

LPC GOVERNANCE WORKSHEET

Committee Name: Basic Skills Committee

Academic Year: 2017-2018

Form completed by: Ashley McHale

Position: Co-Chair

Instructions

The purpose of this worksheet is to allow each committee, Senate, Union, Task Force or User Group to review its charge and membership yearly. It is important to review the current charge and responsibilities in the LPC Governance Handbook. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council to request approval.

- **Are the group's charge and membership satisfactory?**

YES, there are no changes to the committee structure or charge.

NO, there are changes to the committee structure or charge shown below.

Remember to have all committee members sign the document before submitting.

Proposed Changes

1. **Charge:**

Charge remains the same.

Recommended changes to charge are indicated below.

2. **Reporting Relationship:**

Committee currently reports to Academic Senate.

It is recommended the reporting relationship remain the same.

It is recommended to change the reporting relationship.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of _____

Other _____

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3. Chairmanship:

The chair is currently selected by:

Committee vote

Office or Position indicated here: _____

Other: Selected by Academic Senate

It is recommended that the chair:

Selection remains the same

Selection method changes to: _____

4. Membership:

Membership remains the same

It is recommended to change membership to:

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

1. 3 Instructional Faculty

2. 1 Librarian

3. 1 Counselor

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Total Voting Members: 5

Quorum (50% +1): 3

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Position: Co-Chair

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

1. Chair (votes only in event of tie)
2. 1 PT Faculty; 1 Student Representative
3. VP Academic Services
4. 2 Deans - one Academic, one Student Services
5. Director of Student Equity and Success
6. Non-Credit Specialist

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

Academic Senate

Faculty Association

Classified Senate

SEIU

Administration

Student Senate

6. Term: (check one)

1 year

2 years

Other

PROPOSED CHANGES

1. Charge of Committee/Group

Charge:

The Basic Skills Committee is responsible for the following in Basic Skills **English, Mathematics, ESL and study skills:**

- Gathering, reviewing, and assessing data on student success
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs
- Planning, ~~and~~ creating, **implementing, and publicizing** strategies for removing barriers and addressing educational gaps
- Supporting innovation in process and instruction

Explanation: We would like to define “Basic Skills” to include study skills. The committee felt that it should be responsible for also implementing and publicizing the strategies that we are planning and creating.

4. **Membership** ___ Current Membership remains the same
 ___X___ **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. 3 Instructional Faculty
2. 1 Librarian.
3. 1 Counselor.

Total Voting Members: 5

Quorum (50% + 1) : 3

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

1. Chair *(votes only in the event of a tie).*
2. 1 Student Representative
3. 1 Part-Time Faculty
4. VP of Academic Services
5. 1 Academic Division Dean
6. 1 Student Services Dean
7. **Non-Credit Specialist**
8. **Director of Student Equity and Success**

Attach documentation to support this recommendation.

Rationale for changing membership:

As the college moves toward incorporating non-credit courses, the committee decided to make the Non-Credit Specialist a non-voting member.

Beginning this year 2017, Basic Skills, SSSP and Equity have a “Unified plan” to the state. It is important that the director of student equity and success be present at BaSk meetings, as well as the chair of Basic Skills be present at the Student Success committee. Both groups should be well-informed of each others’ activities and can plan shared projects (which is the intention of the state chancellor’s office to unify the reporting and planning process for these initiatives).

