

Administration

Administrative Rules and Procedures

2015 Collegial Consultation

1. District Curriculum Council

Charge

Each college in the district has a Curriculum Committee, a subcommittee of the Academic Senate, which is responsible for ensuring and preserving the academic integrity and quality of all courses and programs at that college. Specifically, the College Curriculum Committees are primarily responsible for curriculum, degree and certificate requirements, grading policies, education program development, and standards or policies regarding student preparation and success.

The District Curriculum Council shall not usurp any of the responsibilities with which the College Curriculum Council shall be responsible for

- Facilitating communication and cooperation between the two colleges on all matters charged to the College Curriculum Committees
- Working to achieve mutual agreements on curriculum shared by the two colleges and making recommendations about curriculum matters to the Academic Senates at both colleges
- Recognizing areas where the two colleges have different environments, cultures, and educational needs, and acknowledging the colleges' needs for local control of curriculum in those areas
- Analyzing and formulating recommendations for district-wide curriculum matters for referral back to the College Curriculum Committees for analysis, revision, and possible adoption
- Providing a forum to discuss curriculum related matters that may have a district-wide impact

Group Reports to College Academic Senates and Chancellor

As set forth in AB 1725, Education Code Sections 53200 and 53203, and District Policies 2014, 2015, and 2016, the College Academic Senates have as a primary function to make recommendations with respect to academic and professional matters. Specifically, the College Academic Senates have power to make recommendations to the Board of Trustees with respect to all matters concerning curriculum, and the Board of Trustees must "rely primarily" on those recommendations.

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As set forth District Policy 2012, “[T]he Chancellor shall maintain over-all review of all college operations to avoid duplication, encourage coordination, increase efficiency, and execute Board policies [...including ensuring that...] Policies relative to students shall be uniform throughout the District with respect to admission, scholarships standards, and graduation requirements “ [...and...] “ In order to provide for district – wide coordination and to enhance communications, the Chancellor shall organize and establish coordination devices.”

With these roles in mind, all matters which the District Curriculum Council considers will return to the College Academic Senates for approval or disapproval. If either or both of the College Academic Senates disapprove, the District Curriculum Council will facilitate discussions that must lead to referral of revisions back to the Academic Senates.

Membership and Leadership

Chair: Vice Chancellor of Educational Services

Voting Members	Ex – officio Members
2 Academic Senate Presidents (CC and LPC)	1 Vice Chancellor of Educational Services (votes only in case of a tie)
2 Curriculum Committee Chairs (CC and LPC)	2 Administrators from Student Services (CC and LPC)
4 Faculty at Large (2 CC and 2 LPC), Appointed by Academic Senate Presidents, including one Vocational Faculty from each college, if possible	2 Instructional Deans (CC and LPC)
2 Counselors, Appointed by Academic Senate Presidents (CC and LPC)	2 Institutional Researchers (CC and LPC)
2 Faculty Articulation Officers (CC and LPC)	2 Students (CC and LPC)
2 Vice Presidents of Academic Services (CC and LPC)	2 Faculty Association Representatives (CC and LPC)

Voting Members

The college's Academic Senate President must approve any faculty alternates. There must be a quorum during a meeting requiring a vote. Voting by proxy is not allowed.

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

Appointments By

Academic Senate, Administration, Associated Students, and Faculty Association.

Term

Two years. It is expected that voting members will serve for a minimum of two years, and may serve longer if so selected by their constituency.

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2. Chabot College

(see Chabot College Shared Governance and Collegial Consultation Process)

3. Las Positas College

Introduction

The governance structure of Las Positas College is reflective of an institutional decision-making process that includes representation from all constituent groups in recommending policies and regulations (exclusive of collective bargaining issues) to the President, Chancellor and Board of Trustees.

The governance process is based upon the shared belief and tradition that the development of college policies, procedures and recommendations is made by consensus built upon campus-wide involvement of administration, faculty, classified and students. This belief is founded on the premise that while each group has unique responsibilities and authority, many issues, because of their effect on the operation of the college as a whole, are not exclusive. Through this involvement of all constituent groups on campus, there is strong commitment to the successful implementation of policy decisions resulting from college-wide recommendations.

This process is in concurrence with the recognition by the Board of Governor's of the California Community Colleges and the Board of Trustees of the Chabot-Las Positas Colleges (Policy 2015) that all key parties participate jointly in college/district governance in accordance with Title 5, Sections 53200-53206, 51024 and 51025.

Purpose of the Governance Process

The purpose of the Las Positas College governance process is to develop a method for collegial consultation that appropriately involves all staff and students in the planning and operation of the college.

This inclusion brings with it the responsibility and obligation on the part of all staff to fully participate in and be open to the collegial process. This means

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a willingness on the part of all to actively contribute to the decision making process and to accept ownership for the development and creation of a college environment based on these decisions.

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This process attempts to guide appropriate representation and authority for each constituent group, and to delineate committee responsibilities and reporting relationships. It will be reviewed and refined as needed with the goal of enhancing and improving collegial consultation.

Final authority for governance of Las Positas College rests with the Board of Trustees. The Board has delegated authority, through the Chancellor to the President who will, as appropriate, share that authority through the process of collegial consultation.

I. Governance Process - Constituent Groups

The essential constituent groups that make up the Las Positas College consultation process are:

- a. **the Academic Senate**, which represents the faculty in collegial consultation related to specific "academic and professional" matters as defined in AB 1725. On these selected matters, the Board of Trustees will "rely primarily" upon the advice and judgment of the Academic Senate.

"Rely primarily" means that all recommendations in the areas listed below will be forwarded to the Board by the Academic Senate, after consultation with the President and Chancellor, and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board's decision shall be based on a clear and substantive rationale which puts the explanation for the decision in an accurate, appropriate, and relevant context. If a recommendation is not approved, the Board or its designee shall promptly communicate its reason in writing to the Senate. If such recommendations are not accepted, existing policies and procedures will remain in force.

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The Board of Trustees shall "rely primarily" upon the advice and judgement of the Senate in the following areas: curriculum, including establishing prerequisites and placing courses in disciplines

Las Positas College (cont)

- degree and certificate requirements
- grading policies
- faculty roles and involvement in accreditation processes including self study and annual reports

Should there be recommendations developed by the college Academic Senate that are in conflict with the Chabot College Academic Senate and need joint resolution, these issues shall be referred to the District Governance Council.

The senate, jointly with other governance groups, will also participate in the formulation and development of policies and procedures in the following areas:

- student preparation and success
- college/district governance structures
- professional development activities
- institutional planning
- budget planning and development
- regulations and procedures relating to physical safety

- b. **the Classified Senate**, which represents the classified staff in recommending, reviewing and developing all non-collective bargaining college policies and procedures. The classified staff, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:

- curriculum
- degree and certificate requirements
- grading policies

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- classified roles and involvement in accreditation processes including self-study and annual reports
- student preparation and success
- college/district governance structures

Las Positas College (cont)

- professional development activities
 - institutional planning
 - budget planning and development
 - regulations and procedures relating to physical safety
- c. **the Associated Students**, which represents the student body in recommending, reviewing and developing college policies and procedures. Students, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:
- curriculum
 - degree and certificate requirements
 - grading policies
 - student roles and involvement in accreditation processes including self study and annual reports
 - student preparation and success
 - college/district governance structures
 - institutional planning
 - budget planning and development
 - regulations and procedures relating to physical safety
- d. **the Administrative Staff** which recommends, develops and reviews all policies and procedures and ensure their timely implementation. The administration, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:
- curriculum
 - degree and certificate requirements
 - grading policies

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- administrative roles and involvement in accreditation processes including self study and annual reports
- student preparation and success
- college/district governance structures

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- professional development activities
- institutional planning
- budget planning and development
- regulations and procedures relating to physical safety

II. Committee Structure

The vehicle by which the consultation process shall function and be organized is the Standing Committee structure. Committees are designed to formalize the collegial process, facilitate communication, develop plans and processes, and provide input for the effective planning and operation of the college.

a. Rely Primarily

Listed below are the areas of responsibility of the Standing Committees of the Academic Senate. The Board of Trustees will "rely primarily" upon the advice and judgment of the Academic Senate in these matters. The Senate may present its concerns and recommendations on these areas directly to the Board of Trustees, if appropriate.

- 1) **Area of Responsibility:** Curriculum, including establishing prerequisites and placing courses within disciplines.
Committee: Curriculum (Subcommittee of the Academic Senate)
Membership: Voting Members:
10 Faculty Representatives
2 Students
Ex-Officio Members:

Issued: January 16, 1996

Revised: July 22, 1997, April 18, 2006

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Vice President, Academic Services
Articulation Officer
Evaluator
Vice President of Student Services

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Appointments by: Academic Senate
Associated Students
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2) **Area of Responsibility:** Degree and Certificate Requirements

Committee: Curriculum (Subcommittee of the Academic Senate)

Membership: Voting Members:
10 Faculty Representatives
2 Students
Ex-Officio Members:
Vice President, Academic Services
Articulation Officer
Evaluator
Vice President of Student Services

Appointments by: Academic Senate
Associated Students
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3) **Area of Responsibility:** Grading Policies

Committee: Curriculum (Subcommittee of the Academic Senate)

Membership: Voting Members:
10 Faculty Representatives

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2 Students
Ex-Officio Members:
Vice President, Academic Services
Articulation Officer
Evaluator
Vice President of Student Services

Las Positas College (cont)

Appointments by: Academic Senate
Associated Students
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4) **Area of Responsibility:** Faculty roles and involvement in accreditation processes, including self-study and annual reports.

Committee: Academic Senate

Membership: Faculty Officers:
1 President
1 Vice President
1 Secretary
1 Treasurer
Faculty Representatives:
2 from each Area
2 from Student Services/Counseling
1 Part-time
1 Student Representative

Appointment by: Faculty Elections
Associated Students

5) **Area of Responsibility:** Standards regarding student preparation and success.

Committee: Academic Senate

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Membership:

Faculty Officers:

- 1 President
- 1 Vice President
- 1 Secretary
- 1 Treasurer

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Faculty Representatives:

- 2 from each Area
- 2 from Student Services/Counseling
- 1 Part-time
- 1 Student Representative

Appointment by:

- Faculty Elections
- Associated Students

b. Mutual Agreement

The definition of the process by which "mutual agreement" on college policies and procedures for Las Positas College shall be reached has been deliberately expanded to be inclusive of all constituent groups on campus.

The principal vehicle for the discussion and resolution of all major items of institutional concern (outside the scope of the collective bargaining process) to be reached by "mutual agreement" will be the College Cabinet, a representative body of the college.

CHARGE OF THE COLLEGE CABINET:

- to serve as a forum for articulating and discussing issues of major institutional concern;
- to convey to the President the views of the campus community on issues that directly effect the day-to-day functioning of the college;

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- to share in decision-making by advising the President regarding the formulation and modification of policies and procedures affecting the entire campus;
- to review the overall planning process for the fiscal and physical resources of the college;

Las Positas College (cont)

- to assist in determining the appropriate College committee, office, or personnel to review and make selected recommendations to the Cabinet;
- to assist in disseminating and interpreting policies and procedures to appropriate constituent groups.

MEMBERSHIP OF THE COLLEGE CABINET:

Faculty

- Academic Senate President or designee
- Four other members selected from the Areas and ratified by the Academic Senate

Classified

- Classified Senate President or designee
- Three members appointed by Classified Senate

Students

- Associated Students President or designee
- Three members appointed by Associated Students

Administration

- President
- Vice-President of Academic Services
- Vice-President of Student Services
- One member selected by Administrative Staff

Ex-officio Members

- CLPFA representative
- SEIU, Local 790 representative

c. Academic and Professional Areas

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Listed below are additional "academic and professional areas" as defined in AB 1725 with specific standing committee assignment and reporting delineation:

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- 1) **Area of Responsibility:** Educational Program Development (initiated in appropriate area or discipline.)
Committee: Curriculum
Charge of Committee: Responsibility for reviewing curriculum and making recommendations to the President for action by the Board of Trustees. All new courses, as well as changes in current course content, structure, or credit, must be reviewed by this committee.
Reporting Relationship: Academic Senate
Membership: 10 Faculty Representatives
2 Students
Ex-Officio Members:
Vice President, Academic Services
Articulation Officer
Evaluator
Dean of Students
Appointments by: Academic Senate
Associated Students

- 2) **Area of**

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Responsibility: Policies regarding student preparation and success.

Committee: Student Success

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Charge of Committee: Planning and implementation of programs and services that fosters student retention and enables students to complete their educational goals
Evaluates computing needs for all student services, establishes goals, and develops (in coordination with Instructional Computing Committee) plans to meet those needs, to include Distance Education.

Reporting Relationship: Academic Senate

Membership: 4 Administrative Representatives
7 Counselor Representatives
10 Faculty Representatives
8 Classified Representatives
2 Student Representatives

Appointments by: Academic Senate
Classified Senate
Associated Students
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3) **Area of Responsibility:** College and District Governance Structures

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Committee:**

Academic Senate
Classified Senate
Associated Students

**Reporting
Relationship:**

College Cabinet

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- 4) **Area of Responsibility:** Policies for faculty/staff professional development activities.
- Committee:** Staff Development Committee
- Charge of Committee:** Develop policies and processes for awarding of staff development funds; to review and make recommendation for funding of staff proposals; plan and promote staff development activities.
- Reporting Relationship:** Academic Senate
Classified Senate
- Membership:** 4 Faculty Representatives
3 Classified Representatives
1 Administrator
- Appointments by:** Academic Senate
Classified Senate
Administration
- 5) **Area of Responsibility:** Process for Institutional Program Review
- Committee:** Program Review Committee
- Charge of Committee:** Develop process and timeline for review of academic programs.
- Reporting Relationship:** Academic Senate
- Membership:** Vice President of Academic Services

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Dean of Instruction

Dean of Vocational and Technical Programs

4 Faculty Representatives (one from each Area)

1 Classified Representative

Appointments: Academic Senate
Classified Senate
Administration

6) **Area of Responsibility:** Process for institutional planning and budget development

Committee(s): Institutional Planning
College Budget Study

Charge of Committee(s): Institutional Planning:
Reviews the college's mission statement and coordinates the college's goals and priorities as submitted by each of the college's areas, develops reviews report on Institutional Effectiveness; ensures through liaison with the College Budget Study Committee that goals and priorities of the college are linked to the budget development process; reviews and recommends the development of the construction or renovation of facilities and grounds.

College Budget Study:

Develops and recommends budget process for the college; identifies, prioritizes and recommends the expenditures; ensures through liaison

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with the Institutional Planning Committee that goals and priorities of the college are linked to the budget development process; responsible for presenting budget recommendations of the College to the District Budget Study Committee.

Reporting Relationship: College President

Membership:

Institutional Planning:

President

Vice-Chancellor for Planning and Research (District)

Vice-President of Academic Services

Vice-President of Student Services

Director of Administrative & Fiscal Services

(Liaison to College Budget Study Committee)

Institutional Researcher

4 Faculty Representatives

3 Classified Representatives

2 Student Representatives

Membership:

College Budget Study:

President

Vice-President of Academic Services

Vice-President of Student Services

Director of Fiscal & Administrative Services

(Liaison to Institutional Planning Committee)

Membership (cont)

Academic Senate President

3 Faculty Representatives

Classified Senate President

3 Classified Representatives

2 Student Representatives

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Appointments by: Academic Senate
Classified Senate
Administration
Associated Students

d. **Other Academic and Professional Matters**

The following standing committees have been developed to address "other academic and professional matters":

1) **INSTRUCTIONAL RESOURCES, COMPUTING AND TECHNOLOGY:**

Evaluates needs for computers, library resources and related technology for all academic areas; establishes goals, and develops long-range plans for these areas, to include Distance Education.

Reporting

Relationship: Academic Senate
College President

Membership:

Vice-President, Academic Services
Vice-President, Student Services or designee
Dean of Academic Service, Learning Resources
Dean of Academic Services, Technical/Vocational
Dean of Academic Services
4 Faculty Representatives
1 Librarian
1 Counselor
4 Classified Representatives
2 Student Representative

Appointments by: Academic Senate
Classified Senate
Administration
Associated Students

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- 2) **BOOKSTORE COMMITTEE:**
Studies, reviews, recommends, and advises on all policies and general areas involving the bookstore; recommends process by which co-curricular funds will be distributed.

Reporting Relationship: To President through College Cabinet

Membership: Co-chaired by Vice-President of Students and Director of Administrative and Fiscal Services
Bookstore Manager or Designee
2 Faculty Representatives
2 Classified Representatives
2 Student Representatives

Appointments by: Academic Senate
Classified Senate
Administration
Associated Students

- 3) **FOOD SERVICE:**
Studies, reviews and recommends on issues concerning food services.

Reporting Relationship: To President through College Cabinet

Membership: Chaired by Director of Fiscal Administrative Services
2 Faculty Representatives
2 Classified Representatives
2 Student Representatives

Appointments by: Academic Senate
Classified Senate

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Appointments by: (cont)

Administration
Associated Students

- 4) **GRADUATION:**
Plans the yearly commencement program for the college.

Reporting

Relationship: To College President through College Cabinet

Membership: Chaired by Vice-President, Student Services Registrar
Director of Fiscal & Administrative Services
1 Representative from M & O and Grounds
Bookstore Manager or Designee
2 Faculty Representatives
2 Classified Representatives
2 Student Representatives

Appointments by: Academic Senate
Classified Senate
Administration
Associated Students

- 5) **SAFETY:**
Studies, reviews and recommends regulations and procedures relating to the physical safety (to include environmental and physical hazards of staff and students).

Reporting

Relationship: To College President through College Cabinet

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Membership: Chaired by Director of Fiscal and Administrative Services
Area Chair, Technology, Science and Mathematics
Supervisor, Security Designee
DSPS Coordinator
1 Representative from M & O
2 Faculty Representatives
2 Classified Representatives
1 Student Representative

Appointments by: Academic Senate
Classified Senate
Administration
Associated Students

- 6) **SCHOLARSHIP:**
Evaluates and selects scholarship applications; plans annual Student Recognition Ceremony.

Reporting Relationship: Academic Senate

Membership: Vice-President, Student Services
Financial Aid Specialist
4 Faculty Representatives
1 Counseling Faculty Member
2 Classified Representatives

Appointments by: Academic Senate
Classified Senate
Administration
Associated Students

- 7) **STUDENT SUPPORT:**
Assists students with alcohol or drug problems that affect their ability to successfully complete their academic goals.

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Reporting Relationship: To College President through College Cabinet

Membership: Self-selected Faculty, Classified, Administrators and Students

- 8) **DIVERSITY:**
Develops and plans programs designed to celebrate the cultural diversity of all students and staff.

Reporting Relationship: To College President through College Cabinet

Membership: Chair, Dean of Academic Services/
Affirmative Action Officer
Vice-President, Student Services
3 Faculty Representatives
3 Classified Representatives
3 Student Representatives

Appointments by: Academic Senate
Classified Senate
Administration
Associated Students

- 9) **TRANSFER COMMITTEE:**
Reviews, recommends and advises on procedures and on and off campus events involving transfer students.

Reporting Relationship: To Academic Senate through Student Success Committee

Membership: 4 Faculty Representatives
1 Representative from Admissions and

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Records

1 Representative from Counseling Faculty

Transfer Center Specialist

Articulation Officer

Dean of Matriculation and Student Services

Appointments by: Academic Senate
Classified Senate
Administration
Associated Students

This document only addresses the current standing committees of the college. For a committee to have standing status and thus be part of the college governance process, there must be a charge, reporting relationship, and membership delineated. In keeping with current practice, specialized ad-hoc committees may still be formed as needed.