

## LPC GOVERNANCE WORKSHEET

**Committee Name:** PROFESSIONAL DEVELOPMENT COMMITTEE

**Form Completed by:** Howard Blumenfeld      **Position:** Mathematics Faculty/PDC Chair

**LPC Mission Statement:**  
*Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.*

### **Instructions**

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 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 for review and approval.

### **Committee Academic Year Timeline**

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

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### 1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached.

### 2. Reporting Relationship:

Committee currently reports to **Academic Senate & College President**

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of \_\_\_\_\_

Other \_\_\_\_\_

### 3. Chairmanship:

The chair is currently selected by:

Committee vote

Office or Position indicated here: College President & Academic Senate

Other: \_\_\_\_\_

It is recommended that the chair:

Selection remains the same

Selection method changes to: Faculty co-chair selected by College President & Academic Senate and Administrator co-chair selected by College President

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**4. Membership:**

**Current Membership 2018-19:**

| <b>MEMBERS</b>                         | Y=Voting | N=Non-Voting |
|--|----------|--------------|
| Administrator 1                        |          | Y            |
| Faculty Member from A&H 1              |          | Y            |
| Faculty Member from BHAWK 1            |          | Y            |
| Faculty Member from SLPC 1             |          | Y            |
| Faculty Member from STEM 1             |          | Y            |
| Faculty Member from Student Services 1 |          | Y            |
| Faculty, Adjunct Representative        |          | Y            |
| Classified Professional 1              |          | Y            |
| Classified Professional 2              |          | Y            |
| Classified Professional 3              |          | Y            |
| Classified Professional 4              |          | Y            |

     It is recommended membership remains the same.

  X   It is recommended membership changes to:

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

1. 1 faculty from each Divison
2. 1 part-time (adjunct) faculty representative
3. 4 classified professional staff (including one from TLC)
4. College President
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Total Voting Members:   11   Quorum (50% + 1):   6

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## Membership (contd)

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

1. 1 student \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Academic Senate   | <input type="checkbox"/> Faculty Association       |
| <input checked="" type="checkbox"/> Classified Senate | <input type="checkbox"/> SEIU                      |
| <input type="checkbox"/> Administration               | <input checked="" type="checkbox"/> Student Senate |

### 6. Term: (check one)

- 1 year       2 years       Other

### Committee Chair/Co-Chair Approval

| Printed Name            | Signature | Date          |
|-------------------------|-----------|---------------|
| Howard Blumenfeld _____ | _____     | 3/22/19 _____ |
| _____                   | _____     | _____         |