

**Shared Governance Updates for 2019-20 for College Council Review  
As of 4/24/19**

Committee	Change to Charge	Change to Reporting	Change to Membership	College Council Review
<b>CHANGES PREVIOUSLY APPROVED</b>				
Distance Ed Committee	Yes-Approved by CC 1/24/19	No	Yes-Approved by CC 1/24/19	01/24/19
Guided Pathways Steering Committee	New Committee	New Committee	New Committee	09/21/18
IPEC	Yes	No	No	02/28/19

<b>NO CHANGES</b>				
Accreditation Steering Committee	No	No	<del>No</del> <sup>Yes</sup>	4/25/19
Curriculum Committee	No	No	No	4/25/19
SLO Committee	No	No	No	4/25/19

<b>CHANGES NEEDING REVIEW/APPROVAL</b>				
College Council	TBD	TBD	TBD	4/25/19
Facilities & Sustainability Committee	Yes	TBD	TBD	5/16/2019
Faculty Hiring Prioritization Committee	Yes	No	Yes	4/25/19
Professional Development Committee	Yes	No	Yes-Approved by CC 1/24/19	4/25/19
Program Review Committee	No	Yes	No	4/25/19
Resource Allocation Committee	Yes	No	Yes	4/25/19
Student Success Support/Basic Skills	Yes	No	Yes	4/25/19
Technology Committee	Yes	No	Yes	4/25/19

<b>UNKNOWN IF COMMITTEE CHANGES</b>				
College Enrollment Management Cmte				
Health & Safety Committee				

<b>COMMITTEE CHANGING TO SUBCOMMITTEE</b>				
Basic Skills Sub-Committee	n/a	n/a	n/a	n/a

CC 4/25/19

### LPC GOVERNANCE WORKSHEET

SEE CORRECTION ON PAGE 3

Committee Name: ACCREDITATION STEERING COMMITTEE

Form Completed by: John Ruys Position: ALO

**LPC Mission Statement:**  
*Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.*

### Instructions

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

### Committee Academic Year Timeline

Month	Activity
February	<ul style="list-style-type: none"> <li>Committees discuss and finalize committee changes and/or structure.</li> <li>Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.</li> </ul>
March	<ul style="list-style-type: none"> <li>Governance Worksheet goes forward to Academic Senate (if appropriate).</li> <li>Governance Worksheet goes forward to College Council for approval.</li> <li>College Council Meeting – Approvals of Governance Committee Changes.</li> <li>If there are significant changes, Committee Chair or Designee must attend the Council Meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>Shared Governance Participants' Document and Governance Handbook updated with committee changes.</li> <li>President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership.</li> <li>Student Services Division Meeting agenda item: committee memberships.</li> <li>Admin Staff Meeting agenda item: committee memberships.</li> <li>Classified Senate Meeting agenda item: committee memberships.</li> <li>Academic Divisions Meeting agenda item: committee memberships.</li> </ul>
May	<ul style="list-style-type: none"> <li>Admin Staff finalizes committee memberships.</li> <li>Student Services Division finalizes committee memberships.</li> <li>Classified Senate finalizes committee memberships.</li> <li>Academic Divisions finalizes committee memberships.</li> <li>Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.</li> </ul>
August	<ul style="list-style-type: none"> <li>President's Office posts DRAFT Governance Participants on website.</li> </ul>
September	<ul style="list-style-type: none"> <li>Faculty Association sends list of appointments.</li> <li>LPCSG sends list of appointments to President's Office.</li> <li>Committees send President's Office Committee Chair selection.</li> <li>President's Office posts FINAL Governance Participants on website.</li> <li>Committee Chair/Support updates committee webpage with changes and committee representation.</li> </ul>

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## LPC GOVERNANCE WORKSHEET

### 1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached.

### 2. Reporting Relationship:

Committee currently reports to College Council.

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of \_\_\_\_\_

Other \_\_\_\_\_

### 3. Chairmanship:

The chair is currently selected by:

Committee vote

Office or Position indicated here: ALO

Other: \_\_\_\_\_

It is recommended that the chair:

Selection remains the same

Selection method changes to: \_\_\_\_\_

## LPC GOVERNANCE WORKSHEET

### 4. Membership:

#### Current Membership 2018-19:

MEMBERS	Y=Voting    N=Non-Voting
Vice President of Academic Services	<del>Extended Steering Cmte</del> ✓
Vice President of Administrative Services	Extended Steering Cmte
Vice President of Student Services	Extended Steering Cmte
Dean of A&H	Extended Steering Cmte
Dean of BHAWK	Extended Steering Cmte
Dean of Enrollment Services	Extended Steering Cmte
Dean of SLPC	Extended Steering Cmte
Dean of STEM	Extended Steering Cmte
Dean of Student Services	Extended Steering Cmte
Director of Research, Planning and Institutional Effectiveness	Y
Academic Senate Appointee	Extended Steering Cmte
Classified Senate Appointee 1	Extended Steering Cmte
LPCSG Representative 1	Extended Steering Cmte
Faculty Lead	Y
Faculty Member 1	Y
College Librarian	Extended Steering Cmte
Faculty Association Representative (1)	Extended Steering Cmte
SEIU Representative	Extended Steering Cmte
Document/Archivist	Y

✓ It is recommended membership remains the same.

\_\_\_\_\_ It is recommended membership changes to:

**Voting Members:** (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. Vice President of Academic Services
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Total Voting Members: 5 Quorum (50% + 1): 3

## LPC GOVERNANCE WORKSHEET

### Membership (contd)

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### 5. Members appointed by: (check all that apply)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Academic Senate | <input type="checkbox"/> Faculty Association |
| <input type="checkbox"/> Classified Senate          | <input type="checkbox"/> SEIU                |
| <input checked="" type="checkbox"/> Administration  | <input type="checkbox"/> Student Senate      |

### 6. Term: (check one)

- 1 year       2 years       Other

### Committee Chair/Co-Chair Approval

Printed Name

Signature

Date

John Ruyb

[Signature]

2/28/2019

## ACCREDITATION STEERING COMMITTEE

Reporting Relationship: College Council		As of 2/28/19
Chairperson	John Ruys	
Support	Carolyn Scott	
<b>MEMBERS</b>	<b>Y=Voting    N=Non-Voting</b>	<b>NAMES</b>
Vice President of Academic Services	<input checked="" type="checkbox"/> Extended Steering Cmte	Vacant
Vice President of Administrative Services	Extended Steering Cmte	Diane Brady
Vice President of Student Services	Extended Steering Cmte	William Garcia
Dean of A&H	Extended Steering Cmte	Stuart McElderry
Dean of BHAWK	Extended Steering Cmte	Amir Law
Dean of Enrollment Services	Extended Steering Cmte	Tamica Ward
Dean of SLPC	Extended Steering Cmte	Don Carlson
Dean of STEM	Extended Steering Cmte	Nan Ho
Dean of Student Services	Extended Steering Cmte	Elizabeth David
Director of Research, Planning and Institutional Effectiveness	Y	Rajinder Samra
Academic Senate Appointee	Extended Steering Cmte	TBD
Classified Senate Appointee 1	Extended Steering Cmte	TBD
LPCSG Representative 1	Extended Steering Cmte	TBD
Faculty Lead	Y	John Ruys
Faculty Member 1	Y	Tina Inzerilla
College Librarian	Extended Steering Cmte	TBD
Faculty Association Representative (1)	Extended Steering Cmte	TBD
SEIU Representative	Extended Steering Cmte	TBD
Document/Archivist	Y	Tim Druley
<b>Voting:</b>	<b>5</b>	
<b>Quorum:</b>	<b>3</b>	

**NEW**

## Las Positas College Faculty Hiring Prioritization Committee

### **Charge of Committee**

Using the **Full-time (add in)** Faculty Position Request Form, the committee will discuss and rank the faculty position requests by consensus and:

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

**Reporting Relationship:** Academic Senate and ultimately the **C**ollege President

### **Membership and Voting Members:**

- Chair – Selected from faculty membership of committee by Committee vote
- All Academic Deans and the Dean of Student Services, or Designee
- One faculty from each Academic Division and one faculty from Student Services
- Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis

Non-Voting Members:

Academic Senate President or Designee  
Vice President of Academic Services or Designee  
Vice President of Student Services or Designee  
1 Classified (Senate President or designee)  
1 Student  
Director of Institutional Research ~~or the~~  
**CEMC chair**

**Term:** For Deans – permanent; for Faculty - 2 years

**In order to maximize attendance by committee members, all efforts will be made to schedule meeting days and times after Town Hall Meeting or division meetings.**

### **Faculty Prioritization Process**

Hiring faculty on a timely basis is essential to finding the best-qualified candidates. This time line allows positions to be awarded at the earliest possible date.

The full FHPC will meet before the date of the completed Faculty Position Request Forms are due to the Dean to discuss college goals, review the blank Faculty Position Request Form, receive training regarding the interpretation of data from CEMC chair or Director of IR, and receive input from the

non-voting members. At this first meeting of the academic year, Deans will update the FHPC on any positions from the previous year that were posted, but whose searches were incomplete. These positions receive a one-year grace period and do not require a new position request form unless the position is substantially different. If more time is needed, the committee can reconvene before reviewing the Position Requests.

The ~~completed~~ **Full-time** Faculty Position Request Forms should be made available before the end of academic year for requests ~~in~~ **for** the following year. Requests ~~end of the academic year and~~ are due in the division office on the Friday before the September Division Meeting. This allows for all requests to be reviewed by Deans before presentation and review at the September Division meeting. These requests will be forwarded to the FHPC.

The FHPC will then meet no later than the week before the ~~first~~ **second** Academic Senate meeting in October to **allow for adequate public comments and discussion of the positions**, and rank the positions **during a separate, additional meeting**. Categorically funded positions will be identified, and the committee will decide on a case-by-case-basis whether to consider these positions in the ranking process. The FHPC does not make recommendations on whether funded positions are Fall or Spring hires. ~~Minutes and rankings will be made available to the Senate before the Senate reviews and approves the rankings.~~ In the event of a tie among position rankings, the FHPC will review the tied rankings, recommend a prioritization of the tied rankings, and provide a written rationale for the recommendation(s) with the rankings. ~~The Resource Allocation Committee will receive the rankings for informational purposes at its meeting during the first two weeks of October.~~

**The FHPC will send forth the minutes and position rankings to** the Academic Senate ~~by~~ **will meet** the 2<sup>nd</sup> 4<sup>th</sup> week in October **for review and approval.** ~~to review the rankings.~~

If the Academic Senate approves the rankings, the rankings will move forward to the LPC President's office as a recommendation.

If there are any disputes raised by the Academic Senate, the FHPC will reconvene to review the concerns. The FHPC will either reaffirm the rankings or make changes considering the Academic Senate's concerns. In either case, the Senate will forward the FHPC recommendation along with a written description of Academic Senate concerns to the LPC President's office ~~by the second week in October.~~ If the President chooses a different prioritization, the committee requests that the President meet with the committee before moving forward with the new prioritization.

In the event of unexpected funding for faculty positions, the FHPC may hold an additional meeting to discuss the position(s), on a case-by-case basis, and whether to recommend those positions for hiring.

### **EMERGENCY AND RETIREMENT REPLACEMENTS**

Emergency replacement refers to the situation where a full-time position is vacated unexpectedly. Retirements, resignations, and deaths do not necessarily constitute an emergency. Emergency and retirement replacements require the following to happen:

A Faculty Position Request Form must be completed and submitted to the FHPC through the division and the Dean. The **F**aculty Position Request Form will include an explanation about the



need for immediate filling of the ~~vacated~~ **vacant** position as well as the rationale about the timing of the hiring action.

The FHPC will hold a meeting after the Dean forwards the request to the FHPC.

Based on the data provided in the form, the FHPC will decide by consensus whether or not to recommend immediate replacement of the position, or whether to place the application in the general pool for the following year. Recommendations will go to the Academic Senate. If there are any disputes raised by the Academic Senate, the FHPC will reconvene to review the concerns. The FHPC will either reaffirm the recommendation(s) or make changes considering the Academic Senate's concerns. In either case, the FHPC reports its decision to the Senate and forwards its recommendation along with a written description of Academic Senate concerns to the LPC President's office.

Revised by Subcommittee: 2/26/10 and 3/5/10; Revised by FHPS 3/9/2012; Revised by FHPS 4/11/2013; Revised by FHPS 4/16/2013; Revised by FHPC 8/20/2013, April 2015, December 2015, Revised by FHPC 01/24/2017, Revised by FHPC 03/13/2019,

**CURRENT**

## Faculty Hiring Prioritization Committee

CC approved at 5/2018 meeting

### Charge:

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

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

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

## LPC GOVERNANCE WORKSHEET

**NEW**

Committee Name: PROFESSIONAL DEVELOPMENT COMMITTEE

Form Completed by: Howard Blumenfeld      Position: Mathematics Faculty/PDC Chair

**LPC Mission Statement:**  
*Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.*

### **Instructions**

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### **Committee Academic Year Timeline**

Month	Activity
February	<ul style="list-style-type: none"> <li>• Committees discuss and finalize committee changes and/or structure.</li> <li>• Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Governance Worksheet goes forward to Academic Senate (if appropriate).</li> <li>• Governance Worksheet goes forward to College Council for approval.</li> <li>• College Council Meeting – Approvals of Governance Committee Changes.</li> <li>• If there are significant changes, Committee Chair or Designee must attend the Council Meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Shared Governance Participants' Document and Governance Handbook updated with committee changes.</li> <li>• President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership.</li> <li>• Student Services Division Meeting agenda item: committee memberships.</li> <li>• Admin Staff Meeting agenda item: committee memberships.</li> <li>• Classified Senate Meeting agenda item: committee memberships.</li> <li>• Academic Divisions Meeting agenda item: committee memberships.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Admin Staff finalizes committee memberships.</li> <li>• Student Services Division finalizes committee memberships.</li> <li>• Classified Senate finalizes committee memberships.</li> <li>• Academic Divisions finalizes committee memberships.</li> <li>• Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.</li> </ul>
August	<ul style="list-style-type: none"> <li>• President's Office posts DRAFT Governance Participants on website.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Faculty Association sends list of appointments.</li> <li>• LPCSG sends list of appointments to President's Office.</li> <li>• Committees send President's Office Committee Chair selection.</li> <li>• President's Office posts FINAL Governance Participants on website.</li> <li>• Committee Chair/Support updates committee webpage with changes and committee representation.</li> </ul>



**LPC GOVERNANCE WORKSHEET**

**4. Membership:**

**Current Membership 2018-19:**

<b>MEMBERS</b>	<b>Y=Voting</b>	<b>N=Non-Voting</b>
Administrator 1		Y
Faculty Member from A&H 1		Y
Faculty Member from BHAWK 1		Y
Faculty Member from SLPC 1		Y
Faculty Member from STEM 1		Y
Faculty Member from Student Services 1		Y
Faculty, Adjunct Representative		Y
Classified Professional 1		Y
Classified Professional 2		Y
Classified Professional 3		Y
Classified Professional 4		Y

     It is recommended membership remains the same.

  X   It is recommended membership changes to:

**Voting Members:** (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. 1 faculty from each Divison
2. 1 part-time (adjunct) faculty representative
3. 4 classified professional staff (including one from TLC)
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Total Voting Members: 10 Quorum (50% + 1): 6

## LPC GOVERNANCE WORKSHEET

### Membership (contd)

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

1. 1 student
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

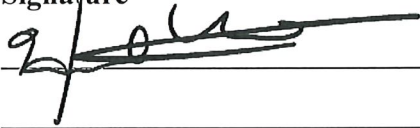
### 5. Members appointed by: (check all that apply)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Academic Senate | <input type="checkbox"/> Faculty Association |
| <input type="checkbox"/> Classified Senate          | <input type="checkbox"/> SEIU                |
| <input type="checkbox"/> Administration             | <input type="checkbox"/> Student Senate      |

### 6. Term: (check one)

- 1 year       2 years       Other

### Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
Howard Blumenfeld		3/22/19
_____	_____	_____

## Sheri Moore

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**From:** Howard Blumenfeld  
**Sent:** Wednesday, April 10, 2019 4:42 PM  
**To:** Sheri Moore; Melissa Korber  
**Cc:** Rifka Several; David J. Powers  
**Subject:** RE: Updated Committee Charge (Third Attempt)

Sheri,

Sorry about that. The charge should just change in that any reference to the term "staff development" should be changed to "professional development." This is the only change to the committee charge.

**Howard Blumenfeld**  
***Professional Development Coordinator***  
***Mathematics Faculty***  
**Las Positas Community College**  
**3000 Campus Hill Drive**  
**Livermore, CA 94551**  
**[hblumenfeld@laspositascollege.edu](mailto:hblumenfeld@laspositascollege.edu)**  
**(925) 424-1342**  
**<http://www.laspositascollege.edu/math>**

**From:** Sheri Moore  
**Sent:** Wednesday, April 10, 2019 4:36 PM  
**To:** Howard Blumenfeld <HBlumenfeld@laspositascollege.edu>; Melissa Korber <MKorber@laspositascollege.edu>  
**Cc:** Rifka Several <rseveral@laspositascollege.edu>; David J. Powers <DPowers@laspositascollege.edu>  
**Subject:** RE: Updated Committee Charge (Third Attempt)

Howard,  
I need the updated Charge. Your worksheet indicates the Charge will change. Please send me the updated Charge.

Sheri

**From:** Howard Blumenfeld <HBlumenfeld@laspositascollege.edu>  
**Sent:** Wednesday, April 10, 2019 4:18 PM  
**To:** Sheri Moore <SLMoore@laspositascollege.edu>; Melissa Korber <MKorber@laspositascollege.edu>  
**Cc:** Rifka Several <rseveral@laspositascollege.edu>; David J. Powers <DPowers@laspositascollege.edu>  
**Subject:** RE: Updated Committee Charge (Third Attempt)

Sheri,

Here it is. This version was presented at Academic Senate today. This is the current version that ought to be presented at College Council.

CURRENT

## Professional Development Committee

CC approved at 5/2018 meeting

### Charge:

Develop policies and processes for awarding of staff development funds; review and make recommendations for funding of staff proposals; plan and promote staff development activities.

**COMMITTEE: PROFESSIONAL DEVELOPMENT COMMITTEE**

**Reporting Relationship:** President, Academic Senate and Classified Senate

**Chairperson:** Professional Development Program Coordinator

**Voting Member?** No

**Serves on College Council?** No

**MEMBERS:**

**Voting Members:** Administrator  
A&H Faculty (1)  
BHAWK Faculty (1)  
SLPC Faculty (1)  
STEM Faculty (1)  
Student Services Faculty (1)  
Adjunct Faculty (1)  
Classified Professionals (4) (including 1 from Teaching & Learning Center)

**Non-Voting:** n/a

**Term:**

**Quorum:** 11 Voting Members; Quorum = 6



**NEW**

## LPC GOVERNANCE WORKSHEET

**Committee Name:** Student Equity and Achievement    **Academic Year:** 2019 - 2020

**Form completed by:** Nessa Julian

**Position:** Director, Student Equity and Success

### Instructions

The purpose of this worksheet is to allow each committee, Senate, Union, Task Force or User Group to review its charge and membership yearly. It is important to review the current charge and responsibilities in the LPC Governance Handbook. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council to request approval.

- **Are the group's charge and membership satisfactory?**

YES, there are no changes to the committee structure or charge.

NO, there are changes to the committee structure or charge shown below.

Remember to have all committee members sign the document before submitting.

### Proposed Changes

1. **Charge:**

Charge remains the same.

Recommended changes to charge are indicated below. (ATTACHED)

2. **Reporting Relationship:**

Committee currently reports to College Council & Academic Senate.

It is recommended the reporting relationship remain the same.

It is recommended to change the reporting relationship.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of \_\_\_\_\_

Other \_\_\_\_\_

## LPC GOVERNANCE WORKSHEET

**Committee Name:** Student Equity and Achievement      **Academic Year:** 2019 - 2020

**Form completed by:** Nessa Julian

**Position:** Director, Student Equity and Success

### 3. Chairmanship:

The chair is currently selected by:

Committee vote

Office or Position indicated here: Director, Student Equity and Success

Other: \_\_\_\_\_

It is recommended that the chair:

Selection remains the same

Selection method changes to: \_\_\_\_\_

### 4. Membership:

Membership remains the same

It is recommended to change membership to:

Voting Members: (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. Administrator-Academic Services At-large (2)
2. Administrator-Student Services At-large (1)
3. V.P. of Student Services
4. 1 Faculty from each Division (5)
5. Librarian (1)
6. Classified Professional-Academic Services (2)
7. Classified Professional-Student Services (2)
8. Classified Professional-At-large (1)
9. Students (2)
10. \_\_\_\_\_

Total Voting Members: 17

Quorum (50% +1): 9

## LPC GOVERNANCE WORKSHEET

**Committee Name:** Student Equity and Achievement      **Academic Year:** 2019 - 2020

**Form completed by:** Nessa Julian

**Position:** Director, Student Equity and Success

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

1. Director, Student Equity and Success, Co-Chair
2. Faculty from discipline offering Basic Skills, Co-Chair
3. Director, Research, Planning and Institutional Effectiveness or designee
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**5. Members appointed by: (check all that apply)**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Academic Senate   | <input type="checkbox"/> Faculty Association       |
| <input checked="" type="checkbox"/> Classified Senate | <input type="checkbox"/> SEIU                      |
| <input checked="" type="checkbox"/> Administration    | <input checked="" type="checkbox"/> Student Senate |

**6. Term: (check one)**

- 1 year       2 years       Other



# Las Positas College

## Student Equity & Achievement Committee (approved on 04.18.19)

### Charge

The Student Equity & Achievement (SEA) Committee will help coordinate, lead, and support efforts and initiatives to boost achievement for all students with an emphasis on eliminating achievement gaps for disproportionately impacted students as defined by the California Community Colleges Chancellor's Office, and supporting language acquisition for language learners. The SEA Committee will help coordinate activities and practices pursuant to Guided Pathways; support students to complete their educational goals and a defined course of study; and support high-quality curriculum, instruction, and support services to students especially those who enter college requiring additional support learning English, ESL, and mathematics to ensure completion of a course of study in a timely manner.

### Reporting Relationship

The Student Equity & Achievement (SEA) Committee will report to the Academic Senate and to College Council via the Vice President of Student Services.

### Voting Members:

Administrator – Academic Services, At-large  
Administrator – Academic Services, At-large  
Administrator – Student Services, At-large  
Administrator – Vice President of Student Services

Classified Professional – Academic Services #1  
Classified Professional – Academic Services #2  
Classified Professional – Student Services #1  
Classified Professional – Student Services #2  
Classified Professional – At-large

Faculty – Arts & Humanities Division  
Faculty – Business, Health, Athletics & Work Experience Division  
Faculty – Science, Technology, Engineering, and Math Division  
Faculty – Social Science, Library, Public Safety & Career Education Division  
Faculty – Librarian  
Faculty - Counseling

Student – Las Positas College Student Government – Representative #1  
Student – Las Positas College Student Government – Representative #2

### Non-Voting Members:

Co-Chair – Director of Student Equity & Success  
Co-Chair – Faculty from a discipline that offers Basic Skills courses\*  
Administrator – Director of Research, Planning, and Institutional Effectiveness

### Term:

2 Years

### Quorum:

Members = 17; Quorum = 9

CURRENT

## Student Success Support Program/Student Equity Committee

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

### Charge:

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

### **COMMITTEE: STUDENT SUCCESS SUPPORT/STUDENT EQUITY COMMITTEE**

**Reporting Relationship:** Academic Senate and Vice President Student Services

**Chairperson:** Director of Student Success and Equity

**Voting Member?** No

**Serves on College Council?** Yes

### **MEMBERS:**

#### Voting Members:

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

#### Non-Voting:

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

**Term:** 2 years

**Quorum:** 18 Voting Members; Quorum = 10

## Las Positas College

### Student Equity & Achievement Committee (approved on 04.18.19)

Sub-Committee – Basic Skills Subcommittee – Reports to SEA

The sub-committee will have representation from the former Basic Skills committee members or those with interest in Basic Skills, and who are equity-minded. The sub-committee chair and one other member are to also serve as voting members (faculty) of the larger committee.

Charge: The Basic Skills Subcommittee is responsible for supporting success of Basic Skills and language acquisition students across the curriculum, including successful enrollment, retention, transfer, completion of transfer level math and English, and degrees and certificates by:

- Gathering, reviewing, and assessing data on student success and equity
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in process and instruction.

Voting Members:

Instructional Faculty (3)

Counseling Faculty (1)

Librarian (1)

<Chair and one other voting member also serve as voting members of the SEA Committee>

Non-Voting:

Chair: Faculty from a discipline that offers Basic Skills courses\* - same as co-chair of SEA

Director of DSP&S **or designee** (1)

Academic Dean (1)

Student Services Dean (1)

Director of Student Equity and Success (1)

Non-credit Specialist (1)

Faculty, Adjunct (1)

LPCSG Representative (1)

Term: 2 years

Quorum:

5 Voting Members; Quorum = 3

Committees Reporting to Academic Senate

**Basic Skills Committee (BaSK)**

CC approved at 5/2018 meeting

**Charge:**

The Basic Skills Committee is responsible for the following in Basic Skills English, Mathematics, ESL and study skills:

- Gathering, reviewing, and assessing data on student success;
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in process and instruction.

**COMMITTEE: BASIC SKILLS COMMITTEE (BaSK)**

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



NEW

### LPC GOVERNANCE WORKSHEET

Committee Name: **RESOURCE ALLOCATION COMMITTEE**

Form Completed by: Tehlan Lisk Position: Chair

**LPC Mission Statement:**  
*Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.*

#### **Instructions**

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

#### **Committee Academic Year Timeline**

Month	Activity
February	<ul style="list-style-type: none"> <li>• Committees discuss and finalize committee changes and/or structure.</li> <li>• Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Governance Worksheet goes forward to Academic Senate (if appropriate).</li> <li>• Governance Worksheet goes forward to College Council for approval.</li> <li>• College Council Meeting – Approvals of Governance Committee Changes.</li> <li>• If there are significant changes, Committee Chair or Designee must attend the Council Meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Shared Governance Participants' Document and Governance Handbook updated with committee changes.</li> <li>• President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership.</li> <li>• Student Services Division Meeting agenda item: committee memberships.</li> <li>• Admin Staff Meeting agenda item: committee memberships.</li> <li>• Classified Senate Meeting agenda item: committee memberships.</li> <li>• Academic Divisions Meeting agenda item: committee memberships.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Admin Staff finalizes committee memberships.</li> <li>• Student Services Division finalizes committee memberships.</li> <li>• Classified Senate finalizes committee memberships.</li> <li>• Academic Divisions finalizes committee memberships.</li> <li>• Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.</li> </ul>
August	<ul style="list-style-type: none"> <li>• President's Office posts DRAFT Governance Participants on website.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Faculty Association sends list of appointments.</li> <li>• LPCSG sends list of appointments to President's Office.</li> <li>• Committees send President's Office Committee Chair selection.</li> <li>• President's Office posts FINAL Governance Participants on website.</li> <li>• Committee Chair/Support updates committee webpage with changes and committee representation.</li> </ul>

## LPC GOVERNANCE WORKSHEET

### 1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached. -

"... to college president & report to college canceled"

### 2. Reporting Relationship:

Committee currently reports to College Council / Pres.

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of \_\_\_\_\_

Other \_\_\_\_\_

### 3. Chairmanship:

The chair is currently selected by:

Committee vote

Office or Position indicated here: \_\_\_\_\_

Other: \_\_\_\_\_

It is recommended that the chair:

Selection remains the same

Selection method changes to: \_\_\_\_\_

**LPC GOVERNANCE WORKSHEET**

**4. Membership:**

**Current Membership 2018-19:**

<b>MEMBERS</b>	<b>Y=Voting</b>	<b>N=Non-Voting</b>
Vice President of Academic Services		Y
Vice President of Administrative Services		Y
Vice President of Student Services		Y
Dean, Academic 1		Y
Dean, Student Services		Y
LPCSG Representative 1		Y
Faculty Member from A&H 1		Y
Faculty Member from BHAWK 1		Y
Faculty Member from SLPC 1		Y
Faculty Member from STEM 1		Y
Classified Professional 1		Y
Classified Professional 2		Y
Classified Professional 3		Y
Classified Professional 4		Y
Classified Professional 5		Y

Chair

N

?

It is recommended membership remains the same.

It is recommended membership changes to:

**Voting Members:** (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. Faculty from SS
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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

## LPC GOVERNANCE WORKSHEET

### Membership (contd)

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

1. Chair
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### 5. Members appointed by: (check all that apply)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Academic Senate   | <input checked="" type="checkbox"/> Faculty Association |
| <input checked="" type="checkbox"/> Classified Senate | <input checked="" type="checkbox"/> SEIU                |
| <input checked="" type="checkbox"/> Administration    | <input checked="" type="checkbox"/> Student Senate      |

### 6. Term: (check one)

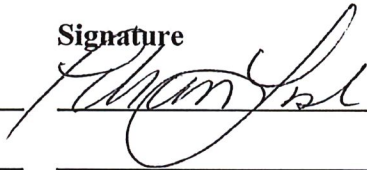
- 1 year       2 years       Other

### Committee Chair/Co-Chair Approval

Printed Name

Tihan Lish

Signature



Date

3/7/19

**RESOURCE ALLOCATION COMMITTEE (RAC)**

Reporting Relationship: College Council		As of 2/28/19
Chairperson	Titian Lish	
Support	Denise Patlan	
<b>MEMBERS</b>	<b>Y=Voting</b>	<b>N=Non-Voting</b>
Vice President of Academic Services	Y	Vacant
Vice President of Administrative Services	Y	Diane Brady
Vice President of Student Services	Y	William Garcia
Dean, Academic 1	Y	Nan Ho
Dean, Student Services	Y	<del>FBB</del> <i>Jameca Ward</i>
LPCSG Representative 1	Y	Alejandro Buenostro
Faculty Member from A&H 1	Y	Ian Brekke
Faculty Member from BHAWK 1	Y	Jason Craighead
Faculty Member from SLPC 1	Y	Scott Miner
Faculty Member from STEM 1	Y	Debbie Fields
Classified Professional 1	Y	<del>Jennifer Farber</del> <i>Jennifer</i>
Classified Professional 2	Y	Cindy Balero
Classified Professional 3	Y	Todd Steffan
Classified Professional 4	Y	James Weston
Classified Professional 5	Y	Donna Reed
<b>Voting:</b>	<b>15</b>	
<b>Quorum:</b>	<b>9</b>	
<b>People included on Shared Governance Spreadsheet but not in the Shared Governance Handbook</b>		
Director of Research, Planning and Institutional Effectiveness	Rajinder Samra	<i>REMOVE</i>
Faculty Member from Student Services 1	Jose Calderon	
Faculty Association Representative 1	Jason Morris	<i>REMOVE</i>

CURRENT

## Resource Allocation Committee (RAC)

CC approved at 5/2018 meeting

### Charge:

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

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

This committee will make recommendations to the College President.

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

## LPC GOVERNANCE WORKSHEET

**NEW**

**Committee Name:** PROGRAM REVIEW COMMITTEE

**Form Completed by:** Karin Spirn **Position:** PRC Committee Chair

**LPC Mission Statement:**  
*Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.*

### **Instructions**

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

### **Committee Academic Year Timeline**

Month	Activity
February	<ul style="list-style-type: none"> <li>• Committees discuss and finalize committee changes and/or structure.</li> <li>• Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Governance Worksheet goes forward to Academic Senate (if appropriate).</li> <li>• Governance Worksheet goes forward to College Council for approval.</li> <li>• College Council Meeting – Approvals of Governance Committee Changes.</li> <li>• If there are significant changes, Committee Chair or Designee must attend the Council Meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Shared Governance Participants' Document and Governance Handbook updated with committee changes.</li> <li>• President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership.</li> <li>• Student Services Division Meeting agenda item: committee memberships.</li> <li>• Admin Staff Meeting agenda item: committee memberships.</li> <li>• Classified Senate Meeting agenda item: committee memberships.</li> <li>• Academic Divisions Meeting agenda item: committee memberships.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Admin Staff finalizes committee memberships.</li> <li>• Student Services Division finalizes committee memberships.</li> <li>• Classified Senate finalizes committee memberships.</li> <li>• Academic Divisions finalizes committee memberships.</li> <li>• Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.</li> </ul>
August	<ul style="list-style-type: none"> <li>• President's Office posts DRAFT Governance Participants on website.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Faculty Association sends list of appointments.</li> <li>• LPCSG sends list of appointments to President's Office.</li> <li>• Committees send President's Office Committee Chair selection.</li> <li>• President's Office posts FINAL Governance Participants on website.</li> <li>• Committee Chair/Support updates committee webpage with changes and committee representation.</li> </ul>

## LPC GOVERNANCE WORKSHEET

### 1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached.

### 2. Reporting Relationship:

Committee currently reports to Academic Senate.

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of \_\_\_\_\_

Other Integrated Planning and Effectiveness Committee (IPEC)

### 3. Chairmanship:

The chair is currently selected by:

Committee vote

Office or Position indicated here: VPs of Academic and Student Services

Other: \_\_\_\_\_

It is recommended that the chair:

Selection remains the same

Selection method changes to: \_\_\_\_\_



## LPC GOVERNANCE WORKSHEET

### 4. Membership:

#### Current Membership 2018-19:

MEMBERS	Y=Voting	N=Non-Voting
Vice President of Academic Services		Y
Dean		Y
Classified Senate Appointee 1		Y
Classified Senate Appointee 2		Y
LPCSG Representative 1		Y
Student Learning Outcomes Committee Member		Y
Faculty Member from A&H 1		Y
Faculty Member from A&H 2		Y
Faculty Member from BHAWK 1		Y
Faculty Member from BHAWK 2		Y
Faculty Member from SLPC 1		Y
Faculty Member from SLPC 2		Y
Faculty Member from STEM 1		Y
Faculty Member from STEM 2		Y
Faculty Member from Student Services 1		Y
Faculty Member from Student Services 2		Y
College Librarian		Y
Faculty Association Representative (1)		Y

It is recommended membership remains the same.

It is recommended membership changes to:

**Voting Members:** (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Total Voting Members: \_\_\_\_\_ Quorum (50% + 1): \_\_\_\_\_

# LPC GOVERNANCE WORKSHEET

## Membership (contd)

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### 5. Members appointed by: (check all that apply)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Academic Senate   | <input checked="" type="checkbox"/> Faculty Association |
| <input checked="" type="checkbox"/> Classified Senate | <input type="checkbox"/> SEIU                           |
| <input checked="" type="checkbox"/> Administration    | <input checked="" type="checkbox"/> Student Senate      |

### 6. Term: (check one)

- 1 year       2 years       Other

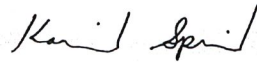
### Committee Chair/Co-Chair Approval

**Printed Name**

**Signature**

**Date**

Karin Spirn



4/12/2019

CURRENT

## Program Review Committee (PRC)

CC approved at 5/2018 meeting

### Mission Statement:

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

### Charge:

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

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

### **COMMITTEE: PROGRAM REVIEW COMMITTEE**

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

**Voting Structure:** All recommendations of the committee shall be referred to the Academic Senate for approval. Any recommendations made by the committee should be by consensus amongst the members.

**Term:** 2 years minimum (4-5 years recommended)

**Quorum:** 18 Voting Members; Quorum = 10

## **Associated with Program Review**

### **Administrative Unit Outcomes (AUOs)**

The Administrative Unit Outcomes (AUOs) are the non-instructional and non-Student Services departments' reviews of annual outcomes. They are done at the same time of year as instructional program review, however they use different forms and processes.

### **Student Services Administrative Outcomes (SAOs)**

The Student Services Administrative Outcomes (SAOs) are the Student Services department's reviews of annual outcomes. They are also done at the same time of year as instructional program review, however they use different forms and processes.

The annual instructions for AUOs and SAOs are provided by the Program Review Committee annually.

## LPC GOVERNANCE WORKSHEET

Committee Name: TECHNOLOGY COMMITTEE

Form Completed by: Kali Rippel Position: Chair

**LPC Mission Statement:**  
*Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.*

### **Instructions**

The purpose of this worksheet is to allow each Committee, Subcommittee, Senate, or Union to review its charge and membership yearly. It is important to review the current committee charge and responsibilities in the LPC Governance Handbook. Ensure that the Charge supports the LPC Mission Statement. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council for review and approval.

### **Committee Academic Year Timeline**

Month	Activity
February	<ul style="list-style-type: none"> <li>• Committees discuss and finalize committee changes and/or structure.</li> <li>• Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.</li> </ul>
March	<ul style="list-style-type: none"> <li>• Governance Worksheet goes forward to Academic Senate (if appropriate).</li> <li>• Governance Worksheet goes forward to College Council for approval.</li> <li>• College Council Meeting – Approvals of Governance Committee Changes.</li> <li>• If there are significant changes, Committee Chair or Designee must attend the Council Meeting.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Shared Governance Participants' Document and Governance Handbook updated with committee changes.</li> <li>• President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership.</li> <li>• Student Services Division Meeting agenda item: committee memberships.</li> <li>• Admin Staff Meeting agenda item: committee memberships.</li> <li>• Classified Senate Meeting agenda item: committee memberships.</li> <li>• Academic Divisions Meeting agenda item: committee memberships.</li> </ul>
May	<ul style="list-style-type: none"> <li>• Admin Staff finalizes committee memberships.</li> <li>• Student Services Division finalizes committee memberships.</li> <li>• Classified Senate finalizes committee memberships.</li> <li>• Academic Divisions finalizes committee memberships.</li> <li>• Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.</li> </ul>
August	<ul style="list-style-type: none"> <li>• President's Office posts DRAFT Governance Participants on website.</li> </ul>
September	<ul style="list-style-type: none"> <li>• Faculty Association sends list of appointments.</li> <li>• LPCSG sends list of appointments to President's Office.</li> <li>• Committees send President's Office Committee Chair selection.</li> <li>• President's Office posts FINAL Governance Participants on website.</li> <li>• Committee Chair/Support updates committee webpage with changes and committee representation.</li> </ul>

## LPC GOVERNANCE WORKSHEET

### 1. Charge:

The Charge is satisfactory, no changes.

The Charge will change. The updated Charge is attached.

### 2. Reporting Relationship:

Committee currently reports to College Council.

It is recommended the reporting relationship remains the same.

It is recommended the reporting relationship changes.

The committee will report to:

Academic Senate

College Council

Faculty Association

President

Vice President of \_\_\_\_\_

Other \_\_\_\_\_

### 3. Chairmanship:

The chair is currently selected by:

Committee vote

Office or Position indicated here: \_\_\_\_\_

Other: \_\_\_\_\_

It is recommended that the chair:

Selection remains the same

Selection method changes to: \_\_\_\_\_

## LPC GOVERNANCE WORKSHEET

### 4. Membership:

#### Current Membership 2018-19:

MEMBERS	Y=Voting	N=Non-Voting
Vice President of Administrative Services		Y
Dean		Y
LPCSG Representative 1		Y
LPCSG Representative 2		Y
Faculty Member from A&H 1		Y
Faculty Member from BHAWK 1		Y
Faculty Member from SLPC 1		Y
Faculty Member from STEM 1		Y
Classified Professional 1		Y
Classified Professional 2		Y
Classified Professional 3		Y
Classified Professional 4		Y
Classified Professional 5		Y
College Librarian		Y
Instructional Technology Coordinator		N
Sr. Instructional Network Systems Specialist		N
Telecommunications Coordinator		N
CLPCCD Chief Technology Officer		N
Webmaster		N

It is recommended membership remains the same.

It is recommended membership changes to:

**Voting Members:** (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. VP of Administrative Services
2. Dean
3. LPCSG Rep 2
4. STEM Faculty 1
5. A&H Faculty 1
6. BHAWK Faculty 1
7. SLPC Faculty 1
8. Classified Professional 5
9. College Librarian 1
10. Student Services Faculty 1

Total Voting Members: 15 Quorum (50% + 1): 9

## LPC GOVERNANCE WORKSHEET

### Membership (contd)

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

1. Instructional Technology Coordinator
2. Manager, College Technology Services
3. Telecommunications Coodinator
4. CLPCCD Chief Technology Officer
5. Webmaster
6. \_\_\_\_\_

### 5. Members appointed by: (check all that apply)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Academic Senate   | <input type="checkbox"/> Faculty Association       |
| <input checked="" type="checkbox"/> Classified Senate | <input type="checkbox"/> SEIU                      |
| <input checked="" type="checkbox"/> Administration    | <input checked="" type="checkbox"/> Student Senate |

### 6. Term: (check one)

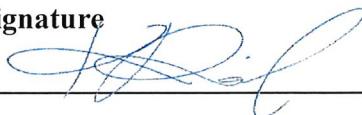
- 1 year       2 years       Other

### Committee Chair/Co-Chair Approval

**Printed Name**

Kali Rippel

**Signature**



**Date**

03/14/2019



# Charge of Committee (Draft)

The Technology Committee is responsible for:

- Assessing Faculty, Student and staff technological needs for Las Positas College;
- Researching and analyzing options for campus-wide technology;
- Making recommendations for solutions in the following areas:
  - Access;
  - Support;
  - Staff development and training;
  - ~~Support~~;
- Review and evaluate the prioritization of resources and additional technology needs as they arise;
- Collaboration with the District ITS regarding District-Wide projects and issues;
- Review and make recommendations to the ~~on~~ LPC Technology Master Plan and relevant District-wide Master Plans.

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

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  - Review and recommendations on LPC Technology Master Plan and relevant District-wide Master Plans.

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CURRENT

## Technology Committee

CC approved at 5/2018 meeting

### Charge:

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  - Access;
  - Staff development and training;
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  - Review and evaluate prioritization of resources and additional technology needs as they arise;
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  - Review and recommendations on LPC Technology Master Plan and relevant District-wide Master Plans.

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

### **COMMITTEE: TECHNOLOGY COMMITTEE**

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

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

Term: 2 years

Quorum: 15 Voting Members; Quorum = 8