<b>Committee Name:</b>	CTE Committee
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Form Completed by: <u>Danielle Bañuelos</u>

Position: Administrative Assistant

**LPC Mission Statement:** 

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

### Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

Month	Activity			
February	Committees discuss and finalize committee changes and/or structure.			
	Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.			
March	Governance Worksheet goes forward to Academic Senate (if appropriate).			
	Governance Worksheet goes forward to College Council for approval.			
	College Council Meeting – Approvals of Governance Committee Changes.			
	• If there are significant changes, Committee Chair or Designee must attend the Council Meeting.			
April	<ul> <li>Shared Governance Participants' Document and Governance Handbook updated with committee changes.</li> </ul>			
	<ul> <li>President's Office sends reminder to Academic and Student Services Divisions, Classified Senate,</li> </ul>			
	and Administrators to update membership.			
	Student Services Division Meeting agenda item: committee memberships.			
	Admin Staff Meeting agenda item: committee memberships.			
	Classified Senate Meeting agenda item: committee memberships.			
	Academic Divisions Meeting agenda item: committee memberships.			
May	Admin Staff finalizes committee memberships.			
	Student Services Division finalizes committee memberships.			
	Classified Senate finalizes committee memberships.			
	Academic Divisions finalizes committee memberships.			
	Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends			
	committee representation to President's Office.			
August	President's Office posts DRAFT Governance Participants on website.			
September	Faculty Association sends list of appointments.			
	LPCSG sends list of appointments to President's Office.			
	Committees send President's Office Committee Chair selection.			
	President's Office posts FINAL Governance Participants on website.			
	<ul> <li>Committee Chair/Support updates committee webpage with changes and committee representation.</li> </ul>			

#### **Committee Academic Year Timeline**

## **Committee Tasks for 2020-21**

Form Completed by	<u>Danielle Bañuelos</u>	Position: Administrative Assistant
Committee Name:	CTE Committee	

LPC Mission Statement: Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

### Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge. (Committee commenced in Fall 2021).

- 1. Updated CTE Committee Charge
- 2. Reviewed Economic and Workforce Development Plan for Institution-Wide Implementation
- 3. <u>Approved CTE Committee Chair Serve on College Council (voting position).</u>
- 4. <u>Reviewed Strong Workforce Program and Perkins funding allocations for 20/21</u>
- 5. Fall Flex Day CTE Presentation Summary

6.		
7.		
8		
0		
0		
9		
10.		

# Use the attached 2020-2021 information from the <u>Shared Governance Handbook</u> and the Committee Participants list to determine whether changes need to be made for 2021-2022.

1. Charge:

\_\_\_\_\_ The Charge is satisfactory, no changes.

\_\_\_\_ The Charge will change. The updated Charge is attached.

### 2. Reporting Relationship:

 $\checkmark$  It is recommended the reporting relationship remains the same.

\_\_\_\_\_It is recommended the reporting relationship changes.

The committee will report to:

\_\_\_\_Academic Senate \_\_\_\_College Council

President

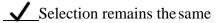
\_\_\_\_Faculty Association

\_\_\_\_Vice President of \_\_\_\_\_

\_\_\_\_\_Other \_\_\_\_\_\_

### **3.** Chairmanship:

It is recommended that the chair:



Selection method changes to: \_\_\_\_\_

### 4. Membership:

 $\checkmark$  It is recommended membership remains the same.

\_\_\_\_\_It is recommended membership changes to:

### Voting Members (list positions, not actual names):

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

- 1. Administrator CTE Project Manager
- 2. <u>CTE Liaison</u>
- 3. <u>At-large Administrator Academic Services 1</u>
- 4. <u>At-large Administrator Academic Services 2</u>
- 5. <u>At-large Administrator VP of Academic Services</u>
- 6. Administrator Director of Research, Planning, and Institutional Effectiveness
- 7. <u>Classified Professional A&H</u>
- 8. <u>Classified Professional BSSL</u>

- 9. <u>Classified Professional STEM</u>
- 10. <u>Classified Professional PATH</u>
- 11. <u>Classified Professional Student Services</u>
- 12. Faculty\* A&H
- 13. Faculty\* BSSL
- 14. Faculty\* STEM
- 15. Faculty\* PATH
- 16. Faculty Counseling

**Total Voting Members:** <u>16</u> **Quorum (50% + 1)**: <u>9</u>

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

- 1. Dean, Academic 1
- 2. Dean, Academic 2
- 3. Dean, Academic 3
- 4. Dean, Academic 4
- 5. <u>CTE Managers (Academic Services Manager)</u>
- 6. \_\_\_\_\_

### Members appointed by: (check all that apply)

▲ Academic Senate	Faculty Association			
Classified Senate	<u>✓</u> SEIU			
Administration	✓ Student Senate			
5. Term: (check one)				
$\1$ year $\2$ years	Other			
<u>Committee Chair/Co-Chair Approval</u>				

Printed Name	Signature	Date