

LPC GOVERNANCE WORKSHEET FOR 2020-2021

Committee Name: Career Technical Education Committee

Form Completed by: Melissa Korber, Vicki Shipman **Position:** Faculty, Administrator

LPC Mission Statement:
Las Positas College is 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 life-long 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.

Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 style="list-style-type: none"> • Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • President's Office posts DRAFT Governance Participants on website.
September	<ul style="list-style-type: none"> • 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. • Committee Chair/Support updates committee webpage with changes and committee representation.

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1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached. New Committee

2. Reporting Relationship:

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 Academic Services

Other _____

3. Chairmanship:

It is recommended that the chair:

Selection remains the same

Selection method changes to: _____

4. Membership:

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. See attached.
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

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Total Voting Members: 16 Quorum (50% + 1): 9

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

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

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 checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Student Senate |

5. Term: (check one)

- 1 year 2 years Other

Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____