



## **Guidelines for the Pasadena City College Shared Governance Committees**

# **Guidelines for the Pasadena City College - College Council**

Approved September 22, 2016

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## **Article I. College Council**

The College Council shall serve as the central consultation committee and as a clearinghouse for all shared governance recommendations to the Superintendent-President. The College Council will ensure that there is an inclusive and transparent dialog on core campus issues and that all campus constituent groups have an opportunity to provide input and present ideas for improving the practices, programs, and services in which they are involved that support the mission of the college. (AP3005)

### **Section 1: Functions of the College Council**

- 1) Discuss issues brought from constituent groups
- 2) Formulate recommendations to the Superintendent-President on campus-wide issues
- 3) Guide the work of the Standing Committees
- 4) Advise the Superintendent-President on the development and review of Board Policies and Administrative Procedures that are neither collective bargaining nor academic and professional matters.
- 5) Advise the Superintendent-President on issues where no existing committee or group exists
- 6) Set up ad-hoc committees or groups, when needed, to deal with issues not addressed by the Standing Committees.

### **Section 2: Membership of the College Council (Per AP3005)**

The Superintendent-President or his/her designee is the sole Chair College Council. Representatives from College constituent groups shall be appointed to the College Council as follows:

- |   |                   |
|---|-------------------|
| 1) Academic Senate                                      | 4 Representatives |
| 2) Faculty Association                                  | 1 Representative  |
| 3) Associated Students                                  | 3 Representatives |
| 4) Classified Senate                                    | 3 Representatives |
| 5) California Federation of Teachers – classified (CFT) | 1 Representative  |
| 6) California School Employees Association (CSEA)       | 1 Representative  |
| 7) Police Officers Association (POA)                    | 1 Representative  |
| 8) Confidentials  | 1 Representative  |
| 9) Instructional Dean (Appointed by Management)         | 1 Representative  |
| 10) Manager (Appointed by Management)                   | 2 Representatives |

The Superintendent-President, as the Chair of College Council, may select to have resource members represented at Council meetings. These could include but are not limited to Chief Student Affairs Officer, Chief Business Officer, Chief Instructional Officer and Co-Chairs of the College Council Standing Committees.

### **Section 3: Meetings**

- 1) The Chair of the College Council will schedule monthly meetings during the Academic year.
- 2) All meetings of the College Council shall be open to the public. There shall be no executive sessions.
- 3) Emergency meetings, in addition to the monthly meeting, may be called by the Chair as needed.
- 4) If a holiday falls on the scheduled meeting day, the meeting will be rescheduled.
- 5) The Chair may call meetings outside of the regular academic year if a quorum of represented members can attend.
- 6) A quorum shall consist of 50% of active voting members and the Chair.

- 7) All actions or recommendations of the College Council shall require a simple majority of members present at the meeting.
- 8) If voting on an action item ends in a tie, the Chair, at his/her discretion, can choose to:
  - a. break the tie with his/her vote
  - b. return the item to the appropriate constituent group or committee for further work or consideration
  - c. re-agendize the item at a future meeting
- 9) College Council Members may not submit votes in absentia but must be physically present at the meeting to vote. (Proxy votes will not be accepted)
- 10) Members may designate a substitute for a meeting but must inform the Chair or Designee at least 24 hours in advance of the scheduled meeting day and time.
- 11) Agenda packets (including the Minutes from the prior College Council Meeting) will be distributed electronically at least 48 hours in advance of regularly scheduled meetings to all College Council members.
- 12) Meeting dates, times and agendas will be posted at least 48 hours in advance for public viewing.
- 13) Members of the College Council committee may submit in writing proposed agenda items to the Chair or Designee at least two weeks prior to the next regularly scheduled meeting for consideration.
- 14) Items brought to the College Council for consideration may be presented by the originator who may or may not be a member of College Council.
- 15) Items brought before College Council may require action or may be information only items depending on the originating source and adherence to Board Policies and Administrative Procedures on Academic and Professional Matters and contractual agreements.
- 16) The Chair may designate proposed agenda items to a Standing Committee as appropriate for consideration prior to the item being placed on the College Council Agenda for consideration.

#### **Section 4: Appointments, Vacancies and Terms of Service**

- 1) The Chair shall inform constituent groups of the first meeting date of the fall semester within in one week or earlier of first week of the fall semester.
- 2) Constituents groups will provide the Chair at least one week before the first regularly scheduled meeting of the fall semester the names and emails of selected representatives.
- 3) The terms of office of all regularly appointed representatives will begin with the first regular meeting of the fall semester.
- 4) Selected representatives from each constituent group shall serve for a period of one academic year.
- 5) Representatives can serve for multiple years but must be reaffirmed by their representative constituent groups each academic year.
- 6) Selected representatives who miss two consecutive meetings without notifying the Chair or Designee will be considered inactive, and their position on College Council will be considered vacant.
- 7) The Chair has the sole authority to remove a representative that is inactive.
- 8) If a selected representative's position becomes vacant during the regular academic year, or a current appointee becomes inactive, the Chair will notify the representative constituent group of the vacancy. The constituency group then has one month to appoint a new representative to serve the remainder of the term of the original appointee, and will notify the Chair within one week of the next scheduled College Council meeting that the new appointee will assume the vacant or inactive position.

## **Article II. Standing Committees**

The Superintendent-President in consultation with the members of College Council will add, change or remove Standing committees as necessary to fulfill the Mission of the College. Each Standing Committee will be co-chaired by a member of the Faculty appointed by the Academic Senate or by position within the Faculty Senate, and a member of the Administration, appointed by the Superintendent-President, unless the Superintendent-President believes that a classified employee of the College may be better suited to serve as co-chair in place of the Administrative co-chair.

### **Section 1: College Council Standing Committees**

- 1) Accreditation Standing Committee (ASC)
- 2) Budget and Resource Allocation Committee (BRAC)
- 3) Calendar Committee
- 4) District Technology Committee (DTC)
- 5) Facilities Committee
- 6) Health and Safety Committee
- 7) Institutional Effectiveness Committee (IEC)
- 8) Outcomes Standing Committee
- 9) Professional Development Standing Committee
- 10) Strategic Planning Standing Committee
- 11) Student Success Standing Committee (SSSC)

### **Section 2: Role of Co-Chairs**

The role of co-chairs includes the following:

- 1) Prepare agendas
- 2) Publicly post agendas on the designated Standing Committee webpage
- 3) Conduct the committee meetings
- 4) Keep meeting minutes
- 5) Edit meeting minutes as necessary
- 6) Publicly post meeting minutes on the designated Standing Committee webpage
- 7) Set the calendar of committee meetings and post on the designated Standing Committee webpage
- 8) Keep informed of State, Local and District issues impacting the committees work
- 9) Provide training for new and continuing members of the committee
- 10) Report committee work to the College Council a minimum of twice per academic year or as requested by the College Council Chair (Superintendent-President)

### **Section 3: Meetings**

- 1) Each standing committee is responsible for fulfilling the Charge of the standing committee as set forth by the College Council.
- 2) Meeting agendas shall adhere to items within the purview of the charge of the committee unless otherwise directed by College Council or the College Council Chair (Superintendent-President).
- 3) Standing Committees will meet a minimum of once a month unless the Standing Committee Co-Chairs, in consultation with standing committee members, agree to meet less.

- 4) A quorum shall consist of 50% of active voting members of the Standing Committee with Co-Chairs considered as active voting members.
- 5) All actions or recommendations of the Standing Committee shall require a simple majority of members present at the meeting.
- 6) If voting on an action item ends in a tie, the Co-Chairs, at their discretion can choose to:
  - a. break the tie by casting one additional vote between the two co-chairs
  - b. Renew the discussion on the item to work towards consensus
  - c. Re-agendize the item at a future meeting
- 7) Members may not submit votes in absentia but must be physically present at the meeting to vote. (Proxy votes will not be accepted)
- 8) Members may designate a substitute for a meeting but must inform the Co-Chairs at least 24 hours in advance of the regularly scheduled meeting day and time.
- 9) Agenda packets (including the Minutes from the prior Standing Committee Meeting) will be distributed electronically at least 48 hours in advance of regularly, scheduled meetings to all members.
- 10) Meeting dates, times and agendas will be posted at least 48 hours in advance for public viewing.
- 11) Members of the Standing Committee may submit in writing proposed agenda items to the Co-Chairs of the Standing Committee at least two weeks prior to the next regularly scheduled meeting for consideration.
- 12) Items brought before the Standing Committee may require action or may be information only items depending on the subject matter.
  - a. Standing Committee Co-Chairs will determine if any suggested agenda item falls under the purview of another standing committee, Academic and Professional Matters, or contractual agreements.
- 13) Each Standing Committee will prepare reports to present to the College Council on their progress on their annual goals and fulfilling their charge by July 1 of each Academic year.

#### **Section 4: Membership, Appointments, Vacancies and Terms of Service**

Each standing committee will be composed of the membership necessary to inform the work of the committee. Representatives from each constituency group, faculty, administrators, classified staff and students will be provided representative positions on each standing committee.

- 1) Standing committee membership composition shall be approved by the College Council.
- 2) If a standing committee wishes to change its membership composition or charge, it must present the request in writing to the College Council Chair at least two weeks prior to the next regularly scheduled College Council meeting.
- 3) Standing committee members shall be appointed by their respective constituent group or by position and their names and emails shall be submitted to the Committee Co-Chairs at least one week prior to the first scheduled meeting of the fall semester.
- 4) The terms of office of all regularly appointed representatives will begin with the first regular meeting of the fall semester.
- 5) Selected representatives shall serve for period of one academic year and can be renewed annually by the constituent group they represent, by position, or by appointment of the Superintendent-President.
- 6) Selected representatives can serve for multiple years but must be reaffirmed by their representative constituent group each academic year by position, or by appointment of the Superintendent-President.
- 7) Selected Representatives who miss three consecutive meetings or 30% of the total scheduled meetings will be considered inactive, and their position on the standing committee will be considered vacant.

- 8) If a selected representative's position becomes vacant during the regular academic year, or a current appointee becomes inactive, the Co-Chairs will notify the representative constituent group of the vacancy. The constituency group then has one month to appoint a new representative to serve the remainder of the academic year of the original appointee.
- 9) The constituent group will notify the Co-Chairs within one week of the next scheduled standing committee meeting that the new appointee will assume the vacant or inactive position.

# **Appendix**

## **College Council Standing Committees**

## College Council Accreditation Standing Committee

Approved 2/25/2016 Per AP3200

**Charge:** Accreditation Standing Committee (ASC) will serve as a standing committee to the College Council and be responsible for all aspects of the accreditation process. The primary purpose of the ASC is to guide and supervise the college's accreditation activities, including the following, among others:

Accreditation reports:

- (1) Self-Evaluation Report
- (2) Mid-Term Report
- (3) Follow-Up Reports
- (4) Substantive Changes Reports
- (5) Annual Reports
- (6) Any other special reports requested by the Commission

Additionally, the ASC will be responsible for the education of the campus on the Accreditation Standards and the accreditation process; regular assessment of the College's compliance with the Accreditation Standards and Eligibility Requirements; and recommendations to the College Council regarding accreditation-related issues.

### Membership:

1. Co-Chair: Accreditation Liaison Officer (ALO), appointed by the Superintendent-President
2. Co-Chair: Faculty Accreditation Coordinator (FAC)
3. Faculty – appointed by the Academic Senate
4. Faculty – appointed by the Academic Senate
5. Faculty – appointed by the Academic Senate
6. Faculty – appointed by the Academic Senate
7. Academic Senate President or Designee,
8. Classified staff member appointed by the Classified Senate
9. Classified staff member appointed by the Classified Senate
10. Classified staff member appointed by the Classified Senate
11. Classified staff member appointed by the Classified Senate
12. Classified Senate President,
13. Associated Students President,
14. Student member – appointed by Associated Students
15. Student member – appointed by Associated Students
16. Student member – appointed by Associated Students
17. Student member – appointed by Associated Students
18. Management Representative – Appointed by the Management Association
19. Management Representative – Appointed by the Management Association
20. Management Representative – Appointed by the Management Association
21. Management Representative – Appointed by the Management Association
22. Executive Administrators appointed by the Superintendent-President
23. Executive Administrators appointed by the Superintendent-President
24. Current member of the Board of Trustees during the Self-Evaluation process to serve in an ex-officio capacity.

At the sole discretion of the ASC co-chairs, other members of the college community may be asked to serve as resource advisors to the ASC.

## College Council District Technology Committee (DTC)

**Charge:** The College Council District Technology Committee shall advise the College Council on matters relating to technology matters in support of the Educational Master Plan. DTC will serve as the committee responsible for the development, evaluation and revision of the Technology Master Plan. In this role, the committee seeks to determine the technology needs of the College and develop guidelines, standards and priorities to meet these needs.

1. Co-Chair, Executive Director Information Technology Services (Chief Technology Officer)
2. Co-Chair: Academic Senate President **or** Designee
3. Classified Senate President or Designee
4. Classified: Appointed by CFT
5. Classified: appointed by Classified Senate
6. Faculty: Appointed by Academic Senate
7. Faculty: Appointed by Academic Senate
8. Student: Appointed by Associated Students
9. Student: Appointed by Associated Students
10. Administrator, Instructional: Appointed by Management Association
11. Student Services Manager: Appointed by Management Association
12. ITS Administrator: Information Technology Services
13. ITS Administrator: Information technology services
14. DSPS Office: Standing
15. Web Office: Standing
16. Member of the Distance Education Department: Standing

**Terms:** Appointments are made annually. Members may be appointed to successive terms up to three years. Term limits do not apply to ITS managers.

## College Council Budget and Resource Allocation Standing Committee - BRAC

Originally Approved by College Council 12/21/2010

**Charge:** The Budget and Resource Allocation Standing Committee shall advise on matters relating to institutional-wide budget and resource allocation issues as requested by the College Council and guided by the Educational Master Plan.

1. Co-Chair: Academic Senate President or Designee
2. Co-Chair: Assistant Superintendent/Vice President, Business and Admin Service or Designee
3. Faculty - Appointed by PCC Faculty Association
4. Faculty - Appointed by Academic Senate
5. Faculty - Appointed by Academic Senate
6. Classified Senate President or Designee
7. CSEA Classified Employee - Appointed by CSEA
8. PCC-CFT Classified Employee - Appointed by PCC-CFT
9. PCC-POA Classified Employee - Appointed by POA
10. Administrator - Appointed by Management Association
11. Administrator - Appointed by Management Association
12. Administrator - Appointed by Management Association
13. Student - Appointed by Associated Students
14. Student - Appointed by Associated Students

**Resource Experts:** Assistant Superintendent/Senior Vice President, Non-Credit, Offsite Campuses & Community Advancement, Assistant Superintendent/Vice President, Instruction, Vice President, Human Resources, Executive Director, Institutional Effectiveness, PCC Controller, Fiscal Services, Risk Management Services Technician, Supervisor Budget, Forecasting and Analysis.

**Terms:** Seven members appointed to a two-year term and six members to a three-year term. Members may be reappointed to successive terms. Shared Governances groups may appoint annually if they so choose. Term limits do not apply to designated positions e.g. Dean, Educational Services, Dean, Human Resources, etc.

## College Council Calendar Standing Committee

Originally Approved by College Council 10/12/2011

**Charge:** The committee shall recommend to the College Council annual college calendars that support the pedagogical and operational needs of students, faculty, and staff within the framework of the negotiated agreements between the collective bargaining units and the District.

1. Co-Chair: Assistant Superintendent/Vice President Instruction
2. Co-Chair: Academic Senate President or Designee
3. Faculty - Appointed by Academic Senate
4. Faculty - Appointed by Academic Senate
5. Faculty - Appointed by Academic Senate
6. Faculty – Appointed by Academic Senate
7. Faculty – Appointed by **PCC** Faculty Association
8. Classified Senate President or Designee
9. Classified - Appointed by CFT
10. Classified – Appointed by CSEA
11. Classified – Appointed by POA
12. Confidential – Appointed by Confidential
13. Student – Appointed by Associated Students
14. Student – Appointed by Associated Students
15. Student – Appointed by Associated Students
16. Student - Appointed by Associated Students
17. Student - Appointed by Associated Students
18. Administrator, Division Dean – Appointed by Assistant Superintendent/Vice President, Instruction in consultation with Management Association
19. Administrator, Division Dean – Appointed by Assistant Superintendent/Vice President, Instruction in consultation with Management Association
20. Administrator - Appointed by Management Association
21. Director of Admissions and Records
22. Executive Committee Member - Appointed by the Superintendent-President

**Terms:** Eleven members appointed to a three-year term and nine members appointed to a two-year term. All successive terms will be two years in duration. Members may be reappointed to successive terms. Term limits do not apply to designate positions.

## College Council Facilities Standing Committee

Originally Approved by College Council 1/25/2011\*

**Charge:** The Facilities committee shall advise the College Council on matters relating to the development and implementation of the Facilities Master Plan and other facilities-related projects and programs in support of the Educational Master Plan.

1. Co-Chair: Academic Senate President or Designee
2. Co-Chair: Assistant Superintendent/Vice President Business and Administrative Services or Designee
3. Director, Facilities Services
4. Assistant Superintendent/Vice President, Instruction
5. Vice President, Student and Learning Services
6. Faculty - Appointed by Academic Senate
7. Faculty - Appointed by Academic Senate
8. Faculty - Appointed by Academic Senate
9. Classified Senate President or Designee
10. Classified (member of Facilities Services)
11. Classified - Appointed by Classified Senate
12. Administrator -- Appointed by Management Association
13. Administrator - Appointed by Management Association
14. Administrator - Appointed by Management Association
15. Student - Appointed by Associated Students
16. Student - Appointed by Associated Students

**Terms:** Eight members appointed to a two-year term and eight members to a three-year term. Members may be reappointed to successive terms. Shared Governance groups may appoint annually if they so choose. Term limits do not apply to designate positions e.g. Vice President, Instruction, Director, Facilities Services.

### **Sub Committee – Sustainability Committee**

**Charge:** The Sustainability committee shall advise the Facilities Standing Committee on matters related to non-curricular campus-wide sustainability and environmental issues in support of the Educational Master Plan.

1. Co-Chair: Faculty appointed by Academic Senate with an interest in Sustainability issues
2. Co-Chair: Director of Facilities Services
3. Faculty - Appointed by Academic Senate
4. Faculty - Appointed by Academic Senate
5. Classified - Appointed by Classified Senate
6. Classified - Appointed by Classified Senate
7. Student - Appointed by Associated Students
8. Student - Appointed by Associated Students)
9. Executive Committee Member - Appointed by the Superintendent-President
10. Administrator - Appointed by Management Association

**Terms:** Five members appointed to a two-year term and five members to a three-year term. Members may be reappointed to successive terms. Shared Governance groups may appoint annually if they so choose. Term limits do not apply to designate positions e.g. Director of Facilities.

\*Both Standing Committee memberships and charge were approved 1/25/2011

\*\*College Council approved the combining of the Facilities Standing Committee and the Sustainability Standing committee in to one Standing Committee.

## College Council Health and Safety Standing Committee

Originally Approved by College Council 4/27/2011

**Charge:** The Health and Safety Committee shall advise the College Council on matters relating to campus safety, campus parking plans and issues, and risk management in association with the risk management office. The committee shall act as a clearinghouse for individual employee safety suggestions and work to provide a safe and healthful working environment for staff and a safe and healthful environment in which students may learn and study.

### **Membership:**

1. Co-Chair: Academic Senate President or Designee
2. Co-Chair: **Administrator** - Appointed by the Superintendent-President
3. Faculty – Appointed by the Academic Senate
4. Faculty – Appointed by the Academic Senate
5. Classified – Appointed by the Classified Senate
6. Classified – Appointed by the Classified Senate (POA designee)
7. Administrator – Appointed by the Management Association
8. Administrator – Appointed by the Management Association
9. Student - Appointed by Associated Students
10. Student - Appointed by Associated Students

**Terms:** Five members appointed to a three-year term and five members appointed to a two year term. All successive terms will be two years in duration. Members may be reappointed to successive terms. Term limits do not apply to designate positions.

## **Outcomes Standing Committee**

Approved by College Council on 9/20/2018

**Charge:** The Outcomes Standing Committee serves as a standing committee to the College Council and is responsible for the college's overall process for assessing outcomes. The primary purpose of the Outcomes Standing Committee is to provide holistic guidance and supervision the college's assessment activities, including course, program, and institutional learning outcomes and student learning and administrative unit outcomes. The Outcomes Standing Committee will coordinate with other campus groups to address assessment and make recommendation to the College Council regarding assessment-related issues.

1. Co-Chair: Faculty SLO Coordinator
2. Co-Chair: Dean, Instructional Support
3. Faculty - Articulation Officer
4. Faculty - Accreditation Coordinator
5. Faculty - Non-Credit - Appointed by the Academic Senate
6. Faculty – Credit Instructional - Appointed by the Academic Senate
7. Faculty - Distance Education Instructor - Appointed by the Academic Senate
8. Faculty - Non-Instructional (counselor or Librarian) - Appointed by the Academic Senate
9. Administrator - Student Services - Appointed by Management Association
10. Administrator - Learning Services - Appointed by Management Association
11. Classified, Faculty, or Administrator - Career Education Representative – Appointed by Assistant Superintendent/Vice President Instruction
12. Administrator, Instructional Dean - Appointed by Management Association
13. Student – Appointed by Associated Students

## **College Council Professional Development Standing Committee**

Originally Approved by College Council 10/12/2011

Administrative Procedure AP 7160 approved 9/14/15

**Charge:** The Professional Development Standing Committee will include:

- a. Work with the college's constituency groups to identify professional learning needs
- b. Collaborate with constituency groups to develop a program that addresses identified professional learning needs
- c. Review the college's professional development budget
- d. Evaluate Professional Development activities to ensure effectiveness and continued improvement
- e. Develop and review an annual Professional Development plan and calendar that aligns with the college's strategic plan and priorities

The Professional Development Standing Committee will:

- Ongoing professional learning for faculty, classified staff, and managers
- New employee orientations
- Mentoring
- Equity and equity-mindedness training
- State and federally mandated training

1. Co-chair – Professional Development Director
2. Co-chair – Academic Senate Faculty Development Committee Chair
3. Co-chair- Classified Senate Professional Development Subcommittee Chair
4. Faculty - Appointed by Academic Senate
5. Faculty - Appointed by Academic Senate
6. Faculty - Appointed by Academic Senate
7. Administrator - Appointed by Management Association
8. Administrator - Appointed by Management Association
9. Administrator - Appointed by Management Association
10. Classified - Appointed by Classified Senate
11. Classified - Appointed by Classified Senate
12. Classified - Appointed by Classified Senate

### Sub-Committee – Flex Advisory Committee

PER AP 4011 & AP 4012

Charge: The Flex Advisory Committee will plan, implement, and assess activities for on-campus Professional Development (FLEX) Days. The committee will coordinate activities, which reflect the needs of constituent groups and major campus or community college initiatives. The committee will be responsible for updating the processes and guidelines described in AP 4011 and 4012 as well as the PCC Flexible Calendar Program Guidelines.

#### Membership:

1. Professional Development Director
2. Flexible Calendar Program Coordinator
3. Faculty – Faculty Development Committee Chair
4. Faculty – Faculty Development Committee Member
5. Faculty – Academic Senate Executive Committee Member
6. Faculty – Faculty Association Executive Board member
7. Faculty – Appointed by Academic Senate
8. Faculty – Appointed by Academic Senate
9. Classified – Representative from Instruction
10. Classified – Representative from Student Services
11. Classified – Representative from Business Services
12. Administrator – Director of Student Equity
13. Administrator – Appointed by Management Association

## Strategic Planning Standing Committee

Approved by College Council 9/20/2018  
(Combines Enrollment Management Standing Committee  
and Planning and Priorities Standing Committee)

**Charge:** The Strategic Planning Standing Committee provides oversight of the college's integrated planning process that includes development, implementation, and evaluation of the College's annual, master and strategic plans. This includes providing recommendations to College Council regarding services, resources, and programs necessary to achieve optimal enrollment and services that support students in attaining their educational goals. The Strategic Planning Committee will work with other College Council Standing Committees, the Academic Senate, the Classified Senate, and the Management Association to support collegial communication and collaboration on strategic planning.

### Membership:

1. Co-Chair: Senior Executive appointed by the Superintendent-President
2. Co-Chair: President, Academic Senate or designee
3. Assistant Superintendent/Vice President Instruction or Designee
4. Vice President Student Services or Designee
5. Faculty Co-Chair IEC
6. Faculty Co-Chair BRAC
7. Faculty SLO Coordinator
8. Faculty –Appointed by Academic Senate
9. Faculty –Appointed by Academic Senate
10. Faculty Counselor –Appointed by Academic Senate
11. Faculty form Noncredit – Appointed by Academic
12. Classified Senate Representative - appointed by Classified Senate
13. Classified Senate Representative from Facilities- appointed by Classified Senate
14. Classified Senate Representative – appointed by Classified Senate
15. Office of Institutional Effectiveness Analyst – Classified Representative
16. Administrator, Instructional Dean – Appointed by Management Association in consultation with Vice President Instruction
17. Administrator, Instructional Dean - Appointed by Management Association in consultation with Vice President Instruction
18. Administrator, Instructional Dean – Appointed by Management Association in consultation with Vice President Instruction
19. Administrator from Facilities – Appointed by Management Association
20. Administrator, Off Site Center Manager – Appointed by Management Association
21. Administrator - Director Financial Aid
22. Director of Student Equity
23. Associated Students Representative - appointed by Associated Students
24. Associated Students Representative – appointed by Associated Students

Resource Experts: Executive Director Institutional Effectiveness, Vice President Business and Administrative Services, Vice President Human Resources, President Management Association, President Classified Senate, President Faculty Association, CFT President, CSEA representative

## **Student Success Committee**

Approved 5/25/2017

**Charge:** The Student Success Standing committee is charged with the review of programs and services across the student lifecycle from recruitment to completion and identifying gaps and barriers in student achievement. This Standing Committee will use a data informed approach, a student equity lens and develop goals that close student achievement gaps, increase basic skills completion and improve degree, certificate and transfer completion. The Standing Committee will be responsible for integrating and achieving the student success goals set forth by the California Community College Chancellor's Office (CCCCO) and reporting on the colleges activities designed to meet those goals. The Standing Committee will prepare any plans and/or reports that cover the topics of student equity, basic skills, and Student Support and Success Program (SSSP) required by the CCCCCO and present them to the College Council and the campus community for review.

### **Co-Chairs**

1. Director of Student Equity
2. Academic Senate President or Designee

### **Faculty**

1. Math Faculty member appointed by Academic Senate
2. English Faculty member appointed by Academic Senate
3. ESL Faculty member appointed by Academic Senate
4. Cultural Diversity Initiative Rep
5. Non Credit Faculty member appointed by Academic Senate
6. Faculty member appointed by Academic Senate from Credit
7. Faculty member from Counseling with expertise in Guided Pathway appointed by the Academic Senate

### **Classified**

1. President of Classified Senate designee
2. Classified Employee - Research Analyst from Office of Institutional Effectiveness
3. Classified Employee Appointed by Classified Senate from Student Services Area
4. Classified Employee Appointed by Classified Senate from Instructional Area
5. Classified Employee Appointed by Classified Senate from Business and Administrative Services Area

### **Admin**

1. Dean of English
2. Dean of Math & Computer Science
3. Dean of ESL and Languages
3. Dean of Counseling (SSSP Lead)
4. Director of Professional Development
5. Administrator appointed by the Superintendent-President

### **Students**

1. President of Associated Students
2. Student representative that is a member of the ASPCC Executive Board
3. Student representative appointed by Associated Students
4. Student representative appointed by Associated Students

**Resource Experts:** Executive Director of Institutional Effectiveness; Executive Director of ITS, Senior Vice President/Assistant Superintendent Non-Credit and Off Site Locations; Assistant Superintendent/Vice President, Instruction; Vice President, Student Services

**Sub Committee – Open Educational Resources**

1. Faculty - Librarian
2. Faculty - Social Science
3. Faculty – Social Science
4. Faculty -Languages / ESL
5. Faculty - Languages / ESL
6. Faculty - Mathematics
7. Faculty - Mathematics
8. Faculty - Counseling
9. Faculty - Natural Sciences
10. Faculty - Noncredit
11. Faculty - Noncredit
12. Faculty -DSP&S
13. Administrator - Distance Education
14. Administrator - Business & CTE
15. Student
16. Bookstore
17. Bookstore

## **Institutional Effectiveness Committee**

Approved: May 25, 2017; Revised 2/21/2019 Per AP3251

The name "Institutional Effectiveness Committee," hereinafter cited as the "IEC," shall apply to the Standing Committee of the College Council that is charged with the coordination of the college's comprehensive program/unit review process.

### **Charge of the Committee**

The charge of the IEC shall be as follows:

- a. Coordinate the college's comprehensive program/unit review process and cycle.
- b. Ensure programs/units utilize student success indicators, course and program assessment data and other existing institutional data and any additional evidence/data deemed necessary by the IEC in the comprehensive review process.
- c. Evaluate program reviews, providing feedback to program reviewers with the authority to direct that a program or unit review be revisited or revised.
- d. Provide feedback on program outcomes and make recommendations to program review authors.
- e. Provide college-wide support to comprehensive program/unit review authors as needed to insure understanding and completions of program/unit reviews.
- f. Provide an annual summary with broad recommendations for institutional improvement based on the comprehensive program/unit review results to the College Council.

### **Composition of the Committee**

- a. The IEC shall be co-chaired by a representative of the faculty and a representative of the college administration.
- b. The faculty co-chairperson shall be from the tenured fulltime faculty.
- c. The Administrative Co-Chair shall be appointed by the Superintendent-President.
- d. The IEC shall consist of six (6) components: faculty representatives, management representatives, classified staff representatives, student representatives, standing and resource experts.
  - (1) Faculty Representatives: one member from each of the instructional divisions, including the Non Credit division, one member from the Counseling Division, one member from the Library Division.
  - (2) Management Representatives: four (4) members.
  - (3) Classified Staff Representatives: four (4) members of the classified staff.
  - (4) Student Representatives: Two representatives from Associated Students plus two alternates.
  - (5) Standing Members: Executive Director of Economic and Workforce Development or designee, Dean of Instructional Support, Dean of Counseling and Student Services, Learning Assessment Coordinator, Classified Analyst from the Office of Institutional Effectiveness.
  - (6) Resource Experts (non-voting members) may be consulted to inform the work of the committee as needed.

### **Selection of Members**

Members, whose terms are effective July 1, shall be selected in the spring semesters or as needed.

- a. The faculty co-chairperson of the IEC shall be recommended for a two-year term by the Executive Committee of the Academic Senate from the tenured fulltime faculty and confirmed by a majority vote of the Academic Senate Board. The Faculty co-chair shall receive a minimum of 20% reassigned time of contract load or an equivalent overload stipend for each semester of service.
- b. The administrative co-chairperson of the IEC shall be appointed for a two-year term by the Superintendent-President of the college.
- c. Faculty representatives from each Division shall be chosen from the fulltime tenured or tenure track faculty within the Division they are representing. The candidates recommended from each division shall be sent to the Academic Senate Executive Committee and confirmed by a majority vote of the Academic Senate Board. The minimum term for faculty members shall be two (2) years.

- d. The four (4) management representatives shall be chosen by the Management Association in consultation with the college's Superintendent/President. The minimum term for management representatives shall be two (2) years.
- e. The four (4) classified staff representatives shall be appointed in accord with the Memorandum of Understanding between the classified bargaining units and the Classified Senate. The minimum term for classified staff representatives shall be two (2) years.
- f. The student representatives shall be selected according to the voting procedures of the Associated Students and serve one-year renewable terms.