# SECTION III. Committees Reporting to College Council or the President

# College Council & Committees Reporting to College Council and Administration

## College Council

**Charge:**

The College Council facilitates communication and appropriate involvement among all members of the college community. Responsibilities include, but are not limited to:

- formulating, reviewing, and revising College institutional principles, including Mission Statement, Vision Statement, Values Statement, and Strategic Goals;
- reviewing and evaluating the Participatory Governance system, including committee structure, making recommendations for revisions on a regular basis and when necessary;
- developing recommendations and delegating issues to Participatory Governance and Committees, as appropriate;
- functioning as the Steering Committee for various College-wide projects;
- serving as the Steering Committee for the Accreditation process, to initiate, coordinate, and validate the process;
- leading institutional and strategic planning efforts for the College; and
- operating as a conduit for College issues going forward to the Chancellor and Board of Trustees, based on District policy; and
- reviewing the integration of planning and budget.

**Reporting Relationship:**    College President

**Members:**    College President (Chair: non-voting member)

**Voting Members:**
Vice President of Academic Services
Vice President of Administrative Services
Vice President of Student Services
Academic Senate President
Academic Senate Vice President
Resource Allocation Committee Chair
College Enrollment Management Committee Chair
Professional Development Committee Chair
Institutional Planning and Effectiveness Committee Chair
Program Review Committee Chair
Facilities and Sustainability Committee Chair
Accreditation Steering Committee Chair
Student Success Committee Chair
Classified Senate President (or designee)
Classified Senate Vice President
LPC Association Site Vice President of CLPFA

|  | LPC Site Vice President SEIU<br>ASLPC President<br>ASLPC Vice President |
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| **Term:** | Two years |
| **Quorum:** | 19 Voting Members; Quorum = 10 |

# College Enrollment Management Committee (CEMC)

**Charge:**

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| **Reporting Relationship:** | College President and DEMC |
| **Members:** | xx |
| | **Voting Members:** |
| | **Non-voting Members:** |
| **Term:** | xx |
| **Quorum:** | xx |

# Facilities and Sustainability Committee

**Charge:**

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

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

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

The committee will maintain an informational website concerning sustainability: http://www.laspositascollege.edu/green/index.php

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| **Reporting Relationship:** | College President |
| **Members:** | **Non-voting Members:**<br>Chair (selected by committee vote; serves on Council*)<br>Vice Chancellor of Facilities and Bond Program<br>Director of Maintenance & Operations<br>LPC Project Planner/Manager<br><br>**Voting Members:**<br>Vice President of Academic Services<br>Vice President of Administrative Services<br>Vice President of Student Services<br>1 Instructional Dean<br>1 Administrator<br>1 Faculty from each Division:<br>  A&H, CATSS, MSEPS, BHAWK, Student Services<br>  (Academic Senate President will represent their Division)<br>5 Classified Professionals<br>  (including Classified Senate President or designee)<br>1-2 Student Senate Appointees |
| **Term:** | 2 years |
| **Quorum:** | 16 voting members; Quorum = 9 |

*Committees reporting to College Council have non-voting chairs at the committee level.

# Health and Safety Committee

**Charge:**

Studies, reviews, and recommends regulations and procedures relating to the physical safety (including environmental and physical hazards) of employees and students.

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| **Reporting Relationship:** | Vice President of Student Services |
| **Members:** | Safety Department Lead Officer (Chair; non-voting) |
| | **Voting Members:** |
| | Director of Student Health Center |
| | 1 M&O Representative |
| | 2 Faculty, college-wide |
| | 2 Classified Professionals |
| | 1 Student Senate Appointee |
| **Term:** | 2 years |
| **Quorum:** | 7 voting members; Quorum: 4 |

# Institutional Planning and Effectiveness Committee

**Charge:**

The Institutional Planning and Effectiveness Committee (IPEC) will provide institutional-level planning priorities to the College President by using the Mission, Vision and Values Statements, Strategic Plans, Program Reviews, SLOs, institutional research, and accreditation documents as its focus. The IPEC will be informed by a variety of sources including district priorities, and State, Federal, and ACCJC* mandates, as required. In addition, IPEC will provide ongoing and systematic evaluation of key college processes and metric that lead to recommendations or sharing of information for improving student learning and institutional outcomes.

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

1. Guide the institutional and strategic planning efforts, by establishing planning priorities
2. Evaluate key college processes and metrics and integrate the findings into the planning process
3. Identify, review and revise, as necessary, processes for:
   a. Integrating the College strategic planning documents, including SLO and Program Review documents, into planning
   b. Integrating and communicating the planning priorities to committees for allocation purposes
4. Provide direction to the Institutional Research office to generate the data and analysis necessary for the planning efforts needed by the college
5. Review institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning
6. Recommend planning priorities to the College President
7. Communicate adopted planning priorities to the College and College Council
8. Evaluate charge, tasks and membership on a regular basis

*ACCJC = Accreditation Commission for Community and Junior Colleges

| **Reporting Relationship:** | College President |
|---|---|
| **Members:** | Chair (Can be faculty, classified or administrator; non-voting) |
| | *Co-Chairs: Due to the complexity and volume of work of this committee, Co-Chairs are seen as necessary. An application to co-chair may be submitted by faculty, classified or administrator during May of the previous academic year, so that reassigned time for faculty may be arranged.* |
| | **Voting Members:**<br>Vice President of Academic Services<br>Vice President of Administrative Services<br>Vice President of Student Services<br>Researcher<br>1 Faculty from each Division:<br>  A&H, CATSS, MSEPS, BHAWK, Student Services<br>  (Academic Senate President will represent their Division)<br>1 CTE Faculty |

6 Classified Professionals
2 Student Senate Appointees

**Non-voting Members:**
College President
Academic Senate President*
Program Review Chair*
Student Learning Outcomes Chair*
Classified Senate President/Co-President*
Student Senate President
Faculty Association (FA) Representative
SEIU Representative

*Can double as voting Division/Senate Representative

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| **Term:** | 2 years<br>For the purposes of continuity and learning processes, terms shall be chosen by lottery, such that one-half of the members serve a two-year term and the other half serves a three-year term. This committee's responsibilities are seen to be complex, taking quite some time to learn the inter-relationships and requirements of the many mandates and agencies. |
| **Quorum:** | 18 voting members; Quorum: 10 |

# Resource Allocation Committee (RAC)

**Charge:**

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

- Identifying, prioritizing, and recommending expenditures and non-instructional hiring priorities;
- Developing, evaluating, and recommending budget related processes as needed;
- Reviewing relevant plans for prioritizing allocations to new programs and facilities; and
- Documenting the College allocation decisions in relation to the college goals and implement those decisions in accordance with the College's institutional planning documents.

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| **Reporting Relationship:** | College President |
| **Members:** | Chair (selected by committee vote; non-voting) |
| | **Voting Members:** |
| | Vice President of Administrative Services |
| | Vice President of Academic Services |
| | Vice President of Student Services |
| | Instructional Dean |
| | Dean of Student Services |
| | 1 Faculty from each division: |
| | A&H, BHAWK, CATSS, MSEPS, Student Services |
| | 5 Classified Professionals |
| | 1 Student Representative |
| **Term:** | 2 years |
| **Quorum:** | 16 voting members; Quorum = 9 |

# Professional Development Committee

**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.

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| **Reporting Relationship:** | College President |
| **Members:** | Professional Development Program Coordinator (Chair; non-voting) |
| | **Voting Members:** |
| | 1 Administrator |
| | 1 Faculty from each Division: |
| |   A&H, BHAWK, CATSS, MSEPS |
| | 1 Faculty from Student Services |
| | 1 Adjunct Faculty |
| | 4 Classified Professionals (including 1 from Teaching & Learning Center) |
| **Term:** | |
| **Quorum:** | 11 voting members; Quorum = 6 |

# Technology Committee

**Charge:**

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

- Access
- Staff development and training
- Support
- Prioritization of resources and additional technology needs as they arise
- Collaboration with District ITS regarding District-wide projects and issues
- Review and recommendations on LPC Technology Master Plan

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

| **Reporting Relationship:** | Resource Allocation Committee (RAC) |
| --- | --- |
| **Members:** | Chair (Non-voting member; selected by committee vote) |
| | **Voting Members:** |
| | Vice President of Administrative Services |
| | 1 Dean |
| | 1 Faculty per Division: |
| |    A&H, BHAWK, CATSS, MSEPS, Student Services |
| | 1 Librarian |
| | 5 Classified Professionals |
| | 2 Student Senate appointees |
| | |
| | **Non-voting Members:** |
| | Senior Instructional Network Systems Specialist |
| | Instructional Technology Coordinator |
| | Telecommunications Coordinator |
| | Webmaster |
| | CLPCCD Chief Technology Officer |
| **Term:** | 2 years |
| **Quorum:** | 15 voting members, Quorum: 8 |

# SECTION IV. Committees Reporting to Academic Senate

# Committees Reporting to Academic Senate

## Basic Skills Committee (BaSK)

**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; and,
- Supporting innovation in process and instruction.

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| **Reporting Relationship:** | Academic Senate |
| **Members:** | Chair (selected by Academic Senate; votes only in the event of a tie) |
| | **Voting Members:** |
| | 3 Instructional Faculty |
| | 1 Librarian |
| | 1 Counseling Faculty |
| | **Non-voting Members:** |
| | Vice President of Academic Services |
| | 1 Academic Dean |
| | 1 Student Services Dean |
| | Director of Student Equity and Success |
| | Non-credit Specialist |
| | 1 Part-time Faculty |
| | 1 Student Representative |
| **Term:** | 2 years |
| **Quorum:** | 5 voting members; Quorum = 3 |

# Curriculum Committee

**Overview:**

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

**Charge:**

The Curriculum Committee (hereafter referred to as "the Committee") is responsible for ensuring and preserving the academic integrity and quality of all courses and programs offered by Las Positas College. The Committee's primary responsibilities lie in five major areas, as specified by Title V [Title 5 §53200]:

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

As a sub-committee of the Academic Senate, the Committee reports its recommendations for approval in the areas of Curriculum and Educational Programs to the Senate as informational items, and forwards its recommendations in these areas to the Office of the Vice President of Academic Services. This office prepares the recommendations for presentation to the Board of Trustees by way of the President's Office at the College. The Board of Trustees is the sole authority for approval of all curriculum recommendations in the areas of Curriculum and Educational Programs.

In the area of Degree and Certificate Requirements, it is the duty of the Committee to formulate policies for approving degree and certificate requirements for presentation to the Senate. "It is not the role of the Senate to change these recommendations. However, it is appropriate for the Senate to review the policies and procedures used [Title V §53203(a)] and call attention to any irregularities which might require a recommendation to be returned to the Committee for reconsideration.  Changes to the General Education pattern for the Associate degree may be recommended by the Committee, but must be agreed upon through collegial consultation with the Curriculum Committees and Academic Senates of both colleges and approved by the Board of Trustees.

The Committee's duties and responsibilities in each of the areas are defined as follows:

**a. Curriculum**

In the area of curriculum, the Committee's duties include – but are not limited to – approval of:

- New and revised course outlines of record for degree-applicable credit courses, non-degree credit courses, and non-credit courses
- Pre-requisites, co-requisites, and advisories for courses
- Limitations on the number of times a course may be repeated

- Courses to be taught in distance education mode
- Courses for inclusion in the requirements for the Associate degree (AA or AS)
- Courses for articulation and transfer to CSU and submission of courses for UC transfer, IGETC, and CSU GE Breadth
- Discontinuation of existing courses or programs
- Placement of courses within disciplines
- Assigning course identifiers
- Maintaining and updating the discipline list

**b. Degree and Certificate Requirements**

In this area, the Committee's duties include – but are not limited to – the following:

- Recommendations for changes to the General Education pattern for the Associate degree
- Definition of criteria for placement of courses within General Education areas
- Periodic review for appropriateness and relevancy of the courses listed within a specific general Education area

**c. Grading Policies**

The Committee's duties in this area include – but are not limited to – the following:

- Review of grading policies for individual courses (e.g., whether the course is grade only)
- Review of coursework required of students (as specified in the course outline of record), to ensure that coursework meets rigorous academic standards

**d. Educational Programs**

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

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

**e. Standards or Policies Regarding Student Preparation and Success**

The Committee's role in this area is related to its charge to approve course outlines and pre-requisites. The Committee must ensure that pre-requisites, co-requisites, and advisories are appropriately selected in such a way as to ensure students are adequately prepared for a course and will have the skills necessary to succeed in the course. The Committee must also ensure that pre-requisites, co-requisites, and advisories do not act as a barrier to students seeking to complete coursework or programs.

| <u>Reporting Relationship:</u> | Academic Senate |
|---|---|
| <u>Members:</u> | Chair (votes only in case of a tie) <br><br> <u>**Voting Members:**</u> <br> 2 Faculty from each Division: <br>   A&H, BHAWK, CATSS, MSEPS, Student Services |

1 Librarian (may also serve as a division representative)
Articulation Officer (may also serve as a division representative)

*Note: If the Librarian and/or Articulation Officer also serves as a division representative, they will only have one vote.*

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

**Non-voting Members:**
Vice President of Academic Services
All Academic Division Deans
2 Student Senate Representatives
Student Services Division Deans
Student Records Evaluator (attends as needed)
Academic Services Curriculum & Scheduling Specialist (attends as needed)
Academic Services Curriculum & Student Learning Outcomes Specialist (acts as Secretary of the committee)

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| **Appointments by:** | Academic Senate; College President; Student Senate |
| **Term:** | It is hoped that voting members will serve for a minimum of two years and should be allowed to serve longer if so selected by their constituency, in order to preserve valuable expertise amongst the committee members. At the same time, it is important to bring new members onto the committee within any two-year cycle, in order to develop curriculum expertise amongst all faculty members. |
| | The term of office for the position of Chair is two years. The Chair may serve for more than one term, and may serve consecutive terms. |
| **Quorum:** | 12 voting members; Quorum = 7 |

# Distance Education Committee (DE)

**Charge:**

To explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College.

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| **Reporting Relationship:** | Academic Senate |
| **Members:** | 1 Co-Chair: Teaching & Learning Center Representative<br>1 Co-Chair: Faculty<br>(non-voting; selected by committee vote)<br><br>**Voting Members:**<br>1 Faculty from each division:<br>  A&H, BHAWK, CATSS, MSEPS<br>1 Faculty from Student Services<br>1 Library Representative<br>1 Adjunct Faculty Representative<br>1 Faculty At Large<br>1 Classified Professional from the Teaching & Learning Center<br><br>**Non-voting Members:**<br>Vice President of Academic Services<br>1 Division Dean<br>1 Admissions and Records Representative<br>1 Student Senate Representative |
| **Term:** | 2 years |
| **Quorum:** | 9 voting members; Quorum = 5 |

# Faculty Hiring Prioritization Committee

**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; and
- Coordinate with the Office of Research, Planning and Institutional Effectiveness to ensure the faculty hiring is integrated with planning and research.

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| **Reporting Relationship:** | Academic Senate and ultimately the College President |
| **Members:** | Chair (Selected from faculty membership of committee by committee vote; voting) |
| | **Voting Members:** |
| | Dean of A&H or designee |
| | Dean of BHAWK or designee |
| | Dean of CATSS or designee |
| | Dean of MSEPS or designee |
| | Dean of Student Services or designee |
| | 1 Faculty from each Academic Division: |
| | A&H, CATSS, MSEPS, BHAWK |
| | 1 Faculty from Student Services |
| | **Non-voting Members:** |
| | Academic Senate President |
| | 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 |
| | 1 Classified (Senate President or designee) |
| | 1 Student |
| | *Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis* |
| **Term:** | 2 years for faculty |
| | Permanent for Deans |
| **Quorum:** | 10 voting members; Quorum: 6 |

## Faculty Prioritization Process

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

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 Research, Planning and Institutional Effectiveness, and receive input from the ex-officio members. At the 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 Faculty Position Request Forms should be made available before the 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 Academic Senate meeting in October to discuss and rank the positions. 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 Academic Senate will meet the 2nd week in October to review the rankings.

If the Academic Senate approves the rankings, the rankings will go forward from the Senate 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 positions(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 Faculty Position Request Form will include an explanation about the need for continuation of the vacated position as well as the rationale about the timing of the hiring action.

The FHPC will hold a meeting after the Dean forward 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 3/9/12; Revised by FHPS 4/11/13; Revised by FHPS 4/16/13; Revised by FHPC 8/20/13, 4/2015, 12/2015.

# Program Review Committee (PRC)

**Charge:**

To ensure that instructional program review is an effective and meaningful process with clear links to institutional planning and budget processes, the Academic Senate of Las Positas College charges the Program Review Committee to:

- Create, assess, and modify the self-study and action plan processes for instructional program review;
- Create, assess, and modify the validation process for instructional program review;
- Conduct validation of instructional program reviews;
- Coordinate with the Student Learning Outcomes Committee in planning the annual Assessment Day for updating instructional program review;
- Create, assess, and modify processes the interim reports created on Assessment Day;
- Create, assess, and modify processes for incorporating and validating the interim reports to already existing program reviews;
- Collaborate with the Student Learning Outcomes Committee as to the best ways of incorporating SLO evaluation into program reviews;
- Collaborate with Non-Instruction and Student Services Program Review Committees/Working Groups to create, assess, and modify the Common Tool; and,
- Coordinate with various planning, allocating, and curricular committees to create processes of communication in regards to validated program review summaries.

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| **Reporting Relationship:** | Academic Senate |
| **Members:** | Chair (selected through FA negotiated process for Positions with Reassigned Time)<br><br>**Voting Members:**<br>1 Faculty from each academic division:<br>  A&H, BHAWK, CATSS, MSEPS<br>1 Faculty from Student Services<br>1 Librarian<br>Vice President of Academic Services<br>1 Dean (appointed by College President)<br>1 Classified Professional representative<br>1 Student Senate Representative<br>1 Faculty Association Representative (if desired by the FA) |
| **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:** | 11 voting members; Quorum = 6 |

## Associated with Program Review

### Administrative Unit Outcomes (AUOs)

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

### Student Services Administrative Outcomes (SAOs)

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

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

# Student Learning Outcomes Committee (SLO)

**Charge:**

To assess the extent to which the institution achieves its Mission, this group will review all plans to inform the campus community of the progress being made toward achieving the Institutional Strategic Goals and promote activities and practices that increase the overall effectiveness of the College. The Committee oversees an ongoing cycle of institutional self-appraisal and Accreditation compliance. An important responsibility of this Committee is developing, implementing and assessing the themes that advance the institution's Strategic Goals and promoting effective planning between units of the College.

The committee's responsibilities include, but are not limited to:

- Reviewing and analyzing institutional themes and needs identified in summative plans/reports resulting from instructional, student services, and non-instructional program review;
- Accreditation planning agendas and recommendations; data from student and employee surveys and assessments; and external environmental scanning;
- Developing recommendations regarding institutional directions that coordinate and align institutional planning between units of the College;
- Making recommendations to various governance groups and units regarding initiatives that improve the institutional achievement of the Mission and Strategic Goals;
- Documenting reports of movement made toward Mission and Strategic Goal attainment; and
- Communicating and championing a culture of evidence, assessment, evaluation, effectiveness, and improvement in all campus planning.

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| **Reporting Relationship:** | Academic Senate |
| **Members:** | Chair (non-voting; selected by committee vote) |
| | **Voting Members:** |
| | Vice President of Academic Services |
| | Vice President of Administrative Services |
| | Vice President of Student Services |
| | Director of Research, Planning and Institutional Effectiveness |
| | 1 Dean |
| | 1 Faculty from each Academic Division: |
| |   A&H, BHAWK, CATSS, MSEPS |
| | 1 Faculty from Student Services |
| | 1 Faculty At-large |
| | 5 Classified Professionals |
| | 2 Student Senate Representatives |
| | **Non-voting Members:** |
| | Academic Senate President |
| **Term:** | 2 years |
| **Quorum:** | 18 members; Quorum = 10 |

# Student Success Support Program/Student Equity Committee

**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 disproportionally 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.

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| **Reporting Relationship:** | Academic Senate and College Council |
| **Members:** | Chair: Director of Student Success and Equity (non-voting) |

**Voting Members:**
Vice President of Student Services
2 Student Services Deans
2 Academic Deans
1 Librarian
1 Faculty from each Academic Division:
   A&H, BHAWK, CATSS, MSEPS
1 Faculty from Student Services
5 Classified Professionals (3 from Student Services)
2 Student Senate Representatives

**Non-voting Members:**
Vice President of Administrative Services
Vice President of Academic Services
Director of Institutional Research or designee
President of Academic Senate
Basic Skills Committee Chair

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|---|---|
| **Term:** | 2 years |
| **Quorum:** | 18 members; Quorum = 10 |

# SECTION V. Task Forces and User Groups Reporting to Administrators

# Task Forces

## Academic Fairness Task Force

**Charge:**

In accordance with CLPCCD Board Policy 5530, adjudicate student grievance dealing with prejudiced or capricious decisions regarding the academic evaluation of a student's performance.

All student grievances follow these steps:

1. Student discusses situation with instructor.
2. If not resolved, student discusses situation with Dean of area (makes an appointment).
3. If not resolved, student makes appointment with Vice President of Student Services.
4. If not resolved, and the matter involves a question of prejudice or capricious decisions regarding the academic evaluation of a student's performance, the Vice President of Student Services will refer the matter to the Vice President of Academic Services.
5. If the Vice President of Academic Services cannot resolve the matter for the student, they shall refer the grievance to the Academic Fairness Task Force.

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|---|---|
| **Reporting Relationship:** | Vice President of Academic Services |
| **Members:** | Chair (non-voting; selected by committee vote) |
| | **Voting Members:** |
| | 2 faculty members, with staggered 2-year terms (appointed by Academic Senate) |
| | 1 faculty member (appointed by Academic Senate at the time of the grievance; knowledgeable in the academic discipline involved) |
| | 1 Student Representative (appointed for one year) |
| | 1 Administrator (other than the VP; appointed by the President) |
| **Term:** | Terms stated next to members |
| **Quorum:** | 5 voting members; Quorum = 3 |

# Commencement Task Force

**Charge:**

Plans and organizes all tasks necessary to accomplish the annual Commencement Ceremony. This task force involves many departments on campus: arranging for speakers, setting up and breaking down the gym, graduation lists, program, script for platform party, Board of Trustees involvement, Grad Central prep room, Faculty dressing area, and snacks for the long preparation day-of. Membership is often based on the position held at the college.

| | |
|---|---|
| **Reporting Relationship:** | Vice President of Student Services |
| **Members:** | Chair: Vice President of Student Services |
| | Coordinator: Executive Assistant to the VP of Student Services |
| | President and President's Office designees |
| | Vice President of Academic Services |
| |     and Classified Professional designees |
| | Vice President of Administrative Services |
| |     and Classified Professional designees |
| | 1 Faculty from each division: |
| |   A&H, BHAWK, CATSS, MSEPS, Student Services |
| | Director of Student Life and Classified Professional designees |
| | Student ASLPC volunteers |
| | Technology Department Classified Professional designees |
| | District M&O Department Classified Professional designees and Supervisors |
| | Admissions and Records Department |
| | Classified Professional Designees |
| **Term:** | n/a |
| **Quorum:** | n/a |

# Community Outreach Task Force (inactive)

### Charge:

To coordinate the external communication of Las Positas College, with regard to:

- Student recruitment
- Business services/support
- Community education and awareness

| | |
|---|---|
| **Reporting Relationship:** | Vice President of Student Services |
| **Members:** | Dean of Student Services (Chair; Non-voting) |
| | **Voting Members: TBD** |
| | **Non-voting Members: TBD** |
| **Term:** | n/a |
| **Quorum:** | No quorum needed; work group |

# Scholarship Task Force

**Charge:**

Evaluates and selects scholarship applications; plans annual Scholarship Recognition Ceremony.

| | |
|---|---|
| **Reporting Relationship:** | Vice President of Student Services |
| **Members:** | Chair: Director of Financial Aid<br>Vice President of Student Services<br>1 Faculty from each Academic Division:<br>  A&H, BHAWK, CATSS, MSEPS<br>1 Faculty from Student Services<br>4 Classified Professionals<br>*Other volunteers are welcome |
| **Term:** | n/a |
| **Quorum:** | n/a |

# Student Grievance Task Force

**Charge:**

In accordance with CLPCCD Board Policy 5530, the Task Force is formed when a student grievance is received by the Office of Student Services. All non-academic grievances are coordinated by the Vice President of Student Services and this shared governance task force. (See the Academic Fairness Task Force for academic evaluation of a student's performance.)

All student grievances follow these steps:

1. Student discusses situation with instructor or department manager of area at issue.
2. If not resolved, student discusses situation with Dean of area by making an appointment.
3. If not resolved, student makes an appointment with Dean of Student Services or designee.
4. If unable to resolve, the Dean of Student Services convenes the Student Grievance Task Force.

| | |
|---|---|
| **Reporting Relationship:** | Vice President of Student Services |
| **Members:** | Chair (elected from members of the task force)<br><br>1 Administrator other than VPSS, appointed by President<br>2 Faculty, appointed by Academic Senate, staggered 2 year terms<br>1 Classified Professional, appointed by the Classified Senate & SEIU jointly<br>1 Student, appointed by ASLPC |
| **Term:** | Duration of the appeal |
| **Quorum:** | 5 members; Desired Quorum = 5 |

# User Groups

## Bookstore User Group

**Charge:**

Recommends policies and general procedures involving the Bookstore. Works with vendor to solve service situations or problems. Meetings called, as needed, by the Vice President of Administrative Services and staff. Many situation, improvements and problem situations are handled by the Vice President of Administrative Services and their staff.

*Note: Co-curricular funds are no longer distributed through the Bookstore Task Force. Therefore it is recommended by Administrative Services that this Task Force become a User Group. This group has become a liaison with the Follett Bookstore vendor to serve the students and college. It meets occasionally, as needed. Many situations are handled by the Vice President of Administrative Services and their staff.*

| | |
|---|---|
| **Reporting Relationship:** | Vice President of Administrative Services |
| **Members:** | Vice President of Student Services (Chair; voting) |
| | **Voting Members:** |
| | 3 Faculty |
| | 2 Classified Professionals |
| | 2 Student Representatives |
| | **Non-voting Members:** |
| | Bookstore Manager or designee |
| **Term:** | 2 years |
| **Quorum:** | n/a |

# Food Service User Group

This group has become a liaison with the cafeteria vendor to serve the students and college. It meets occasionally, as needed. Many situations, improvements and problems are handled by the Vice President of Administrative Services and their staff.

**Charge:**

Studies, reviews and recommends on issues concerning food services.

**Recommended New Charge:**

Because this is a vendor-related area, Administrative Services is the first line for dealing with situations, improvements and problems. Academic Senate and College Council have discussed making this a user group.

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

| **Reporting Relationship:** | Vice President of Administrative Services |
|---|---|
| **Members:** | Vice President of Administrative Services (Chair; voting) <br><br> **Voting Members:** <br> 0 Faculty (per Academic Senate) <br> 0 Classified Professionals |
| **Term:** | N/A |
| **Quorum:** | N/A |