



SHARED GOVERNANCE HANDBOOK



Updated/Approved by College Council: May 12, 2022
Accepted by Board: September 13, 2022

Message from the President

Las Positas College takes great pride in fostering a collegial and shared governance approach to the planning and decision-making processes of the college. Shared governance is all groups participating in the varied parts of the process of decision-making. We have agreed together on the process and roles of administrators, faculty, and classified professionals and various interconnected functions across the campus. Our process allows for timely decision-making practices that are aligned with expertise and responsibility. Working together at shared governance has allowed us to balance maximum participation with clear accountability. It gives a voice to all constituencies, although, not final authority, for common concerns or specific concerns for all groups.

This Shared Governance Handbook serves as a resource to faculty, classified professionals, students, and administrators on all matters related to the leadership and governance process of the College. The handbook provides an overview of the college's shared governance committee structure, operational guidelines for committees, committees reporting structure, useful forms and templates for committee members, and college planning processes. The college created this handbook to promote understanding and encourage participation on behalf of all members of the college community to serve on its various committees and councils. The institutional structures outlined in this handbook will ensure the continued advancement of Las Positas College and the success of our students.

We've updated the handbook to include the accreditation standards for which each of the college governance committee supports, you will find this information in Appendix G. This handbook is reviewed and updated on an annual basis.

Many thanks to those who have shared in the revisions and updating of this version of our Shared Governance Handbook.

Sincerely,



Dyrell Foster, Ed.D.
College President
Las Positas College

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SECTION I.

Institutional Principles

INSTITUTIONAL PRINCIPLES

Las Positas College Mission, Vision, and Values Statements

Adopted by LPC College Council on February 27, 2020, August 27, 2020, November 19, 2020

Mission Statement

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

Vision Statement

Las Positas College strives to support and empower students to develop the knowledge, skills, values, and abilities needed to become engaged participants and leaders in their local and global communities.

Values Statement

Las Positas College thrives as a collaborative teaching and learning community committed to integrity and excellence by:

1. Encouraging and celebrating lifelong learning;
2. Responding to the needs of the ever-changing workplace and society;
3. Demonstrating civic, social and environmental responsibility;
4. Promoting ethical behavior, mutual trust, equity, and respect within our diverse community;
5. Fostering a climate of discovery, creativity, personal development, and physical and mental health;
6. Committing to anti-racist policies and practices;
7. Ensuring that Las Positas is a sanctuary campus for undocumented students;
8. Holding firm to the belief that each of us makes an astonishing difference.

Glossary of Selected Terms for College Mission Statement

Adopted by College Council, May 12, 2022

The multiple meanings of selected terms used in the Mission Statement are below:

Inclusive - welcoming of a diverse group of students including but not limited to: all race-ethnicity groups, all ages, all genders, lesbian, gay, bisexual, transgender+, first generation, students with disabilities, veterans, students with children, all socio-economic backgrounds, including those from economically disadvantaged backgrounds, undocumented, international, multicultural, religious beliefs and practices—all with varying skill levels and learning styles.

Learning-Centered - refers to courses, programs, disciplines, modes of delivery, learning communities, accounting for varying skill levels and learning styles, creative and critical thinking, and having necessary and specialized facilities.

Educational Opportunities - include but are not limited to classroom and Distance Education (DE) instruction, athletics, field trips, guest speakers, student government, cultural opportunities, clubs, labs, internships, tutoring service, workshops, library research, career training, and mentoring.

Support - includes tutoring services, Reading and Writing Center, learning communities, student workshop opportunities, counseling, faculty office hours, Math Learning Center, supplemental instruction, Admissions and Records, advisory boards, Health and Wellness Services, financial aid, evening services, veteran services, learning management system, online courses, online counseling, online tutoring, technology support for online students, food pantry, cafeteria, bookstore, technology, appropriate pathways, assessment, Child Development Center, Library, Computer Center, technical support, Student Services, programs for traditionally marginalized students, Administrative Services; all provided by a dedicated group of faculty, classified professionals, and administrators.

Degree and Career-Technical - include Associate of Arts (AA), Associate of Science (AS), Associate in Arts for Transfer (AAT), Associate in Science for Transfer (AST), Certificate of Achievement, Certificate of Competency, and Certificate of Completion.

Equity Mission Statement – Las Positas College will achieve equity by changing the impacts of structural racism, ableism, homophobia, and systematic poverty on student success and access to higher education, achieved through continuous evaluation and improvement of all services. We believe in a high-quality education focused on learning and an inclusive, culturally-relevant environment that meets the diverse needs of all our students.

Equity Operational Definition – equity is parity in student educational outcomes. It places student success and belonging for students of color and disproportionately impacted students at center focus.

Education Master Plan Goals 2021-2026

Adopted by College Council, April 23, 2020

Goals	Strategies
<p>A. Educational Excellence Ensure excellence in student learning through quality academic programs and support services.</p>	<ul style="list-style-type: none"> A1. Analyze and meet the educational needs of a diverse population and workforce through ongoing program support and innovation. A2. Design course offerings, class schedules and modalities, and support services that are accessible and inclusive for all students and promote timely completion of transfer, degree, and career-technical goals. A3. Comprehensively and equitably provide for the learning needs of underserved students and students with disabilities through proactive engagement and support. A4. Provide students with the knowledge and skills necessary for career readiness and advancement. A5. Institutionally support opportunities for students and the Las Positas community to engage critical issues related to ethics, social justice, globalization, and civic responsibility both inside and outside the classroom. A6. Develop and institutionalize a comprehensive system of tutoring and other learning support services. A7. Develop and promote practices and services that support student health, safety, and wellness. A8. Engage in efforts to safeguard continuity of instruction in career education programs aligned with industry demands or designated as critical infrastructure programs.
<p>B. Community Collaboration Ensure excellence in student learning by collaborating with community partners to provide educational opportunities that best serve the needs of our students and our community.</p>	<ul style="list-style-type: none"> B1. Deepen engagement with local school districts to increase academic preparedness for high school students planning to enter Las Positas College and to promote the opportunities offered by the College. B2. Develop and strengthen collaboration with community partners to better serve local, regional, national, and global workforce needs and to secure resources for program growth and innovation. B3. Coordinate efforts to increase community awareness of the programs, services, and achievements of Las Positas College through a variety of approaches, especially social media, targeted outreach, and on-campus events. B4. Increase community awareness of the college's cultural wealth, including its status as a Hispanic Serving Institution (HSI) and a sanctuary campus.
<p>C. Supportive Organizational Resources Ensure excellence in student learning by strengthening fiscal stability, providing appropriate staffing levels, meeting evolving technology needs, and expanding or updating facilities.</p>	<ul style="list-style-type: none"> C1. Strategically pursue and support initiatives that strengthen the financial stability of Las Positas College, while institutionalizing support for programs and services that have demonstrated success. C2. Develop processes and institutional supports to pursue, coordinate and manage alternative revenue sources. C3. Evaluate and ensure staffing levels that support student needs and institutional effectiveness. C4. Optimize the use of technology in college processes, practices, and facilities to meet student learning needs and support institutional effectiveness. C5. Engage in advocacy with external stakeholders to ensure appropriate funding models that support students in our communities.

	C6. Optimize and continually update facilities to address student and personnel needs.
<p>D. Organizational Effectiveness Ensure excellence in student learning by improving organizational processes, promoting safety and wellness, and fostering professional development.</p>	<p>D1. Improve and communicate existing processes for students and personnel through streamlining, integration, standardization, and appropriate use of technology.</p> <p>D2. Nurture and support inclusive, transparent, and accountable decision-making processes, in order to ensure broader participation and leadership development amongst full-time and part-time faculty, classified professionals, students, and administrators.</p> <p>D3. Ensure equitable access to relevant professional development opportunities for all college personnel in support of student learning, equity, anti-racism, accessibility, organizational readiness, and institutional effectiveness.</p> <p>D4. Provide ongoing training and support to promote the design of distance education courses and support services that are user-friendly, accessible, equitable, inclusive, and pedagogically excellent.</p> <p>D5. Continually assess and analyze student data in order to develop and implement plans for institutional improvement.</p> <p>D6. Expand practices and processes that promote safety and wellness for all members of the campus community in response to ongoing and emerging community needs.</p> <p>D7. Develop communication strategies with our students that are technologically-current and equity-informed, especially for students accessing courses and services remotely.</p>
<p>E. Equity and Anti-Racism Ensure excellence in student learning by prioritizing equity and anti-racism.</p>	<p>E1. Establish Las Positas College as a destination campus for Black students and other students of color by nurturing culturally-informed and equity-focused curriculum, strengthening access to student support services, and creating physical and virtual cultural centers.</p> <p>E2. Analyze data to take urgent action to eliminate student opportunity gaps associated with systemic racism and investigate the effects of other structural inequities.</p> <p>E3. Identify, assess and work to eliminate inequities associated with racism and implicit bias in hiring, promotions, and employee experience.</p> <p>E4. Nurture a campus-wide culture of rigorous attention to equity and anti-racist practices.</p>

Las Positas College Planning Priorities

Updated June 21, 2021

Based on the work of the Integrated Planning Committee, College Planning Priorities provide guidance about key issues that need to be addressed by the campus community.

It is hoped that all committees and shared governance groups will keep these in mind when prioritizing and accomplishing their work. Sample agenda and minutes templates are in the addendum for use with the priorities noted.

LPC Planning Priorities 2021-2022

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Graduated College Planning Priorities

Graduated College Planning Priorities are priorities that have been determined by the Institutional Planning and Effectiveness Committee to have “graduated” to a sustainable college process. The following College Planning Priority has graduated:

- ❖ Coordinate resource and provide professional development for effective online instruction and remote delivery of student support services and college processes, to advance equitable student outcomes. (Graduated Spring 2021)
- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes. (Graduated Spring 2021)
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs/SAOs and integrate assessment of SLOs/SAOs into college processes. (Graduated Spring 2017)
- ❖ Provide necessary institutional support for curriculum development and maintenance. (Graduated Spring 2019)
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses. (Graduated Spring 2019)
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals. (Graduated Spring 2019)

SECTION II.

Overview of Shared Governance

OVERVIEW OF SHARED GOVERNANCE AT LAS POSITAS COLLEGE

Introduction

The shared governance structure of Las Positas College is reflective of an institutional decision-making process that includes representation from all constituents (students, classified professionals, faculty, and administrators) in recommending policies and/or procedures (exclusive of collective bargaining issues) to the President, Chancellor, and Board of Trustees.

The shared governance process is based upon the mutual belief and tradition that the development of College policies, procedures, and recommendations is made by consensus and built upon campus-wide involvement of students, faculty, classified professionals, and administrators. 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 the active engagement and participation of all constituency 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 Governors of the California Community College System and the CLPCCD Board of Trustees (Policies 2015, 2016, 2017, and 2018) that all key parties participate in college and district governance in accordance with Title V (§ 51023.5, 51023.7, 53200, 53201, 53203, and 53204).

All members of the Las Positas College campus community are invited and encouraged to attend committee meetings. Although there are specified voting and non-voting members for each committee, the college encourages any interested faculty, classified professional, student or administrator in attending any committee meeting based on their interest.

Purpose of the Shared Governance Process

The purpose of the Las Positas College shared governance process is to develop a method for collegial consultation that appropriately involves staff, faculty, and students in the planning and operation of the College. This inclusion brings with it the responsibility and obligation on the part of all members of the campus community to fully participate in and be open to the collegial process. This means willingness on the part of all groups 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.

These procedures attempt to guide appropriate representation and authority for each constituency group and to delineate committee responsibilities and reporting relationships. It is a purposefully fluid process that will be reviewed and refined on an annual basis, or sooner when needed, with the goal of enhancing and improving collegial consultation.

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

Chabot-Las Positas Community College District (CLPCCD) – Relationship to LPC Shared Governance

The CLPCCD (District) reviews and endorses this Shared Governance Handbook upon each revision. Note that the District has committees which assist the two Colleges' committees with their work and which have members from each College.

The District committees are listed below and their membership and charge information are on the District webpage at <http://districtazure.clpccd.org/committees/index.php>.

These committees' meeting dates are usually on Fridays.

- District Facilities Committee
- District Planning and Budget Committee (District PBC)
- District Technology Coordinating (TCC) Committee
- District Enrollment Management Committee (DEMC)

Committee Structure

The vehicle by which the consultation process shall function and be organized is the shared governance structure, made up of the College Council, Committees, Sub-Committees, Advisory Groups, Task Forces, and User Groups (for vendor relations). These governance bodies are designed to provide expertise and formalize the collegial process, facilitate communication, develop plans and processes, and provide input for the effective planning and operation of the College. Agendas will be made available prior to the meetings and minutes for committees and sub-committees will be taken at all meetings and distributed through e-mail and posted in appropriate locations. Term lengths do not preclude members from serving additional terms.

College Council

The College Council is the body that reports information and makes recommendations directly to the President of the College via the shared governance structure. The College Council is charged with a scope of responsibility that is institutional and broad in nature and/or particularly significant. All executive leadership and constituency groups are represented and members serve as representatives of these groups. See the Committee Chart following this section.

Committees

Committees report and make recommendations to the College Council or a Committee which reports to the College Council, or committees report to a governance group, such as the Faculty Association, SEIU, or Academic Senate. Committees have significant scope and meet regularly on an on-going basis.

Chairs for College Committees do not vote at their committee level, unless a vote is needed to break a tie. Chairs for Academic Senate Committees may or may not vote, as the Senate decides, and these are noted on each committee page in the Committee section.

Sub-Committees

Sub-committees serve committees with a specific role or focus. They are on-going and may meet regularly. They work from an agenda and have informal minutes. They have a member from the parent committee, and they each report to their parent committee. Their work may come to College Council through the parent committee they serve. They are formed or disbanded by their parent committee.

Advisory Groups

An advisory Group is a collection of individuals who bring unique knowledge, skills, and expertise to provide strategic advice or recommendations to an entity, such as the LPC President, Executive Team, Academic Senate, Classified Senate, etc. An Advisory Group may be standing (or ongoing) or ad hoc (one-time) in nature.

Task Forces/Work Groups

Task Forces/Work Groups are groups that accomplish limited tasks (such as an event) or initiatives (such as a grant). Appointments to Task Forces/Work Groups are made based on the duties of members necessary to accomplish the task. They are not required to keep an agenda or take minutes. Examples of Task Forces/Work Groups are the Scholarship Task Force, the Commencement Task Force, or the AB 705 initiative.

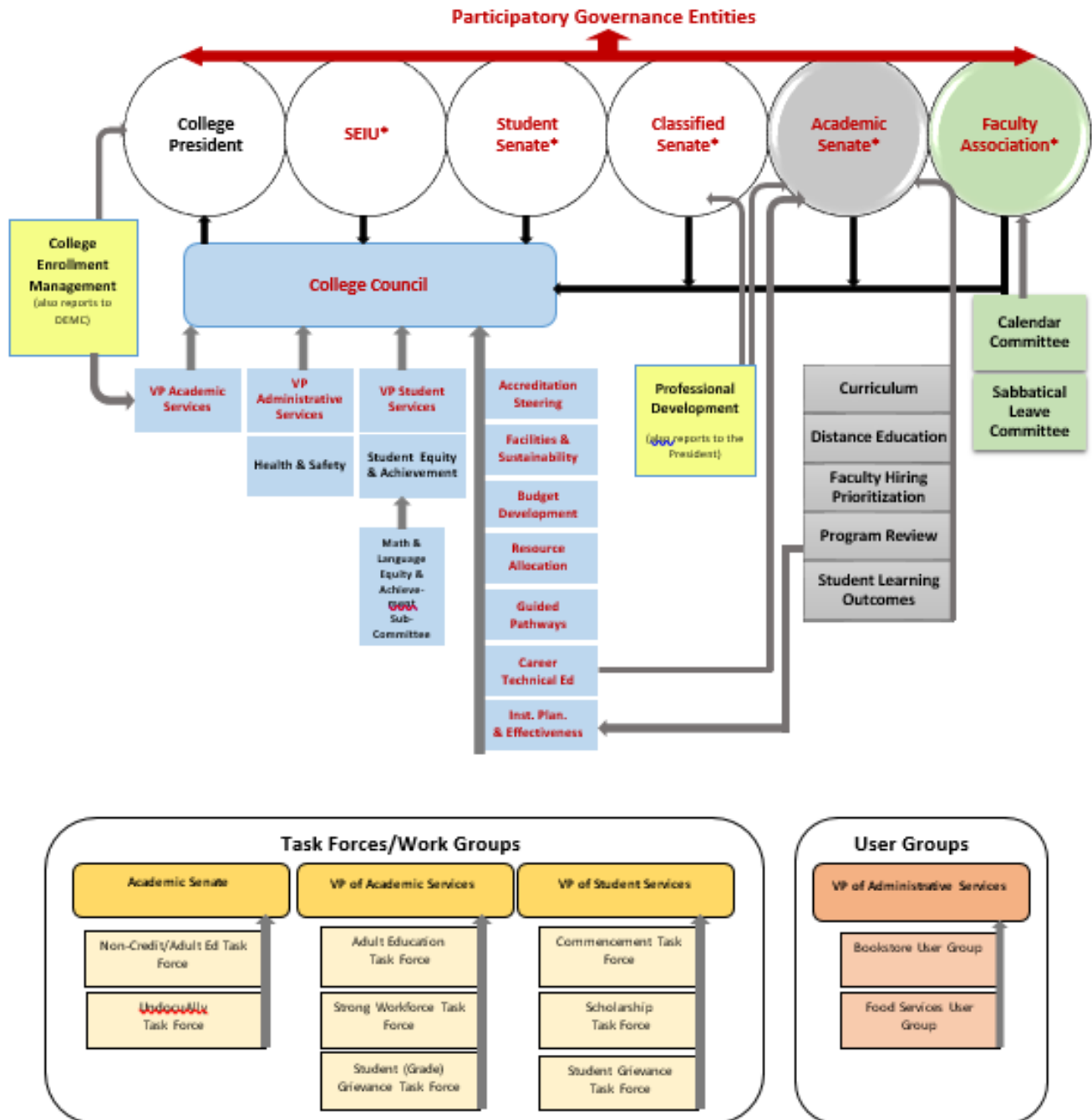
User Groups

User Groups work with the vendors of the bookstore, food services, or other areas. They recommend policies and general procedures involving the vendor-operated areas and work with vendors to solve service situations or problems and to make improvements. Meetings are called as needed by the Administrator in charge.

LPC Committees and Reporting Structure

(Does not include District Committees)

LPC Committee Structure & Shared Governance Chart



*Reports to College Council

SECTION III.

Operational Guidelines for Committees

Operational Guidelines for Committees

Committee Academic Year Timeline

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

Roles and Responsibilities

Committee Chair

When chairs of the College Committees are chosen, they become non-voting members of the committee. In the event of a tie, the Chair may vote to break the tie if they wish. Other ways to make the decision include consensus or, if not a time-critical matter, continued discussion and consensus of voting later or holding the topic over to a future meeting agenda.

The Shared Governance Group that the chair comes from may choose to replace the voting member from their Senate/Union/Division (as applicable) and notify the President's Office of this replacement.

Chairs are chosen to guide the agenda, discussion, and votes for the good of the whole campus. They are expected to be well-versed in parliamentary procedures in order to be able to effect efficient and collegial discussions.

- If committee reports to College Council or Academic Senate, be prepared to attend those meetings (i.e., prepare one's schedule in advance to accommodate attendance).

- Understand the committee’s charge, membership, connections, and reporting relationships to other governance groups.
- Be familiar with relevant accreditation standards and make requested reports.
- Be prepared for meetings.
- Encourage participation of committee members and elicit feedback.
- Ensure that all voices have an opportunity to be heard before decisions are finalized.
- Utilize time management for discussions and meeting time.
- Facilitate dialogue and keep discussions “on track.”
- If the governance group does not have support/resource staff, the Chair is responsible for sending out and posting meeting materials.
- Keep the membership list up-to-date and inform the committee or College Council support person of changes.
- At the end of each meeting, summarize key decisions and next steps for members.
- As soon as possible after meetings, send out Message Points to the committee, Deans, VPs, and constituent groups to assist in Division discussions and to inform other committees which may need to coordinate topics.
- Work collaboratively with Administrative Liaison and support/resource staff (if provided) to develop agenda and meeting materials.
- If new members join the committee mid-way through the semester, provide them with an “orientation” on the group’s charge, membership, and schedule as well as brief overview of the issues addressed to date.

Committee Member

- When signing up for committees, note the terms and responsibilities and arrange one’s schedule to accommodate the needed work.
- Attend all meetings of the governance group; if a scheduling conflict should arise, identify a proxy to attend the meeting in your place, and when possible, notify the Committee Chair in advance.
- Be prepared for meeting: review materials in advance; be ready to discuss and/or provide feedback; take notes to report back to the constituency group.
- Follow through on seeking feedback from and/or communicating information to constituents
- Adhere to key dates and deadlines for meetings, submitting votes, and follow-up items.
- Lend your voice/perspective to discussions and decisions – remember that you are there to represent your respective constituency group; participation in the dialogue and decision-making is your individual and collective opportunity to weigh in on institutional issues; when in doubt, ask questions.

Administrative Liaison

- Working collaboratively with the Chair and/or the Administrator, provides information and support to the committee.
- The Administrator is often a long-standing member of the committee who can provide history, background, and context for committee discussions and decisions.
- Assists Chair with development of the meeting agenda.

Support/Resource Staff

- Takes notes; types/prepares minutes and agenda.
- Posts documents online; maintains current and accurate committee information on the College website.
- Assists Chair and Administrative Liaison with meeting materials and logistics.
- Maintains the archive of committee processes, actions and decisions.

- Functions as the “conduit” for the committee with materials and announcements (e.g. agenda, handouts, votes, etc.) flowing to/through the support staff.

Terms of Service

- Unless otherwise stated, members will serve a term of two years on each committee to which they have been appointed as a representative.
- To the extent possible – and to maintain continuity of membership and committee history/decision-making – only half of the representatives will be replaced each year.

Meeting Times and Location

The Master Calendar of College meetings is managed through the President’s Office. If a governance group wishes to change the time, day, or location of its meetings, the request (including rationale) must be submitted in writing to the President’s Office. The request will be reviewed and evaluated with regard to processes, room availability, and potential impact on other meetings and constituents.

Distribution of Documents

Chairpersons or the committee administrative support person should assure that:

- A campus-wide email regarding the meeting time is sent prior to the meeting.
- Include the agenda with the campus-wide email, if possible.
- For committees subject to the Brown Act (i.e. Academic Senate, Classified Senate, Student Senate, and Curriculum Committee), agendas must be sent at least 72 hours prior to the meeting.
- When possible, send draft minutes to members within 5 working days after meeting; asking for edits.
- When possible, post approved minutes within 5 working days.

College Committee Changes, Creations or Deactivation

The process for creating or deactivating a committee that reports to College Council follows the Robert’s Rules of Order and the philosophy of LPC Shared Governance.

Should a new committee be deemed necessary (such as Sustainability in 2010 or Integrated Planning in 2013), the matter should be placed on a College Council agenda under New Business. Reasons for the new committee will be presented and discussed and well as providing a Shared Governance Worksheet for the new committee. If prior research has taken place or the new committee has been championed by a certain group or committee, it may be presented at this time. If no research has been done yet, a task force may be created to research the pros and cons.

When fully researched, as with all shared governance matters, the College Council will hear the recommendation and then if agreed upon, shall send it to all constituent Council members (Senates, Unions, Administration) for discussion and voting. The Constituent groups may be asked to provide a one-month turn-around for the decision, if necessary, for accreditation or other needs.

When the Constituent votes return to College Council, the decision will be recorded in the minutes and new arrangements will begin to be made for creating or deactivating the college committee. On applicable committees, should the Academic Senate decide to reduce or increase the number of its representatives, the Classified Senate would like to match the number of its representatives to the faculty number automatically. This will be discussed in College Council.

Committee Assignments

Committee assignment will take place through the President, Vice Presidents, Deans, Academic Senate, Classified Senate, Student Senate, SEIU, and Faculty Association processes prior to the start of committee meetings each fall.

Decision Making

Quorum

A quorum must be present at a meeting in order for governance group action items and recommendations to be considered official. For the purposes of the College governance system, a quorum is determined to be a simple majority (i.e., 50% +1) of the committee's voting members. An un-appointed seat does not count when determining a quorum (i.e., if your governance entity cannot fill all the seats).

By Vote of Consensus

LPC committees use Robert's Rules of Order, Revised for parliamentary rules.

For items requiring an official, recorded decision by the committee, action may be taken by achieving consensus or by taking a vote (verbally, with show of hands, or via email). To maintain consistency, each committee group should agree (ideally at its first meeting of the fall semester) on the decision-making method it will use throughout the year.

Helpful guidelines for achieving consensus:

- Clarify the problem/issue/question;
- Outline the criteria/parameters (effect on students, equity impact, use of tangible and intangible resources, etc.);
- Explore alternate solutions;
- Consensus does not mean unanimity (a few members opposed to the motion do not prohibit consensus, as long as the majority accepts the decision).

Robert's Rules of Order, Revised

The situations below apply for these common circumstances:

- No quorum to approve agenda:
 - If no quorum at beginning of meeting, agenda cannot be approved;
 - If quorum occurs during meeting, can approve agenda and discuss and vote on any action items.
- No quorum later in meeting:
 - If a quorum fails to be maintained during the meeting, no further votes or action items may be taken.
- Approval of past minutes:
 - Any member may vote on approval of minutes whether or not they were in attendance at that meeting;
 - The vote can be seen as confidence in the secretary to the committee.

(For reference on Robert's Rules of Order, see Q&A on: <http://www.robertsrules.com/faq.html#1>)

Expectations and Engagement

Accountability

- Attend all meetings.
- Represent your respective constituency group but always maintain a focus on what is in the best interest of students and the institution.
- Adhere to key dates and deadlines for meetings, submitting votes/feedback, and follow-up items; any delay in communicating the necessary information back to the committee/Chair can impact the group's effectiveness and ability to carry out its charge.
- Stay engaged in meeting discussions, through participation and/or active listening.
- Lend your voice/perspective to discussions and decisions.
- If a committee member is absent from three or more meetings during the course of the semester without sending an alternate representative, the Chair, Administrative Liaison, or Resource Staff should contact the appointing body to identify a replacement (or to determine if naming a replacement is necessary/appropriate).
 - If notified of a member's absence in advance – and if an alternate is not available or appropriate – the Chair (or Support/Resource Staff) can attempt to have the member to participate via phone or teleconference; contact the Technology Department for these arrangements.
- All committee meetings are open, and all members of the campus community are welcome and encouraged to attend.

Communication and Collegiality

- Maintain a professional and collegial environment; attack the issue – not the person.
- Remember that as members of the campus community, we're all on the same team – and 'we don't tackle someone wearing the same jersey'.
- "Step up, step down" – share the floor with the other committee members; feel comfortable to speak your mind and share your perspective, but avoid dominating the discussion; make sure there are opportunities for others to join in the dialogue.
- Stay engaged in meeting discussions through participation and active listening; avoid sidebars/private conversations, use of smartphones/tablets/laptops to check messages and surf the web, and other activities (e.g., grading assignments or doing homework) as this may be viewed as a distraction or disrespectful to your fellow committee members.
- Have a "culture of veto" – Decisions by consensus allows the work of the committee/College to move forward; won't be stuck at a standstill because of one person won't agree.
- All are equal members of the committee; open communication shall take place without fear of reprisal.
- Although committee decisions/discussions may be communicated broadly or informally by the Chair, Administrative Liaison, and others, it is the primary responsibility of each member to keep their respective constituents informed of committee actions.

SECTION IV.

Committees Reporting to College Council or the President

College Council & Committees Reporting to College Council and Administration

College Council

College Council Approved May 12, 2022

Charge:

The College Council facilitates communication and coordination to provide direction through appropriate involvement among all constituent groups of the college community. Responsibilities include, but are not limited to:

- Formulating, reviewing, and revising College institutional principles, including the Mission Statement, Vision, Values, and Educational Master Plan Goals with accompanying strategies;
- Reviewing and evaluating the participatory Governance system, including committee structure, making recommendations for revisions on a regular basis and when necessary;
- Providing review, direction, and accountability for the Accreditation Steering Committee;
- Supporting institutional and strategic planning efforts for the College;
- Reviewing Budget Development Committee's recommendations and processes;
- Assessing the degree of integration of planning, budget, and allocation;
- Operating as a channel for College issues going forward to the District including review and recommendations for policy and procedural changes as appropriate;
- Functioning in a leadership role for various College-wide projects as appropriate;
- Reviewing, documenting, and reporting on accreditation standards linked to committee's charge.

COMMITTEE: COLLEGE COUNCIL

<u>Reporting Relationship</u>	College President
<u>Chairperson:</u>	College President
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Chair, Accreditation Steering Committee
	Chair, Budget Development committee
	Chair, Facilities and Sustainability Committee
	Chair, Institutional Planning and Effectiveness Committee
	Chair, Resource Allocation Committee
	Chair, Technology Committee
	Coordinator, Guided Pathways Committee
	Career Technical Education Liaison
	Academic Senate President
	Academic Senate Vice President

	Classified Senate President (or designee)
	Classified Senate Vice President
	LPC Association Site Vice President of CLPFA
	LPC Site Vice President SEIU
	LPCSG President
	LPCSG Vice President
<u>Non-Voting:</u>	n/a
<u>Term:</u>	2 years
<u>Quorum:</u>	19 Voting Members; Quorum = 10

Evidence of Accreditation Standards		
COLLEGE COUNCIL		
STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY		
A. MISSION		
I.A.1	The mission describes the institution’s broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)	X
I.A.3	The institution’s programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X
I.A.4	The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)	X
B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS		
ACADEMIC QUALITY		
I.B.7	The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.	X
I.B.9	The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)	X
C. INSTITUTIONAL INTEGRITY		

I.C.5	The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.	X
STANDARD III: RESOURCES		
D. FINANCIAL RESOURCES PLANNING		
III.D.2	The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner.	X
STANDARD IV: LEADERSHIP AND GOVERNANCE		
A. DECISION-MAKING ROLES AND PROCESSES		
IV.A.1	Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.	X
IV.A.2	The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.	X
IV.A.3	Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.	X
IV.A.6	The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.	X

Accreditation Steering Committee

College Council Approved May 12, 2022

Charge:

The Accreditation Steering Committee (Steering Committee) is a standing committee of the College Council. The Steering Committee will provide leadership and management of the College’s accreditation and ACCJC related matters, and the College Council will provide review, direction, and accountability.

Responsibilities include, but are not limited to:

- Recommending timelines to College Council and Expanded Steering Committees;
- Attending and disseminating information from ACCJC workshops and training;
- Monitoring progress and identifying completion/compliance of accreditation work;
- Regularly updating the campus community on accreditation progress;
- Working with Staff Development to provide technical assistance and training;
- Assisting committees that have accreditation elements in their charge;
- Identifying and advising areas of campus work that need focused attention as related to the accreditation standards;
- Reporting regularly to the Academic Senate and College Council.

COMMITTEE: ACCREDITATION STEERING COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Accreditation Liaison Officer (ALO) appointed by President
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Accreditation Liaison Officer (ALO)
	Faculty Lead (Recommended by ALO/Appointed by Academic Senate)
	Director of Research, Planning and Institutional Effectiveness
	Faculty Member
	Document/Archivist
<u>Quorum:</u>	5 Voting Members; Quorum = 3
<u>Non-Voting:</u>	Executive Assistant to Vice President of Academic Services
<u>Expanded Steering Committee</u>	Membership to the Accreditation Expanded Steering Committee is recommended by the Accreditation Steering Committee and approved by College Council. All members of the Expanded Steering Committee may vote.
	Administrator (8)
	Faculty (8)
	Classified (8)
<u>Quorum:</u>	24 Voting Members; Quorum = 13

Term: Once selected for the Steering Committee, the term expires after the next Self-Evaluation Report and/or Site Visit is complete.

Once selected for the Expanded Steering Committee, the term expires after the next Self-Evaluation Report and/or Site Visit is complete

Evidence of Accreditation Standards		
ACCREDITATION STEERING COMMITTEE		
STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY		
C. INSTITUTIONAL INTEGRITY		
I.C.1	The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)	X
I.C.12	The institution agrees to comply with Eligibility Requirements, Accreditation Standards, Commission policies, guidelines, and requirements for public disclosure, institutional reporting, team visits, and prior approval of substantive changes. When directed to act by the Commission, the institution responds to meet requirements within a time period set by the Commission. It discloses information required by the Commission to carry out its accrediting responsibilities. (ER 21)	X
I.C.13	The institution advocates and demonstrates honesty and integrity in its relationships with external agencies, including compliance with regulations and statutes. It describes itself in consistent terms to all of its accrediting agencies and communicates any changes in its accredited status to the Commission, students, and the public. (ER 21)	X
STANDARD IV: LEADERSHIP AND GOVERNANCE		
B. CHIEF EXECUTIVE OFFICER		
IV.B.4	The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.	X
C. GOVERNING BOARD		
IV.C.13	The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.	X

Budget Development Sub-Committee

College Council Approved May 12, 2022

Charge:

The mission of the Budget Development Committee is to ensure that the college maintains fiscal stability and that financial resources are allocated in accordance with agreed upon Las Positas College established priorities.

The Budget Development Committee accomplishes its mission by:

- Review long-term and short-term financial plans that are aligned with Las Positas College’s Education Master Plan and College Planning Priorities and provide feedback;
- Recommending annual operating budget to College Council;
- Monitoring the college operating budget on a quarterly basis and recommending corrective actions if necessary;
- Ensuring that both long-term and short-term budget activities are integrated into LPC College Council’s Calendar;
- Communicate to the allocating committees with respect to funding available for instructional equipment, staffing levels of faculty, classified staff and administrators per fiscal year;
- Act as a liaison to PBC while establishing regular communications with the campus community regarding college budget matters and budget deadlines;
- Review State, District, and College budget information;
- Evaluate current SCFF metrics and make recommendations as to maximizing SCFF revenue;
- Evaluate cost effectiveness of programs or proposals at the request of College Council;
- Assessing on an annual basis the effectiveness of the Budget Development Committee.

SUBCOMMITTEE: BUDGET DEVELOPMENT SUBCOMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Vice President of Administrative Services
<u>Voting Member:</u>	Only in the event of a tie
<i>MEMBERS:</i>	
<u>Voting:</u>	Administrator, At Large (2)
	Faculty, At Large (2)
	Faculty (appointed by F/A)
	Classified Professional (2)
	SEIU Representative
	LPCSG Representative
	PBC Member (5)
<u>Non-Voting:</u>	LPC Administrative Services Officer
<u>Term:</u>	
<u>Quorum:</u>	14 voting members; Quorum = 8

Evidence of Accreditation Standards

BUDGET DEVELOPMENT SUBCOMMITTEE

STANDARD III: RESOURCES

D. FINANCIAL RESOURCES PLANNING

III.D.1	Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)	X
III.D.2	The institution’s mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner.	X
III.D.3	The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.	X
III.D.4	Institutional planning reflects a realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.	X
III.D.5	To assure the financial integrity of the institution and responsible use of its financial resources, the internal control structure has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making. The institution regularly evaluates its financial management practices and uses the results to improve internal control systems.	X
III.D.6	Financial documents, including the budget, have a high degree of credibility and accuracy, and reflect appropriate allocation and use of financial resources to support student learning programs and services.	X
III.D.7	Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.	X
III.D.8	The institution’s financial and internal control systems are evaluated and assessed for validity and effectiveness, and the results of this assessment are used for improvement.	X
III.D.9	The institution has sufficient cash flow and reserves to maintain stability, support strategies for appropriate risk management, and, when necessary, implement contingency plans to meet financial emergencies and unforeseen occurrences.	X
III.D.10	The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.	X

College Enrollment Management Committee (CEMC)

College Council Approved May 12, 2022

Charge:

In accordance with Article 26E of the CLPCCD/CLPFA collective bargaining agreement, the CEMC is responsible for recommending annual WSCH/FTEF goals for each of the disciplines or grouping of disciplines and the workload goals for other services in order for the college to attain the overall assigned workload goals.

The role of CEMC is to coordinate and facilitate the development of discipline plans that enable the College to meet or exceed annual WSCH/FTEF targets established by the District Enrollment Management Committee (DEMC). The CEMC works in consultation and collaboration with faculty and administrators to allocate FTEF and set productivity targets. The CEMC provides enrollment data and other supporting information to enable faculty in each discipline to develop discipline plans that correspond to the College's productivity/enrollment targets. The CEMC targets and maximizes student success, access, and equity. CEMC evaluates and makes recommendations on increasing/decreasing FTEF allocations to disciplines to meet enrollment and productivity goals. The CEMC evaluates discipline plans and recommends them to appropriate Vice President for approval and scheduling.

<i>COMMITTEE:</i>	COLLEGE ENROLLMENT MANAGEMENT COMMITTEE (CEMC)
<i>Reporting Relationship:</i>	College President, VP Academic Services, and DEMC
<i>Chairperson:</i>	Faculty Member and 1 of the appointees of the College Council
<i>Voting Member:</i>	Only in the event of a tie
<i>Serves on College Council:</i>	Yes
<i>MEMBERS:</i>	
<i> Voting:</i>	Vice President, Academic Services
	Dean, Academic (2)
	Dean of Enrollment Services
	Faculty (4)
<i> Non-Voting:</i>	Vice President, Administrative Services
	Vice President, Student Services
	Academic Dean (2)
	Dean of Student Services
	Director of Institutional Research, Planning, and Institutional Effectiveness
	Executive Assistant to the Vice President of Academic Services
	Classified Professional
	LPCSG Representative
<i> Term:</i>	2 years
<i> Quorum:</i>	8 Voting Members; Quorum = 5

Evidence of Accreditation Standards

COLLEGE ENROLLMENT MANAGEMENT COMMITTEE

STANDARD III: RESOURCES

D. FINANCIAL RESOURCES PLANNING

III.D.1	Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)	X
III.D.3	The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.	X

Facilities and Sustainability Committee

College Council Approved May 12, 2022

Charge:

To elicit broad perspectives and advice regarding facility and sustainability needs of the College in order to serve the constituency groups and college by:

- Providing input and reviewing plans for utilization, maintenance, construction or renovation of facilities in concert with the District and the District Facilities Committee;
- Encouraging progress towards more sustainable use of energy, water, open space and other resources by promoting reduced consumption, reuse, recycling, and composting of these resources;
- 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 through College Council on all matters pertaining to Facilities and Sustainability in the implementation of Strategic Goals, the College President’s Climate Commitment, the Climate Action Plan, the Educational Master Plan, the Facilities Master Plan, the Scheduled Maintenance Plan, and Ad Hoc Facilities and Sustainability Projects as needed.

The Facilities and Sustainability Committee meeting provides a forum to discuss physical projects on campus and provide input.

The committee will maintain an informational website concerning sustainability:

<http://www.laspositascollege.edu/green/index.php>

COMMITTEE: FACILITIES AND SUSTAINABILITY COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Academic Dean
	Administrator
	Faculty A&H
	Faculty, PATH
	Faculty, BSSL
	Faculty, STEM
	Faculty, Student Services
	Classified Professional (4)
	LPCSG Representative
<u>Non-Voting:</u>	Vice Chancellor of Facilities and Bond Program

	Director of Maintenance & Operations
	LPC Project Planner/Manager
<u>Term:</u>	2 years
<u>Quorum:</u>	15 Voting Members; Quorum = 8

Evidence of Accreditation Standards		
FACILITIES & SUSTAINABILITY COMMITTEE		
STANDARD III: RESOURCES		
B. PHYSICAL RESOURCES		
III.B.1	The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.	X
III.B.2	The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.	X
III.B.3	To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.	X

Guided Pathways Steering Committee

College Council Approved April 28, 2022

Charge:

The LPC Guided Pathways Steering Committee is a standing committee of the College Council. The goal of Guided Pathways is to increase student success and completion through continuous improvement in college practices and processes: coordinating needed academic support, removing barriers, and supporting equity-infused practices and holistic support along the student journey. The Steering Committee’s focus is to guide the work and infrastructure to support student success teams. The Steering Committee is a cross-functional team that provides overall guidance to the college with regard to the inquiry, design, and implementation of Guided Pathways.

Responsibilities include, but are not limited to:

- Coordinate the development of the annual Guided Pathways Work Plan and budget
- Monitor progress of the Guided Pathways Work Plan including coordinating the annual assessment of key elements
- Develop, initiate, participate in, and evaluate activities that relate to Guided Pathways
- Create, lead, monitor, and advise work groups
- Lead the conversation about Guided Pathways with constituent groups throughout the College; as appropriate, coordinate with Guided Pathways efforts across the District
- Provide guidance upon our Academic and Career Pathways’ structure and function
- Identify and advise areas of campus work including technology that need focused attention related to Guided Pathways
- Work with the Professional Development Committee to recommend professional development opportunities
- Regularly providing information on Guided Pathways to the College Council, Student Equity and Achievement Committee, Institutional Planning and Effectiveness Committee, Academic and Classified Senates, Student Government, Administrative Staff and other relevant committees/groups.
- Review, document, and report on accreditation standards linked to the committee’s charge.

COMMITTEE: LPC Guided Pathways Steering Committee

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by Guided Pathways Coordinators
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President appointed by President
	Administrator (4)
	Faculty, A&H
	Faculty, PATH
	Faculty, BSSL
	Faculty, STEM
	Faculty, Student Services
	Faculty, At-Large (2)
	Classified Professional (4)
	LPCSG Representatives (2)

Non-Voting:

- Lead Coordinator 1 (serving as Chair)
- Lead Coordinator 2 (serving as Co-Chair)
- VP Academic Services/Student Services
- Director of Student Equity and Achievement or designee

Term:

2 years

Quorum:

18 Voting Members; Quorum = 10

Evidence of Accreditation Standards		
GUIDED PATHWAYS COMMITTEE		
STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY		
B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS		
ACADEMIC QUALITY		
I.B.1	The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.	X
STANDARD II: STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES		
A. INSTRUCTIONAL PROGRAMS		
II.A.6	The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. (ER 9)	X
II.A.7	The institution effectively uses delivery modes, teaching methodologies and learning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students.	X
C. STUDENT SUPPORT SERVICES		
II.C.2	The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services.	X
II.C.6	The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways to complete degrees, certificate and transfer goals. (ER 16)	X
STANDARD IV: LEADERSHIP AND GOVERNANCE		

A. DECISION-MAKING ROLES AND PROCESSES		
IV.A.1	Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.	X
B. CHIEF EXECUTIVE OFFICER		
IV.B.1	The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.	X
C. GOVERNING BOARD		
IV.C.5	The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.	X
IV.C.8	To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.	X

Institutional Planning and Effectiveness Committee (IPEC)

College Council Approved May 12, 2022

Charge:

The Institutional Planning and Effectiveness Committee (IPEC) provides institutional-level planning priority recommendations to the College President. In addition, IPEC evaluates key college processes and metrics in order to make recommendations or share information to improve student learning and institutional outcomes.

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

1. Creating planning priorities by primarily utilizing the College’s Mission, Vision and Values Statements, Strategic Plans, Program Reviews, SLOs/SAO, institutional research, and accreditation documents. In addition, planning priorities are informed by a variety of sources, including district priorities, and State, Federal, and Accreditation Commission for Community and Junior Colleges (ACCJC) mandates as required;
2. Guiding the institutional and strategic planning efforts by recommending planning priorities;
3. Reviewing institutional responses to State, Federal and accreditation mandates to ensure incorporation into institutional planning;
4. Identifying, reviewing, and revising, as necessary, processes for:
 - a. Integrating the College strategic planning documents, including SLO/SAO and Program Review documents, into planning;
 - b. Integrating and communicating the planning priorities to committees for allocation purposes;
5. Evaluating key college processes and metrics and integrating the findings into the planning process;
6. Providing direction to the Institutional Research Office to generate the data and analysis necessary for the planning efforts needed by the college;
7. Communicating adopted planning priorities and the rationale behind them to the College and College Council;
8. Reviewing, documenting, and reporting on accreditation standards linked to IPEC’s charge;
9. Evaluating IPEC’s charge, tasks and membership on a regular basis.

*ACCJC = Accreditation Commission for Community and Junior Colleges

COMMITTEE: INSTITUTIONAL PLANNING AND EFFECTIVENESS COMMITTEE (IPEC)

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote; can be faculty, classified, or administrator
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Researcher
	Faculty, A&H *
	Faculty, PATH *
	Faculty, BSSL *
	Faculty, STEM *
	Faculty, Student Services

	Classified Professional (5) (all at-large)
	LPCSG Representative (2)
	*Academic Divisions Faculty – preferably 1 from a CTE Discipline
<u>Non-Voting:</u>	College President
	Chair sits on College Council (can be faculty, classified, or administrator)
	Academic Senate President*
	Chair, Program Review Committee*
	Chair, Student Learning Outcomes Committee*
	Classified Senate President/Co-President*
	Faculty Association (FA) Representative*
	SEIU Representative*
	LPCSG President*
	*Can double as voting Division/Senate representative
<u>Term:</u>	2 years
	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.
<u>Quorum:</u>	16 Voting Members; Quorum = 9

Evidence of Accreditation Standards		
INSTITUTIONAL PLANNING & EFFECTIVENESS COMMITTEE		
STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY		
A. MISSION		
I.A.2	The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.	X
I.A.3	The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X
B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS		
ACADEMIC QUALITY		
I.B.1	The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.	X

I.B.3	The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11)	X
I.B.4	The institution uses assessment data and organizes its institutional processes to support student learning and student achievement.	X
INSTITUTIONAL EFFECTIVENESS		
I.B.5	The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.	X
I.B.8	The institution broadly communicates the results of all of its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.	X

Resource Allocation Committee (RAC)

College Council Approved April 28, 2022

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.

COMMITTEE:	RESOURCE ALLOCATION COMMITTEE (RAC)
<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Academic Services
	Vice President of Administrative Services
	Vice President of Student Services
	Academic Dean
	Dean, Student Services
	Faculty, A&H
	Faculty, BSSL
	Faculty, PATH
	Faculty, STEM
	Faculty, Student Services
	Classified Professional (5)
	LPCSG Representative
<u>Non-Voting:</u>	n/a
<u>Term:</u>	2 years
<u>Quorum:</u>	16 Voting Members; Quorum = 9

Evidence of Accreditation Standards

RESOURCE ALLOCATION COMMITTEE

STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY

A. MISSION

I.A.3	The institution’s programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X
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B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS

INSTITUTIONAL EFFECTIVENESS

I.B.7	The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.	X
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STANDARD III: RESOURCES

B. PHYSICAL RESOURCES

III.B.2	The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.	X
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Technology Committee

College Council Approved April 28, 2022

Charge:

The Technology Committee is responsible for:

- Assessing faculty, student, and staff technological needs for Las Positas College using various vehicles including reports and survey data;
- Researching and analyzing options for campus-wide technology;
- Reviewing and evaluating resources and additional technology needs as they arise, using the College Mission, Vision, Values and Priorities as guidelines;
- Communicating on current and upcoming technology projects and collaborating with the District ITS regarding District-wide projects and issues;
- Reviewing and making recommendations on LPC Technology Master Plan, Accreditation, and relevant District-wide Master Plans;
- Making recommendations for solutions in the following areas:
 - Access
 - Staff development and training
 - Support

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

COMMITTEE: TECHNOLOGY COMMITTEE

<u>Reporting Relationship:</u>	College Council
<u>Chairperson:</u>	Selected by committee vote
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Vice President of Administrative Services
	Dean
	Faculty, A&H
	Faculty, BSSL
	Faculty, PATH
	Faculty, STEM
	Faculty, Student Services
	Librarian
	Classified Professional (5)
	LPCSG Representative
<u>Non-Voting:</u>	Instructional Technology Coordinator*
	Manager, College Technology Services*
	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

Evidence of Accreditation Standards

TECHNOLOGY COMMITTEE

STANDARD III: RESOURCES

C. TECHNOLOGY RESOURCES

III.C.1	Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution’s management and operational functions, academic programs, teaching and learning, and support services.	X
III.C.2	The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.	X
III.C.3	The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security.	X
III.C.4	The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.	X
III.C.5	The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.	X

SECTION V.

Committees Reporting to Academic Senate

Committees Reporting to Academic Senate

Curriculum Committee

College Council Approved May 12, 2022

Overview:

Responsible for reviewing curriculum, establishing prerequisites, placing courses 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, promoting equity in curriculum, 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. That 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 modes;
- Courses for inclusion in the requirements for the Associate degree (AA or AS);
- Courses for transfer to CSU;

- Courses for which credit may be earned through prior learning;
- 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

In this area, the Committee’s duties 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. In this area, the Committee’s duties include, but are not limited to, the 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.

COMMITTEE: CURRICULUM COMMITTEE

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Selected by Academic Senate
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	No
MEMBERS:	
<u>Voting:</u>	Dean
	Faculty, A&H (2)
	Faculty, BSSL (2)
	Faculty, PATH (2)
	Faculty, STEM (2)
	Faculty, Student Services (2)
	Faculty, Library
	Articulation Officer

Non-Voting:

- Vice President of Academic Services
- Dean
- Classified Professional, Academic Services (2)
- Classified Professional, Admission and Records
- LPCSG Representative

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:

13 Voting Members; Quorum = 7

Evidence of Accreditation Standards

CURRICULUM COMMITTEE

STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY

A. MISSION

I.A.3	The institution’s programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X
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B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS

ACADEMIC QUALITY

I.B.1	The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.	X
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C. INSTITUTIONAL INTEGRITY

I.C.2	The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the “Catalog Requirements” (see endnote). (ER 20)	X
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I.C.4	The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.	X
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STANDARD II: STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES

A. INSTRUCTIONAL PROGRAMS

II.A.1	All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution's mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11)	X
II.A.4	If the institution offers pre-collegiate level curriculum, it distinguishes that curriculum from college level curriculum and directly supports students in learning the knowledge and skills necessary to advance to and succeed in college level curriculum.	X
II.A.5	The institution's degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (ER 12)	X
II.A.12	The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student's preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences. (ER 12)	X
II.A.13	All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core is based upon student learning outcomes and competencies, and include mastery, at the appropriate degree level, of key theories and practices within the field of study.	X
II.A.16	The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.	X

STANDARD IV: LEADERSHIP AND GOVERNANCE**A. DECISION-MAKING ROLES AND PROCESSES**

IV.A.1	Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.	X
IV.A.2	The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.	X

IV.A.3	Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.	X
IV.A.4	Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.	X
IV.A.5	Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.	X

Distance Education Committee (DE)

College Council Approved January 24, 2019

Charge:

The Distance Education Committee (DE) will explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas College. To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards in addition to legal and accreditation requirements.

COMMITTEE: DISTANCE EDUCATION COMMITTEE (DE)

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	1 Co-Chair: Teaching & Learning Center Rep and 1 Co-Chair: Faculty (selected by committee vote)
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	No
MEMBERS:	
<u>Voting:</u>	Faculty, A&H
	Faculty, PATH
	Faculty, BSSL
	Faculty, STEM
	Faculty, Student Services
	Library Representative
	Faculty, Adjunct
	Faculty, At-Large
	Classified Professional from the Teaching & Learning Center
<u>Non-Voting:</u>	Vice President of Academic Services
	Academic Dean
	Admissions and Records Representative
	Faculty, A&H (2)
	Faculty, PATH (2)
	Faculty, BSSL(2)
	Faculty, STEM (2)
	Faculty, Student Services (2)
	LPCSG Representative
<u>Term:</u>	2 years
<u>Quorum:</u>	9 Voting Members; Quorum = 5

Evidence of Accreditation Standards

DISTANCE EDUCATION COMMITTEE

STANDARD III: RESOURCES

C. TECHNOLOGY RESOURCES

III.C.1	Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution’s management and operational functions, academic programs, teaching and learning, and support services.	X
III.C.2	The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.	X
III.C.3	The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security.	X
III.C.4	The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.	X
III.C.5	The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.	X

Faculty Hiring Prioritization Committee

College Council Approved May 12, 2022

Charge:

Using the full-time 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.

COMMITTEE:	FACULTY HIRING PRIORITIZATION COMMITTEE
<u>Reporting Relationship:</u>	Academic Senate and College President
<u>Chairperson:</u>	Selected from faculty membership of committee by committee vote
<u>Voting Member:</u>	Yes
<u>Serves on College Council:</u>	No
MEMBERS:	
<u>Voting:</u>	Dean, A&H
	Dean, BSSL
	Dean, PATH
	Dean, STEM
	Dean, Student Services
	Faculty, A&H
	Faculty, BSSL
	Faculty, PATH
	Faculty, STEM
	Faculty, Student Services
<u>Non-Voting:</u>	President
	Vice President of Academic Services
	Vice President of Student Services
	Director of Institutional Research, Planning and Effectiveness
	Academic Senate President
	Classified Senate President
	LPCSG Representative
	Designees are chosen to serve in lieu of the committee member for the semester or academic year, not on a meeting-by-meeting basis. In order to maximize attendance by committee members, all efforts will be made to schedule meeting days and times after Town Meeting or division meetings.
<u>Term:</u>	2 years for Faculty; Permanent for Deans
<u>Quorum:</u>	10 Voting Members; Quorum = 6

Evidence of Accreditation Standards

FACULTY HIRING PRIORITIZATION COMMITTEE

STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY

B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS

INSTITUTIONAL EFFECTIVENESS

I.B.7	The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.	X
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STANDARD III: RESOURCES

A. HUMAN RESOURCES

III.A.1	The institution assures the integrity and quality of its programs and services by employing administrators, faculty and staff who are qualified by appropriate education, training, and experience to provide and support these programs and services. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated and address the needs of the institution in serving its student population. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority.	X
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III.A.7	The institution maintains a sufficient number of qualified faculty, which includes full time faculty and may include part time and adjunct faculty, to assure the fulfillment of faculty responsibilities essential to the quality of educational programs and services to achieve institutional mission and purposes. (ER 14)	X
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Student Learning Outcomes Committee (SLO)

College Council Approved May 12, 2022

Charge:

The Student Learning Outcomes (SLO) Committee advises the Academic Senate on matters pertaining to the College’s immediate and long-range plans to integrate SLOs and assessment at the course, program, and institutional levels. With the advice and consent of the Academic Senate, this group reviews SLOs for courses and programs, and service area outcomes (SAOs) for services to students. The SLO Committee works with the Program Review Committee, the Professional Development Committee, and the Curriculum Committee to establish policies and procedures concerning the institutionalization and assessment of learning outcomes at LPC, which will be brought to the Academic Senate for review and approval. Also, this committee coordinates, collects, and archives assessment and reflection activities, and promotes campus dialogue for the use of SLO and SAO assessments to improve student success.

COMMITTEE: STUDENT LEARNING OUTCOMES COMMITTEE (SLO)

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Selected by ex-officio: Vice President of Academic Services
<u>Voting Member:</u>	Yes
<u>Serves on College Council:</u>	No
MEMBERS:	
<u>Voting:</u>	Administrator (2)
	Faculty, A&H (2)
	Faculty, PATH (2)
	Faculty, BSSL (2)
	Faculty, STEM (2)
	Faculty, Student Services
	Classified Professional
	Classified Professional from Student Services
	LPCSG Representative (2)
<u>Non-Voting:</u>	Director of Research, Planning and Institutional Effectiveness
<u>Term:</u>	2 years
<u>Quorum:</u>	15 Voting Members; Quorum = 8

Evidence of Accreditation Standards

STUDENT LEARNING OUTCOMES COMMITTEE

STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY

B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS

ACADEMIC QUALITY

I.B.1	The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.	X
I.B.2	The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services. (ER 11)	X
I.B.4	The institution uses assessment data and organizes its institutional processes to support student learning and student achievement.	X

INSTITUTIONAL EFFECTIVENESS

I.B.5	The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.	X
I.B.6	The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.	X

C. INSTITUTIONAL INTEGRITY

I.C.1	The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)	X
I.C.3	The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public. (ER 19)	X
I.C.4	The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.	X

STANDARD II: STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES

A. INSTRUCTIONAL PROGRAMS

II.A.1	All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution's mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11)	X
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II.A.3	The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline.	X
II.A.11	The institution includes in all of its programs, student learning outcomes, appropriate to the program level, in communication competency, information competency, quantitative competency, analytic inquiry skills, ethical reasoning, the ability to engage diverse perspectives, and other program-specific learning outcomes.	X
C. STUDENT SUPPORT SERVICES		
II.C.1	The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution. (ER 15)	X
II.C.2	The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services.	X

SECTION VI.

Committees Reporting to Academic Senate and Institutional Planning and Effectiveness Committee

Program Review Committee (PRC)

College Council Approved April 28, 2022

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 and Institutional Planning and Effectiveness Committee of Las Positas College charge the Program Review Committee with:

- Creating, evaluating, and modifying (as needed) the forms and processes for Program Review;
- Communicating these processes and their outcomes to the campus;
- Posting materials on the Program Review website;
- Monitoring our process for inclusiveness, effectiveness, and transparency and making ongoing improvements;
- Mentoring program review writers through the writing process;
- Providing suggestions for improvements to Program Reviews;
- 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 (PRC)

Reporting Relationship: Academic Senate and Institutional Planning & Effectiveness Committee

Chairperson: Selected through FA negotiated process for Positions with Reassigned Time

Voting Member: Only in the event of a tie

Serves on College Council:

No

MEMBERS:

Voting: Vice President of Academic Services or designee

Dean (appointed by College President)

Faculty, A&H (2)

Faculty, PATH (2)

Faculty, BSSL (2)

Faculty, STEM (2)

Faculty, Student Services (2)

Librarian

Classified Senate Representative (2) (1 preferably, but not mandatory, from Student Services)

Student Learning Outcomes Committee Member

Faculty Association Representative

LPCSG Representative

Ad hoc: additional readers (as needed) during the peer review process

<u>Non-Voting:</u>	n/a
<u>Voting Structure:</u>	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.
<u>Term:</u>	2 years minimum (4-5 years recommended)
<u>Quorum:</u>	18 Voting Members; Quorum = 10

Evidence of Accreditation Standards		
PROGRAM REVIEW COMMITTEE		
STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY		
A. MISSION		
I.A.1	The mission describes the institution’s broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)	X
I.A.2	The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.	X
I.A.3	The institution’s programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X
B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS		
ACADEMIC QUALITY		
I.B.1	The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.	X
I.B.2	The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services. (ER 11)	X
I.B.3	The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11)	X
I.B.4	The institution uses assessment data and organizes its institutional processes to support student learning and student achievement.	X
INSTITUTIONAL EFFECTIVENESS		
I.B.5	The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement.	X

	Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.	
I.B.6	The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.	X
I.B.7	The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.	X
I.B.9	The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)	X
C. INSTITUTIONAL INTEGRITY		
I.C.3	The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public. (ER 19)	X
STANDARD II: STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES		
A. INSTRUCTIONAL PROGRAMS		
II.A.1	All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution's mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11)	X
II.A.2	Faculty, including full time, part time, and adjunct faculty, regularly engage in ensuring that the content and methods of instruction meet generally accepted academic and professional standards and expectations. In exercising collective ownership over the design and improvement of the learning experience, faculty conduct systematic and inclusive program review, using student achievement data, in order to continuously improve instructional courses and programs, thereby ensuring program currency, improving teaching and learning strategies, and promoting student success.	X
II.A.3	The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline.	X
II.A.6	The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. (ER 9)	X

II.A.15	When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.	X
II.A.16	The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.	X

B. LIBRARY AND LEARNING SUPPORT SERVICES

II.B.1	The institution supports student learning and achievement by providing library, and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning technology, and ongoing instruction for users of library and other learning support services. (ER 17)	X
II.B.2	Relying on appropriate expertise of faculty, including librarians, and other learning support services professionals, the institution selects and maintains educational equipment and materials to support student learning and enhance the achievement of the mission.	X
II.B.3	The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services includes evidence that they contribute to the attainment of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.	X

C. STUDENT SUPPORT SERVICES

II.C.1	The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution. (ER 15)	X
II.C.4	Co-curricular programs and athletics programs are suited to the institution’s mission and contribute to the social and cultural dimensions of the educational experience of its students. If the institution offers co-curricular or athletic programs, they are conducted with sound educational policy and standards of integrity. The institution has responsibility for the control of these programs, including their finances.	X

STANDARD III: RESOURCES

A. HUMAN RESOURCES

III.A.9	The institution has a sufficient number of staff with appropriate qualifications to support the effective educational, technological, physical, and administrative operations of the institution. (ER 8)	X
III.A.10	The institution maintains a sufficient number of administrators with appropriate preparation and expertise to provide continuity and effective administrative leadership and services that support the institution’s mission and purposes. (ER 8)	X

B. PHYSICAL RESOURCES

III.B.1	The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.	X
III.B.2	The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.	X
III.B.3	To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.	X

C. TECHNOLOGY RESOURCES

III.C.1	Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.	X
III.C.2	The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.	X

D. FINANCIAL RESOURCES PLANNING

III.D.1	Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)	X
III.D.11	The level of financial resources provides a reasonable expectation of both short- term and long-term financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies, plans, and allocates resources for payment of liabilities and future obligations.	X

STANDARD IV: LEADERSHIP AND GOVERNANCE**A. DECISION-MAKING ROLES AND PROCESSES**

IV.A.3	Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.	X
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B. CHIEF EXECUTIVE OFFICER

IV.B.1	The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.	X
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IV.B.3	Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by: establishing a collegial process that sets values, goals, and priorities; ensuring the college sets institutional performance standards for student achievement; ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions; ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning; ensuring that the allocation of resources supports and improves learning and achievement; and establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.	X
D. MULTI-COLLEGE DISTRICTS OR SYSTEMS		
IV.D.3	The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.	X

SECTION VII.

Committees Reporting to Academic Senate and College Council

Career Technical Education (CTE)

College Council Approved May 12, 2022

Charge:

The Career Technical Education (CTE) Committee will help coordinate, lead, and support efforts and initiatives to increase and improve Career Education program outcomes. Using data and complying with applicable regulations, the CTE Committee will identify, prioritize, allocate, and report on funding for state (Strong Workforce), federal (Perkins), and CTE grants in alignment with college goals and plans and accreditation standards. The CTE Committee will assist with the implementation and make recommendations for the Economic and Workforce Development Plan, relying on college and district data and plans and informed by applicable regulations, and will communicate the plan to the college.

COMMITTEE: CAREER TECHNICAL EDUCATION (CTE)

<u>Reporting Relationship:</u>	Academic Senate and College Council
<u>Chairperson:</u>	Co-Chairs – CTE Project Manager and CTE Liaison
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	No
MEMBERS:	
<u>Voting:</u>	Administrator – Academic Services, At-large-1
	Administrator – Academic Services, At-large-2
	Administrator – VP of Academic Services
	Administrator – Director of Research, Planning, and Institutional Effectiveness
	Classified Professional, A&H
	Classified Professional, BSSL
	Classified Professional, STEM
	Classified Professional, PATH
	Classified Professional, Student Services
	Faculty* - A&H
	Faculty* - BSSL
	Faculty* - STEM
	Faculty* - PATH
	Faculty – Counseling
	*It is strongly recommended that faculty be from the CTE disciplines as defined by the California Community Colleges Chancellor’s Office
<u>Non-Voting:</u>	Academic Deans (4)
	Co-Chairs/CTE Liaison and CTE Project Manager
<u>Term:</u>	2 years
<u>Quorum:</u>	14 Voting Members; Quorum = 8

Evidence of Accreditation Standards		
CAREER TECHNICAL EDUCATION COMMITTEE		
STANDARD II: STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES		
A. INSTRUCTIONAL PROGRAMS		
II.A.14	Graduates completing career-technical certificates and degrees demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.	X
II.A.16	The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.	X
STANDARD III: RESOURCES		
B. PHYSICAL RESOURCES		
III.B.2	The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.	X

SECTION VIII.

Committees Reporting to Academic Senate and Classified Senate

Professional Development Committee (PD)

College Council Approved April 28, 2022

Charge:

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

COMMITTEE:	PROFESSIONAL DEVELOPMENT COMMITTEE
<u>Reporting Relationship:</u>	President, Academic Senate, Classified Senate, and Student Senate
<u>Chairperson:</u>	Tri-Chair: Administrator (selected by College President), Faculty (selected by Academic Senate), and Classified Professional (selected by Classified Senate).
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	No
MEMBERS:	
<u>Voting:</u>	College President
	Faculty, A&H
	Faculty, BSSL
	Faculty, PATH
	Faculty, STEM
	Faculty, Student Services
	Faculty, Adjunct
	Classified Professional, Teaching & Learning Center
	Classified Professional, Administrative Services
	Classified Professional (3)
<u>Non-Voting:</u>	LPCSG Representative
	Administrator
	Classified Chair
	Faculty Chair
<u>Term:</u>	2 years
<u>Quorum:</u>	12 Voting Members; Quorum = 7

Evidence of Accreditation Standards

PROFESSIONAL DEVELOPMENT COMMITTEE

STANDARD III: RESOURCES

A. HUMAN RESOURCES

III.A.14	The institution plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.	X
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C. TECHNOLOGY RESOURCES

III.C.4	The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.	X
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SECTION IX.

Committees Reporting to Academic Senate and College Council via VPSS

Student Equity and Achievement Committee (SEA)

College Council Approved April 25, 2019

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.

COMMITTEE:	STUDENT EQUITY AND ACHIEVEMENT COMMITTEE (SEA)
<u>Reporting Relationship:</u>	Academic Senate and College Council via the Vice President Student Services
<u>Chairperson:</u>	Director of Student Success and Equity
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Administrator, Academic Services, At Large (2)
	Administrator, Student Services, At Large
	Administrator, Vice President of Student Services
	Classified Professional, Academic Services (2)
	Classified Professional, Student Services (2)
	Classified Professional, At Large
	Faculty, A&H
	Faculty, BSSL
	Faculty, PATH
	Faculty, STEM
	Library Representative
	Faculty, Counseling
	LPCSG Representative (2)
<u>Non-Voting:</u>	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
<u>Term:</u>	2 years
<u>Quorum:</u>	17 Voting Members; Quorum = 9

Evidence of Accreditation Standards

STUDENT EQUITY & ACHIEVEMENT COMMITTEE

STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY

A. MISSION

I.A.1	The mission describes the institution’s broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)	X
I.A.2	The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.	
I.A.3	The institution’s programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X
I.A.4	The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)	X

B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS

ACADEMIC QUALITY

I.B.1	The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.	X
I.B.3	The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11)	X
I.B.4	The institution uses assessment data and organizes its institutional processes to support student learning and student achievement.	X

INSTITUTIONAL EFFECTIVENESS

I.B.5	The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.	X
I.B.6	The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.	X
I.B.7	The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.	X

I.B.8	The institution broadly communicates the results of all of its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.	X
I.B.9	The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)	X
C. INSTITUTIONAL INTEGRITY		
I.C.1	The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)	X
I.C.5	The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.	X
I.C.9	Faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.	X
I.C.13	The institution advocates and demonstrates honesty and integrity in its relationships with external agencies, including compliance with regulations and statutes. It describes itself in consistent terms to all of its accrediting agencies and communicates any changes in its accredited status to the Commission, students, and the public. (ER 21)	X
STANDARD II: STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES		
A. INSTRUCTIONAL PROGRAMS		
II.A.3	The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline.	X
B. LIBRARY AND LEARNING SUPPORT SERVICES		
II.B.1	The institution supports student learning and achievement by providing library, and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning technology, and ongoing instruction for users of library and other learning support services. (ER 17)	X
C. STUDENT SUPPORT SERVICES		

II.C.1	The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution. (ER 15)	X
II.C.2	The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services.	X
II.C.3	The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method. (ER 15)	X
II.C.5	The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.	X
II.C.7	The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.	X
II.C.8	The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.	X

STANDARD III: RESOURCES

A. HUMAN RESOURCES

III.A.12	Through its policies and practices, the institution creates and maintains appropriate programs, practices, and services that support its diverse personnel. The institution regularly assesses its record in employment equity and diversity consistent with its mission.	X
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C. TECHNOLOGY RESOURCES

III.C.2	The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.	X
III.C.5	The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.	X

D. FINANCIAL RESOURCES PLANNING

III.D.2	The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner.	X
III.D.3	The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.	X

III.D.4	Institutional planning reflects a realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.	X
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STANDARD IV: LEADERSHIP AND GOVERNANCE

A. DECISION-MAKING ROLES AND PROCESSES

IV.A.1	Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.	X
IV.A.2	The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.	X
IV.A.3	Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.	X
IV.A.5	Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.	X
IV.A.6	The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.	X
IV.A.7	Leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.	X

SECTION X.

Committees Reporting to Administrative Services

Health and Safety Committee

College Council Approved May 12, 2022

Charge:

The Health and Safety Committee is responsible for studying, reviewing, and recommending regulations and procedures relating to the health and safety (including environmental and physical hazards) of students, employees, and campus visitors.

COMMITTEE:	HEALTH AND SAFETY COMMITTEE
<u>Reporting Relationship:</u>	Vice President of Administrative Services
<u>Chairperson:</u>	Safety Supervisor
<u>Voting Member:</u>	Only in the event of a tie
<u>Serves on College Council:</u>	No
MEMBERS:	
<u>Voting:</u>	Director of Student Health Center
	Faculty (2) (college-wide)
	Classified Professional (2)
	LPCSG Representative
<u>Non-Voting:</u>	n/a
<u>Term:</u>	2 years
<u>Quorum:</u>	6 Voting Members; Quorum = 4

Evidence of Accreditation Standards		
HEALTH & SAFETY COMMITTEE		
STANDARD III: RESOURCES		
B. PHYSICAL RESOURCES		
III.B.1	The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.	X
III.B.2	The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.	X
III.B.3	To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.	X

C. TECHNOLOGY RESOURCES

III.C.1	Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.	X
III.C.2	The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.	X

SECTION XI.

Sub-Committee Reporting to Student Equity & Achievement Committee

Math and Language Equity and Achievement (MLEA)

College Council Approved May 12, 2022

Charge:

In support of the Student Equity and Achievement Committee, the **Math and Language Equity and Achievement subcommittee** is responsible for an equity-minded approach to reviewing information and making recommendations related to entry and transfer-level Math, English, and ESL.

Tasks include but not limited to:

- Gathering, reviewing, and assessing data on student success and equity;
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs, including coordinating with SEA and Professional Development;
- Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;
- Supporting innovation in and institutionalization of self-placement, support, and instruction;
- Reviewing and supporting implementation of relevant legislation and best practices for placement and pedagogy.

COMMITTEE: MATH AND LANGUAGE EQUITY AND ACHIEVEMENT

Reporting Relationship: Student Equity & Achievement Committee

Chairperson: Selected by Academic Senate: Faculty from Math/English/ESL; same as co-chair of SEA

Voting Member: Only in the event of a tie

Serves on College Council: No

MEMBERS:

Voting: Faculty, Instructional Faculty (3)

Faculty, Counseling Faculty

Dean (2)

Tutoring Center Director or designee

LPCSG Representative

Non-Voting: Director of Student Equity and Achievement

Director of DSPS

Dean

Classified Professional, Academic Services

Assessment Specialist

Term: 2 years

Quorum: 8 Voting Members; Quorum = 5

Evidence of Accreditation Standards

MATH AND LANGUAGE EQUITY AND ACHIEVEMENT

STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY

A. MISSION

I.A.2	The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.	X
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I.A.3	The institution’s programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X
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B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS

ACADEMIC QUALITY

I.B.1	The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.	X
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STANDARD II: STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES

A. INSTRUCTIONAL PROGRAMS

II.A.5	The institution’s degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (ER 12)	X
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II.A.6	The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. (ER 9)	X
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II.A.7	The institution effectively uses delivery modes, teaching methodologies and learning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students.	X
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C. STUDENT SUPPORT SERVICES

II.C.7	The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.	X
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STANDARD IV: LEADERSHIP AND GOVERNANCE

A. DECISION-MAKING ROLES AND PROCESSES

IV.A.4	Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.	X
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SECTION XII.

Task Forces and User Groups

- **Academic Senate**
 - Non-Credit/Adult Ed Task Force
 - UndocuAlly Task Force

- **VP of Academic Services**
 - Strong Workforce
 - Student (Grade) Grievance Task Force

- **VP of Student Services**
 - Commencement Task Force
 - Scholarship Task Force
 - Student Grievance Task Force

- **VP of Administrative Services**
 - Bookstore User Group
 - Food Services User Group

Non-Credit/Adult Ed Task Force

Update Pending College Council April 26, 2018

Charge:

The Noncredit Task force is an information task force. The task force discusses and researches what Las Positas College would like noncredit curriculum and programs to look like on the campus. Reports are made to Academic Senate, Curriculum Committee, HSI and Transformation Grant teams.

TASK FORCE: NON-CREDIT TASK FORCE

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Co-chairs: Faculty
<u>MEMBERS:</u>	Anyone who wants to serve
<u>Voting:</u>	
<u>Non-Voting:</u>	
<u>Term:</u>	
<u>Quorum:</u>	

UndocuAlly Task Force

Update Pending College Council April 26, 2018

Charge:

The mission is to support undocumented students reach their educational goals.

The overarching goal is to develop a campus-wide “UndocuAlly Action Plan” as a result of accomplishing the following objective by:

- Identifying resources, research, and best practices that support undocumented students reach their educational goals, and share this information with the campus community;
- Creating and maintaining a list of allies and supporters to serve our undocumented students;
- Advocating for the development and support of a *Dreamer Resource Center*; and
- Identifying and providing opportunities for on-going training for staff, faculty and administrators related to the support of undocumented students’ success.

TASK FORCE: UNDOCUALLY TASK FORCE

<u>Reporting Relationship:</u>	Academic Senate
<u>Chairperson:</u>	Co-Chair (2)
<u>Voting Member:</u>	
<i>MEMBERS:</i>	Anyone who wants to serve
<u>Voting:</u>	
<u>Non-Voting:</u>	
<u>Term:</u>	
<u>Quorum:</u>	

Strong Workforce Task Force

Charge:

Meet statewide Strong Workforce Program metrics by implementing Career Education projects and programs on a local and regional basis.

***TASK FORCE:* STRONG WORKFORCE TASK FORCE**

<u>Reporting Relationship:</u>	Vice President of Academic Services
<u>Chairperson:</u>	Career Technical Education (CTE) Projects Manager
<u>Voting Member:</u>	Yes
<i>MEMBERS:</i>	Anyone who wants to serve
<u>Voting:</u>	
<u>Non-Voting:</u>	
<u>Term:</u>	
<u>Quorum:</u>	

Student (Grade) Grievance Task Force

Update Pending College Council April 26, 2018

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, he/she shall refer the grievance to the Academic Fairness Task Force.

TASK FORCE: STUDENT (GRADE) GRIEVANCE TASK FORCE

<u>Reporting Relationship:</u>	Vice President of Academic Services
<u>Chairperson:</u>	Selected by Committee Vote
<u>Voting Member:</u>	No
<i>MEMBERS:</i>	
<u>Voting:</u>	Administrator (other than the VP; appointed by the President)
	Faculty-2 (staggered 2 year terms appointed by Academic Senate)
	Faculty appointed by Academic Senate at the time of the grievance; knowledgeable in the academic discipline involved)
	LPCSG Representative (appointed for one year)
<u>Non-Voting:</u>	n/a
<u>Term:</u>	Terms stated next to members above
<u>Quorum:</u>	5 Voting Members; Quorum = 3

Commencement Task Force

Update Pending College Council April 26, 2018

Charge:

The Commencement Task Force is responsible for planning and organizing all tasks necessary to accomplish the annual Commencement Ceremony. This task force involves many departments on campus and is responsible for, but not limited to:

- Arranging for speakers;
- Setting up and breaking down the gym, registration prep room, and faculty dressing area;
- Developing graduation lists, programs, and scripts for platform party;
- Identifying Board of Trustees involvement;
- Arranging for snacks for the long preparation day-of.

Membership is often based on the position held at the College.

TASK FORCE: COMMENCEMENT TASK FORCE

<u>Reporting Relationship:</u>	Vice President of Student Services
<u>Chairperson:</u>	Vice President of Student Services
<u>Coordinator:</u>	Executive Assistant to the Vice President of Student Services
<u>MEMBERS:</u>	Vice President of Academic Services and Classified Professional designees
	Vice President of Administrative Services and Classified Professional designees
	Faculty, A&H
	Faculty, PATH
	Faculty, BSSL
	Faculty, STEM
	Faculty, Student Services
	Director of Student Life and Classified Professional designees
	Technology Department Classified Professional designees
	District M&O Department Classified Professional designees and Supervisors
	Admissions & Records Office
	Classified Professional designees
	Student Senate Representatives
<u>Term:</u>	n/a
<u>Quorum:</u>	n/a

Scholarship Task Force

College Council April 26, 2018

Charge:

The Scholarship Task Force is responsible for evaluating and selecting scholarship applications and planning the annual Scholarship Recognition Ceremony.

TASK FORCE: SCHOLARSHIP TASK FORCE

<u>Reporting Relationship:</u>	Vice President of Student Services
<u>Chairperson:</u>	Director of Financial Aid
<i>MEMBERS:</i>	Vice President of Student Services
	Faculty, A&H
	Faculty, PATH
	Faculty, BSSL
	Faculty, STEM
	Faculty, Student Services
	Classified Professional (4)
	Other volunteers are welcome
<u>Term:</u>	n/a
<u>Quorum:</u>	n/a

Student Grievance Task Force

College Council April, 26, 2018

Charge:

In accordance with CLPCCD Board Policy 5530 Student Rights and Grievances, the Student Grievance Task Force is formed when a student grievance is received by the Office of the Vice President of Student Services. All non-academic grievances are coordinated by the Vice President of Student Services. All academic grievances are coordinated by the Vice President of Academic Services.

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 the Vice President of Student Services or designee.
4. If unable to resolve, the Vice President of Student Services convenes the Student Grievance Task Force.

***TASK FORCE:* STUDENT GRIEVANCE TASK FORCE**

<u>Reporting Relationship:</u>	Vice President of Student Services
<u>Chairperson:</u>	Elected from members of the task force.
<u>Voting Member:</u>	
<i>MEMBERS:</i>	
	Administrator (other than the VPSS; appointed by the President)
	Faculty-2 (appointed by Academic Senate, staggered 2 year terms)
	Classified Professional (appointed by the Classified Senate and SEIU jointly)
	LPCSG Representative
<u>Term:</u>	Duration of the appeal
<u>Quorum:</u>	5 Members; Desired Quorum = 5

Bookstore User Group

No Update Pending College Council April 26, 2018

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 situations, improvements, and problems 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.

USER GROUP: BOOKSTORE USER GROUP

<u>Reporting Relationship:</u>	Vice President of Administrative Services
<u>Chairperson:</u>	Vice President of Administrative Services
	Yes
MEMBERS:	
<u>Voting:</u>	Faculty (3)
	Classified Professionals (2)
	LPCSG Representative (2)
<u>Non-Voting:</u>	Bookstore Manager or designee
<u>Term:</u>	2 years
<u>Quorum:</u>	n/a

Food Service User Group

No Update Pending College Council April 26, 2018

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:

The Food Service User group is responsible for studying, reviewing, and recommending 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.

USER GROUP: FOOD SERVICE USER GROUP

<u>Reporting Relationship:</u>	Vice President of Administrative Services
<u>Chairperson:</u>	Vice President of Administrative Services
<u>Voting Member:</u>	Yes
MEMBERS:	
<u>Voting:</u>	Faculty per Academic Senate Classified Professionals
<u>Non-Voting:</u>	n/a
<u>Term:</u>	n/a
<u>Quorum:</u>	n/a

SECTION XIII.

Forms and Templates

Forms and Templates

Description of Forms

Meeting Agenda

The meeting agenda is intended to inform committee representatives of the items to be discussed and also serves as a mechanism by which the campus community is made aware of issues being addressed by governance groups. The agenda is typically sent out campus-wide via email ideally at least 48 hours in advance of the meeting. It should include: the date, time, and location of the meeting; discussion topics separated into the categories of “Old Business” and “New Business” (for evidentiary purposes and to assist with tracking items); “Next Steps” (or a standing item on the agenda that provides an opportunity for the Chair to summarize the committee’s actions during the meeting as well as any follow-up assignments); “Good of the Order”; and the date, time, and location of the next committee meeting.

It is recommended that the Chair work with the Administrative Liaison and Support/Resource Staff in developing the agenda to ensure that relevant issues are addressed by the committee.

A sample is available in the “Forms/Templates” section. The College’s mission statement and planning priorities are included on meeting agendas, minutes, and other commonly used documents. This will serve to remind everyone of the main emphases for the year which may further hone discussions and decisions.

Meeting Minutes

The intent of minutes is to accurately reflect the meeting attendees, to document any action taken by the governance group, to provide a summary of issues discussed, and to capture next steps/follow-up items. There is a “minutes” template in the “Forms/Templates” section.

The minutes should not be a word-for-word transcript of the meeting. For evidentiary purposes, meeting minutes should also include information such as: the date, time, and location of the meeting, the details of any motions made/approved, and a footer to assist with referencing documents.

Draft minutes should be sent to the committee within 5 working days of the meeting so that they can be reviewed while the details are still fresh in participant’s minds and as a helpful reminder for those tasked with items for the following meeting. If no Support/Resource Staff is available for the committee, the Chair is responsible for taking the minutes (or designating/rotating members of the committee to take minutes). Minutes should be approved at the following committee meeting. In the event there is no quorum present, approval of the minutes can be done via email (with a quorum) or postponed to the next meeting.

Templates

Meeting Agenda Template

 <p>LAS POSITAS COLLEGE</p>	<h1>COMMITTEE NAME AGENDA</h1>
	Date of Meeting Time Room
LPC Mission Statement	Agenda Item
Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.	<ol style="list-style-type: none">1. Call to Order2. Review and Approval of Agenda3. Review and Approval of Minutes4. Action Items<ul style="list-style-type: none">••5. Old Business<ul style="list-style-type: none">••6. New Business<ul style="list-style-type: none">••7. Updates<ul style="list-style-type: none">••8. Adjournment9. Next Regular Meeting:
LPC Planning Priorities	
❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities. ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.	
Committee Name Quorum:	
<u>Non-Voting Members:</u>	
<u>Voting Members:</u>	

Meeting Minutes Template



[COMMITTEE NAME] Minutes

[DATE/TIME]

Recorder: [Name of Minute Taker]

LPC Mission Statement	LPC Planning Priorities	
Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.	Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.	Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
Chair	Faculty Association (1)	SEIU (1)
<input type="checkbox"/> Name	<input type="checkbox"/> Name	<input type="checkbox"/> Name
Academic Senate (2)	Classified Senate (2)	Student Senate (2)
<input type="checkbox"/> Name <input type="checkbox"/> Name	<input type="checkbox"/> Name <input type="checkbox"/> Name	<input type="checkbox"/> Name <input type="checkbox"/> Name
Vice Presidents	Deans	Faculty
<input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name	<input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name	
Classified Professionals	Guests	
<input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name	<input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name	

Attendance (Quorum = [NUMBER])

Agenda Item	Information/Discussion	Action/Assigned To
1.	Call to Order <i>For information</i>	
2.	Review & Approve Agenda <i>For action</i>	
3.	Review & Approve Prior Minutes <i>For action</i>	
4.	Action Items <i>For action</i>	
5.	Old Business <i>For discussion</i>	
6.	New Business <i>For discussion</i>	
7.	Information Items <i>For information</i>	None
8.	Updates <i>For information</i>	None
9.	Good of the Order <i>For information</i>	
10.	Future Agenda Items <i>For discussion</i>	

Meeting adjourned at [TIME]

Next meeting: [DATE]

Shared Governance Worksheet Template

LPC GOVERNANCE WORKSHEET FOR 2023-2024

Committee Name: _____

Form Completed by: _____ **Position:** _____

LPC Mission Statement:

Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

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

Shared Governance Worksheet Template (contd)

LPC GOVERNANCE WORKSHEET FOR 2023-2024

Committee Tasks for 2022-23

Committee Name: _____

Form Completed by: _____ Position: _____

LPC Mission Statement:
Las Positas College provides an inclusive learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

Instructions

List tasks the committee completed in 2020-2021 in support of the committee charge.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Shared Governance Worksheet Template (contd)

LPC GOVERNANCE WORKSHEET FOR 2023-2024

Use the attached 2020-2021 information from the [Shared Governance Handbook](#) and the Committee Participants list to determine whether changes need to be made for 2021-2022.

1. Charge:

- The Charge is satisfactory, no changes.
- The Charge will change. The updated Charge is attached.

2. Reporting Relationship:

- 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:

It is recommended that the chair:

- Selection remains the same
- Selection method changes to: _____

4. Membership:

The committee has the expertise and collegial representation to successfully meet the charge; it is recommended membership remains the same.

The committee recommends membership changes to ensure expertise and collegial representation to successfully meet the charge.

Voting Members (list positions, not actual names): (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Shared Governance Worksheet Template (contd)

LPC GOVERNANCE WORKSHEET FOR 2023-2024

- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____

Total Voting Members: _____ Quorum (50% + 1): _____

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

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Members appointed by: (check all that apply)

- Academic Senate Faculty Association
- Classified Senate SEIU
- Administration Student Senate

5. Term: (check one)

- 1 year 2 years Other

Committee Chair/Co-Chair Approval

Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____

SECTION XIV.

Appendices

Appendix A. Constituency Groups (Alphabetical)

The essential constituency groups that make up the Las Positas College consultation process are identified below:

Academic Senate

The Academic Senate represents the faculty on all non-collective bargaining matters, in collegial consultation related to certain academic and professional matters as defined in Title V of the California Education Code. On these selected matters, the Board of Trustees will “rely primarily” upon the advice and judgment of the Academic Senate in the following areas listed in Ed Code Section 53201, which is consistent with Board Policy 2015:

- Curriculum, including establishing pre-requisites and placing courses in disciplines
- Degree and certificate requirements
- Grading policies
- Standards or policies regarding student preparation and success
- Faculty roles and involvement in the accreditation process, including the self-study and annual reports

The Academic Senate’s Constitution and Bylaws are available on the LPC website.

The Academic Senate will also participate through “mutual agreement”* in the following areas:

- District and College governance structures, as related to faculty roles
- Policies for faculty professional development activities
- Processes for institutional planning and budget development
- Regulations and procedures relating to health and safety
- Educational program development
- Processes for program review
-

Should there be recommendations developed by the Las Positas 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.

Senate representation from each Division is determined by a ration formula determined by the Senate and identified within the Las Positas College Senate Operating Rules. Senators from each Division are elected by a majority of the members of that Division. Senators from the part-time faculty are elected by a majority of votes cast by the part-time faculty. Senate terms are for one year, with a maximum of three consecutive years.

*In consulting collegially, the definitions that apply are:

“Rely primarily” means that recommendations 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 that 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(s) in writing to the Senate. If such recommendations are not accepted, existing policies and procedures will remain in force.

“Mutually agree” means: Agreeing that the District governing board or such representatives as it may designate (Chancellor, President) and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Administrative Team

The Administrative Team reviews all Board policies and Administrative procedures and recommends and develops college policies and procedures to ensure their timely implementation. The administration will exercise leadership and assume appropriate levels of shared decision-making responsibility in coordination with other governance groups in the formulation and development of policies and procedures which include the following areas:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Administrative roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/district governance structures
- Professional development activities
- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulations and procedures relating to health and safety
- Program review
- Administrator and classified hiring recommendations

Report to: College President

Chair: College President

Classified Senate

The Classified Senate represents classified professionals on all non-collective-bargaining matters. Classified staff members that serve in instructional areas will be included in discussions and will have input regarding academic programs, delivery of services, and other academic issues that affect their professional duties. The Classified Senate is recognized based upon California Assembly Bill 1725 and incorporated into the California Education Code, Title III.

In addition, classified professionals, jointly with other constituency groups, will also be given the opportunity to participate actively in the formulation and development of policies and procedures in the following areas:

- Classified roles and involvement in accreditation processes including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Professional development activities
- Institutional planning processes
- Budget development processes
- Program planning and staffing
- Regulations and procedures relating to health and safety

Classified representatives are elected by majority vote from among all voting classified members. The Governing Council of the Classified Senate includes the President, 3 Vice Presidents, Treasurer, Secretary, and Ambassadors. The Past-President and the highest-ranking union officer at Las Positas College shall serve as non-voting advisory members. The term of office of Governing Council members is one year (July 1 – June 30) and may serve more than 1 term. Refer to the current Constitution and Bylaws posted on the LPC website for Senate representation of LPC buildings. Invited and encouraged to participate in this Senate are District I.T. and M&O staff based at LPC. The Classified Senate Constitution and Bylaws are available on the LPC website.

Faculty Association (FA)

Updated per College Council December 12, 2019

The Faculty Association retains the right to appoint unit members to District and College level committees that are in direct association with the faculty contract (Faculty Association Contract, Article 4J). The Faculty Association consists of the following Faculty in the Bargaining Unit:

- Contract Faculty
- Regular Faculty
- Temporary Faculty
- Part-time (Adjunct) Faculty
- Unit Members
- Unit Members – Full-time

See the most current Agreement posted on the District Human Resources website for full descriptions and details. Current committees that fall within the framework include but are not limited to CEMC, Curriculum, Distance Ed, Staff Development, Health and Safety, Technology, Faculty Hiring and Prioritization, Program Review, Calendar, DEMC, PBC, District Educational Support Committee, District Facilities, and the District Funding Formula Committee.

SEIU Local 21 (Classified Union)

Updated Fall 2013

SEIU Local 21 represents classified staff members (non-confidential, non-supervisory) on collective bargaining matters. The SEIU has been offered the right to appoint unit members to District and College committees by this Shared Governance document.

The employees of CLPCCD, working as free and responsible individuals, recognize the labor movement in general, and SEIU Local 1021, can be instrumental in improving our status and resolving the social and health problems of our community; therefore, we enter into a union and agree to adopt bylaws, as an instrument for concerted action and collective bargaining in the interest of our members.

See the most current Agreement posted on the District H.R. website for full descriptions and details.

Student Government

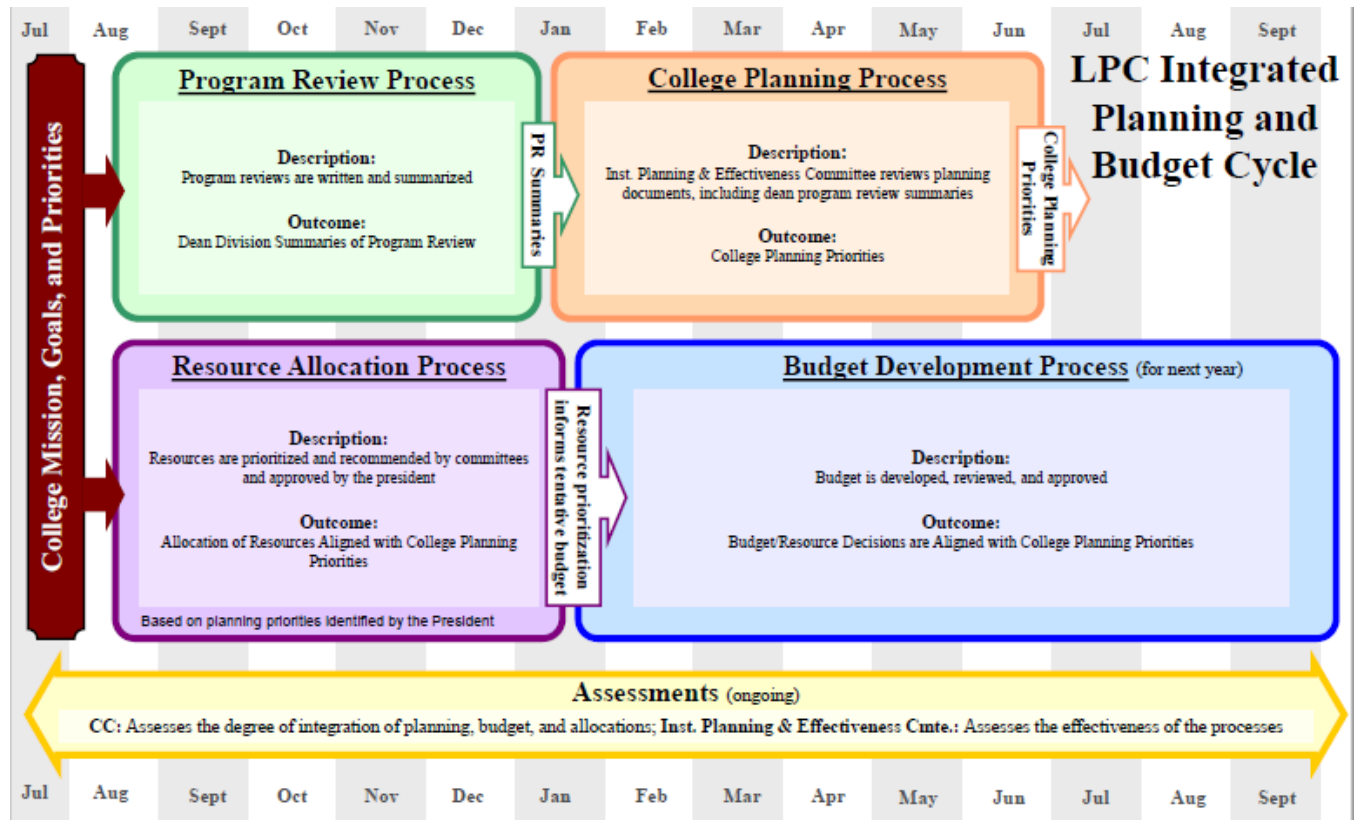
The Las Positas College Student Government (LPCSG) represents the student body. Students, jointly with other governance groups, will be given the opportunity to actively participate in the formulation and development of policies and procedures in the following areas:

- Curriculum
- Degree and certificate requirements
- Grading policies
- Student roles and involvement in accreditation processes, including the self-study and annual reports
- Student preparation and success
- College/District governance structures
- Institutional planning processes
- Budget development processes
- Regulations and procedures relating to health and safety


Students are assigned to committees by the LPCSG. All LPCSG members serve on committees. Appointments are made based on interest, schedule, and mutual agreement of the LPCSG. LPCSG also provides representation on hiring committees for administrative positions. Committee members are required to give written reports to the

LPCSG at their weekly meetings throughout the academic year. The Student Governments' Constitution and Bylaws are available on the college website.

Appendix B. LPC's Integrated Planning and Budget Cycle



Appendix C. Sample Shared Governance Master Calendar

 LAS POSITAS COLLEGE - FALL 2020 MASTER CALENDAR of COMMITTEE MEETINGS <small>Please contact the President's Office for revisions (x1001)</small>					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Budget 10:00-12:00 1687 Technology 1:30-3:30 1687 Curriculum 2:30-4:30 1013	Executive Facilities 9:00-10:00 1680 Executive Staff 10:00-12:00 1680 Board of Trustees Study Meeting** 6:30 DO	VPAS, VPSS, All Deans 9:00-11:00 1690C Town Meeting 2:30-4:30 2420	Administrative Staff 10:00-12:00 1687 Classified Senate 1:00-2:15 1726 Resource Allocation (RAC) 2:30-4:30 1687 Student Senate 4:30-6:30 1726	Inter-Club Council (ICC) 10:30-12:00 1726 District Enrollment Mgt (DEMC) 10:30-12:00 DO DSS & Counselors 12:00 - 2:30 1726 District Planning & Budget Committee (PBC) 12:30-2:30 DO
	Health & Safety 12:30-2:00 1687 Persistence Project Initiative 2:00 - 4:00 Zoom Professional Development 2:30-4:30 1687 Student Learning Outcomes 2:30-4:30 2411A	Executive Staff 10:00-12:00 1680 Chancellor's Council 3:00-4:30 DO Presidential Task Force 10:00 - 11:00 Zoom SS Coord. Planning 2:00-4:00 DSS 1687 DES 1681B VPSS 1689D	VPAS & Deans 9:00-11:00 1690 SS Managers 10:00-12:00 1689D Academic Senate 2:30-4:30 1687 Program Review 3:00-4:30 106	Sabbatical Committee 2:00-4:00 1690C Institutional Planning & Effectiveness Committee 2:30-4:30 1687 Student Senate 4:30-6:30 1726	District Tech Coord. 9:00-10:30 DO College Enrollment (CEMC) 10:30-12:00 1687 Career & Transfer Initiative 1:00 - 3:00 Zoom District Administrators 2:00-4:00 DO
Week 2	Curriculum 2:30-4:30 1013	Executive Facilities 9:00-10:00 1680 Executive Staff 10:00-12:00 1680 Student Svcs. Senators 4:00-5:00 1726 Accreditation Steering 3:30-5:00 1690C Board of Trustees*** 6:30 DO	VPAS & Deans 9:00-11:00 1690 Chancellor's Cabinet**** 10:30-12:00 DO Academic Division Mtgs 2:30-4:30 A&H 4138 BHAWK 2306 SLPC 2480 STEM 1057	Labor Mgt. Relations 10:00-11:30 DO Administrative Staff 10:00-11:30 1687 Student Equity & Achievement 2:00-4:00 1726 Student Senate 4:30-6:30 1726	Inter-Club Council (ICC) 10:30-12:00 1726 District Integrated Planning & Budget Model (IPBM-ESS) 11:30 - 1:30 DO Guided Pathways 1:00-3:00 1726 + TBD
	Student Learning Outcomes 2:30-4:30 2411A Facilities & Sustainability 2:30-4:30 1687	Executive Staff 10:00-12:00 1680	VPAS & Deans 9:00-11:00 1690 SS Managers 10:00-12:00 1689D Academic Senate 2:30-4:30 1687 Basic Skills 2:30-4:30 2411A Program Review 3:00-4:30 106	Classified Senate Governance Meeting 1:00-2:00 TBD Sabbatical Committee 2:00-4:00 1690C College Council 2:30-4:30 1687 Student Senate 4:30-6:30 1726	Distance Education 10:00-12:00 2410 College Enrollment (CEMC) 10:30-12:00 1687 District Facilities Comm. 12:30-1:30 DO Onboarding /Entering the Pathway Initiative 1:00 - 3:00 Zoom
Week 3	Curriculum 2:30-4:30 1013	Executive Facilities 9:00-10:00 1680 Executive Staff 10:00-12:00 1680 Student Svcs. Senators 4:00-5:00 1726 Accreditation Steering 3:30-5:00 1690C Board of Trustees*** 6:30 DO	VPAS & Deans 9:00-11:00 1690 Chancellor's Cabinet**** 10:30-12:00 DO Academic Division Mtgs 2:30-4:30 A&H 4138 BHAWK 2306 SLPC 2480 STEM 1057	Labor Mgt. Relations 10:00-11:30 DO Administrative Staff 10:00-11:30 1687 Student Equity & Achievement 2:00-4:00 1726 Student Senate 4:30-6:30 1726	Inter-Club Council (ICC) 10:30-12:00 1726 District Integrated Planning & Budget Model (IPBM-ESS) 11:30 - 1:30 DO Guided Pathways 1:00-3:00 1726 + TBD
Week 4	Student Learning Outcomes 2:30-4:30 2411A Facilities & Sustainability 2:30-4:30 1687	Executive Staff 10:00-12:00 1680	VPAS & Deans 9:00-11:00 1690 SS Managers 10:00-12:00 1689D Academic Senate 2:30-4:30 1687 Basic Skills 2:30-4:30 2411A Program Review 3:00-4:30 106	Classified Senate Governance Meeting 1:00-2:00 TBD Sabbatical Committee 2:00-4:00 1690C College Council 2:30-4:30 1687 Student Senate 4:30-6:30 1726	Distance Education 10:00-12:00 2410 College Enrollment (CEMC) 10:30-12:00 1687 District Facilities Comm. 12:30-1:30 DO Onboarding /Entering the Pathway Initiative 1:00 - 3:00 Zoom
Week 5	Budget 10:00-12:00 1687 Curriculum 2:30-4:30 1013	Executive Staff 10:00-12:00 1680	VPAS & Deans 9:00-11:00 1690 Faculty Association 2:30-4:30 1620B		
Footnotes: * Some Fridays no meetings are held ** BoT Study Meetings are not held every month *** BoT Meetings are not always scheduled at the District Office **** Day after Board of Trustees Business Meeting			Schedule as needed: - Academic Fairness - Bookstore - Commencement - Food Services - Scholarship - Student Grievance - 3SP		Key: DO = District Office Updated 09/16/20

Appendix D. LPC Planning Documents

Below is a table of Las Positas College planning and institutional process documents, along with the timeline for which the document is updated.

	Agency	Document	Update
External	Accrediting Commission for Community and Junior Colleges (ACCJC)	Mid-term Report	Fall 2019
		Institutional Self Evaluation Report	Fall 2022
	California Community Colleges Chancellor's Office (CCCCO)	Strong Workforce Plan	Yearly
		Guided Pathways	2018-2022
		Unified Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program	2017-2019
	Chabot-Las Positas Community College District	Security Master Plan	2018
		Emergency Preparedness Plan	
		Revenue Allocation Model	
Information Technology Plan - Total Cost of Ownership		2017	
Internal	Las Positas College	Education Master Plan	2021-2026
		Facilities Master Plan	2018
		Program Review	Yearly
		Institutional Effectiveness Report	Yearly
		College Planning Priorities	Yearly
		Faculty Hiring Prioritization	Yearly
		Non-instructional Position Prioritization	Yearly
		Instructional Equipment Prioritization	Yearly
LPC Technology Plan	Yearly		

Appendix E. CLPCCD Board Policy

Chabot-Las Positas Community College District

Adopted: January 16, 1996

Renumbered: September 27, 2018

Administration

BP 1300 Collegial Consultation

1. Rely Primarily

The Board of Trustees shall "rely primarily" upon the advice and judgment of each Academic Senate independently on selected college matters and the two senates jointly on selected District matters. College and District matters will be distinguished as described in the section below on the Chancellor's Council.

"Rely primarily" means that all recommendations in the areas specified below will be forwarded to the Board through the Chancellor by the Academic Senate(s) and will be accepted by the Board in most cases. In instances where a recommendation is not accepted, the Board's decision must 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 respective senate(s). If such recommendations are not accepted, existing policies and procedures will remain in force.

The Board will "rely primarily" on the Academic Senates in these "academic and professional" matters:

- a. Curriculum, including establishing prerequisites and placing courses in disciplines;
- b. Degree and certificate requirements;
- c. Grading policies;
- d. Faculty roles and involvement in accreditation processes including self-study and annual reports.

2. Mutual Agreement

"Mutual agreement" shall be reached between the Board of Trustees or its designee and the Academic Senates on items specified below. On college matters, mutual agreement will be reached by a process agreed to by the college president and senate as defined in separate Board policies for each college. On District matters, mutual agreement will be reached between the Chancellor and the senates as defined in the section on the Chancellor's Council. "Mutual agreement" means that the Board of Trustees and the Academic Senate(s) shall each ratify such policies or procedures before they are put into effect. If such agreements are not ratified by both parties, existing policies and procedures will remain in force.

The Board will reach "mutual agreement" with the Academic Senates in these "academic and professional" matters:

- a. Educational program development
- b. Standards and policies regarding student success
- c. District and college governance structures as related to faculty roles
- d. Policies for faculty professional development activities
- e. Process for program review
- f. Process for institutional planning and budget development

3. District Councils and Committees District Curriculum Committee

Curriculum, including establishing prerequisites and placing courses in disciplines.

Degree and certificate requirements
Grading policies
Educational program development

District Matriculation Council

Standards or policies regarding student success

District Institutional Planning Council

Process for program review Process for institutional planning

District Budget Study Group

Process for budget development

College Governance Process (See College Policies)

Faculty roles and involvement in accreditation processes including self-study and annual reports;
College governance structures as related to faculty roles; Policies for faculty professional development activities.

Chancellor's Council (Exclusively District Issues)

District governance issues;

- a. To provide a means for the colleges to communicate, with one another and to their constituents, the district- and college-developed recommendations in the above ten areas of collegial consultation;
- b. To serve as a vehicle for identifying and resolving District matters. Should there be issues on which college-developed recommendations are in conflict or require a joint effort, such issues shall be identified as district matters. Prior to Board presentation, such District matters will be referred to the Chancellor's Council for resolution. District matters should be of sufficient import that the policies of one college result in a significant impact on the ability of the other college to carry out its own policies. The Chancellor's Council will develop a recommended resolution which will be ratified by the Chancellor and by each college President and senate following the processes established in the separate college governance policies. Typically, such a recommendation will be developed by the appropriate council. The administrative procedures for the council are located in the Administrative Rules and Procedures.
- c. To serve as a vehicle for the Chancellor to identify the need for policies and procedures in any of the ten areas of academic and professional matters, the Council will be asked for direction on the development of these policies and refer such issues to the colleges or district councils for creation of such policies.

- d. The composition of the Council shall be jointly agreed upon by the Chancellor and Academic Senates.
- e. The membership for the District Curricular Committee, the District Matriculation Council, the District Institutional Planning Council, the District Budget Study Group, and the Chancellor's Council is located in the Administrative Rules and Procedures.

Chabot-Las Positas Community College District

Adopted: January 16, 1996

Renumbered: September 27, 2018

Appendix F: Glossary of Acronyms and Terms

Acronym	Description
ACCJC	Accrediting Commission for Community & Junior Colleges
A Hours	One lecture hour. "A" is a unit value of one, equal to one lecture hours. (Related to CAH, Calculated A Hours.)
AUOs	Administrative Unit Outcomes
BaSK	Basic Skills Committee
BoT	Board of Trustees
CAH	Calculate A Hours. For example: 3 lecture hours = 3 CAH
CAP	The apportionment level to which the state will fund a district's FTES.
CC	College Council
CEMC	College Enrollment Management Committee
DBSG	District Budget Study Group
DCC	District Curriculum Council
DE	Distance Education
DEMC	District Enrollment Management Committee
DES	Dean of Enrollment Services
DSS	Dean, Student Services
EMP	Educational Master Plan
ESS	District Educational Services Support Committee
FHPC	Faculty Hiring Prioritization Committee
FMP	Facilities Master Plan, District
FPP	Faculty Prioritization Process
FTEF	Full Time Equivalent Faculty.
FTES	Full Time Equivalent Student. The method by which the District receives state apportionment. To calculate the FTES apportionment using the Art 1 class example: Multiply the number of resident students in the Class x the contact hours per week x the number of weeks per semester; Divide the sum by 515 (35 students x 3 contact hrs/wk x 17.5 wks/sem., Divide by 525 = 3.5 FTES)
FTES/FTE	Full Time Equivalent Student per Full Time Equivalent Faculty. Determining how many FTES a full time faculty member generates. Using the Art 1 example, each class of 35 students produces 3.5 FTES.

	Since a full teaching load requires 5 classes, this full time faculty member would produce 17.5 FTES in one semester (5 classes x 3.5 FTES/class = 17.5 FTES).
PBC	District Planning & Budget Committee
PR	Program Review
PRC	Program Review Committee
RAC	Resource Allocation Committee
SLO	Student Learning Outcomes
SS	Student Services
VPAS	Vice President of Academic Services
VP Ad.S.	Vice President of Administrative Services
VPSS	Vice President of Student Services
WASC	Western Association of Schools and Colleges
WSCH	Multiply the number of students x the number of scheduled hours per week. No distinction between lecture, lab, studio, etc., hours – an hour of student contact is an hour of contact. Example: Art 1, 3 hrs/week with 35 students = 105 WSCH
WSCH/FTEF	Weekly Student Contact Hour/Full Time Equivalent Faculty. Using the Art 1 example under WSCH definition: This class generates 105 WSCH. A FT load of 15 CAH would require teaching 5 of these classes. Therefore, a faculty member teaching 5 classes with 35 students would generate 525. WSCH/FTE (5 classes x 125 WSCH = 525 WSCH/FTE).

Appendix G: Shared Governance Committees Providing Evidence to Accreditation Standards

LPC Shared Governance Committees Providing Evidence to Accreditation Standards (Adopted June 2014)		College Council	Accreditation Steering	Budget Development	College Enrollment Management	Career Technical Ed	Curriculum	Distance Ed	Facilities & Sustainability	Faculty Hiring/Prioritization	Guided Pathways	Health & Safety	Institutional Plan. & Effectiveness	Math Language Equity Achievement	Professional Development	Program Review	Resource Allocation	Student Equity & Achievement	Student Learning Outcomes	Technology
STANDARD I: MISSION, ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS, AND INTEGRITY																				
A. MISSION																				
I.A.1	The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)	X														X		X		
I.A.2	The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.												X	X		X		X		
I.A.3	The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.	X				X						X	X		X	X	X			
I.A.4	The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)	X																X		
B. ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS																				
ACADEMIC QUALITY																				
I.B.1	The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.						X			X		X	X		X		X	X	X	
I.B.2	The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services. (ER 11)														X				X	
I.B.3	The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11)												X		X			X		
I.B.4	The institution uses assessment data and organizes its institutional processes to support student learning and student achievement.												X		X			X	X	
INSTITUTIONAL EFFECTIVENESS																				
I.B.5	The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program type and mode of delivery.						X						X		X			X	X	
I.B.6	The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.															X		X	X	
I.B.7	The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.	X							X							X	X	X		
I.B.8	The institution broadly communicates the results of all of its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.												X					X		
I.B.9	The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)	X														X		X		

LPC Shared Governance Committees Providing Evidence to Accreditation Standards (Adopted June 2014)

		College Council	Accreditation Steering	Budget Development	College Enrollment Management	Career Technical Ed	Curriculum	Distance Ed	Facilities & Sustainability	Faculty Hiring/Prioritization	Guided Pathways	Health & Safety	Institutional Plan. & Effectiveness	Math Language Equity Achievement	Professional Development	Program Review	Resource Allocation	Student Equity & Achievement	Student Learning Outcomes	Technology
C. INSTITUTIONAL INTEGRITY																				
I.C.1	The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)	X																X	X	
I.C.2	The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the "Catalog Requirements" (see endnote). (ER 20)					X														
I.C.3	The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public. (ER 19)														X				X	
I.C.4	The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.					X													X	
I.C.5	The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.	X																X		
I.C.6	The institution accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks, and other instructional materials.																			
I.C.7	In order to assure institutional and academic integrity, the institution uses and publishes governing board policies on academic freedom and responsibility. These policies make clear the institution's commitment to the free pursuit and dissemination of knowledge, and its support for an atmosphere in which intellectual freedom exists for all constituencies, including faculty and students. (ER 13)																			
I.C.8	The institution establishes and publishes clear policies and procedures that promote honesty, responsibility and academic integrity. These policies apply to all constituencies and include specifics relative to each, including student behavior, academic honesty and the consequences for dishonesty.																			
I.C.9	Faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.																	X		
I.C.10	Institutions that require conformity to specific codes of conduct of staff, faculty, administrators, or students, or that seek to instill specific beliefs or world views, give clear prior notice of such policies, including statements in the catalog and/or appropriate faculty and student handbooks.																			
I.C.11	Institutions operating in foreign locations operate in conformity with the Standards and applicable Commission policies for all students. Institutions must have authorization from the Commission to operate in a foreign location.																			
I.C.12	The institution agrees to comply with Eligibility Requirements, Accreditation Standards, Commission policies, guidelines, and requirements for public disclosure, institutional reporting, team visits, and prior approval of substantive changes. When directed to act by the Commission, the institution responds to meet requirements within a time period set by the Commission. It discloses information required by the Commission to carry out its accrediting responsibilities. (ER 21)	X																		
I.C.13	The institution advocates and demonstrates honesty and integrity in its relationships with external agencies, including compliance with regulations and statutes. It describes itself in consistent terms to all of its accrediting agencies and communicates any changes in its accredited status to the Commission, students, and the public. (ER 21)	X																X		

LPC Shared Governance Committees Providing Evidence to Accreditation Standards (Adopted June 2014)

		College Council	Accreditation Steering	Budget Development	College Enrollment Management	Career Technical Ed	Curriculum	Distance Ed	Facilities & Sustainability	Faculty Hiring/Prioritization	Guided Pathways	Health & Safety	Institutional Plan. & Effectiveness	Math Language Equity Achievement	Professional Development	Program Review	Resource Allocation	Student Equity & Achievement	Student Learning Outcomes	Technology
I.C.14	The institution ensures that its commitments to high quality education, student achievement and student learning are paramount to other objectives such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.																			
STANDARD II: STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES																				
A. INSTRUCTIONAL PROGRAMS																				
II.A.1	All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution's mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11)						X	X							X					X
II.A.2	Faculty, including full time, part time, and adjunct faculty, regularly engage in ensuring that the content and methods of instruction meet generally accepted academic and professional standards and expectations. In exercising collective ownership over the design and improvement of the learning experience, faculty conduct systematic and inclusive program review, using student achievement data, in order to continuously improve instructional courses and programs, thereby ensuring program currency, improving teaching and learning strategies, and promoting student success.														X					
II.A.3	The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline.														X			X	X	
II.A.4	If the institution offers pre-collegiate level curriculum, it distinguishes that curriculum from college level curriculum and directly supports students in learning the knowledge and skills necessary to advance to and succeed in college level curriculum.						X													
II.A.5	The institution's degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (ER 12)						X							X						
II.A.6	The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. (ER 9)			X						X				X	X					
II.A.7	The institution effectively uses delivery modes, teaching methodologies and learning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students.						X			X				X						
II.A.8	The institution validates the effectiveness of department-wide course and/or program examinations, where used, including direct assessment of prior learning. The institution ensures that processes are in place to reduce test bias and enhance reliability.																			
II.A.9	The institution awards course credit, degrees and certificates based on student attainment of learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education. If the institution offers courses based on clock hours, it follows Federal standards for clock-to-credit-hour conversions. (ER 10)																			

LPC Shared Governance Committees Providing Evidence to Accreditation Standards (Adopted June 2014)

		College Council	Accreditation Steering	Budget Development	College Enrollment Management	Career Technical Ed	Curriculum	Distance Ed	Facilities & Sustainability	Faculty Hiring Prioritization	Guided Pathways	Health & Safety	Institutional Plan. & Effectiveness	Math Language Equity Achievement	Professional Development	Program Review	Resource Allocation	Student Equity & Achievement	Student Learning Outcomes	Technology	
II.A.10	The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission. (ER 10)																				
II.A.11	The institution includes in all of its programs, student learning outcomes, appropriate to the program level, in communication competency, information competency, quantitative competency, analytic inquiry skills, ethical reasoning, the ability to engage diverse perspectives, and other program-specific learning outcomes.																				X
II.A.12	The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student's preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences. (ER 12)						X														
II.A.13	All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core is based upon student learning outcomes and competencies, and include mastery, at the appropriate degree level, of key theories and practices within the field of study.					X															
II.A.14	Graduates completing career-technical certificates and degrees demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.				X																
II.A.15	When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.															X					
II.A.16	The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.				X	X									X						
B. LIBRARY AND LEARNING SUPPORT SERVICES																					
II.B.1	The institution supports student learning and achievement by providing library, and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning technology, and ongoing instruction for users of library and other learning support services. (ER 17)															X			X		

LPC Shared Governance Committees Providing Evidence to Accreditation Standards (Adopted June 2014)

		College Council	Accreditation Steering	Budget Development	College Enrollment Management	Career Technical Ed	Curriculum	Distance Ed	Facilities & Sustainability	Faculty Hiring Prioritization	Guided Pathways	Health & Safety	Institutional Plan. & Effectiveness	Math Language Equity Achievement	Professional Development	Program Review	Resource Allocation	Student Equity & Achievement	Student Learning Outcomes	Technology
II.B.2	Relying on appropriate expertise of faculty, including librarians, and other learning support services professionals, the institution selects and maintains educational equipment and materials to support student learning and enhance the achievement of the mission.															X				
II.B.3	The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services includes evidence that they contribute to the attainment of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.						X									X				
II.B.4	When the institution relies on or collaborates with other institutions or other sources for library and other learning support services for its instructional programs, it documents that formal agreements exist and that such resources and services are adequate for the institution's intended purposes, are easily accessible and utilized. The institution takes responsibility for and assures the security, maintenance, and reliability of services provided either directly or through contractual arrangement. The institution regularly evaluates these services to ensure their effectiveness. (ER 17)						X													
C. STUDENT SUPPORT SERVICES																				
II.C.1	The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution. (ER 15)						X									X		X	X	
II.C.2	The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services.									X								X	X	
II.C.3	The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method. (ER 15)						X											X		
II.C.4	Co-curricular programs and athletics programs are suited to the institution's mission and contribute to the social and cultural dimensions of the educational experience of its students. If the institution offers co-curricular or athletic programs, they are conducted with sound educational policy and standards of integrity. The institution has responsibility for the control of these programs, including their finances.															X				
II.C.5	The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.																	X		
II.C.6	The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways to complete degrees, certificate and transfer goals. (ER 16)									X										
II.C.7	The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.													X				X		
II.C.8	The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.																	X		

LPC Shared Governance Committees Providing Evidence to Accreditation Standards (Adopted June 2014)

		College Council	Accreditation Steering	Budget Development	College Enrollment Management	Career Technical Ed	Curriculum	Distance Ed	Facilities & Sustainability	Faculty Hiring/Prioritization	Guided Pathways	Health & Safety	Institutional Plan. & Effectiveness	Math Language Equity Achievement	Professional Development	Program Review	Resource Allocation	Student Equity & Achievement	Student Learning Outcomes	Technology
III.A.11	The institution establishes, publishes, and adheres to written personnel policies and procedures that are available for information and review. Such policies and procedures are fair and equitably and consistently administered.																			
III.A.12	Through its policies and practices, the institution creates and maintains appropriate programs, practices, and services that support its diverse personnel. The institution regularly assesses its record in employment equity and diversity consistent with its mission.																		X	
III.A.13	The institution upholds a written code of professional ethics for all of its personnel, including consequences for violation.																			
III.A.14	The institution plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.						X								X					
III.A.15	The institution makes provision for the security and confidentiality of personnel records. Each employee has access to his/her personnel records in accordance with law.																			
B. PHYSICAL RESOURCES																				
III.B.1	The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.							X		X					X					
III.B.2	The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission.				X		X		X						X	X				
III.B.3	To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into						X		X						X					
III.B.4	Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.																			
C. TECHNOLOGY RESOURCES																				
III.C.1	Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.						X			X					X					X
III.C.2	The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.						X			X					X		X			X
III.C.3	The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security.						X													X
III.C.4	The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.						X								X					X
III.C.5	The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.						X											X		X
D. FINANCIAL RESOURCES PLANNING																				

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III.D.1	Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)			X	X												X			
III.D.2	The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner.	X		X														X		
III.D.3	The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.			X	X													X		
III.D.4	Institutional planning reflects a realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.			X														X		
III.D.5	To assure the financial integrity of the institution and responsible use of its financial resources, the internal control structure has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making. The institution regularly evaluates its financial management practices and uses the results to improve internal control systems.			X																
III.D.6	Financial documents, including the budget, have a high degree of credibility and accuracy, and reflect appropriate allocation and use of financial resources to support student learning programs and services.			X																
III.D.7	Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.			X																
III.D.8	The institution's financial and internal control systems are evaluated and assessed for validity and effectiveness, and the results of this assessment are used for improvement.			X																
III.D.9	The institution has sufficient cash flow and reserves to maintain stability, support strategies for appropriate risk management, and, when necessary, implement contingency plans to meet financial emergencies and unforeseen occurrences.			X																
III.D.10	The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.			X																
III.D.11	The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies, plans, and allocates resources for payment of liabilities and future obligations.																X			
III.D.12	The institution plans for and allocates appropriate resources for the payment of liabilities and future obligations, including Other Post-Employment Benefits (OPEB), compensated absences, and other employee related obligations. The actuarial plan to determine Other Post-Employment Benefits (OPEB) is current and prepared as required by appropriate accounting standards.																			
III.D.13	On an annual basis, the institution assesses and allocates resources for the repayment of any locally incurred debt instruments that can affect the financial condition of the institution.																			

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III.D.14	All financial resources, including short- and long-term debt instruments (such as bonds and Certificates of Participation), auxiliary activities, fund-raising efforts, and grants, are used with integrity in a manner consistent with the intended purpose of the funding source.																				
III.D.15	The institution monitors and manages student loan default rates, revenue streams, and assets to ensure compliance with federal requirements, including Title IV of the Higher Education Act, and comes into compliance when the federal government identifies deficiencies.																				
III.D.16	Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution and the quality of its programs, services, and operations.																				
STANDARD IV: LEADERSHIP AND GOVERNANCE																					
A. DECISION-MAKING ROLES AND PROCESSES																					
IV.A.1	Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.	X				X			X									X			
IV.A.2	The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.	X				X												X			
IV.A.3	Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.	X		X		X									X			X			
IV.A.4	Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.					X							X								
IV.A.5	Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.					X												X			
IV.A.6	The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.	X																X			
IV.A.7	Leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.																	X			
B. CHIEF EXECUTIVE OFFICER																					
IV.B.1	The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.									X						X					

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IV.B.2	The CEO plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. The CEO delegates authority to administrators and others consistent with their responsibilities, as appropriate.																			
IV.B.3	Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by: establishing a collegial process that sets values, goals, and priorities; ensuring the college sets institutional performance standards for student achievement; ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions; ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning; ensuring that the allocation of resources supports and improves learning and achievement; and establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.															X				
IV.B.4	The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.	X																		
IV.B.5	The CEO assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.																			
IV.B.6	The CEO works and communicates effectively with the communities served by the institution.																			
C. GOVERNING BOARD																				
IV.C.1	The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. (ER 7)																			
IV.C.2	The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.																			
IV.C.3	The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.																			
IV.C.4	The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure. (ER 7)																			
IV.C.5	The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.									X										
IV.C.6	The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.																			
IV.C.7	The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.																			
IV.C.8	To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.									X										

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IV.C.9	The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.																				
IV.C.10	Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.																				
IV.C.11	The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. (ER 7)																				
IV.C.12	The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.																				
IV.C.13	The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.	X																			
D. MULTI-COLLEGE DISTRICTS OR SYSTEMS																					
IV.D.1	In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.																				
IV.D.2	The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.																				
IV.D.3	The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.															X					
IV.D.4	The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEO's accountable for the operation of the colleges.																				

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IV.D.5	District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.																				
IV.D.6	Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.																				
IV.D.7	The district/system CEO regularly evaluates district/system and college role delineations, governance and decision-making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.																				

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End of Shared Governance Handbook