



DRAFT

(9/18/18)

SHARED GOVERNANCE HANDBOOK



Greg Johns

Accepted by Board: January 20, 2015
Updated & Pending Approval by College Council: TBD

Message from the Interim College President

DRAFT

Table of Contents

SECTION I. INSTITUTIONAL PRINCIPLES.....	6
MISSION STATEMENT.....	7
VISION STATEMENT	7
VALUES STATEMENT	7
EDUCATION MASTER PLAN GOALS 2015-2020.....	9
LAS POSITAS COLLEGE PLANNING PRIORITIES.....	10
SECTION II. OVERVIEW OF SHARED GOVERNANCE.....	11
INTRODUCTION	12
PURPOSE OF THE SHARED GOVERNANCE PROCESS	12
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT (CLPCCD) – RELATIONSHIP TO LPC SHARED GOVERNANCE	13
COMMITTEE STRUCTURE.....	14
<i>Council</i>	14
<i>Committees</i>	14
<i>Sub-Committees</i>	14
<i>User Groups</i>	14
<i>Task Forces</i>	14
LPC COMMITTEES AND REPORTING STRUCTURE.....	15
SECTION III. OPERATIONAL GUIDELINES FOR COMMITTEES.....	16
COMMITTEE ACADEMIC YEAR TIMELINE.....	17
ROLES AND RESPONSIBILITIES.....	17
<i>Committee Chair</i>	17
<i>Committee Member</i>	18
<i>Administrative Liaison</i>	18
<i>Support/Resource Staff</i>	19
TERMS OF SERVICE	19
MEETING TIMES AND LOCATION.....	19
DISTRIBUTION OF DOCUMENTS	19
COLLEGE COMMITTEE CHANGES, CREATIONS OR DEACTIVATION	19
DECISION MAKING	20
<i>Quorum</i>	20
<i>By Vote of By Consensus</i>	20
<i>Robert’s Rules of Order, Revised</i>	20
EXPECTATIONS AND ENGAGEMENT	21
<i>Accountability</i>	21
<i>Communication and Collegiality</i>	21
SECTION IV. COMMITTEES REPORTING TO COLLEGE COUNCIL OR THE PRESIDENT	22
COLLEGE COUNCIL	23
ACCREDITATION STEERING COMMITTEE	25
COLLEGE ENROLLMENT MANAGEMENT COMMITTEE (CEMC)	27
FACILITIES AND SUSTAINABILITY COMMITTEE	28
INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE.....	30
RESOURCE ALLOCATION COMMITTEE (RAC).....	32

TECHNOLOGY COMMITTEE	33
SECTION V. COMMITTEES REPORTING TO ACADEMIC SENATE	35
BASIC SKILLS COMMITTEE (BASK)	36
CURRICULUM COMMITTEE	37
DISTANCE EDUCATION COMMITTEE (DE).....	40
FACULTY HIRING PRIORITIZATION COMMITTEE	41
<i>Administrative Unit Outcomes (AUOs)</i>	43
<i>Student Services Administrative Outcomes (SAOs)</i>	43
STUDENT LEARNING OUTCOMES COMMITTEE (SLO).....	44
SECTION VI. COMMITTEES REPORTING TO ACADEMIC SENATE AND CLASSIFIED SENATE	45
PROFESSIONAL DEVELOPMENT COMMITTEE	46
SECTION VII. COMMITTEES REPORTING TO ACADEMIC SENATE AND VPSS.....	47
STUDENT SUCCESS SUPPORT PROGRAM/STUDENT EQUITY COMMITTEE.....	48
SECTION VIII. COMMITTEES REPORTING TO ADMINISTRATIVE SERVICES	49
HEALTH AND SAFETY COMMITTEE.....	50
SECTION IX. TASK FORCES AND USER GROUPS	51
TASK FORCES.....	52
<i>Adult Education Task Force</i>	55
<i>Commencement Task Force</i>	57
<i>Non-Credit Task Force</i>	58
<i>Scholarship Task Force</i>	58
<i>Social Task Force</i>	59
<i>Student (Grade) Grievance Task Force</i>	59
<i>Student Grievance Task Force</i>	59
<i>UndocuAlly Task Force</i>	60
USER GROUPS	60
<i>Bookstore User Group</i>	60
<i>Food Service User Group</i>	61
SECTION X. FORMS AND TEMPLATES.....	62
DESCRIPTION OF FORMS	63
<i>Meeting Agenda</i>	63
<i>Meeting Minutes</i>	63
<i>Message Points/Report-outs</i>	63
TEMPLATES	65
<i>Meeting Agenda</i>	65
<i>Meeting Minutes</i>	66
<i>Committee Sign-in Sheet</i>	67
<i>Message Points/Report-Outs</i>	68
<i>Governance Worksheet</i>	69
SECTION XI. APPENDICES	72
APPENDIX A. CONSTITUENCY GROUPS (ALPHABETICAL)	73
<i>Academic Senate</i>	73
<i>Administrative Staff</i>	74

Classified Senate 74
Faculty Association (FA) 75
SEIU Local 21 (Classified Union) 75
Student Government 76
APPENDIX B LPC’S INTEGRATED PLANNING AND BUDGET CYCLE 77
APPENDIX C. SAMPLE MASTER CALENDAR 78
APPENDIX D. LPC PLANNING DOCUMENTS 79
APPENDIX E. LPC COMMITTEE REPORTING STRUCTURE 80
APPENDIX F. CLPCCD BOARD POLICY 2015 81
APPENDIX G. GLOSSARY OF ACRONYMS AND TERMS 85

DRAFT

Approved by Board of Trustees: January 16, 1996
Revised /Approved July 22, 1997
Revised/Approved December 2001
Revised/Approved January 2004
Revised/Approved November 2005
Revised/Approved Fall 2006
Revised Spring 2018
Revised Fall 2018

SECTION I. Institutional Principles

DRAFT

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 engaging 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 the 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 believe 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** means welcoming a diverse group of students including but not limited to DSPS, EOPS, CalWORKS, International, Multi-cultural, various Economic Backgrounds, Distance Education (DE), 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 skill levels, creative and critical thinking, and having necessary and specialized facilities.
3. **Educational opportunities** includes but 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

Education Master Plan Goals 2015-2020

Goals	Strategies
<p>A. Educational Excellence Ensure excellence in student learning by providing quality teaching, learning support, and student support services.</p>	<p>A1. Address the educational needs of a diverse student population and global workforce. A2. Support existing and new programs. A3. Create accessible class schedules and supportive services. A4. Address the needs of basic skills students. A5. Assist underprepared students. A6. Focus on workforce readiness. A7. Provide student opportunities to be informed, ethical, and engaged. A8. Expand tutoring services.</p>
<p>B. Community Collaboration Ensure excellence in student learning by collaborating with community partners to provide educational opportunities that best serve the needs of our students and our community.</p>	<p>B1. Expand K-12 outreach. B2. Update programs to serve workforce needs. B3. Develop and strengthen private and public sector partnerships. B4. Publicize the strengths of Las Positas College.</p>
<p>C. Supportive Organizational Resources Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities.</p>	<p>C1. Strengthen financial stability. C2. Build infrastructure to support and implement grants. C3. Provide appropriate staffing levels. C4. Meet current and future technology needs.</p>
<p>D. Organizational Effectiveness Ensure excellence in student learning by improving organizational processes and fostering professional development.</p>	<p>D1. Streamline existing processes. D2. Enhance transparency and accountability. D3. Expand professional development. D4. Provide opportunities for personnel to help each other with professional development. D5. Monitor and analyze student performance.</p>

Las Positas College Planning Priorities

Based on the work of the Integrated Planning Committee, College Planning Priorities provide guidance about key issues that need to be addressed by the campus community.

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 noted.

LPC Planning Priorities 2018-2019

- ❖ Accreditation: Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Curriculum: Provide necessary institutional support for curriculum development and maintenance.
- ❖ Tutoring Services: Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Professional Development: Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Endorsed by College Council (May 17, 2018)

Graduated College Planning Priorities

Graduated College Planning Priorities are priorities that have been determined by the Institutional Planning and Effectiveness Committee to have “graduated” to a sustainable college process. The following College Planning Priority has graduated:

- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs/SAOs and integrate assessment of SLOs/SAOs into college processes. (Graduated Spring 2017)

SECTION II. Overview of Shared Governance

DRAFT

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.

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)
- District Enrollment Management Committee (DEMC)
- District Facilities Committee
- District Educational Support Services (ESS) Committee
- District Technology Coordinating (TCC) Committee

DRAFT

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, Sub-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. All executive leadership and constituency groups are represented and members serve as representatives of these groups. 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 committees report to a governance group, such as the Faculty Association, SEIU, or Academic Senate. Committees have significant scope and meet regularly on an on-going basis.

Chairs for College Committees do not vote at their committee level, unless a vote is needed to break a tie. 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.

Sub-Committees

Sub-committees serve committees with a specific role or focus. They are on-going, may meet regularly or for a task, and they each report to a committee. Their work may come to College Council through the committee they serve. They are formed or disbanded by the committee to which they report.

Task Forces

Task Forces are groups that accomplish limited tasks (such as an event) or initiatives (such as a grant). Appointments to Task Forces are made based on the duties of members necessary to accomplish the task. Examples of Task Forces are the Scholarship Task Force, the Commencement Task Force, or Adult Education the AB 705 initiative.

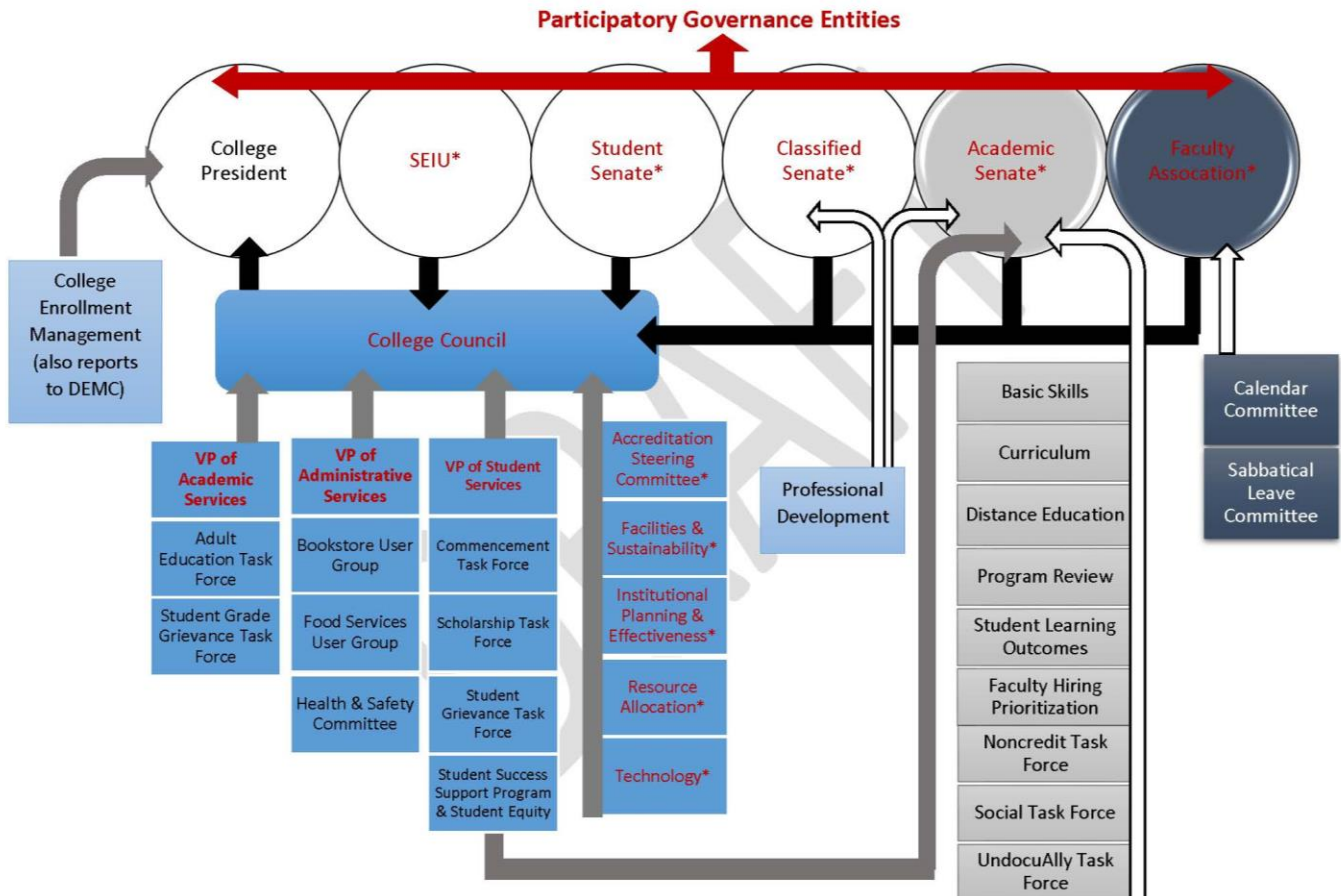
User Groups

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.

LPC Committees and Reporting Structure

(Does not include District Committees)

LPC Committee Structure & Shared Governance Chart



POSSIBLE CHANGES:

1. CEMC also reports to VP Academic Services?
2. 3SSSP & Student Equity name changes to SEA (Student Equity & Achievement)?
3. Professional Development reports to President?
4. Verify Task Forces (with Melissa Korber)

SECTION III. Operational Guidelines for Committees

DRAFT

Operational Guidelines for Committees

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.

Roles and Responsibilities

Committee Chair

When chairs of the 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 of voting later or holding 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 in order 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 familiar with relevant accreditation standards and make requested reports.
- 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 brief overview of the issues addressed to date.

Committee Member

- When signing up for committees, note the terms and responsibilities and arrange one's 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 meeting: 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 and/or 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 the College website.
- 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, Creations 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 un-appointed seat does not count when determining a quorum (i.e., if your governance entity cannot fill all the seats).

By Vote of 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 show of hands, or via email). To maintain consistency, each committee group should agree (ideally at its first meeting of the fall semester) on 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, see Q&A on: <http://www.robertsrules.com/faq.html#1>)

Expectations and 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 the 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.
- Have 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 of 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 IV. Committees Reporting to College Council or the President

DRAFT

College Council & Committees Reporting to College Council and Administration

College Council

CC approved at 5/2018 meeting

Charge:

The College Council facilitates communication and coordination to provide direction through appropriate involvement among all constituent groups of the college community. Responsibilities include, but are not limited to:

- Formulating, reviewing, and revising College institutional principles, including the Mission Statement, Vision, Values, and Educational Master Plan Goals with accompanying strategies;
- Reviewing and evaluating the participatory Governance system, including committee structure, making recommendations for revisions on a regular basis and when necessary;
- Providing review, direction, and accountability for the Accreditation Steering Committee;
- Supporting institutional and strategic planning efforts for the College;
- Reviewing recommendations regarding planning, budget, and allocations to ensure the integration of planning, budget, and allocation processes;
- Operating as a channel for College issues going forward to the district including review and recommendations for policy and procedural changes as appropriate; and,
- Functioning in a leadership role for various College-wide projects as appropriate.

COMMITTEE: COLLEGE COUNCIL

Reporting Relationship College President

Chairperson: College President

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members:

Vice President of Academic Services

Vice President of Administrative Services

Vice President of Student Services

Chair, Accreditation Steering Committee

Chair, Facilities and Sustainability Committee

Chair, Institutional Planning and Effectiveness Committee

Chair, Resource Allocation Committee

Chair, Technology Committee

Academic Senate President

Academic Senate Vice President

Classified Senate President (or designee)

Classified Senate Vice President

LPC Association Site Vice President of CLPFA

LPC Site Vice President SEIU

	LPCSG President
	LPCSG Vice President
<u>Non-Voting:</u>	n/a
<u>Term:</u>	2 years
<u>Quorum:</u>	16 Voting Members; Quorum = 9

DRAFT

Accreditation Steering Committee

CC approved at 5/2018 meeting

Charge:

The Accreditation Steering Committee (Steering Committee) is a standing committee of the College Council. The Steering Committee will provide leadership and management of the College’s accreditation and ACCJC related matters, and the College Council will provide review, direction, and accountability.

Responsibilities include, but are not limited to:

- Recommending timelines to College Council and Expanded Steering Committees;
- Attending and disseminating information from ACCJC workshops and training;
- Monitoring progress and identifying completion/compliance of accreditation work;
- Regularly updating the campus community on accreditation progress;
- Working with Staff Development to provide technical assistance and training;
- Assisting committees that have accreditation elements in their charge;
- Identifying and advising areas of campus work that need focused attention as related to the accreditation standards;
- Reporting regularly to the Academic Senate and College Council.

COMMITTEE: ACCREDITATION STEERING COMMITTEE

Reporting Relationship:	College Council
Chairperson:	Accreditation Liaison Officer (appointed by President)
Voting Member?	
Serves on College Council?	Yes
MEMBERS:	
<u>Voting Members:</u>	Faculty Lead (Recommended by ALO/Appointed by Academic Senate)
	Director of Research, Planning and Institutional Effectiveness
	Faculty (1)
	Document/Archivist
<u>Non-Voting:</u>	n/a
<u>Expanded Steering Committee</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Dean of A&H
	Dean of BHAWK
	Dean of SLPC
	Dean of STEM
	Dean of Enrollment Services
	Dean of Student Services

- Academic Senate Appointee
- Classified Senate Appointee
- Chair(s) (or Designee) of Salient Committees
- College Librarian
- LPCSG Representative(s)
- Faculty Association Representative
- SEIU Representative

Term: Once selected for the Steering Committee, the term expires after the next Self-Evaluation Report and/or Site Visit is complete.

Once selected for the Expanded Steering Committee, the term expires after the next Self-Evaluation Report and/or Site Visit is complete

Quorum: 5 Voting Members; Quorum = 3

DRAFT

College Enrollment Management Committee (CEMC)

CC approved at 5/2018 meeting

Charge:

In accordance with Article 26E of the CLPCCD/CLPFA collective bargaining agreement, the CEMC is responsible for recommending annual WSCH/FTEF goals for each of the disciplines or grouping of disciplines and the workload goals for other services in order for the college to attain the overall assigned workload goals.

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 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. CEMC evaluates and makes recommendations on increasing/decreasing FTEF allocations to disciplines to meet enrollment and productivity goals. The CEMC evaluates discipline plans and recommends them to appropriate Vice President for approval and scheduling.

COMMITTEE: COLLEGE ENROLLMENT MANAGEMENT COMMITTEE (CEMC)

<u>Reporting Relationship:</u>	College President and DEMC
<u>Chairperson:</u>	Faculty Member and 1 of the appointees of the College Council
<u>Voting Member?</u>	
<u>Serves on College Council?</u>	Yes
<u>MEMBERS:</u>	
<u>Voting Members:</u>	Representatives appointed by the College President (4) Faculty Representatives appointed by the Faculty Association (4)
<u>Non-Voting Members:</u>	Vice President of Academic Services Vice President of Administrative Services Vice President of Student Services Dean of A&H Dean of BHAWK Dean of SLPC Dean of STEM Dean of Enrollment Services Director of Research, Planning and Institutional Effectiveness Academic Services Curriculum and Scheduling Specialist
<u>Term:</u>	2 years
<u>Quorum:</u>	8 Voting Members; Quorum = 5

Facilities and Sustainability Committee

CC approved at 5/2018 meeting

Charge:

To elicit broad perspectives and advice regarding facility and sustainability needs of the College in order to serve the greater community by:

- Providing input and reviewing plans for utilization, maintenance, construction or renovation of facilities in concert with the District;
- Encouraging progress towards more sustainable use of energy, water, paper, open space and other resources by promoting reduced consumption, reuse, recycling, and composting of these resources;
- Providing input, reviewing, and encouraging transportation and campus access strategies that encourage use of public transportation, ride-sharing, bicycle, and pedestrian access.

The committee will provide an advisory linkage to the President on all matters pertaining to facilities and sustainability in the implementation of Strategic Goals, the President’s Climate Commitment, the Climate Action Plan, the Facilities Master Plan, and the Scheduled Maintenance Plan.

The committee will maintain an informational website concerning sustainability:

<http://www.laspositascollege.edu/green/index.php>

COMMITTEE: FACILITIES AND SUSTAINABILITY COMMITTEE

Reporting Relationship:

College Council

Chairperson:

Selected by committee vote

Voting Member?

No

Serves on College Council?

Yes

MEMBERS:

Voting Members:

Vice President of Academic Services

Vice President of Administrative Services

Vice President of Student Services

Academic Dean

Administrator

A&H Faculty (1)

BHAWK Faculty (1)

SLPC Faculty (1)

STEM Faculty (1)

Classified Professionals (5) (including Classified Senate President or designee)

LPCSG Representative (1-2)

Non-Voting:

Vice Chancellor of Facilities and Bond Program

Director of Maintenance & Operations

LPC Project Planner/Manager

Term:

2 years

Quorum: 16 Voting Members; Quorum = 9

DRAFT

Institutional Planning and Effectiveness Committee

CC approved at 5/2018 meeting

Charge:

The Institutional Planning and Effectiveness Committee (IPEC) 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 IPEC will be informed by a variety of sources including district priorities, and State, Federal, and ACCJC* mandates, as required. In addition, IPEC will provide 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.

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

1. Guiding the institutional and strategic planning efforts by establishing planning priorities;
2. Reviewing institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning;
3. Recommending planning priorities to the College President;
4. Evaluating key college processes and metrics and integrating the findings into the planning process;
5. Identifying, reviewing, and revising, 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;
6. Providing direction to the Institutional Research office to generate the data and analysis necessary for the planning efforts needed by the college;
7. Communicating adopted planning priorities to the College and College Council;
8. Evaluating charge, tasks and membership on a regular basis.

*ACCJC = Accreditation Commission for Community and Junior Colleges

COMMITTEE: INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE

Reporting Relationship:	College Council
Chairperson:	Selected by committee vote; can be faculty, classified, or administrator
Voting Member?	No
Serves on College Council?	Yes
MEMBERS:	
<u>Voting Members:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Researcher
	A&H Faculty (1)
	BHAWK Faculty (1)
	SLPC Faculty (1)

STEM Faculty (1)
CTE Faculty (1)
Classified Professionals (6) (all at-large; equal to the number of faculty representatives)
LPCSG Representative (2)

Non-Voting:

College President
Academic Senate President*
Chair, Program Review Committee*
Chair, Student Learning Outcomes Committee*
Classified Senate President/Co-President*
Faculty Association (FA) Representative*
SEIU Representative*
LPCSG President*

*Can double as voting Division/Senate representative

Term:

2 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 terms, 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:

18 Voting Members; Quorum = 10

Resource Allocation Committee (RAC)

CC approved at 5/2018 meeting

Charge:

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

- Developing, documenting, evaluating, and recommending resource allocation processes and decisions in relation to the college goals and priorities;
- Identifying, prioritizing, and recommending 1) instructional equipment and 2) classified and administrative hiring priorities.

This committee will make recommendations to the College President.

COMMITTEE:	RESOURCE ALLOCATION COMMITTEE
Reporting Relationship:	College Council
Chairperson:	Selected by committee vote
Voting Member?	No
Serves on College Council?	Yes
MEMBERS:	
<u>Voting Members:</u>	Vice President of Academic Services Vice President of Administrative Services Vice President of Student Services Academic Dean Student Services Dean (1) A&H Faculty (1) BHAWK Faculty (1) SLPC Faculty (1) STEM Faculty (1) Classified Professionals (5) LPCSG Representative (1)
<u>Non-Voting:</u>	n/a
<u>Term:</u>	2 years
<u>Quorum:</u>	16 Voting Members; Quorum = 9

Technology Committee

CC approved at 5/2018 meeting

Charge:

The Technology Committee is responsible for:

- Assessing faculty, student, and staff technological needs for Las Positas College;
- Researching and analyzing options for campus-wide technology;
- Making recommendations for solutions in the following areas:
 - Access;
 - Staff development and training;
 - Support;
 - Review and evaluate 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 and relevant District-wide Master Plans.

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

COMMITTEE: TECHNOLOGY COMMITTEE

Reporting Relationship:	College Council
Chairperson:	Selected by committee vote
Voting Member?	No
Serves on College Council?	Yes
MEMBERS:	
<u>Voting Members:</u>	Vice President of Administrative Services
	Dean
	A&H Faculty (1)
	BHAWK Faculty (1)
	SLPC Faculty (1)
	STEM Faculty (1)
	Librarian (1)
	Classified Professionals (5)
	LPCSG Representative (2)
<u>Non-Voting:</u>	Senior Instructional Network Systems Specialist*
	Instructional Technology Coordinator*
	Telecommunications Coordinator*
	Webmaster*
	CLPCCD Chief Technology Officer

*Non-voting college classified may be appointed by the Technology Committee to fill any vacant voting classified professional position

Term: 2 years

Quorum: 15 Voting Members; Quorum = 8

DRAFT

SECTION V. Committees Reporting to Academic Senate

DRAFT

Committees Reporting to Academic Senate

Basic Skills Committee (BaSK)

CC approved at 5/2018 meeting

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, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in process and instruction.

COMMITTEE: BASIC SKILLS COMMITTEE (BaSK)

<i>Reporting Relationship:</i>	Academic Senate
<i>Chairperson:</i>	Selected by Academic Senate
<i>Voting Member?</i>	Only in the event of a tie
<i>Serves on College Council?</i>	No
<i>MEMBERS:</i>	
<i><u>Voting Members:</u></i>	Instructional Faculty (3) Counseling Faculty (1) Librarian (1)
<i><u>Non-Voting:</u></i>	Vice President of Academic Services Academic Dean Student Services Dean Director of Student Equity and Success Non-credit Specialist Faculty, Adjunct (1) LPCSG Representative (1)
<i><u>Term:</u></i>	2 years
<i><u>Quorum:</u></i>	5 Voting Members; Quorum = 3

Curriculum Committee

CC approved at 5/2018 meeting

Overview:

Responsible for reviewing curriculum, establishing prerequisites, placing courses in disciplines, assigning course identifiers, degree, and certificate requirements, developing process and timelines for review of academic programs, grading policies, maintaining and updating the discipline list, and making recommendations to the President for action by the Board of Trustees. All new courses and programs, as well as changes in current course and program content, structure, or credit, must be reviewed by this 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. That 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. 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:

a. 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;
- Assigning course identifiers;
- Maintaining and updating the discipline list.

b. 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.

c. Grading Policies

In this area, the Committee’s duties 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.

d. Educational Programs

Educational programs are initiated and developed within appropriate areas or disciplines. In this area, the Committee’s duties include, but are not limited to, the approval of:

- Educational (degree and certificate) programs and requirements for such programs;
- Pre-requisites, co-requisites, and advisories for new and revised programs.

e. 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.

COMMITTEE: CURRICULUM COMMITTEE

Reporting Relationship:	Academic Senate
Chairperson:	Selected by Academic Senate
Voting Member?	Only in the event of a tie
Serves on College Council?	No

MEMBERS:

Voting Members:

A&H Faculty (2)
BHAWK Faculty (2)
SLPC Faculty (2)
STEM Faculty (2)
Student Services Faculty (2)
Librarian (1) (may also serve as a division representative)
Articulation Officer

Non-Voting:

Vice President of Academic Services
Dean of A&H
Dean of BHAWK
Dean of SLPC
Dean of STEM
Student Services Dean
Student Records Evaluator (attends as needed)
Academic Services Curriculum & Scheduling Specialist (attends as needed)
Academic Services Curriculum & Student Learning Outcomes Specialist (as Secretary of the committee)
LPCSG Representative (2)

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:

12 Voting Members; Quorum = 7

Distance Education Committee (DE)

CC approved at 5/2018 meeting

Charge:

The Distance Education Committee (DE) is responsible for exploring and recommending policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College.

COMMITTEE: DISTANCE EDUCATION COMMITTEE (DE)

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	1 Co-Chair: Teaching & Learning Center Rep and 1 Co-Chair: Faculty (selected by committee vote)
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	No
<u>MEMBERS:</u>	
<u>Voting Members:</u>	A&H Faculty (1) BHAWK Faculty (1) SLPC Faculty (1) STEM Faculty (1) Student Services Faculty (1) Library Representative (1) Adjunct Faculty Representative (1) Faculty at Large (1) Classified Professional from the Teaching & Learning Center (1)
<u>Non-Voting:</u>	Vice President of Academic Services Academic Dean (1) Admissions and Records Representative (1) LPCSG Representative (1)
<u>Term:</u>	2 years
<u>Quorum:</u>	9 Voting Members; Quorum = 5

Faculty Hiring Prioritization Committee

CC approved at 5/2018 meeting

Charge:

Using the Faculty Position Request Form, the committee will discuss and rank the faculty position requests by consensus and:

- Recommend faculty hiring priorities by discipline to the College President;
- Ensure that the College’s overarching planning documents are considered in all decisions;
- Coordinate with the Office of Research, Planning and Institutional Effectiveness to ensure the faculty hiring is integrated with planning and research.

COMMITTEE:	FACULTY HIRING PRIORITIZATION COMMITTEE
Reporting Relationship:	Academic Senate and ultimate the College President
Chairperson:	Selected from faculty membership of committee by committee vote
Voting Member?	Yes
Serves on College Council?	No
MEMBERS:	
<u>Voting Members:</u>	Dean of A&H or designee Dean of BHAWK or designee Dean of SLPC or designee Dean of STEM or designee Dean of Student Services or designee A&H Faculty (1) BHAWK Faculty (1) SLPC Faculty (1) STEM Faculty (1) Student Services Faculty (1)
<u>Non-Voting:</u>	Vice President of Academic Services or designee Vice President of Student Services or designee Director of Research, Planning and Institutional Effectiveness or the CEMC Chair Academic Senate President or designee Classified Senate President or designee LPCSG Representative (1) Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis.
<u>Term:</u>	2 years for Faculty; Permanent for Deans
<u>Quorum:</u>	10 Voting Members; Quorum = 6

Program Review Committee (PRC)

CC approved at 5/2018 meeting

Mission Statement:

The Program Review Committee promotes an effective and meaningful process with clear links to institutional planning and resource allocation.

Charge:

The Academic Senate of Las Positas College charges the Program Review Committee with:

- Creating, evaluating, and modifying (as needed) the forms and processes for Program Review;
- Mentoring program review writers through a peer review process;
- Working collaboratively with administration, appropriate committees, and other College constituencies on the integration of program review into planning and resource allocation processes;
- Collaborating with Deans (or Vice Presidents) and other readers of program reviews and updates to create division summaries and provide feedback to writers.

COMMITTEE: PROGRAM REVIEW COMMITTEE

Reporting Relationship:	Academic Senate
Chairperson:	Selected through FA negotiated process for Positions with Reassigned Time
Voting Member?	
Serves on College Council?	No
MEMBERS:	
<u>Voting Members:</u>	Vice President of Academic Services Dean (appointed by College President) A&H Faculty (2) BHAWK Faculty (2) SLPC Faculty (2) STEM Faculty (2) Student Services Faculty (2) Librarian (1) Classified Senate Representatives (2) (1 preferably, but not mandatory, from Student Services) Student Learning Outcomes Committee Member (1) Faculty Association Representative (1) LPCSG Representative (1) Ad hoc: additional readers (as needed) during the peer review process
<u>Non-Voting:</u>	n/a

<u>Voting Structure:</u>	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.
<u>Term:</u>	2 years minimum (4-5 years recommended)
<u>Quorum:</u>	18 Voting Members; Quorum = 10

Associated with Program Review

Administrative Unit Outcomes (AUOs)

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.

Student Services Administrative Outcomes (SAOs)

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.

Student Learning Outcomes Committee (SLO)

CC approved at 5/2018 meeting

Charge:

To elicit broad perspectives and advice regarding learning outcomes from Las Positas College students, faculty, administrators, and staff. This group provides an advisory linkage to the Academic Senate on matters pertaining to the College's immediate and long range plans to integrate student learning outcomes and assessment at the course, program, and institutional levels. With the advice and consent of the Academic Senate, this group reviews institutional-level student learning outcomes (ISLO) for LPC students and develops strategies and timelines for incorporating and coordinating assessment of these ISLOs into learning outcomes inherent in courses and programs. The Student Learning Outcomes Committee works with the Curriculum Committee, Program Review Committee, and the Professional Development Committee to establish policies and procedures concerning the institutionalization and assessment of SLOs at LPC which will be brought to the Academic Senate for review and approval. In addition to providing support and materials needed for the development of SLOs and assessment, this group also coordinates, collects, and archives assessment activities in all sectors and organizes campus dialogue process concerning student learning outcomes and assessment.

COMMITTEE: STUDENT LEARNING OUTCOMES COMMITTEE (SLO)

Reporting Relationship:	Academic Senate
Chairperson:	Selected by ex-officio: Vice President of Academic Services
Voting Member?	Yes
Serves on College Council?	No
MEMBERS:	
<u>Voting Members:</u>	Administrator (2) A&H Faculty (2) BHAWK Faculty (2) SLPC Faculty (2) STEM Faculty (2) Student Services Faculty (1) Classified Professional (1) Classified Professional from Student Services (1) LPCSG Representative (2)
<u>Non-Voting:</u>	Director of Research, Planning and Institutional Effectiveness
<u>Term:</u>	2 years
<u>Quorum:</u>	13 Voting Members; Quorum = 7

SECTION VI. Committees Reporting to Academic Senate and Classified Senate

DRAFT

Professional Development Committee

CC approved at 5/2018 meeting

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.

COMMITTEE:	PROFESSIONAL DEVELOPEMENT COMMITTEE
Reporting Relationship:	Academic Senate and Classified Senate
Chairperson:	Professional Development Program Coordinator
Voting Member?	No
Serves on College Council?	No
MEMBERS:	
<u>Voting Members:</u>	Administrator A&H Faculty (1) BHAWK Faculty (1) SLPC Faculty (1) STEM Faculty (1) Student Services Faculty (1) Adjunct Faculty (1) Classified Professionals (4) (including 1 from Teaching & Learning Center)
<u>Non-Voting:</u>	n/a
<u>Term:</u>	
<u>Quorum:</u>	11 Voting Members; Quorum = 6

DOUBLE CHECK: Will this committee report to the President?

SECTION VII. Committees Reporting to Academic Senate and VPSS

DRAFT

Student Success Support Program/Student Equity Committee

Reminder email to Chair 3/28/18, Changes forthcoming from Chair

Charge:

The SSSP/Equity Committee advises the Director of Student Success and Equity about the implementation of programs and services that provide access for all students. This consultation fosters student retention, persistence and success by focusing on orientation, assessment, counseling, advising and other educational planning services as well as follow up on at risk students. The committee also advises the Director regarding programs and services for targeted student populations identified in the Student Equity Plan as disproportionately impacted and under-represented. Student Equity Success indicators are to measure access, course completion, ESL and Basic Skills Completion, Degree and Certificate Completion and Transfer. The Committee assists the Director in updating both the SSSP Plan and the Student Equity Plan as needed.

COMMITTEE: STUDENT SUCCESS SUPPORT/STUDENT EQUITY COMMITTEE

Reporting Relationship: Academic Senate and Vice President Student Services

Chairperson: Director of Student Success and Equity

Voting Member? No

Serves on College Council? Yes

MEMBERS:

Voting Members:

Vice President of Student Services
 Dean of Enrollment Services
 Dean of Student Services
 Academic Deans (2)
 Librarian (1)
 A&H Faculty (1)
 BHAWK Faculty (1)
 SLPC Faculty (1)
 STEM Faculty (1)
 Student Services Faculty (1)
 Classified Professionals (5) (3 from Student Services)
 LPCSG Representative (2)

Non-Voting:

Vice President of Academic Services
 Vice President of Administrative Services
 Director of Research, Planning and Institutional Effectiveness or designee
 Academic Senate President
 Basic Skills Committee Chair

Term: 2 years

Quorum: 18 Voting Members; Quorum = 10

SECTION VII. Committees Reporting to Administrative Services

DRAFT

Committees Reporting to Administrative Services

Health and Safety Committee

CC approved at 5/2018 meeting

Charge:

The Health and Safety Committee is responsible for studying, reviewing, and recommending regulations and procedures relating to the physical safety (including environmental and physical hazards) of employees and students.

<u>COMMITTEE:</u>	HEALTH & SAFETY COMMITTEE
<u>Reporting Relationship:</u>	Vice President of Administrative Services
<u>Chairperson:</u>	Safety Department Lead Officer
<u>Voting Member?</u>	No
<u>Serves on College Council?</u>	No
<u>MEMBERS:</u>	
<u>Voting Members:</u>	Director of Student Health Center Faculty (2) (college-wide) Classified Professionals (2) M&O Representative (1) LPCSG Representative (1)
<u>Non-Voting:</u>	n/a
<u>Term:</u>	2 years
<u>Quorum:</u>	7 Voting Members; Quorum = 4

SECTION IX. Task Forces and User Groups

- **Academic Senate**
 - Non-Credit Task Force
 - Social Task Force
 - UndocuAlly Task Force

- **VP of Academic Services**
 - Adult Education Task Force
 - Student (Grade) Grievance Task Force

- **VP of Student Services**
 - Commencement Task Force
 - Scholarship Task Force
 - Student Grievance Task Force

- **VP of Administrative Services**
 - Bookstore User Group
 - Food Services User Group

Task Forces

Non-Credit Task Force

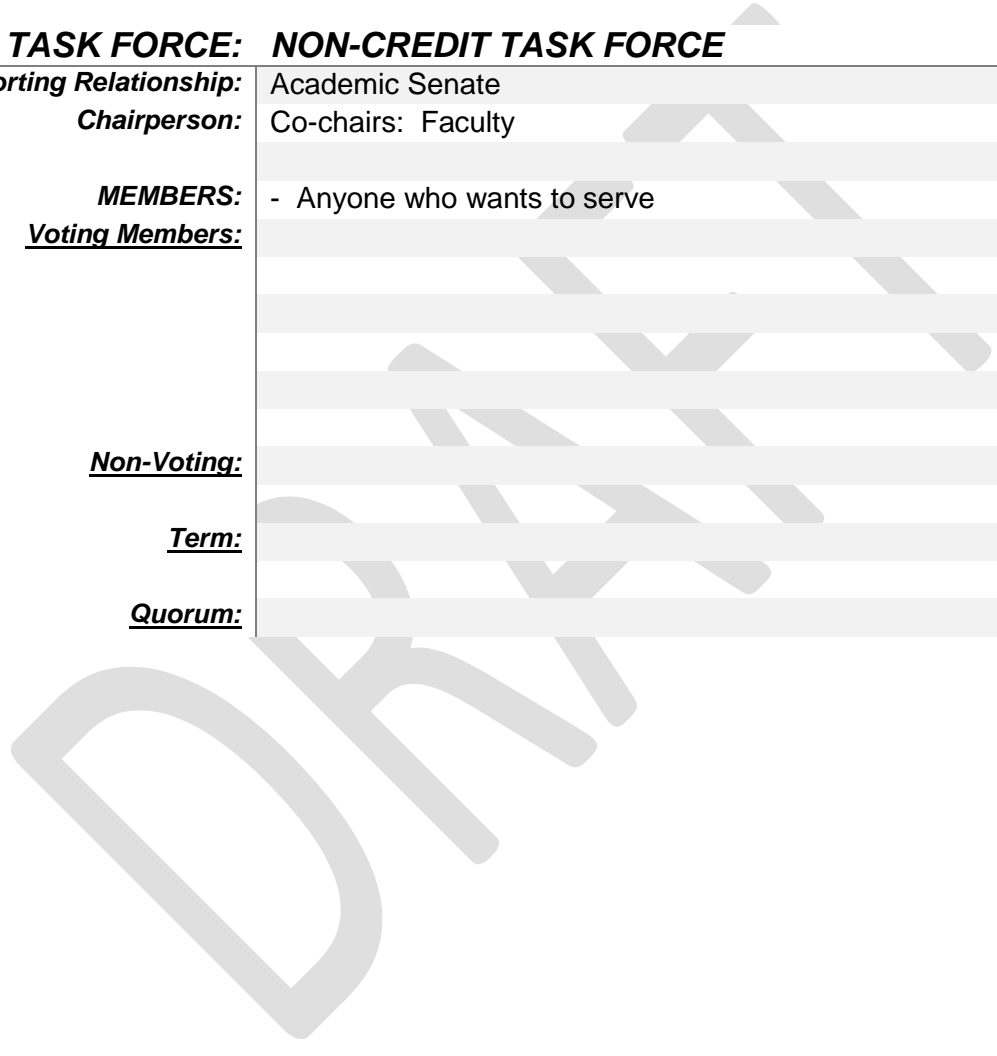
Update Pending CC 4/2018

Charge:

The Noncredit Task force is an information task force. The task force discusses and researches what Las Positas College would like noncredit curriculum and programs to look like on the campus. Reports are made to Academic Senate, Curriculum Committee, HSI and Transformation Grant teams.

TASK FORCE: NON-CREDIT TASK FORCE

<i>Reporting Relationship:</i>	Academic Senate
<i>Chairperson:</i>	Co-chairs: Faculty
<i>MEMBERS:</i>	- Anyone who wants to serve
<i><u>Voting Members:</u></i>	
<i><u>Non-Voting:</u></i>	
<i><u>Term:</u></i>	
<i><u>Quorum:</u></i>	



Social Task Force

Awaiting Information

Charge:

DOUBLE CHECK THE STATUS OF THIS TASK FORCE

Reporting Relationship: Academic Senate

Members:

XXXX, Chair

Voting Members:

Term:

Quorum:

DRAFT

UndocuAlly Task Force

Update Pending CC 4/2018

Charge:

The mission is to support undocumented students reach their educational goals.

The overarching goal is to develop a campus-wide “UndocuAlly Action Plan” as a result of accomplishing the following objective by:

- Identifying resources, research, and best practices that support undocumented students reach their educational goals, and share this information with the campus community;
- Creating and maintaining a list of allies and supporters to serve our undocumented students;
- Advocating for the development and support of a *Dreamer Resource Center*; and
- Identifying and providing opportunities for on-going training for staff, faculty and administrators related to the support of undocumented students’ success.

TASK FORCE: UNDOCUALLY TASK FORCE

Reporting Relationship: Academic Senate

Chairperson: Co-Chair (2)

Voting Member?

MEMBERS: - Anyone who wants to serve

Term:

Quorum:

Adult Education Task Force

Update Pending CC 4/2018

Charge:

Planning of adult education services as well as oversight of Las Positas College's participation in the Adult Education Block Grant and the Mid-Alameda County Consortium.

TASK FORCE: ADULT EDUCATION TASK FORCE

Reporting Relationship: Vice President of Academic Services

Chairperson: Adult Education Program Managing

Voting Member? Yes

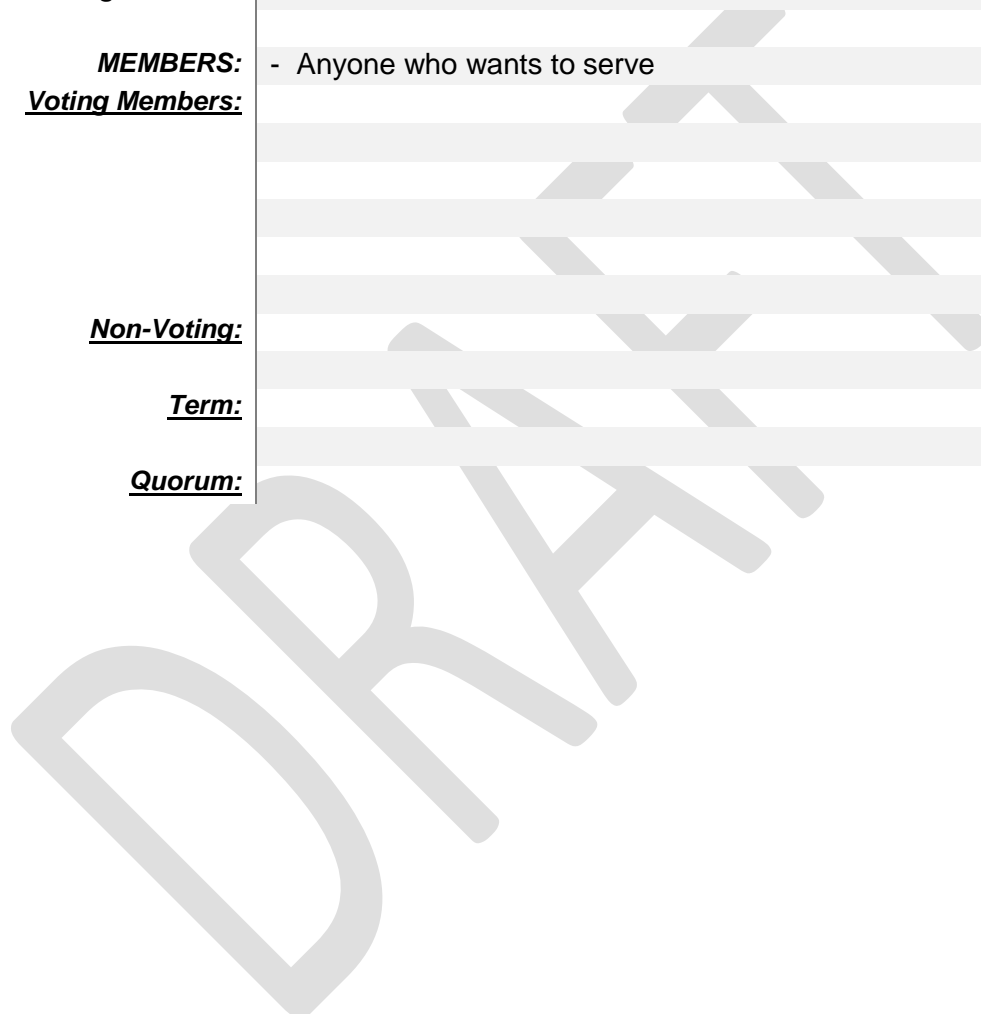
MEMBERS: - Anyone who wants to serve

Voting Members:

Non-Voting:

Term:

Quorum:



Student (Grade) Grievance Task Force

Update Pending CC 4/2018

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 an 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 prejudice or capricious decisions regarding the academic evaluation of a student's performance, the Vice President of Student Services will refer the matter to the Vice President of Academic Services.
5. If the Vice President of Academic Services cannot resolve the matter for the student, he/she shall refer the grievance to the Academic Fairness Task Force.

TASK FORCE: STUDENT (GRADE) GRIEVANCE TASK FORCE

<i>Reporting Relationship:</i>	Vice President of Academic Services
<i>Chairperson:</i>	Selected by Committee Vote
<i>Voting Member?</i>	No
<i>MEMBERS:</i>	
<i>Voting Members:</i>	Administrator (1) (other than the VP; appointed by the President) Faculty (2) (staggered 2 year terms appointed by Academic Senate) Faculty (1) appointed by Academic Senate at the time of the grievance; knowledgeable in the academic discipline involved) LPCSG Representative (1) (appointed for one year)
<i>Non-Voting:</i>	n/a
<i>Term:</i>	Terms stated next to members above
<i>Quorum:</i>	5 Voting Members; Quorum = 3

Commencement Task Force

Update Pending CC 04/2018

Charge:

The Commencement Task Force is responsible for planning and organizing all tasks necessary to accomplish the annual Commencement Ceremony. This task force involves many departments on campus and is responsible for, but not limited to:

- Arranging for speakers;
- Setting up and breaking down the gym, registration prep room, and faculty dressing area;
- Developing graduation lists, programs, and scripts for platform party;
- Identifying Board of Trustees involvement;
- Arranging for snacks for the long preparation day-of.

Membership is often based on the position held at the College.

TASK FORCE:	COMMENCEMENT TASK FORCE
Reporting Relationship:	Vice President of Student Services
Chairperson:	Vice President of Student Services
Coordinator:	Executive Assistant to the Vice President of Student Services
MEMBERS:	Vice President of Academic Services and Classified Professional designees
	Vice President of Administrative Services and Classified Professional designees
	A&H Faculty (1)
	BHAWK Faculty (1)
	SLPC Faculty (1)
	STEM Faculty (1)
	Student Services Faculty (1)
	Director of Student Life and Classified Professional designees
	Technology Department Classified Professional designees
	District M&O Department Classified Professional designees and Supervisors
	Admissions & Records Office
	Classified Professional designees
	Student Senate Representatives
Term:	n/a
Quorum:	n/a

Scholarship Task Force

No Update Pending CC 4/2018

Charge:

The Scholarship Task Force is responsible for evaluating and selecting scholarship applications and planning the annual Scholarship Recognition Ceremony.

TASK FORCE: SCHOLARSHIP TASK FORCE

Reporting Relationship: Vice President of Student Services

Chairperson: Director of Financial Aid

MEMBERS: Vice President of Student Services

A&H Faculty (1)

BHAWK Faculty (1)

SLPC Faculty (1)

STEM Faculty (1)

Student Services Faculty (1)

Classified Professionals (4)

Other volunteers are welcome

Term: n/a

Quorum: n/a

Student Grievance Task Force

Update Pending CC 4/2018

Charge:

In accordance with CLPCCD Board Policy 5530 Student Rights and Grievances, the Student Grievance Task Force is formed when a student grievance is received by the Office of the Vice President of Student Services. All non-academic grievances are coordinated by the Vice President of Student Services. All academic grievances are coordinated by the Vice President of Academic Services.

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 by making an appointment.
3. If not resolved, student makes an appointment with the Vice President of Student Services or designee.
4. If unable to resolve, the Vice President of Student Services convenes the Student Grievance Task Force.

TASK FORCE:	STUDENT GRIEVANCE TASK FORCE
Reporting Relationship:	Vice President of Student Services
Chairperson:	Elected from members of the task force.
Voting Member?	
MEMBERS:	Administrator (1) (other than VPSS, appointed by President) Faculty (2) (appointed by Academic Senate, staggered 2 year terms) Classified Professional 91) (appointed by the Classified Senate and SEIU jointly) LPCSG Representative (1)
<u>Term:</u>	Duration of the appeal
<u>Quorum:</u>	5 Members; Desired Quorum = 5

User Groups

Bookstore User Group

No Update Pending CC 4/2018

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 are handled by the Vice President of Administrative Services and their staff.

Note: 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.

TASK FORCE: **BOOKSTORE USER GROUP**

Reporting Relationship: Vice President of Administrative Services

Chairperson: Vice President of Administrative Services

Voting Member? Yes

MEMBERS:

Voting Members: Faculty (3)
Classified Professionals (2)
LPCSG Representatives (2)

Non-Voting: Bookstore Manager or designee

Term: 2 years

Quorum: n/a

Food Service User Group

No Update Pending CC 4/2018

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:

The Food Service User group is responsible for studying, reviewing, and recommending 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. Academic Senate and College Council have discussed making this a user group.

Recommends policies and general procedures involving the cafeteria and food services area. Works with vendor to solve service situations or problems.

TASK FORCE: FOOD SERVICE USER GROUP

Reporting Relationship: Vice President of Administrative Services

Chairperson: Vice President of Administrative Services

Voting Member? Yes

MEMBERS:

Voting Members: Faculty (0) (per Academic Senate)
Classified Professionals (0)

Non-Voting: n/a

Term: n/a

Quorum: n/a

SECTION X. Forms and Templates

DRAFT

Forms and 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. The College’s mission statement and planning priorities are included 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 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.

DRAFT

Templates

Meeting Agenda



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 Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Meeting Name

Members:

MEETING NAME

DATE | TIME | LOCATION

	Agenda Item	
1.	Call to order	Chair
2.	Review and Approval of Agenda	Chair
3.	Review and Approval of Minutes (date)	Chair
4.	XXX (Old Business)	
	• XXX	Presenter
	• XXX	Presenter
5.	XXX (New Business)	
	• XXX	Presenter
6.	XXX (Informational Items)	
7.	Adjournment	
8.	Next Regular Meeting: (Date)	
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		

Meeting Minutes



MEETING NAME

DATE / TIME / LOCATION

Meeting Minutes

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 Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Meeting Name

Members Present (voting):

Members Present (non-voting):

Members Absent:

Meeting Guests:

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

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 Name) Message Points

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:

Form completed by:

Position:

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 _____.

___ 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 _____

LPC GOVERNANCE WORKSHEET

Committee Name:

Academic Year:

Form completed by:

Position:

___ Other _____

3. Chairmanship:

The chair is currently selected by:

___ Committee vote

___ Office or Position indicated here: _____

___ Other: _____

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. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

LPC GOVERNANCE WORKSHEET

Committee Name:

Academic Year:

Form completed by:

Position:

Total Voting Members: _____

Quorum (50% +1): _____

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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

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

Committee Chair/Co-Chair Approval

Printed Name

Signature

Date

SECTION XI. Appendices

DRAFT

Appendix A. 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 LPC website.

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

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 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

Report to: College President

Chair: College President

Classified Senate

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 LPC website 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 LPC website.

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 Human Resources website for full descriptions and details.

SEIU Local 21 (Classified Union)

(Updated 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 Government

The Las Positas College Student Government (LPCSG) 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:

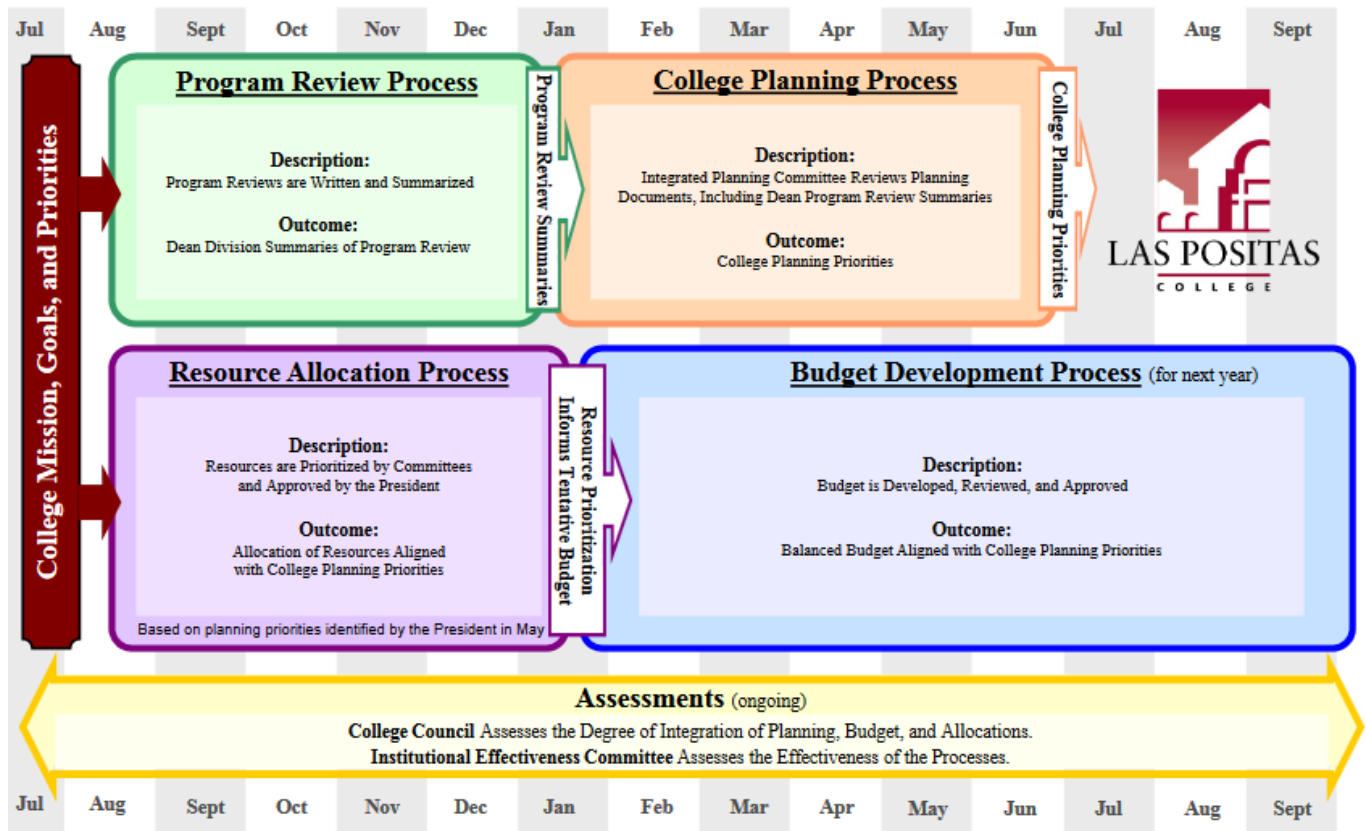
- Curriculum
- Degree and certificate requirements
- Grading policies
- Student roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Institutional planning processes
- Budget development processes
- Regulations and procedures relating to health and safety

Students are assigned to committees by the LPCSG. All LPCSG members serve on committees. Appointments are made based on interest, schedule, and mutual agreement of the LPCSG. LPCSG also provides representation on hiring committees for administrative positions. Committee members are required to give written reports to the LPCSG at their weekly meetings throughout the academic year.

The Student Governments' Constitution and Bylaws are available on the college website.

Appendix B LPC's Integrated Planning and Budget Cycle

Las Positas College's Integrated Planning and Budget Cycle



Appendix C. Sample Master Calendar



LAS POSITAS COLLEGE - Fall 2018 MASTER CALENDAR of COMMITTEE MEETINGS

Please contact the President's Office for revisions (x1001)

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Technology 1:00-3:00 1687 Curriculum 2:30-4:30 2416	Executive Staff 10:00-12:00 1680 SS Dean & Counselors 2:00-4:00 1726 Board of Trustees Study Meeting** 6:30 DO	VPAS & Deans 9:00-11:00 1690C Town Meeting 2:30-4:30 2420	Administrative Staff 10:00-12:00 1687 Classified Senate 1:00-2:00 1726 Resource Allocation (RAC) 2:30-4:30 1687 Student Government 4:30-6:30 1012	District Enrollment Mgt (DEM) 10:30-12:00 DO District Planning & Budget Committee (PBC) 12:30-2:30 DO
Week 2	Health & Safety 12:30-2:00 1687 Professional Development 2:30-4:30 2410 Student Learning Outcomes 2:30-4:30 2411A	Executive Staff 10:00-12:00 1680 Consultative Council 3:00-4:30 DO SS Coord. Planning 2:00-4:00 DSS 1687 DES 1681B VPSS 1689D	VPAS & Deans 9:00-11:00 1690 SS Managers 10:00-12:00 1669D Admin/Exec Assistant 9:00-10:30 DO Academic Senate 2:30-4:30 1687 Program Review 3:00-4:30 106	Sabbatical Committee 2:00-4:00 1690C Institutional Planning & Effectiveness Committee 2:30-4:30 1687 Student Government 4:30-6:30 1012	District Tech Coord. 9:00-10:30 DO College Enrollment (CEMC) 10:30-12:00 1687 District Administrators 2:00-4:00 DO
Week 3	Curriculum 2:30-4:30 2416	Executive Staff 10:00-12:00 1680 Student Svcs. Division 2:00-3:00 1726 Student Svcs. Senators 3:00-4:00 1726 Accreditation Steering Committee 3:30-5:00 1690C Board of Trustees*** 6:30 DO	VPAS & Deans 9:00-11:00 1690 Chancellor's Cabinet** 10:30-12:00 DO Academic Division Mtgs 2:30-4:30 A&H 4130 BHAWIK 2306 SLPC 2033 STEM 1060	Administrative Staff 10:00-12:00 1687 Student Success Committee 2:00-3:30 1681B Student Government 4:30-6:30 1012	District Integrated Planning & Budget Model (IPBM-ESS) 9:30-11:30 DO
Week 4	Student Learning Outcomes 2:30-4:30 2411A Facilities & Sustainability 2:30-4:30 1687	Executive Staff 10:00-12:00 1680 Counseling Faculty 2:00-4:00 1640	VPAS & Deans 9:00-11:00 1690 SS Managers 10:00-12:00 1669D Academic Senate 2:30-4:30 1687 Basic Skills 2:30-4:30 2411A Program Review 3:00-4:30 106	Labor Mgt Relations 10:00-11:30 DO Sabbatical Committee 2:00-4:00 1690C College Council 2:30-4:30 1687 Student Government 4:30-6:30 1012	Distance Education 10:00-12:00 2410 College Enrollment (CEMC) 10:30-12:00 1687 District Facilities Comm. 12:30-1:30 DO
Week 5	Curriculum 2:30-4:30 2416	Executive Staff 10:00-12:00 1680 Counseling Faculty 2:00-4:00 1640	VPAS & Deans 9:00-11:00 1690 Faculty Association 2:30-4:30 1620B	Student Senate 4:30-6:30 1012	
Footnotes: * Some Fridays no meetings are held ** BoT Study Meetings are not held every month *** BoT Meetings are not always scheduled at the District Office **** Day after Board of Trustees Business Meeting			Schedule as needed: - Academic Fairness - Bookstore - Commencement - Food Services - Scholarship - Student Grievance - SSP		Key: DO = District Office Tentative

ohm updated 08/24/18

Appendix D. LPC Planning Documents

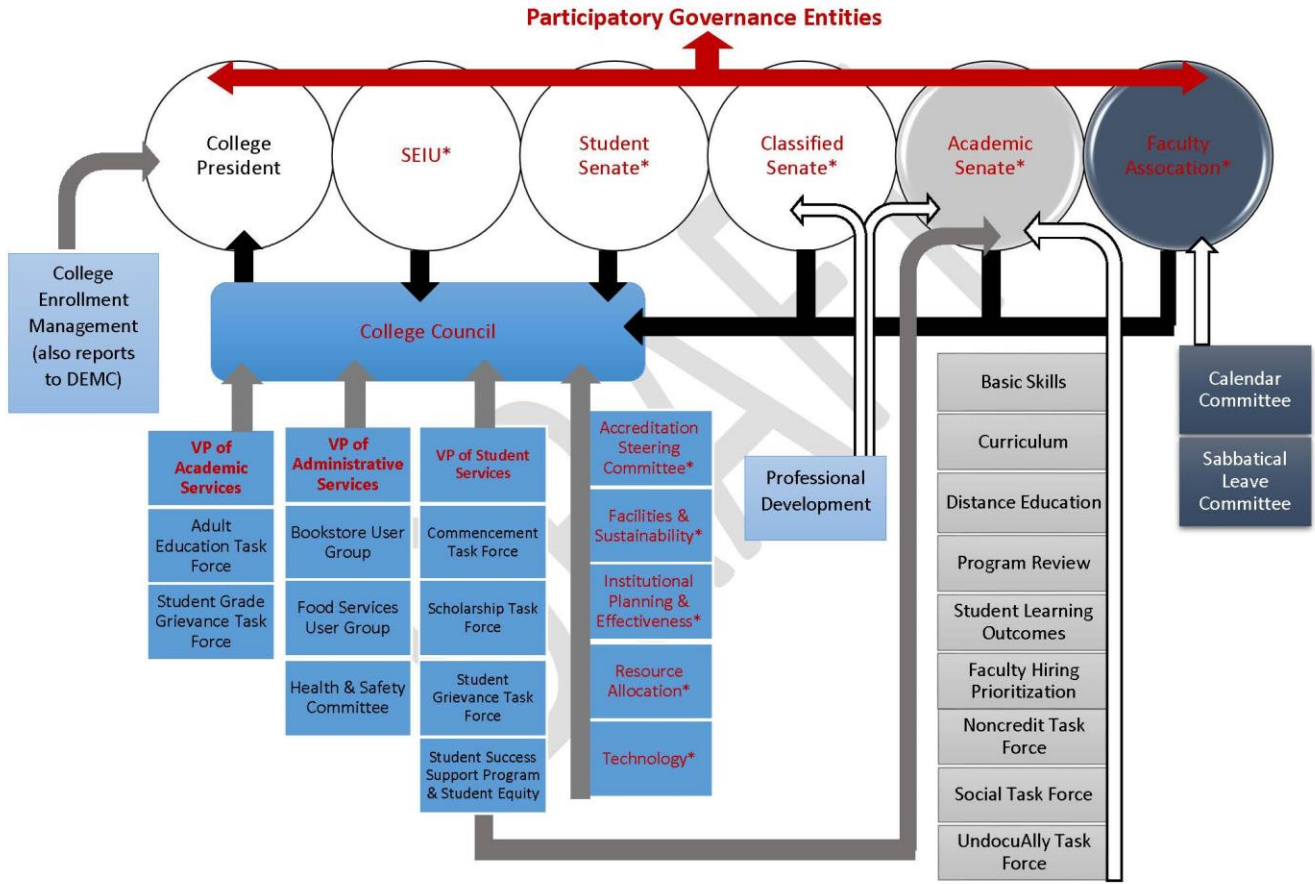
Below is a table of Las Positas College planning documents and institutional processes, along with the party responsible for producing or updating the information.

	Agency	Document	Update
External	Accrediting Commission for Community and Junior Colleges (ACCJC)	Mid-term Report	Fall 2019
		Institutional Self Evaluation Report	Fall 2022
	California Community Colleges Chancellor's Office (CCCCO)	Strong Workforce Plan	Yearly
		Guided Pathways	2018-2022
		Unified Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program	2017-2019
	Chabot-Las Positas Community College District	Security Master Plan	DRAFT
		Emergency Preparedness Plan	
		Revenue Allocation Model	
Information Technology Plan - Total Cost of Ownership		2017	
Internal	Las Positas College	Education Master Plan	2015-2020
		Facilities Master Plan	2012-2018
		Program Review	Yearly
		Institutional Effectiveness Report	Yearly
		College Planning Priorities	Yearly
		Faculty Hiring Prioritization	Yearly
		Non-instructional Position Prioritization	Yearly
		Instructional Equipment Prioritization	Yearly
		LPC Technology Plan	Yearly

Appendix E. LPC Committee Reporting Structure

(Does not include District Committees)

LPC Committee Structure & Shared Governance Chart



NOTE: MAY GET MODIFIED

Appendix F. CLPCCD Board Policy 2015

Administration

A. Organization of the District

2015 Collegial Consultation *

1. Rely Primarily

The Board of Trustees shall "rely primarily" upon the advice and judgment of each Academic Senate independently on selected college matters and the two senates jointly on selected District matters. College and District matters will be distinguished as described in the section below on the Chancellor's Council.

"Rely primarily" means that all recommendations in the areas specified below will be forwarded to the Board through the Chancellor by the Academic Senate(s) and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale which 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 in writing to the respective senate(s). If such recommendations are not accepted, existing policies and procedures will remain in force.

The Board will "rely primarily" on the Academic Senates in these "academic and professional" matters:

- a. Curriculum, including establishing prerequisites and placing courses in disciplines;
- b. Degree and certificate requirements;
- c. Grading policies;
- d. Faculty roles and involvement in accreditation processes including self study and annual reports.

2. Mutual Agreement

"Mutual agreement" shall be reached between the Board of Trustees or its designee and the Academic Senates on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the college president and senate as defined in separate Board policies for each college. On District matters, mutual agreement will be reached between the

Administration

A. Organization of the District

2015 Collegial Consultation *

Chancellor and the senates as defined in the section on the Chancellor's Council. "Mutual agreement" means that the Board of Trustees and the Academic Senate(s) shall each ratify such policies or procedures before they are put into effect. If such agreements are not ratified by both parties, existing policies and procedures will remain in force.

The Board will reach "mutual agreement" with the Academic Senates in these "academic and professional" matters:

- a. Educational program development
- b. Standards and policies regarding student success
- c. District and college governance structures as related to faculty roles
- d. Policies for faculty professional development activities
- e. Process for program review
- f. Process for institutional planning and budget development

3. District Councils and Committees

District Curriculum Committee

Curriculum, including establishing prerequisites and placing courses in disciplines.

Degree and certificate requirements
Grading policies
Educational program development

District Matriculation Council

Standards or policies regarding student success

District Institutional Planning Council

Process for program review
Process for institutional planning

District Budget Study Group

Process for budget development

Administration

A. Organization of the District

2015 Collegial Consultation *

College Governance Process (See College Policies)

Faculty roles and involvement in accreditation processes including self study and annual reports;

College governance structures as related to faculty roles;
Policies for faculty professional development activities.

Chancellor's Council (Exclusively District Issues)

District governance issues;

- a. To provide a means for the colleges to communicate, with one another and to their constituents, the district- and college-developed recommendations in the above ten areas of collegial consultation;
- b. To serve as a vehicle for identifying and resolving District matters. Should there be issues on which college-developed recommendations are in conflict or require a joint effort, such issues shall be identified as district matters. Prior to Board presentation, such District matters will be referred to the Chancellor's Council for resolution. District matters should be of sufficient import that the policies of one college result in a significant impact on the ability of the other college to carry out its own policies. The Chancellor's Council will develop a recommended resolution which will be ratified by the Chancellor and by each college President and senate following the processes established in the separate college governance policies. Typically, such a recommendation will be developed by the appropriate council. The administrative procedures for the council are located in the Administrative Rules and Procedures.
- c. To serve as a vehicle for the Chancellor to identify the need for policies and procedures in any of the ten areas of academic and professional matters, the Council will be asked for direction on the development of these policies and refer such issues to the colleges or district councils for creation of such policies.

Administration

A. Organization of the District

2015 Collegial Consultation *

- d. The composition of the Council shall be jointly agreed upon by the Chancellor and Academic Senates.
- e. The membership for the District Curricular Committee, the District Matriculation Council, the District Institutional Planning Council, the District Budget Study Group, and the Chancellor's Council is located in the Administrative Rules and Procedures.

DRAFT

Appendix G. Glossary of Acronyms and Terms

Acronym	Description
ACCJC	Accrediting Commission for Community & Junior Colleges
A Hours	One lecture hour. "A" is a unit value of one, equal to one lecture hours. (Related to CAH, Calculated A Hours.)
AUOs	Administrative Unit Outcomes
BaSK	Basic Skills Committee
BoT	Board of Trustees
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.
CC	College Council
CEMC	College Enrollment Management Committee
DBSG	District Budget Study Group
DCC	District Curriculum Council
DE	Distance Education
DEMC	District Enrollment Management Committee
DES	Dean of Enrollment Services
DSS	Dean, Student Services
EMP	Educational Master Plan
ESS	District Educational Services Support Committee
FHPC	Faculty Hiring Prioritization Committee
FMP	Facilities Master Plan, District
FPP	Faculty Prioritization Process
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/class = 17.5 FTES).
PBC	District Planning & Budget Committee
PR	Program Review
PRC	Program Review Committee
RAC	Resource Allocation Committee
SLO	Student Learning Outcomes
SS	Student Services
VPAS	Vice President of Academic Services
VP Ad.S.	Vice President of Administrative Services
VPSS	Vice President of Student Services
WASC	Western Association of Schools and Colleges
WSCH	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. Example: Art 1, 3 hrs/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 125 WSCH = 525 WSCH/FTE).