



Guidelines for the Pasadena City College

Shared Governance Committees



Approved by CC 9/22/2016; revised 3/16/2017; 5/25/2017; 9/20/2018; 4/23/2019; 5/16/2019, Membership Titles Updated 6/4/2019; Membership updates 6/20/2019, Addition of Sustainability Standing Committee 6/9/2020; Student Success Standing Committee updated 10/22/2020; Facilities Standing Committee Charge updated 11/19/2020; OER and Outcomes Standing Committee membership updated 11/19/2020. Updated 4.22.2021. Updated 10.21.2021; 10.28.2022; 3.16.2023; 9.21.2023)

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Introduction

Pasadena City College is committed to the principles of participatory governance that is founded on consultation and collegiality. Shared governance, sometimes referred to as participatory governance, is the mechanism

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whereby employees and students participate equitably and collegially in the decision-making processes of the college. The goal of shared governance is to include, within the decision-making processes, representatives of all college constituencies affected by these decisions.

Participating effectively recognizes, and indeed is predicated on, the sincere commitment of all participants to our students, our professions, and our institution. It is a complex process of consultation that demands from the Board of Trustees, faculty, administrators, staff, and students a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the students who entrust us with their educational goals. It is with this in mind that the College uses participatory decision-making as its model of participating effectively.

- Participatory decision-making is designed to be a collaborative and cooperative process where participants contribute to a shared proposal that becomes the best possible decision by addressing the concerns of all group members. Furthermore, it recognizes the need for all members to provide, when possible, equal input into the process. The ethics of participatory decision-making encourage participants to place the good of the whole group above their own individual preferences.
- Benefits of Shared Governance
- Expertise and Analytical Skills of Many
- Institutional knowledge & perspective
- Understanding of Objectives/Decisions
- Commitment to Implementation
- Leadership Opportunities
- Promotion of Trust and Cooperation
- Opportunity for Conflict Resolution
- Transparency
- What makes shared governance effective
- Participation by all constituency groups
- Open communication
- Valuing diversity of opinion
- Student success as a priority
- Critique ideas and not people, disagree respectfully
- Maintain a professional and collegial environment
- Provide solution-oriented comments
- Be responsible for examining all points of view before consensus is accepted
- Be fully “present” at the meeting by becoming familiar with materials before the meeting
- Report out to constituent groups
- Actively collaborate with constituent groups to achieve common goals

Brown Act

There is confusion over what is a Brown Act committee and what is not. College Council and its Standing Committees, and any subcommittee or task group of a Standing Committee is not a Brown Act committee. Agendags and nots of meetings are published for college-wide transparency not because of a legal mandate.

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The Board of Trustees, Academic Senate Board, Associated Students of Pasadena City College (ASPCC) and all of their respective subcommittees are required by California Government Code Section 54950 et. Seq., 54951, 54952(b), and 54953 to reside by Brown Act Rules.

Brown Act and Robert’s Rules of Order

The **Brown Act** is California state law (Government Code § 54950 et seq.) that requires meetings of local legislative bodies to be conducted openly and with public access. It governs transparency, notice of meetings, posting of agendas, and the public’s right to participate. In contrast, **Robert’s Rules of Order** is a parliamentary procedure guide that provides a structured process for how meetings are run internally, including how motions are made, debated, and voted on. In short, the Brown Act ensures **what** must be open and accessible in government meetings, while Robert’s Rules provides guidance on **how** those meetings are conducted. Brown Act committee are not required to operate on Robert’s Rules of Order, its just good practice.

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

- Discuss issues brought from constituent groups
- Formulate recommendations to the Superintendent/President on campus-wide issues
- Guide the work of the Standing committees
- 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.
- Advise the Superintendent/President on issues where no existing committee or group exists
- 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 designee is the sole Chair of the College Council. Representatives from College constituent groups shall be appointed to the College Council as follows:

- | | |
|---|---|
| 1. Academic Senate | 4 |
| 2. Faculty Association | 1 |
| 3. Associated Students | 3 |
| 4. Classified Senate | 3 |
| 5. California Federation of Teachers – classified (CFT) | 1 |
| 6. California School Employees Association (CSEA) | 1 |

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7. Police Officers Association (POA)	1
8. Confidentials	1
9. Instructional Dean (Appointed by Management)	1
10. Manager (Appointed by Management)	2

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

- The Chair of the College Council will schedule monthly meetings during the Academic year.
- All meetings of the College Council shall be open to the public. There shall be no executive sessions.
- Emergency meetings, in addition to the monthly meeting, may be called by the Chair as needed.
- If a holiday falls on the scheduled meeting day, the meeting will be rescheduled.
- The Chair may call meetings outside of the regular academic year if a quorum of represented members can attend.
- A quorum shall consist of 50% of active voting members and the Chair.
- All actions or recommendations of the College Council shall require a simple majority of members present at the meeting.
- If voting on an action item ends in a tie, the Chair, at his/her discretion, can choose to:
 - break the tie with his/her vote
 - return the item to the appropriate constituent group or committee for further work or consideration
 - re-agendize the item at a future meeting
- 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)
- 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.
- 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.
- Meeting dates, times and agendas will be posted at least 48 hours in advance for public viewing.
- 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.
- 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.
- 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.
- 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

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- 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.
- 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.
- The terms of office of all regularly appointed representatives will begin with the first regular meeting of the fall semester.
- Selected representatives from each constituent group shall serve for a period of one academic year.
- Representatives can serve for multiple years but must be reaffirmed by their representative constituent groups each academic year.
- 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.
- The Chair has the sole authority to remove a representative that is inactive.
- 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. Distance Education Standing Committee
5. District Technology Committee (DTC)
6. Facilities Standing Committee
7. Policy and Procedure Review Committee
8. Program Review Committee (PRC)
9. Outcomes Standing Committee
10. Professional Development Standing Committee
11. Strategic Planning Standing Committee
12. Student Success Standing Committee (SSSC)
13. Sustainability Standing Committee

Section 2: Role of Co-Chairs

The role of co-chairs includes the following:

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- Prepare agendas
- Publicly post agendas on the designated Standing committee webpage
- Conduct the committee meetings
- Keep meeting minutes
- Edit meeting minutes as necessary
- Publicly post meeting minutes on the designated Standing committee webpage
- Set the calendar of committee meetings and post on the designated Standing committee webpage
- Keep informed of State, Local and District issues impacting the committees work
- Provide training for new and continuing members of the committee (such as establishing committee norms)
- Report committee work to the College Council a minimum of once per academic year and/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:
7. break the tie by casting one additional vote between the two co-chairs
8. Renew the discussion on the item to work towards consensus
9. Re-agendize the item at a future meeting
10. Members may not submit votes in absentia but must be physically present at the meeting to vote. (Proxy votes will not be accepted)
11. 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.
12. 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.
13. Meeting dates, times, and agendas will be posted at least 48 hours in advance for public viewing.
14. Members of the Standing committee may submit in writing proposed agenda items to the Co-Chairs of the Standing committee at least one week prior to the next regularly scheduled meeting for consideration.
15. 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.
16. Items brought before the Standing committee may require action or may be information only items depending on the subject matter.
17. 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

1. 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.
2. Standing committee membership composition shall be approved by the College Council.
3. 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.
4. 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 or as the representative is appointed.
5. Constituent Groups: Academic Senate, Associated Students, Management Association, CSEA, POA, CFT, FA, Confidentials, and Superintendent/President appointments.
Please consult the College Council webpage or the Office of Institutional Effectiveness for committee Co-Chairs.
6. The terms of office of all regularly appointed representatives will begin with the first regular meeting of the fall semester.
7. 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.
8. Selected representatives can serve for multiple years but must be reaffirmed by their representative constituent group each academic year.
9. 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.
10. 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 can appoint a new representative to serve the remainder of the academic year of the original appointee.
11. 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

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Accreditation Standing Committee

Approved 2/25/2016, Updated 3/20/2025 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:

- Institutional Self-Evaluation Report (ISER)
- Mid-Term Report
- Follow-Up Reports
- Substantive Changes Reports
- Annual Reports
- 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
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
 12. Classified Senate President or designee
 13. Associated Students President or designee
 14. Student member – appointed by Associated Students
 15. Student member – appointed by Associated Students
 16. Student member – appointed by Associated Students
 18. Administrative Representative – Appointed by the Management Association
 19. Administrative Representative – Appointed by the Management Association
 20. Administrative Representative – Appointed by the Management Association
 22. Executive Administrator appointed by the Superintendent/President
 23. Executive Administrator 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.

Budget and Resource Allocation Standing Committee - BRAC

Originally Approved by College Council 12/21/2010. Updated 9/19/2024

Charge: The Budget and Resource Allocation Standing Committee will provide recommendations on matters relating to institutional-wide budget and resource allocation issues as requested by the College Council and guided by the Strategic Plan. BRAC will review and submit to the College Council and the Superintendent/President a list of prioritized budget requests from the college's planning process. BRAC will be responsible for the development of the content for any ACCJC report that addresses Standard 3 Infrastructure and Resources, specifically standards 3.4 through 3.7.

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. Classified Senate President or Designee
6. CSEA Classified Employee - Appointed by CSEA
7. PCC-CFT Classified Employee - Appointed by PCC-CFT
8. Administrator - Assistant Superintendent/Vice President Instruction
9. Administrator - Appointed by Management Association
 10. Chief Fiscal Officer or Designee
 11. Student - Appointed by Associated Students
 12. Student - Appointed by Associated Students

Resource Experts: Dean Offsite Campuses; Assistant Superintendent/Vice President, Human Resources; Executive Director, Institutional Effectiveness; Fiscal Services; Risk Management Services Technician; Supervisor Budget.

Terms: Appointments are made annually.

Calendar Standing Committee

Originally Approved by College Council 10/12/2011; Updates 9/19/2024

Charge: The Calendar Standing committee shall recommend to the College Council annual college calendars that support the pedagogical and operational needs of students, faculty, and staff that includes the district supported holidays within the framework of the required 176 instructional days.

Membership

1. Co-Chair: Assistant Superintendent/Vice President Instruction
2. Co-Chair: Academic Senate President or Designee
3. Faculty Representative: Appointed by Academic Senate
4. Faculty Representative: Appointed by Academic Senate
5. Faculty Representative: Appointed by PCC Faculty Association
6. Classified Senate President or Designee
7. Classified Representative - Appointed by CFT
8. Classified Representative – Appointed by CSEA
9. Confidential Representative– Appointed by Confidential
 10. Student Representative: Appointed by Associated Students
 11. Student Representative: Appointed by Associated Students
 12. Student Representative: Appointed by Associated Students
 13. Student Representative: Appointed by Associated Students
 14. Division Dean – Appointed by Assistant Superintendent/Vice President, Instruction in consultation with Management Association
 15. Manager Academic Services
 16. Director of Admissions and Records
 17. Assistant Superintendent/Vice President Student Services or Designee

Terms: Appointments are made annually.

Distance Education Standing Committee

Charge: The Distance Education Standing Committee of College Council shall advise College Council on matters related to Distance Education, in support of the Educational Master Plan and in compliance with ACCJC standards and with State and Federal regulations and laws regarding distance education. The DE Committee will be the primary body responsible for developing guidelines and standards to meet the distance education needs of the college

Membership:

1. Co-chair: Dean, Distance Education
2. Co-chair: Faculty, Chair of Faculty Committee on Online Education subcommittee of Academic Senate
3. Classified Representative: Distance Education Technologist/Developer
4. Classified Representative: Distance Education Technologist/Developer
5. Classified Representative: appointed by Classified Senate
6. Faculty, Instructional: appointed by Academic Senate
7. Faculty, Student Services: appointed by Academic Senate
8. Faculty, Distance Education: appointed by Academic Senate
9. Administrator, Instruction: appointed by Management Association
10. Administrator, Student Services: appointed by Management Association
11. Administrator, Information Technology Services
12. Student Representative: appointed by Associated Students
13. Student Representative: appointed by Associated Students

Terms: Appointments are made annually.

District Technology Committee (DTC)

(Membership updated 12.15.2022; Updated 9/19/2024)

Charge: The District Technology Committee shall advise provide guidance to the College Council on technology matters in support of the College’s Strategic Plan. DTC will serve as the committee responsible for the development, evaluation, and revision of the Technology Master Plan. This committee will develop, review, and update policies and procedures related to technology. Additionally, the DTC will review technology requests that originate from the Annual Planning Process prior to the College’s Budget Retreat.

Membership

1. Co-Chair, Chief Technology Officer
2. Co-Chair: Academic Senate President or Designee
3. Research Analyst or Business Analyst from OIE
4. Classified Representative: Appointed by CFT
5. Classified Representative: appointed by Classified Senate
6. Faculty Representative: Appointed by Academic Senate
7. Faculty Representative: Appointed by Academic Senate
8. Student Representative: Appointed by Associated Students
9. Student Representative: Appointed by Associated Students
10. Administrator, Instructional: Appointed by Management Association
11. Student Services Administrator: Appointed by Management Association
12. ITS Administrator: Information Technology Services
13. ITS Administrator: Information technology services
14. DSPS Office Representative: Standing
15. Web Office Representative: Standing
16. Member of Distance Education Office representative that also serves on the DE committee M
17. Member of the PCC Foothill Campus staff – appointed by the Dean, Noncredit and Adult Education
18. Professional Development Department Instructional Designer
19. Cybersecurity Advisor: ITS Security Administrator or Security Analyst
20. Member from the Scheduling office
21. Member from Campus Use

Terms: Appointments are made annually.

Facilities Standing Committee

Originally Approved by College Council 1/25/2011* Charge updated 11/19/2020; Updated 9/19/2024)

Charge: The Facilities Standing 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 College's Strategic Plan and the college's mission of supporting an equity-minded learning community.

Additionally, this committee will review facilities requests that arise from the Annual Planning process prior to the College's Budget Retreat

The work of this committee will include a review of day-to-day operational needs, prioritization process, logistics, project management, and troubleshooting as of part of its ongoing agenda items.

Membership

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. Assistant Superintendent/Vice President, Student and Learning Services
6. Faculty Representative: Appointed by Academic Senate
7. Faculty Representative: Appointed by Academic Senate
8. Faculty Representative: Appointed by Academic Senate
9. Classified Representative from the Grounds crew
10. Classified representative from custodial staff
11. Classified representative from maintenance staff
12. Classified Representative: Appointed by Classified Senate
13. Administrator - Appointed by Management Association
14. Administrator - Appointed by Management Association
15. Student Representative: Appointed by Associated Students
16. Student Representative: Appointed by Associated Students

Terms: Appointments are made annually

*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.

Policy and Procedure Standing Committee

Adopted 9/19/2024

Charge: The policy and procedure standing committee will be responsible for the review and updating of College Board Policies and Administrative procedures for Chapters 3 through Chapter 7. The committee members will work with the appropriate divisions, departments, and individuals, as necessary, to develop, review, and revise Board Policies and Administrative Procedures.*

Membership

1. Tri-Chair: Executive Director Institutional Effectiveness
2. Tri-Chair: Academic Senate President or Designee
3. Tri-Chair: Classified Senate President or Designee
4. Dean, Enrollment Services
5. Student Services representative appointed by the Assistant Superintendent/Vice President Student Services
6. Instructional Dean – appointed by the Assistant Superintendent/Vice President Instruction
7. Instructional Representative - Assistant Superintendent/Vice President Instruction
8. Associated Students Representative – appointed by Associated Students
9. Director, Human Resources or designee
10. Chief Fiscal Officer or designee

*Board Policies and Administrative Procedures will continue to be reviewed by governance groups, as appropriate, before final approval.

Members 2, 3, 5, 6, 7, and 8 will be appointed annually.

Program Review Committee

Approved: May 25, 2017; Revised 2/21/2019 and 6/2/2025, Per AP3251

The name "Program Review Committee," hereinafter cited as the "PRC," 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 PRC shall be as follows:

- Coordinate the college's comprehensive program/unit review process and cycle.
- 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 PRC in the comprehensive review process.
 - Evaluate program reviews, providing feedback to program reviewers with the authority to
- direct that a program or unit review be revisited or revised.
- Provide feedback on program outcomes and make recommendations to program review
- authors.
- Provide college-wide support to comprehensive program/unit review authors as needed
- to insure understanding and completions of program/unit reviews.
- 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 PRC 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 PRC 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 PRC 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 PRC 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.

Approved by CC 9/22/2016; revised 3/16/2017; 5/25/2017; 9/20/2018; 4/23/2019; 5/16/2019, Membership Titles Updated 6/4/2019; Membership updates 6/20/2019, Addition of Sustainability Standing Committee 6/9/2020; Student Success Standing Committee updated 10/22/2020; Facilities Standing Committee Charge updated 11/19/2020; OER and Outcomes Standing Committee membership updated 11/19/2020. Updated 4.22.2021. Updated 10.21.2021; 10.28.2022; 3.16.2023; 9.21.2023)

Outcomes Standing Committee

Approved by College Council on 9/20/2018; Membership Updated 11/19/2020, 11/17/2022

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.

Membership

1. Co-Chair: Faculty SLO Coordinator
2. Co-Chair: Dean, Instructional Support
3. Faculty Representative: Articulation Officer
4. Faculty Representative: Accreditation Coordinator
5. Faculty Representative Non-Credit: Appointed by the Academic Senate
6. Faculty Representative Credit Instructional: Appointed by the Academic Senate
7. Faculty Representative Distance Education Instructor: Appointed by the Academic Senate
8. Faculty Representative Non-Instructional (counselor or Librarian): Appointed by the Academic Senate
9. Faculty Representative – Second SLO coordinator
10. Administrator - Student Services - Appointed by Management Association
11. Administrator - Learning Services - Appointed by Management Association
12. Classified, Faculty, or Administrator - Career Education Representative – Appointed by Assistant Superintendent/Vice President Instruction
13. Classified Staff member – Research and Planning Analyst of Business Analyst from OIE
14. Administrator Instructional Dean: Appointed by Management Association
15. Student Representative: Appointed by Associated Students
16. Academic Senate President
17. Instructional Dean appointed by the Assistant Superintendent/Vice President of Instruction
18. Associate Vice President/Chief Diversity, Equity and Inclusion Officer or designee

Terms: Appointments are made annually

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:

- Work with the college's constituency groups to identify professional learning needs
- Collaborate with constituency groups to develop a program that addresses identified professional learning needs
- Review the college's professional development budget
- Evaluate Professional Development activities to ensure effectiveness and continued improvement
- 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

Membership

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

Approved by CC 9/22/2016; revised 3/16/2017; 5/25/2017; 9/20/2018; 4/23/2019; 5/16/2019, Membership Titles Updated 6/4/2019; Membership updates 6/20/2019, Addition of Sustainability Standing Committee 6/9/2020; Student Success Standing Committee updated 10/22/2020; Facilities Standing Committee Charge updated 11/19/2020; OER and Outcomes Standing Committee membership updated 11/19/2020. Updated 4.22.2021. Updated 10.21.2021; 10.28.2022; 3.16.2023; 9.21.2023)

Strategic Planning Standing Committee

Approved by College Council 9/20/2018

(Combines Enrollment Management Standing Committee and Planning and Priorities Standing Committee. Updated 9/19/2024)

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. Co-Chair: OIE Business Analyst coordinating planning and program review
4. Assistant Superintendent/Vice President Instruction or Designee
5. Assistant Superintendent/Vice President Student Services or Designee
6. Faculty Co-Chair PRC or designee
7. Faculty Co-Chair BRAC or designee
8. Faculty SLO Coordinator
9. Faculty Counselor: Appointed by Academic Senate
10. Faculty from Noncredit: Appointed by Academic Senate
11. Classified Senate President or designee
12. Classified Senate Representative from Facilities: appointed by Classified Senate
13. Classified Senate Representative: appointed by Classified Senate
- ~~14.~~ Director of Marketing
- ~~15.~~ Dean of Business and Enrollment Management
16. Dean Social Sciences and Distance Education
17. Administrator from Facilities: Appointed by Management Association
18. Administrator, Off Site Center Manager: Appointed by Management Association
19. Director Financial Aid
20. Executive Director of Student Equity
21. Dean of Enrollment Services
22. Associated Students Representative - appointed by Associated Students
23. Associated Students Representative – appointed by Associated Students

Terms: Appointments are made annually

23 Committee Member

Student Success Committee

Approved 5/25/2017; Charge and Membership revised 10/22/2020; 9/21/2023. OER Subcommittee Membership updated 11/19/2020

Charge: The Student Success Standing Committee is charged with examining programs and services across the student lifecycle from recruitment to completion and identifying opportunities to address historical inequities as part of Pasadena City College's responsibility to acknowledge, understand, and dismantle systemic racism and other systems of oppression. This Standing committee will use a data-informed, equity-minded, and anti-racist approach to close equity gaps; increase retention and persistence; inspire student success; provide customized student support; 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 college's activities designed to meet those goals. The Standing committee will prepare any plans and/or reports that cover the work of the Student Equity and Achievement (SEA) Program required by the CCCCCO and present them to the College Council and the campus community for review and adoption of recommendations.

Co-Chairs

1. Executive Director of Student Equity
2. Academic Senate President or Designee
3. Classified Representative (Equity Analyst from OIE)
4. Faculty
5. A faculty representative from each of the 6 career communities appointed by the Academic Senate.
6. Math Faculty member appointed by Academic Senate
7. English Faculty member appointed by Academic Senate
8. Noncredit Faculty member appointed by 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

Administration/Managers

1. Dean of English and Languages
2. Dean of Math
3. Dean of Counseling or Enrollment Services
4. Dean of Academic Affairs
5. Dean of Noncredit
6. 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
5. Additional student representative from Student Advisories (Equipo, APIDA/AAA, BLACC)

Resource Experts: Executive Director of Institutional Effectiveness; Chief Technology Officer, Assistant Superintendent/Vice President, Instruction; Assistant Superintendent/Vice President, Student Services

Term: Appointments are made annually

Approved by CC 9/22/2016; revised 3/16/2017; 5/25/2017; 9/20/2018; 4/23/2019; 5/16/2019, Membership Titles Updated 6/4/2019; Membership updates 6/20/2019, Addition of Sustainability Standing Committee 6/9/2020; Student Success Standing Committee updated 10/22/2020; Facilities Standing Committee Charge updated 11/19/2020; OER and Outcomes Standing Committee membership updated 11/19/2020. Updated 4.22.2021. Updated 10.21.2021; 10.28.2022; 3.16.2023; 9.21.2023)

Sub Committee – Open Educational Resources

Faculty Representatives from each Division (with an alternate, if needed)

- 1 – BET
- 1 - Counseling
- 1 – DE
- 1 – English
- 1 – Health Sciences
- 1 – Kinesiology, Health and Athletics
- 1 – Languages & ESL
- 1 – Library
- 1 – Math and Computer Science
- 1 – Natural Science
- 1 – Noncredit
- 1 – Performing and Communication Arts
- 1 – Social Sciences
- 1 – Visual Arts & Media Studies
- (14 + alternates if needed)

2 Administrators/Managers

1 DSP&S

1 Bookstore

1 Associated Student

(5 + alternates, if needed)

Sustainability Standing Committee

Approved by College Council on 6/9/2020

Charge: The Sustainability Standing Committee shall advise the College Council on matters related to campus-wide sustainability and environmental issues and work with the college's faculty, staff, administration, and students to develop institutional policies and practices that promote an equitable reduction of resource usage and create a culture of sustainability practices on campus. The Sustainability Committee shall additionally advise the College Council on creating educational events and addressing other issues on the campus that relate to sustainability, in support of the Educational Master Plan.

Membership

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. Member of Executive Committee - Appointed by the Superintendent-President
10. Administrator - Appointed by Management Association

Terms: Appointments are made annually.