness, and improvement in all campus planning.

Reporting Relationship: Academic Senate

Members: Chair (Non-voting member; selected by Committee vote)

Vice President of Academic Services - asked VPs if all should be on + Dir of R&P

Vice President of Administrative Services

Vice President of Student Services

Director of Research & Planning

1 Dean

1 Faculty from each Division (2014-15 = 4 Faculty)

1 Faculty At-Large

5 Classified

2 Student Senate appointees

Non-voting:

President of Academic Senate

Term: Two years

Quorum: 17 members; Quorum = 10

SECTION V

Task Forces and User Groups Reporting to Administrators

TASK FORCES and USER GROUPS
REPORTING TO ADMINISTRATORS

Academic Fairness Task Force

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 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 prejudiced or capricious decisions regarding the academic evaluation of a student's performance, the VP of Student Services will refer the matter to the Vice President of Academic Services
5. If the VP 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 member; selected by Committee vote)

2 Faculty members, with staggered two-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 (appointed for one year by the Student Senate)

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

Term: As stated above for each group

Quorum: 6 Members; 4 = Quorum

Commencement Task Force

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, Grad Central prep room, Faculty Dressing area, and snacks for the long preparation day-of.

Membership is often based on the position held at the college (*ex officio*, by virtue of office).

Reporting Relationship: Vice President of Student Services

Members: Chair, Vice President of Student Services

Coordinator: Executive Assistant to VP of Student Services

President and designees from the office

Vice President of Academic Services and Classified Professional designees

Vice President of Administrative Services and Classified Professional designees

1 Faculty per Division (= 4)

Director of Student Life and Classified Professional designees

Student ASLPC volunteers

Technology Department Classified Professional designees

District M&O Department Classified Professional designees, and Supervisors

Admissions and Records Department Classified Professional designees

Term: n/a

Quorum: n/a

Community Outreach Task Force (currently inactive)

[This committee has been inactive for several years; however, it may be reactivated in order to market to our four communities.]

Charge:

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

- Student recruitment
- Business services/support
- Community education and awareness

Reporting Relationship: Vice President of Student Services

Members: Dean of Student Services (Chair; non-voting member)
TBD

Non-voting:
TBD

[No quorum needed; work group]

Scholarship Task Force

Charge:

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

Reporting relationship: Vice President of Student Services

Members: Vice President of Student Services

Director of Financial Aid, Chair

1 Faculty from each Division (2014-15 = 4 Faculty)

4 Classified Professionals

Other volunteers are welcome

Term: n/a

Quorum: n/a

Student Grievance Task Force

Charge:

In accordance with CLPCCD Board Policy 5530, the Task Force is formed when a student grievance is received by the Office of Student Services. All non-academic grievances are coordinated by the Vice President of Student Services and this shared governance task force. (See the Academic Fairness Task Force for academic evaluation of a student's performance.)

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 (makes appointment)
3. If not resolved, student makes appointment with Dean of Student Services or designee
4. If unable to resolve, the Dean of Student Services convenes the Student Grievance Task Force

Reporting Relationship: Vice President of Student Services

Chair: Elected from among the members

Members:

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

Term: Duration of the appeal

Quorum: 5 Members; 5 = Desired Quorum

Student Success Support Program (3SP) Task Force
(formerly Matriculation Task Force)

Charge:

The 3SP Task Force implements programs and services to provide access for all students. Planning focuses on the fostering of student retention, persistence, and success to enable students to complete their educational goals. Matriculation and Student Equity objectives are incorporated into the charge of this committee.

Reporting Relationship: Vice President of Student Services

Members: Chair (Non-voting member; selected by Committee vote)

Vice President of Academic Services
Vice President of Administrative Services
Vice President of Student Services
Director of Research & Planning
1 Dean
5 Faculty (one from each Division)
5 Classified Professionals
2 Students

Non-voting Members:
President of Academic Senate

Term: Two years

Quorum 18 Members; 10 = Quorum

USER GROUPS

Bookstore User Group

Charge:

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.

Recommended New 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 situations, improvements and problems 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)

Bookstore Manager or designee (non-voting member)

3 Faculty

3 Classified

3 Students

Term: Two years

Quorum: n/a

Food Services User Group

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, and Academic Senate and College Council have discussed making this a User Group, as follows.

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

0 Faculty Per Academic Senate, May 2014, no faculty needed

0 Classified Professionals (11/13/14)

2 Students, optional

Quorum: n/a

SECTION VI

Operational Guidelines for Committees

OPERATIONAL GUIDELINES FOR COMMITTEES

Roles & Responsibilities

Committee Chair

When chairs of 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 or voting later, or hold 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 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 a 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 meetings: 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, 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, Creation 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 unappointed seat does not count when determining a quorum (i.e., if your governance entity cannot fill all the seats).

By Vote or 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 a 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, please see Q&A on:
• <http://www.robertsrules.com/faq.html#1>

Spring Tasks

Selection of Committee Members/Chairs

To facilitate the work of the committee and to maximize the limited time available for committees to complete their work, and to the extent possible, members should be identified at the last meeting each Spring. Once committee appointments have been finalized, constituency leaders are expected to communicate this information to the President's Office as soon as possible and no later than August 31, or the day after its first constituency meeting of the term. The President's Office will compile a comprehensive list for committee membership, and will forward a roster of members to each committee chair, governance group, deans, and VPs. Any delay in identifying members could impact the committee's ability to carry out its Charge and prevents constituency groups from having full representation at meetings.

Committee Appointments

- Unless otherwise stated, committee appointments are made as follows:

Constituency Group:

Administrative Staff

Faculty

Classified

Students

Appointed By:

College President

Academic Senate;

with the Faculty Association (FA) reserving the right to approve appointments if it desires

Classified Senate in conjunction with SEIU

Student Senate

Fall Tasks

Review of Charge

All governance bodies should review their charge and membership on an annual basis, using the description in this Shared Governance Handbook, or a more recently voted charge and membership. This should occur at the first meeting each Fall. If the Chair is identified prior to the first committee meeting, s/he should lead this review; if the Chair is elected at the first meeting, the review should be conducted by the Administrative Liaison.

Any revisions to the Charge should be made using the LPC Governance Worksheet (see the “Forms & Templates” Section), and then submitted to College Council for review. In addition, if a committee needs to change its charge or membership during the year this form should be used.

The Governance Worksheet shall be submitted to College Council for consideration, and the proposed revision(s) will be reviewed and voted upon. Any questions or discussion points will be forwarded to the chair for discussion at the next committee meeting. If there are no questions, a decision will be returned in writing to the committee.

Once approved, changes will be reflected in this Shared Governance Handbook.

Expectations & 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 a 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
- Ave 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 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

SECTION VII

Forms and Templates

FORMS & 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 a 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 meeting 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.

A Message Point template is available in the “Forms/Templates” section.



XX Meeting Agenda
Day, Month #, 2014
00 AM - 00 PM | Room 0000

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 Focus Goals

- ❖ Equity
- ❖ Excellence
- ❖ Completion

LPC Planning Priorities

- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

AGENDA

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

Next Regular Meeting: (Date)

*All members of the campus community are invited and encouraged to attend
all college Committee meetings -*



XX Meeting Minutes
Day, Month #, 2014
00 AM - 00 PM | Room 0000

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 Focus Goals

- ❖ Equity
- ❖ Excellence
- ❖ Completion

LPC Planning Priorities

- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

Members:

Quorum: XX

| Name | Position / Department | Present | Name | Position / Department | Present |
|------|-----------------------|---------|------|-----------------------|---------|
| Name | XXXX | X | Name | XXXX | X |
| Name | XXXX | X | Name | XXXX | |
| Name | XXXX | X | Name | XXX | |
| Name | XXXX | X | Name | XXXX | |

Non-voting Members:

| Name | Position / Department |
|------|-----------------------|
| Name | XXXX |
| Name | XXXX |

Other(s) present:

Minutes

| | |
|--|--|
| 1. Call to Order | |
| 2. Review and Approval of Agenda | |
| 3. Review and Approval of Minutes (Date) | |
| 4. XXX (Old Business) | |
| 5. | |
| 6. | |
| 7. XXX (New Business) | |
| 8. | |
| 9. | |
| 10. XXX (Informational Items) | |
| 11. | |
| 12. | |
| 13. XXX (Next Steps) | |
| 14. | |
| 15. | |
| 16. XXX (Adjournment) | |
| 17. | |
| 18. | |
| a. | |

Next Regular Meeting: (Date)



Las Positas College

____ Committee Sign-In Sheet

Date: _____

Name/ Print:

Signature:

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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 Message Points

_____ **Committee** **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: _____

LPC Governance Worksheet

Committee Name _____

Academic Year 20__ to 20_____

Please refer to the **Las Positas College Shared Governance Handbook** (available on the Intranet at <http://grapevine.laspositascollege.edu/administration/governance.php>) to complete this worksheet.

In order to ensure a smooth transition, it is advised that committee chairs be appointed in May for the following academic year.

Instructions

- A. **The purpose** of this worksheet is to allow each committee, Senate, Union, task force, or user group (“group”) to review its charge and membership at its first Fall meeting.
- B. **Locate your Group’s current Charge and Responsibilities** in the Governance Handbook, and send it to the Group with the agenda prior to the first Fall meeting.
- C. **If the structure is satisfactory**, no changes need to be made to this form. Just check Yes in Item 1, have the members sign the last page, and return to the President’s Office.
- D. **If the Group wishes to make changes**, fill in the sections below for recommendations to College Council. Remember that changes to the Charge should be carefully coordinated with related committees. Changes in Membership should be coordinated with the constituency groups involved, keeping fairness in representations among the Groups.
- E. **Comments or questions** may be sent back to the Group from College Council for follow-up.
- F. **Return to the President’s Office** by the end of September each year.

Thank you!

ARE THE DESCRIPTIONS OF YOUR GROUP’S CHARGE AND MEMBERSHIP SATISFACTORY?

 Yes

If “Yes” no further work is required. Have members of the group sign the last page and return it to the Office of the President.

 No

If “No” is checked, please INDICATE PROPOSED CHANGES BELOW.

Have members of the group sign the last page and return it to the Office of the President, for presentation at College Council.



PROPOSED CHANGES

1. Charge of Committee/Group

 Charge remains the same

 Recommended change to Charge. *If changes are proposed to the Charge, type the full, new charge here, with explanation for changes.*

2. Reporting Relationship

This committee currently reports to: (fill in) _____,
 and it is recommended the Reporting Relationship remain the same.

This committee (please check one)

 has changed OR

 will change ...

... and it is recommended it now report to the following:

 Academic Senate [Date approved by Academic Senate: _____]

 College Council

 President

 Faculty Association

 Vice President of _____

 Other: _____

Attach documentation to support this recommendation.

3. **Chairmanship**

Indicate how chair is currently selected (Committee vote, appointed by _____, or by the position they hold at the college (*ex officio**; “by the office of”, such as VP of Administrative Services for Bookstore User Group).

How is the chair currently selected? (check one)

By committee vote

Ex officio (by office) - state which office : _____

(i.e., VP Admin. Services for for Bookstore User Group)

Other: (state how chosen)

And:

Chair selection method remains the same

..... **OR**

It is recommended that Chair selection method change to: (Type in:)

4. **Membership** Current Membership remains the same

OR: It is recommended Membership change TO:

Voting Members

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

1. .
2. .
3. .

Total Voting Members: _____

Quorum (50% + 1) : _____

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

1. .
2. .
- 3.

Attach documentation to support this recommendation.

* Note: The term *ex officio* has been used incorrectly in previous years. It means ‘by the office of’. LPC has used it to mean ‘non-voting’. If a member/chair is non-voting, it will now be noted as “Non-Voting”.

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

Academic Senate

Administration

Student Senate

Faculty Association

Classified Senate (in conjunction with SEIU)

SEIU only

6. **Term** (check one)

One Year

Two Years

Other: _____
(state Term)

This form completed by: _____

Typed Name

Position

Date

Thank you for your review!

Please return to the President's Office by the end of September each year.

**Governance Worksheet
Approval by Group Members**

NAME OF GROUP _____

Signature

Printed Name

Date

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
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| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SECTION VIII

Appendices

APPENDIX A

PLANNING, BUDGET AND ASSESSMENT FLOW CHART

Added December 2013, upon approval by College Council. Fall 2014 – under review for clarity.

This PowerPoint is available for full viewing at: <http://grapevine/collegecouncil/minutes.php>, see December 12, 2013.



APPENDIX B SAMPLE MASTER CALENDAR



Las Positas College * Fall 2014 MASTER CALENDAR of COMMITTEE MEETINGS



Day/Time TBD: District Educational Support Services (ESS)

Changes highlighted. Other changes? Please contact President's Office (x. 1001) 9/23/14 - sg

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|---|---|
| Student Learning Outcomes 2:30-4:30 2411A Sustainability -(combined with Facilities) | Executive Staff 10:00-12:00 1680 Dean & Counselors 2:00-4:00 1687 Board of Trustees ² 6:30 DO | VPSS & Deans 10:00 – 12:00 1669 Town Meeting 2:30-4:30 2420 Acad. Senate Exec. Bd. 4:30-5:00 2411E | Administrative Staff 10:00-12:00 1687 Student Success 1:00-2:15 1687 Resource Allocation Cte. (RAC) 2:30-4:30 1687 | District Curric. Counc. ² 8:30 – 10:15 DO District Enrollment Mgt 10:15-11:30 DO ² District Planning & Budget Comm. 1:00 – 3:00 DO DBSG- ² Student Senate ¹ 1:00-3:00 2206 |
| Health & Safety 12:30 – 2:00 2411U Staff Development 2:30-4:30 2302 Curriculum 2:30-4:30 804 | Executive Staff 10:00-12:00 1680 Consultative Council (formerly: "Chancellor's Council" ²) 3:00-4:30 DO SS Planning Mtg. 2:00-4:00 1687 | VPSS & Deans 10:00 – 12:00 1669 VPAS & Deans 10:00-12:00 1690 Academic Senate 2:30-4:30 1687 s Program Review 3:00 – 4:30 507 | Classified Senate 1:00 – 2:30 900 Integrated Planning Comm. (IPC) See 2 nd & 3 rd Mondays | District Facilities Comm. 9:00 – 12:00 DO District Tech. Coord. 9:00 – 12:00 DO College Enrollmt. Mgt (CEMC) 10:30-12 1687 Student Senate ¹ 1:00-3:00 2206 Distr. Administrators 2:00-3:30 DO |
| TBD: 2nd or 3rd Mon. Integrated Planning Comm. (IPC) 2:30-4:30 1681B Facilities & Sustainability 2:30-4:30 1687 | Executive Staff 10:00-12:00 1680 Student Svcs. Div. All 2:00-3:00 (Div.) PE 212 3:00-4:00 (Senators) PE 212 Board of Trustees ² 6:30 DO | <i>Day after BoT Business Mtg:</i> Chancellor's Cabinet ² 10:30-12:00 DO Acad. Senate Exec. Bd. 2-2:30 2411E Division Meetings 2:30-4:30 ALSS 4130 BSBA 2302 STEMPS 2201 | Administrative Staff 10:00-12:00 1687 Institutional Effectiveness 2:30-4:30 1687 | Student Senate ¹ 1:00-3:00 2206 |
| Food Services 1:00-2:30 1687 Basic Skills 2:30-4:30 2411A Curriculum 2:30-4:30 804 Technology 2:30-4:30 1687 | Executive Staff 10:00-12:00 1680 Counseling Faculty 2:00 – 4:00 1687 Labor/Mgt. Relations 2:00-3:30 DO | VPSS & Deans 10:00 – 12:00 1669 VPAS & Deans 10:00-12:00 1690 Academic Senate 2:30-4:30 1687 Program Review 3:00 – 4:30 507 5 th Wednesdays: Faculty Association 2:30-3:30 1620B | College Council 2:30-4:30 1687 | Distance Education 10:00-12:00 2410 College Enrollmt. Mgt (CEMC) 10:30-12 1687 Student Senate ¹ 1:00-3:00 2206 |

Footnotes:
 1. Some Fridays no meeting held
 2. Note schedules sent from Chancellor's Office
 3. DO = District Office

Scheduled As Needed:
 - 3SP
 - Bookstore
 - Academic Fairness
 - Commencement
 - St. Grievance
 - Food Svcs.
 - Scholarship

**** How to Read This Calendar ****

Your meeting day may not occur in the first WEEK of the month; e.g., there may not always be a Monday in the first week of the month. For example, Student Learning Outcomes meets the FIRST MONDAY of the month, which could be as late as the 7th of that month.

Calendar also on Grapevine: <http://grapevine/>
as both GroupWise and PDF Calendars

APPENDIX C
LPC PLANNING DOCUMENTS

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

| Document/Process | Responsible Party | Timeline/Cycle | Last Updated |
|------------------------------------|--|---------------------------------|---------------------|
| Strategic Plan | President, College Council | 5 years | 2010 |
| Facilities Master Plan | District, President | 5 years | 2012 |
| Technology Plan | Technology Committee, Vice President of Administrative Services | 5 years | 2013 |
| Security Annual Report | Security Supervisor | Annual | July 2014 |
| Accreditation Self Study | ALO/Vice President of Academic Services | 5 years | 2014-15 |
| Institutional Effectiveness Report | Institutional Effectiveness Committee, Director of Research & Planning | Annual | 2013 |
| Student Equity Plan | VP of Student Services | Annual | Oct. 2014 |
| Shared Governance Handbook | President, College Council | Bi-annual review and assessment | 2014 |
| Program Review | Program Review Committee & Administrative Unit Outcomes Chair | Annual | 2013-14 |

APPENDIX D
LPC COMMITTEE PUBLICATIONS

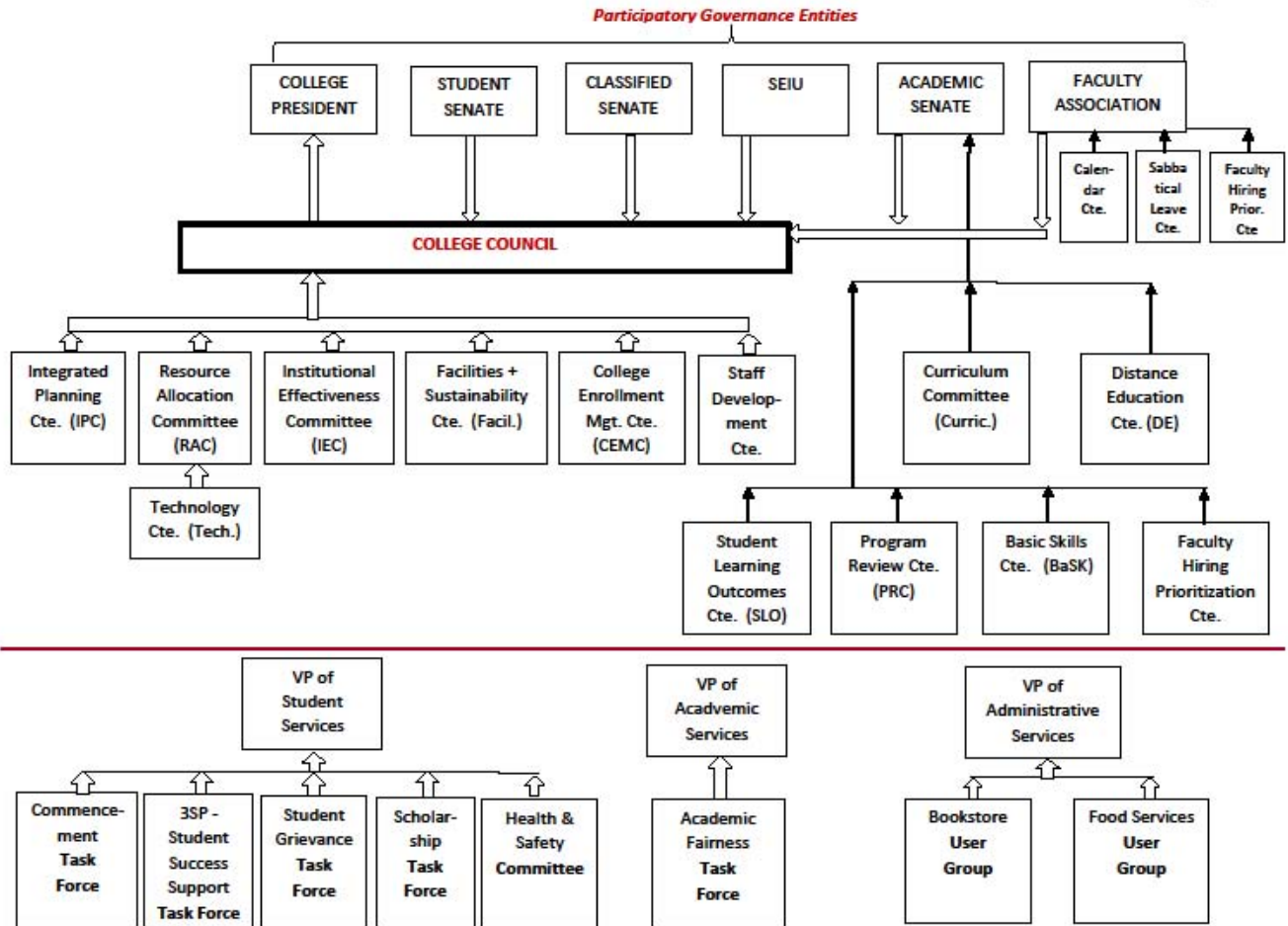
Below is table of “products” (publications and processes) that are administered or reviewed by various governance groups:

| Product | Responsible Party | Timeline/Cycle | Last Updated |
|-------------------------------------|--|---------------------------------|-------------------------|
| Mission, Vision & Values Statements | College Council | Biannual | Spring 2013 |
| Strategic Goals | College Council | 5 years | 2009-10 & Updated 2014 |
| Shared Governance Handbook | President, College Council | Bi-annual review and assessment | 2006 11/13/2014 |
| Instructional Equipment Requests | Planning & Budget Committee | Once a year | Spring 2014 |
| Classified Position Requests | Planning & Budget Committee | Once a year | Spring 2014 |
| Institutional Effectiveness Report | Institutional Effectiveness Committee, Director of Research & Planning | Annual | Fall 2013 |
| Governance Worksheets | All Committees | Annual | Fall 2013 & Spring 2014 |

APPENDIX E
LPC COMMITTEE REPORTING STRUCTURE – July 2014
 (Does not include District Committees)

LPC COMMITTEE STRUCTURE & SHARED GOVERNANCE CHART

draft 4 sg



APPENDIX F

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT ~ BOARD POLICY 2015

Board Policies are available online: <http://www.clpccd.org/board/bprevisionprojec t.php>

Administration

Administrative Rules and Procedures 2015

Collegial Consultation

1. District Curriculum Council

Charge

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

The District Curriculum Council shall not usurp any of the responsibilities with which the College Curriculum Council shall be responsible for

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

Group Reports to College Academic Senates and Chancellor

As set forth in AB 1725, Education Code Sections 53200 and 53203, and District Policies 2014, 2015, and 2016, the College Academic Senates have as a primary function to make recommendations with respect to academic and professional matters. Specifically, the College Academic Senates have power to make recommendations to the Board of Trustees with respect to all matters concerning curriculum, and the Board of Trustees must “rely primarily” on those recommendations.

As set forth District Policy 2012, “[T]he Chancellor shall maintain over-all review of all college operations to avoid duplication, encourage coordination, increase efficiency, and execute Board policies [...including ensuring that...] Policies relative to students shall be uniform throughout the District with respect to admission, scholarships standards, and graduation requirements “ [...and...] “ In order to provide for district – wide coordination and to enhance communications, the Chancellor shall organize and establish coordination devices.”

With these roles in mind, all matters which the District Curriculum Council considers will return to the College Academic Senates for approval or disapproval. If either or both of the College Academic Senates disapprove, the District Curriculum Council will facilitate discussions that must lead to referral of revisions back to the Academic Senates.

Membership and Leadership

Chair: Vice Chancellor of Educational Services

| Voting Members | Ex – officio Members |
|--|---|
| 2 Academic Senate Presidents (CC and LPC) 2 Curriculum Committee Chairs (CC and LPC) 4 Faculty at Large (2 CC and 2 LPC), Appointed by Academic Senate Presidents, including one Vocational Faculty from each college, if possible 2 Counselors, Appointed by Academic Senate Presidents (CC and LPC) 2 Faculty Articulation Officers (CC and LPC) 2 Vice Presidents of Academic Services (CC and LPC) | 1 Vice Chancellor of Educational Services (votes only in case of a tie) 2 Administrators from Student Services (CC and LPC) 2 Instructional Deans (CC and LPC) 2 Institutional Researchers (CC and LPC) 2 Students (CC and LPC) 2 Faculty Association Representatives (CC and LPC) |

Voting Members

The college’s Academic Senate President must approve any faculty alternates. There must be a quorum during a meeting requiring a vote. Voting by proxy is not allowed.

(continued next page)

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

Appointments By

Academic Senate, Administration, Associated Students, and Faculty Association.

Term

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

(continued next page)

1. **Chabot College**

(see Chabot College Shared Governance and Collegial Consultation Process)

2. **Las Positas College**

Introduction

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

The governance process is based upon the shared belief and tradition that the development of college policies, procedures and recommendations is made by consensus built upon campus-wide involvement of administration, faculty, classified and students. 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 this involvement of all constituent groups on campus, there is strong commitment to the successful implementation of policy decisions resulting from college-wide recommendations.

This process is in concurrence with the recognition by the Board of Governor's of the California Community Colleges and the Board of Trustees of the Chabot-Las Positas Colleges (Policy 2015) that all key parties participate jointly in college/district governance in accordance with Title 5, Sections 53200-53206, 51024 and 51025.

Purpose of the Governance Process

The purpose of the Las Positas College governance process is to develop a method for collegial consultation that appropriately involves all staff and students in the planning and operation of the college.

This inclusion brings with it the responsibility and obligation on the part of all staff to fully participate in and be open to the collegial process. This means

(continued next page)

a willingness on the part of all 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.

This process attempts to guide appropriate representation and authority for each constituent group, and to delineate committee responsibilities and reporting relationships. It will be reviewed and refined as needed with the goal of enhancing and improving collegial consultation.

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

###

APPENDIX G
GLOSSARY OF ACRONYMS

| Acronym | Full Name | Information |
|-----------------------|--|---|
| ACCJC | Accrediting Commission for Community & Junior Colleges | http://www.accjc.org/ See also: WASC |
| AUOs | Administrative Unit Outcomes | Provides goals and outcomes of Administrative (non-Instructional and non-Student Services) Departments |
| BaSK | Basic Skills Committee | http://www.laspositascollege.edu/basicskills/projects.php |
| Bb | Blackboard instructional site | https://clpccd.blackboard.com/webapps/login/ |
| BoT | Board of Trustees | http://www.clpccd.org/board/ |
| CC | College Council | http://grapevine.laspositascollege.edu/committees/index.php |
| CEMC | College Enrollment Management Committee | Coordinates with District Enrollment Management Comm. (DEMC) |
| Curric. Cte. | Curriculum Committee | http://grapevine.laspositascollege.edu/committees/index.php |
| DBSG | District Budget Study Group | http://www.clpccd.org/business/BusinessServicesDistrictBusinessBudgetStudyGroup.php |
| DCC | District Curriculum Council | District Committee |
| DE | Distance Education | http://www.laspositascollege.edu/onlinelearning/index.php |
| DEMC | District Enrollment Management Committee | Coordinates with the CEMCs, College Enrollment Management Committees |
| DES | Dean of Enrollment Services | Also: VPSS – Vice President of Student Services; SS – Student Services; DSS – Dean Student Services |
| DSS | Dean, Student Services | Also: VPSS – Vice President of Student Services; SS – Student Services; Dean of Enrollment Services |
| Ed Master Plan | Educational Master Plan | Different from Strategic Plan. http://grapevine/administration/masterplan.php |

| Acronym | Full Name | Information |
|--|---|--|
| ESS (District) | District Educational Services Support committee | Established Fall 2013 http://www.clpccd.org/board/documents/FINALEducSuppSvcsComm3-10-14web.pdf |
| Ex Officio (LPC previously used “Ex Officio” to denote Non-voting members.) | CHANGED: from Ex Officio (non-voting) verbiage to: Non-Voting members RONR: online: “Ex officio” is a Latin term meaning “by virtue of office or position.” Ex-officio members of boards and committees, therefore, are persons who are members by virtue of some other office or position that they hold. | Without exception, ex-officio members of boards and committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote. |
| Facilities Committee (District) | Facilities Committee (District) | http://www.clpccd.org/board/documents/FINALFacilitiesCommittee3-10-14web.pdf |
| FMP | Facilities Master Plan, District | July 2012 http://measureb.clpccd.cc.ca.us/district/bond/Chabot/ChabotFacilitiesmasterplan.php |
| Facil. & Sus. Cte. | Facilities & Sustainability Committee | Merged Spring 2014 http://grapevine.laspositascollege.edu/committees/index.php |
| FPP | Faculty Prioritization Process | |
| Governance Doc | LPC College Governance Document | http://grapevine/administration/governance.php |
| IEC | Institutional Effectiveness Committee | http://grapevine/institutionaleffectiveness/index.php |
| IPC | Integrated Planning Committee | Established Fall 2013 |
| Non-Voting Members | Members who are invited to attend committee meetings, but are not allowed to vote | (LPC previously used “Ex Officio” to denote Non-voting members. However, this was corrected in Fall 2013, as Ex-Officio means that they attend by virtue of their position title (i.e., Treasurer attends a Finance Cte. to provide information) |
| PBC (District) | District Planning & Budget | Established Fall 2013. |

| Acronym | Full Name | Information |
|-------------------------------------|---|---|
| | Committee | http://www.clpccd.org/board/documents/FINALPlanningBudgetComm3-10-14web.pdf |
| P.R. | Program Review | See also AUOs |
| PRC | Program Review Committee | http://grapevine.laspositascollege.edu/committees/index.php |
| RAC | Resource Allocation Committee | http://grapevine.laspositascollege.edu/committees/index.php |
| SD/ Staff Dev. | Staff Development | http://www.laspositascollege.edu/staffdevelopment/ |
| SLO | Student Learning Outcomes | http://www.laspositascollege.edu/slo/ |
| SS | Student Services | See also: DSS- Dean of Student Services; VPSS – Vice President of Student Services. |
| Strat Plan | Strategic Plan | |
| TCC (District) | District Technology Coordinating Committee | Established Fall 2013. http://www.clpccd.org/board/documents/FINALTechnologyCoordComm3-10-14web.pdf |
| Tech. Cte. | Technology Committee, LPC | http://grapevine.laspositascollege.edu/committees/index.php |
| Technology (IT) Plans | Information Technology Master Plans | http://www.clpccd.org/tech/TechnologyPlans.php |
| Vacant Position on Committee | If a position is vacant (such as no representative from one of the Divisions), this position does not count toward a Quorum | (Fall 2013, per Robert’s Rules of Order) |
| VPAS | Vice President of Academic Services | |
| VP Ad.S. | Vice President of Administrative Services | |
| VPSS | Vice President of Student Services | See also: DSS – Dean of Student Services, DES – Dean of Enrollment Services |
| WASC | Western Association of Schools and Colleges | http://www.wascweb.org/ See also ACCJC |

APPENDIX H
GLOSSARY OF FUNDING TERMS

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|--------------------------------------|--|
| A HOURS | One lecture hour. "A" is a unit value of one, equal to one lecture hours. (Related to CAH, Calculated A Hours.) |
| 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 |
| 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 per class = 17.5 FTES) |
| Weekly Student Contact Hours. | 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. (Ex.: Art 1, 3 hrs pr 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 105 WSCH = 525 WSCH/ FTE) |