LAS POSITAS
COLLEGE

College Council

Thursday, December 12, 2013 | 2:30 -4:30 PM | Room 1687

Please Note: *If you are unable to attend please send a substitute from your Governance Group or Committee.*

AGENDA

1. **Call to Order** — Russell

2. **Review and Approval of Agenda** — Russell

3. **Review and Approval of Minutes – November 14, 2013** (pp. 3 – 9) — Russell

4. **Old Business**
   a. **Budget and Planning Cycle Proposal** — Russell

   b. **Accreditation Update:**
      Continue Discussion of Standards Mapped
      to College Council / Assigning Responsibilities — Noble

   c. **Governance Worksheets Received/Review** (pp. 10-21) — Russell

5. **New Business**
   a. **Institutional Effectiveness Annual Report** — Samra

6. **Area Reports**

   a. Academic Services — Noble
   b. Administrative Services — Russell
   c. Student Services — Rodriguez
   d. College Enrollment Management Committee (CEMC) — Hart
   e. Facilities Committee — Eagan
   f. Institutional Effectiveness Committee (IEC) — Samra
   g. Resource Allocation Committee (RAC) — Miner
   h. Staff Development Committee — Daubenmire

i.	Sustainability Committee	Carson/Schatz
j.	Academic Senate	Orf
k.	Classified Senate	DeNisco/Steffan
l.	Student Senate	Southorn
m.	Faculty Association	Hart
n.	SEIU	Eddy

7. **Adjournment**

Next Regular Meeting: ***January 23, 2014***
Room - 1687
2:30 -4:30 p.m.

Draft 1

College Council

Thursday, November 14, 2013 | 2:30 -4:30 PM | Room 1687

Voting Members Present: Quorum = 9

Position	Name	Present		Position	Name	Present
President, Interim fs (Chair, Non-Voting)	Janice Noble	X		**VP Academic Services, Interim**	Diana Rodriguez	X
VP Administrative Services	Janice Noble	X		**VP Student Services**	Diana Rodriguez	X
Academic Senate President	Thomas Orf	X		**Academic Senate Vice President**	Elena Cole	
Classified Senate Co-Presidents	Frances DeNisco Todd Steffan	X		**Inst. Effectiveness Comm. Chair**	Rajinder Samra	X
Student Senate President	Christopher Southorn	X		**Student Senate Vice President, Acting**	Shanan Sahota	X
Planning&Budget Comm. Chair	Scott Miner			**Facilities Comm. Chair**	Catherine Eagan	
CEMC Chair	LaVaughn Hart (T. Orf, substitute)	X		**Staff Development Comm. Chair**	Gregory Daubenmire	X
Sustainability Comm. Co- Chairs	Rita Carson Colin Schatz			**LPC SEIU VP**	William Eddy	X
CLP FA Site VP	LaVaughn Hart	X				

Others Present: Barbara Morrissey, Dean of Student Services; Sharon Gach, Interim Executive Assistant to the President.

1. **Call to Order** - The meeting was called to order at 2:32 PM by Dr. Noble. It was noted that a quorum was present.

2. **Review and Approval of Agenda** – It was motioned and seconded to approve the agenda, which was approved unanimously. (Orf/Sahota)

3. **Review and Approval of Minutes – October 24, 2013** - The minutes of October 24, 2013 were approved with several changes. (Samra/Orf).

4. **Old Business**
   a. **Accreditation Update / Continue Discussion of Standards Mapped to College Council / Assigning Responsibilities** – Dr. Noble continued the discussion of Accreditation Standards mapped to the College Council's responsibilities. The summary of this discussion is appended to these minutes.
   b. **Improvement Plans (formerly Planning Agendas) for Comprehensive Self Evaluation** – Mr. Samra reminded the Council that in the 2012 Accreditation Midterm

Report included our Planning Agendas for improvements. (Planning Agendas are now called Improvement Plans by ACCJC.)

The Improvement Plans will be reviewed by the Institutional Effectiveness Committee. He opened a discussion of our Improvement Plans referring to the chart of our Plans in this meeting packet.

i. Item 1A – Completed. We will also add an additional comment, "Reviewed and revised the College Mission Statement and Values Statement in April 2013. These statements are reviewed on an annual basis."

ii. Item IB, regarding "Workshops …", it was mentioned that in past years the President trained every committee chair, and this would be a good idea in the future also.

iii. The phrase "In Progress" means it was in progress at the time of the Midterm Report, 2012.

iv. After all Plans are reviewed, re-done, and assessed, the IEC will bring this bak to the College Council for final review. Then the Improvement Plans will be folded into our next Self Evaluation Report as a summary authored by Dr. Noble, ALO, and Faculty Accreditation Lead, Ms. Cole.

c. **Governance Worksheets/ Received/Review** – There were none available for review.

5. New Business

a. **Building Proposal Update -** Dr. Noble recapped that at the November 6th Town Meeting there were many questions about the proposal for a new classroom and/or lab building (in the area where current buildings 100, 200, 300 are). Attending Town Meeting were Vice Chancellor Jeffrey Kingston, Dir. of Facilities/Bond Program, Mr. Douglas Horner, and Chancellor Jackson, who each addressed some of the concerns.

Dr. Noble reported that the Chancellor is looking at this proposal with the help of a Chancellor's advisory group in the context of the District needing to spend all the Bond funds (for both colleges) within 3 years. They are considering the expected growth of the LPC service area among . After a five hour meeting on November 12th, the Chancellor's advisory group came up with the following guiding concepts. Please note that there are no definite numbers at this time.

1. We cannot stop the cycle of technology on the campuses, including items that cannot be seen, i.e., routers, cabling, new telecom system (we are out of phone lines). As these are expensive projects and the technology grows so quickly we waited until the end of the bond program so the latest technology would be bought to be current and last as many years as possible. The concept has been proposed to use a global agreement whereby IT throughout the district will continue, along with some funds put toward small projects and instructional equipment

2. The question is: How can we keep the technology projects whole while addressing the need for a new classroom building, and also have enough funds left for the needed instructional equipment and most of the 'small projects'?

3. The Library funding is not in jeopardy in this discussion, its funding is separate and secure. In addition, gradually we will let the General Fund take over Library completion.

4. The way the bond program played out was that there was a smaller net gain of classroom space than planned in 2005. Thus, to decide who and what usage will go into the proposed new building LPC will organize a User Group in the next few months.

Dr. Noble gave the history of why that proposed building is in the Facilities Master Plan. It was listed as "Applied Science" only for a name for the State level, and to be eligible in case State matching funds were available. Per our Facilities Master Plan, it is the building we stated we would build next. However, State matching funds do not seem to be available due to the State's poor economic situation. Thus, the building would be self-funded, and it can be built for any whatever purpose and in any size that the College and District decide.

Question regarding a new District Facilities Committee – Ms. Hart asked if there is a new District Facilities Committee. Dr. Noble replied that this is being discussed, and it was mentioned at Chancellor's Council and in a sub-committee of the Chancellor's Working Group (CWG). Those present at Chancellor's Council thought this was a good idea as the two colleges were not informed about the other's activities. Mr. Samra shared that a CWG sub-committee met last weekend and discussed drafts of these facilities committees, which are in a very early stage. It will next be discussed by the CWG again before going through the Participatory Governance Process. The District-Wide Committee is envisioned to be a coordinating committee. Concern was voiced about prioritizing from the District, to the Colleges, and that is not the intention with this proposed committee.

Question about the Chancellor's Working Group Goals – It was asked what it the goal of the new Chancellor's Working Group. Mr. Samra shared that this is about Accreditation Standard III (Resources) and speaks to the district wide need for integrated planning and budgeting. Because the district has three separate planning committees, we need to address the District-wide integrated planning process.

Several faculty members stated that they hope the process works like the DEMC/CEMC processes, however if the District Planning or CWG have 'total power' that would be problematic. If these are coordinating bodies this would be good, however if decisions are given from District and a campus disagrees, that would be a model that would not be acceptable. Mr. Samra shares these concerns and has voiced them in the CWG meetings.

6. Area Reports

a. **Academic Services** – VP Rodriguez reported on position hiring for the STEMPS Dean to be announced later in the month, and replacing the Student Life Coordinator with the retirement of Cynthia Ross next June. Catalogue updates will be done by next week, and the department is responding to some internal audit findings positively.

b. **Administrative Services** – Dr. Noble stated that the VP of Administrative Services position recruiting closes on December 2nd. President Russell will begin November 25th, and a Meet and Greet will be held before Town Meeting on December 4th.

c. **Student Services** – VP Rodriguez mentioned that there was a very high number of student discipline cases in the last month, and she will be analyzing for trends at a later date. There was a successful Veterans Day Program with a speaker about use of dogs in the military and demonstration with a working dog.

   Dean Morrissey and she are working on how to free up time on the desk of the Articulation Officer, who also serves the Puente Program. The few hours allotted to each program are not enough; and Dean Morrissey is speaking with the Puente offices to see about re-organizing our program for better coverage.

d. **College Enrollment Management Committee (CEMC)** - Ms. Hart reported that discipline plans are due November 15th and will be reviewed the next week. Beginning discussions have been held on developing documentation as we are able to add FTES back on the Schedule. There was not a quorum last meeting, however quorums will be needed for future important discussions.

e. **Facilities Committee** - No representative present.

f. **Institutional Effectiveness Committee (IEC)** - Mr. Samra reported that the committee has not yet met.

g. **Resource Allocation Committee (RAC)**- Mr. Miner stated that nine instructional equipment requests were received and all were funded.

h. **Staff Development Committee** – Mr. Daubenmire presented a written report attached to the minutes, however had to depart to teach a class before his presentation time.

i. **Sustainability Committee** - No representative present.

j. **Academic Senate** – Dr. Orf said that no votes were taken at the last meeting, and in the next Division meetings the Integrated Budget and Planning Process will be discussed, then brought back to the Senate. That vote will be on "whether to continue with the current integrated budget and planning process", which is what we have done for a number of years, with only a few changes in timing.

   He and Ms. Hart spoke about feedback from the Senate on the recent Articulation bottleneck being a problem for Curriculum Committee and State requirements. We are at a point that the Curriculum deadlines cannot be met, with over 40 proposals and several degrees and transfer degrees at a standstill on one desk. Ms. Hart stated this

affects the whole campus and she would like the College Council to realize we will miss the March 31st Catalog date. We can get a digital version online, and we do print in-house now within just 1 extra day.

Dean Morrissey shared that the bottleneck on one desk is created by an untenable workload for the desk that includes the duties of Articulation, Counseling and the Puente Program.

It was mentioned that this is a good example for documentation of a situation and evaluation process for improvements, which the ACCJC would like to see.

k. **Classified Senate** – Ms. DeNisco said that she presented the Integrated Planning and Budget presentation at the October Senate meeting. The Senate also heard the presentation at Town Meeting. Classified Senate is now taking yes or no vote, and she will report back to College Council on this vote in December. Classified Senate will not meet in November due to the holiday.

In addition, because the Senate has approved a new Constitution and Bylaws, the Senate now has Ambassadors rather than Senators. Elections are now being held for the Ambassadors and the Secretary.

l. **Student Senate** - Mr. Southorn related that two major events will be held in February, a Masquerade Ball, and a Talent Show. The Student Senate has donated money to the online tutoring program to fund tutoring during weekends this semester. They are working on online voting for the Spring Student Government elections. Club Day was held today with a nice turnout with the theme 'Cities Around the World.'

Mr. Southorn has become aware of the changes from Chabot in Priority Registration for Fall 2014. The Senate is considering a Legislative Committee resolution to the State Assembly regarding SEPs (Student Educational Plans). In addition, in future the ZoneMail emails may not be able to be forwarded to personal emails, which the Senate has related to IT would be difficult for student, however no changes have been made on that yet.

m. **Faculty Association** – Ms. Hart reported that at the FA general meeting in October there was a video made of the presentation by Jonathan Lightman of FACCT. David Bella-Hopkins, of CCI, may come to the January 30th FA meeting. He is a grassroots/ lobbyist trainer, and he may present legislative updates if any are available. The FA Contract is now online and hard copies are available from Ms. Hart.

n. SEIU – Mr. Eddy said that the recent elections resulted in: President – Linda Wilson (DO), and the 3 LPC representatives: Bill Eddy-VP, James Weston - Secretary, and Ginger Ripplinger - Representative to the SEIU Executive Board.

7. **Adjournment** - The meeting was adjourned at 4:41 PM.

Respectfully submitted,
Sharon Gach
Sharon Gach, Interim Executive Assistant

# # #

<u>Summary of 4. a.</u> – Discussion of Accreditation Standards mapped to College Council – Assigning Responsibilities

Standard Number/Question (Bold): Discussion (non-bold)

1 B 4: We have collected data in surveys in past. We collect data in RAC. Processes used to assess effectiveness? Surveys, PR surveys, PR itself,

- Ac senate appears to support moving forward on Inst. Planning and Budgeting cycle.
- Way wording to Divisions, not yes or no, but let's send it forward and let the committees begin to do their work.

How effective is college's planning processes in changing effectiveness? Unknown, still in a cycle to assess.

II A 2 f: Program Review is in all we do, everyone is required to do it. We haven't integrated our assessments yet. Are we good at SLO assessments, and integrating into what faculty teach? We believe we are better than other colleges, are we good enough to not get a warning? No. Discussed SLOs and then assessing how --- but are we documenting this? "If we didn't document it, we didn't do it.". We are fantastic at doing first level SLO's, but beyond that, we need to document more, assess more.

Our evidence is in Program Review, because we have to write to that in the SLO box on the Program Review form. Also, evidence is if someone changed their course outline, text, syllabus because of SLO data, and we have to document this.

Is there a formal planning process in place? Will be in place in Dec 2013. Our Researcher documents things very very well. Data to back this up in a recent survey.

III D 1: It is in the circular planning/budget chart, and we will w/ new process.

Goals for achievement? Yes, we have this in the planning/budget chart/cycle.

Establish priorities? Yes, we discuss priorities in all committees and administration and DO / College discussions.

Are Institutional Plans linked to financial goals? Yes, they exist. Strategic Plan, and Technology Plan, and etc., and all Plans will be linked to financial plan.

Institutional Plans do rely on timelines, because our process is based on an August to July Academic Year. And content put in due to where tasks need to be done.

Do past fiscal expenditures support Institutional Plans? Yes, thru the Facilities Master plan. Human resources? We have no HR plan in the District. The fiscal expenditures are in the Program Reviews.

For instance, in the Resource Allocation Cte., when equipment is awarded, is there a followup assessment? Not yet, we will have to put that into RAC.

Did it make a difference? And did hiring new faculty or staff make a difference?

Have to answer for faculty hiring too; the current 5 faculty hired for Fall 2013 are based on replacements.

Lots of discussion on this question. Did the benefits materialize? That's what we have to ask.

III D 1 b: Do our plans reflect the reality of what money we have? Do they reflect the financial resources, partnership and expenditure requirements?

With Bond and Prop 30 coming to end, financial resources will become critical. Do people understand that a lot of our Instructional Equipment came from bond funds?

Do staff/faculty receive information about the available funds? Yes when funds are in our control. But sometimes the State doesn't give us information ahead of time regarding funds available or funds being withheld, i.e., The February Surprise.

With our new allocation model we should have a better handle on it going forward.

If we have new software, the budget would be visible for 10 months of each year (except for 2 months at closing). This is an item proposed for use/ they are giving it to us for FREE. It's from College of the Canyons Program Review, and is an integrated Planning and Budget software. It is easy to operate. The next step is to discuss with our new Chancellor. Both colleges saw the software last Friday at a District Administrator's meeting.

Do we have funding priorities based on things that help the institution achieve its goals?

Yes, last year used Key Performance indicators. We have 10 goals, but no way to review them. But Program Review is asking people to link each of their tasks to the college goals.

Are Student Learning items given appropriate priority?

Yes, i.e., the proposed new classroom/lab building is prioritizing student learning.

# # #

Proposed New Charge + Membership: RAC

Governance Worksheet

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In order to ensure a smooth transition, it is advised that committee chairs should be appointed in May for the following academic year.

1. The purpose of this worksheet is to allow each standing committee, committee, or task force ("group") to review its charge and membership. If the structure is satisfactory, no changes need be made.
2. Locate your Group's description, and send to the Group with the agenda of the first meeting of the academic year.
3. At the first meeting review the Charge and Membership page for your Group.
4. Return to the President's Office by September 27th each year. *Thank you!*

Name of Group: Resource Allocation Committee

Are the descriptions of your group's charge and membership satisfactory? (circle one) Yes No

- If "Yes" is circled, no further work is required. Have members of the group sign this worksheet and return it to the Office of the President.
- If "No" is circled, please indicate any proposed changes below. Have members of the group sign this worksheet and return it to the Office of the President.

NEW/PROPOSED CHANGES

Charge of Group:

Using the college mission statement, this committee will guide the institutional allocation processes of the College. Responsibilities include, but are not limited to:
- Document the College allocation decisions in relation to the college goals and are implemented in accordance to the College's Institutional Planning Documents;
- Identify, prioritize, and recommend expenditures and non-instructional hiring priorities;
- Develop, evaluate, and recommend budget related processes as needed;
- Review relevant plans for prioritizing allocations to new programs and facilities.

This committee will determine the processes for tangible resource allocation and make recommendations to the college president.

* new

Reporting Relationship: College Council

Membership and Leadership: Indicate office of chair (if any), how chair is selected, the composition of the committee, and if any members are ex-officio.

How is the chair selected? (circle one):

By committee vote (Non-Voting)? By office/which office: Other:

(example: Program Director of Safety and Security)

Voting Members:
(example: 1 faculty representative from each division; 4 classified representatives; 2 student representatives)

Ex-officio Members:
(example: Vice President of Student Services)

Voting Members:
VP, Academic Services
VP, Administrative Services
VP. Student Services
(1) Dean
(1) Faculty Member from each divsion (2013-14 = 4 Divisions)
(1) Academic Senate Appointee
(4) Classified
(1) Classified Senate Appointee
(1-2) Students - has to be either 1 or 2, in case of voting

Ex-Officio:
President
Director of Institutional Research

15 or 16 total
Quorum = 8

Appointments by (circle all that apply): Academic Senate Administration Associated Students Faculty Association Classified Senate SEIU

Term (circle one): One Year Two Years

Other:_____

From: LPC Partic Gov. Handbook, Ver 7/draft 1/4/13

Current Charge & Membership: RAC

Resource Allocation Committee (RAC) [formerly: Planning & Budget Committee (PBC)]

Charge:

Using the Mission Statement, the Committee will guide overall long-range institutional planning and budget processes of the College. Responsibilities include, but are not limited to:

- Review all strategic planning documents and propose revisions or revise as necessary;
- Ensure the College planning and budget priorities are guided by the College's institutional planning documents;
- Identify, prioritize, and recommend expenditures and hiring priorities;
- Develop, evaluate, and recommend budget related processes as needed;
- Review relevant plans for prioritizing allocations to new programs and facilities;
- Utilize the Office of Institutional Research & Planning to ensure the integration of research, planning, and effectiveness.

Reporting Relationship: President

Members: Chair (Non-voting member; selected by Committee vote)
Vice President of Academic Services
Vice President of Administrative Services
Vice President of Student Services
Director of Research & Planning
1 Dean
5 Faculty *(one from each Division; Academic Senate President will represent their Division)*
5 Classified *(including Classified Senate President or designee)*
2 Students
Ex-officio (non-voting):
College President
Director of Research & Planning
President of Academic Senate
(add Classified Senate President?)

2013-14 Proposed

Governance Worksheet : Technology etc

Please refer to the **Las Positas College Participatory Governance Handbook** (available on the Intranet at http://grapevine.laspositascollege.edu/administration/governance.php) to complete this worksheet.
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1. The purpose of this worksheet is to allow each standing committee, committee, or task force ("group") to review its charge and membership. If the structure is satisfactory, no changes need be made.
2. Locate your Group's description, and send to the Group with the agenda of the first meeting of the academic year.
3. At the first meeting review the Charge and Membership page for your Group.
4. Return to the President's Office by September 27th each year. *Thank you!*

Name of Group: Technology Committee - Reports to: RAC

Are the descriptions of your group's charge and membership satisfactory? (circle one) Yes No

- If "Yes" is circled, no further work is required. Have members of the group sign this worksheet and return it to the Office of the President.
- If "No" is circled, please indicate any proposed changes below. Have members of the group sign this worksheet and return it to the Office of the President.

NEW/PROPOSED CHANGES

Charge of Group:

Assesses faculty, student and staff technological needs; researches and analyzes options for campus-wide technology and makes recommendations for solutions in the following areas:
- Access
- Staff development and training
- Support
- Prioritization of resources and additional technology needs as they arise
- Collaboration with the District ITS regarding District-Wide projects and issues
- Review and recommendations on LPC Technology Master Plan

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

Same as current

Membership and Leadership: Indicate office of chair (if any), how chair is selected, the composition of the committee, and if any members are ex-officio.

How is the chair selected? (circle one):

By committee vote — Non-Voting

By office/which office: _____ Other:

(example: Program Director of Safety and Security)

Voting Members:
(example: 1 faculty representative from each division; 4 classified representatives; 2 student representatives)

Ex-officio Members:
(example: Vice President of Student Services)

11-12 Voting = 6 or 7 Quorum

Voting Members:
Vice President, Administrative Services
1 -Dean
1 Faculty Member from each division (including 1 from the Library = ALSS Div.) = 4 Total
1 Classified for each faculty member = 4
1-2 ASLPC Students - need 1 or 2, for voting
Ex-Officio (Non-Voting):
Chief Technology Officer - CLPCCD
Sr. Instructional Network Systems Specialist
Instructional Technology/Open Learning Coordinator
Telecommunications Coordinator
Webmaster/Mistress
Alternative Media Technology Specialist

* new

Appointments by (circle all that apply): Academic Senate, Administration, Associated Students, Faculty Association, Classified Senate, SEIU

Term (circle one): One Year, Two Years

Other:_____

From: LPC Partic Gov. Handbook, Ver 7/draft 1/4/13

Current: Charge and Membership

Technology Committee

Charge:

Assesses faculty, student, and staff technological needs; researches and analyzes options for campus-wide technology and makes recommendations for solutions in the following areas:

- Access
- Staff development and training
- Support
- 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

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

Reporting Relationship: Planning & Budget Committee (PBC)

Members: Chair (Non-voting member; selected by Committee vote)
1 Technology Administrator
1 Dean
5 Faculty
5 Classified
2 Students
Ex-officio (non-voting):
Senior Instructional Network Systems Specialist
Instructional Technology/Open Learning Coordinator
Telecommunications Coordinator
Webmaster/Webmistress
CLPCCD Chief Technology Officer

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Governance Worksheet

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Name of Group:

CLASSIFIED SENATE

Are the descriptions of your group's charge and membership satisfactory? (Check one)
_____ Yes __X___ No

- **If "Yes" is circled, no further work is required.** Have members of the group sign this worksheet and return it to the Office of the President.
- **If "No" is circled, please indicate any proposed changes below.** Have members of the group sign this worksheet and return it to the Office of the President.

NEW/PROPOSED CHANGES

Charge of Group:

Same Charge for the Participatory Governance Handbook.
There have been changes to the Classified Senate constitution and Bylaws, notably:
- Senators have been changed to Ambassadors, who can represent any campus area

Reporting Relationship: _____
(College Council, Academic Senate, Etc.)

For many years the CLPCCD has encouraged Classified Staff to form their Classified Senates on each campus. The bylaws of the LPC Classified Senate state:

> "The Classified Senate was formed based on direction from California Assembly Bill 1725 and incorporated into the California Educations Code, Title III (Post Secondary), Division 7 (Community College), Part 43 (California Community College), Section 70902.7 which ensures community college

staff the opportunity to express their opinions at the campus level and that these opinions are given every reasonable consideration; and the right to participate effectively in district and college governance.

Thus, the classified Senate is an independent entity participating with the encouragement of the District.

Leadership: Indicate office of chair (if any, such as Dir. of Safety & Security for Safety Cte.,

and how chair is selected (Committee vote, etc.):

Office of Chair: President or Co-Presidents,

How is the chair selected? Check One:
X - elected each Spring by vote of the Membership

__ By committee vote __ By office / which office? : _____
(example: Program Director of Safety and Security)

Other: _____

Voting Members:
(example: Vice President of Student Services, 4 classified representatives; 2 student representatives)

1. Voting members of the Classified Senate are all participating Classified Staff

Non-Voting Members:
(example: 1 faculty representative from each division;
.N/A

Appointments by (Check all that apply):

___ Academic Senate ___ Administration

___ Associated Students ___ Faculty Association

_X__ Classified Senate ___ SEIU

Term (circle one): One Year Two Years

Other:_____

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Governance Worksheet

Approval by Group Members

NAME OF GROUP Classified Senate

Signature	Printed Name	Date
Sharon Davidson	Sharon Davidson	10/31/13
[illegible]	Jeff Spery	10/31/13
Cindy Baker	Cindy Baker	10/31/2013
Janice Cantu	Janice Cantu	10/31/2013
Alesia High	Alesia High	10.31.13
Sharon Grach	Sharon Grach	10-31-13
[illegible]	Heidi Ulrich	10/31/13

Governance Worksheet

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Name of Group: SEIU 1021

Are the descriptions of your group's charge and membership satisfactory? (circle one) Yes No

- If "Yes" is circled, no further work is required. Have members of the group sign this worksheet and return it to the Office of the President.
- If "No" is circled, please indicate any proposed changes below. Have members of the group sign this worksheet and return it to the Office of the President.

NEW/PROPOSED CHANGES

Charge of Group:
We, the employees of CLPCCD, working as free and responsible individuals, recognize that 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.

Reporting Relationship: Local 1021

Membership and Leadership: Indicate office of chair (if any), how chair is selected, the composition of the committee, and if any members are ex-officio.

Mark Smythe Chapter President voted in 2013

How is the chair selected? (circle one):

By committee vote

By office/which office: _____
(example: Program Director of Safety and Security)

Other: Membership vote

Voting Members:
(example: 1 faculty representative from each division; 4 classified representatives; 2 student representatives)

Ex-officio Members:
(example: Vice President of Student Services)

All dues paying classified staff vote

Appointments by (circle all that apply): Academic Senate Administration Associated Students Faculty Association Classified Senate SEIU

Term (circle one): One Year Two Years

Other: Every 3 years

From: LPC Partic Gov. Handbook, Ver 7/draft 1/4/13

Governance Worksheet

Approval by Group Members

NAME OF GROUP SEIU Local 1021

Signature	Printed Name	Date
	William Eddy	10-24-13
for all SEIU Members		

Revised

LPC College Governance Worksheet - Oct. 4, 2013
2013-14

Name of Group: Curriculum Committee

Are the descriptions of your group's charge and structure satisfactory? Minor changes (for clarification)

Charge of Group:
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 5 [Title 5 §53200]:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success

Group Reports to: Academic Senate

Committee Membership (voting members): 6 total ; Quorum = 4

- 2 Faculty from each Academic Division
- 2 Faculty from the Student Services Division
- Articulation Officer (may also serve as division representative)
- Librarian (may also serve as division representative)
  Note: (If the librarian and/or articulation officer serve as division representative, they will have only one vote each.)

Committee Membership (~~ex officio~~ Non-Voting members):

- Chair—Elected by voting Committee members from Faculty membership
  (votes only as a tie-breaker)
- Vice-president of Academic Services
- Academic Division Deans
- 2 Student Representatives of the ASLPC
- Student Services Division Dean
- Student Records Evaluator (attends as needed)
- Scheduler (attends as needed)
- Academic Services Executive Assistant (acts as secretary of the Committee)

Appointments by: Academic Senate, Administration, Associated Students

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.

Current

Curriculum Committee – (2011 version)

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. This 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."[1] 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:

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

[1]The Curriculum Committee: Role, Structure, Duties, and Standards of Good practice, adopted Fall 1996 by the Academic Senate for California Community Colleges

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

Grading Policies

The Committee's duties in this area 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

Educational Programs

Educational programs are initiated and developed within appropriate areas or disciplines. The Committee's duties include – but are not limited to – approval of:

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

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.

Reporting Relationship: Academic Senate

Members (voting): 2 Faculty from each Academic Division
2 Faculty from the Student Services Division
2 at-large Faculty representatives, consisting of the Articulation Officer and a Librarian; the Articulation Officer and the Librarian may also serve as Division representatives, if necessary *(if serving as Division representative, the Articulation Officer and Librarian will have only one vote each)*

While all members of the Committee take seriously the charge of the group, the voting members have a special duty to develop expertise in curriculum matters, to attend all meetings of the Committee, to thoroughly review all matters presented to the Committee before voting, and to abstain from voting in situations where the Committee member is not adequately prepared to make an informed decision.

Non-voting: (~~Ex Officio~~) – See note in Glossary
Chair (votes only as a tie-breaker; see below for more info)
Vice President of Academic Services
Academic Division Deans
2 Students
Student Services Division Dean
Student Records Evaluator (attends as needed)
Academic Svcs. Curriculum & Scheduling Specialist (attends as needed)
Academic Svcs. Administrative Asst. (acts as secretary of the Committee)

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 is 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.

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