

# Lassen Community College

## Shared Governance & Collegial Consultation Process Handbook



2012-2013

Adopted by the Academic Senate – August 30, 2012  
Adopted by the Consultation Council– September 5, 2012

The purpose of this manual is to explain and maintain the principles, organizational structure, reporting relationships, operating procedures, mission, duties, and membership composition of the Lassen Community College constituency groups.

## Table of Contents

Introduction/Philosophy of Collegial Governance .....	1
Title V and Shared Governance.....	1
Approaches to Shared Governance.....	2
Purposes of Shared Governance.....	2
Representation in Shared Governance.....	2
Operating Principles and Guidelines.....	2
Guidelines for Generating Consensus.....	3
General Operational Rules for all Open Committees.....	4
Consultation Council Agenda.....	4
College Organizational Charts.....	6
Governance Flow Chart.....	10
Strategic Planning Flow Chart... ..	11
Committee Structure Matrix.....	12
Committee Descriptions Sheets.....	13

Posting of all committees, meeting times and minutes on the Lassen Community College website

## Introduction/Philosophy of Collegial Governance

The Lassen Community College governance structure involves faculty, staff, administration, students and the community in the planning and operation of the college.

The governance structure and practices embrace the Lassen Community College values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at Lassen Community College. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the governance decision-making process.

## Title 5 and Shared Governance

Title 5 of the *California Code of Regulations*, which implements the legislature's intent in passing AB 1725, established relationships among the constituencies within California Community colleges to "ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards." The Lassen Community College District Board adopted policy 2510 to further define the relationship.

In addition, Title 5 states that colleges are to rely on the recommendations of their academic senates on the development of academic and professional matters. (Title 5, Article 2, Section 53200). Administrative Procedure 2510 further states that the Board of Trustees will "rely primarily" on the recommendations of the Academic Senate in the areas of:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards and policies regarding student preparation and success;
- Policies for faculty professional development activities;
- Processes for program review;
- Processes for institutional planning and budget development

Board policy provides that other academic and professional matters such as:

- District and college governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;

are to be reached through a process of "mutual agreement" by the College President and the Academic Senate.

The Governing Board will identify the method (rely primarily or mutually agree) to be utilized in consulting collegially at the time when other academic and professional matters are mutually

agreed upon.

- Other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate

## Approaches to Shared Governance

A college may approach shared governance in three fundamental ways:

1. Administration operates the college with advice from the college's constituents. The input of the constituents is received via a committee structure.
2. The college divides itself into areas of responsibilities, each of which is exclusively managed and controlled by certain constituencies.
3. Everyone governs the entire college.

## Purpose of Shared Governance

- A. Provides the process for shared development of policies, procedures and recommendations.
- B. Provides the means through which all membership of the academic community – students, faculty, administration, classified and management – can participate effectively in the orderly growth and development of the college.
- C. Will result in the functioning of administrative advisory committees, institutional committees, academic senate committees, shared governance committees, and task forces.

## Representation in Shared Governance

The governance structure provides for representation from five recognized constituencies at Lassen Community College: students, faculty, classified staff, management & confidential staff and administration. The primary responsibilities of representatives are as follows:

- Prepare for and attend meetings
- Participate in discussions
- Communicate with individual constituencies and
- Contribute to informed decision-making

## Operating Principles and Guidelines

### Consensus

Consensus decision-making is a process that does not involve Robert's Rules of Order or other such rules for committee work. Because of this, consensus decision-making may be unfamiliar to committee representatives. Therefore, each committee should begin the year's work with discussion of the decision-making principles and processes using consensus. Governance bodies must realize that consensus decision-making takes time and requires a commitment to open discussions.

The following describes some of the essential characteristics of successful consensus decision-making:

- **Speaking Up:** Everyone in the group bears the responsibility of sharing their ideas, opinions, and feelings.
- **Consensus Does not Mean Unanimity:** As long as all representatives of the governance body have had a chance to speak their minds, a few holdouts do not keep the group from achieving consensus. However, if only a few representatives find the decision acceptable, more dialogue is necessary.
- **Silence is not consensus:** It is best to ask each person to respond to the issue, if only by nodding. To prevent this from becoming a voting process, it is useful to ask a question like, “Are we all on board?” Also, the Chair might go around the group and elicit responses from every one.
- **Holdouts:** Holdouts bear extra responsibility for making their positions and feelings clear to the group. When holdouts have difficulty expressing their ideas, objections, or opinions in rational terms – ask them to share their thought and feelings. This leads to greater clarity about their specific objections and/or concerns. Once holdouts have shared their positions or feelings, if general consensus is not changed, they should recognize and accept the fact that the group has heard them respectfully but does not agree with their positions or their point of view. It is not appropriate for the holdouts and the rest of the group to accuse each other of not listening to their points of view when both have had adequate opportunity to present these points of view within the discussion.
- **Solidarity:** When consensus is used, all governance body representatives must agree to support the decisions of the group, even if they personally disagree with those decisions. This means that they must work to carry out the decisions of the governance body and speak in favor of these decisions when talking to others in the organization. Staying silent in the group, then speaking against the group’s decisions undermines the process.

## Guidelines for Generating Consensus

1. Clarify the problem or question being addressed.
2. Determine the criteria for a good solution (cost, scale, scope, acceptance, etc.). Ensure that everyone agrees on the criteria.
3. Brainstorm a range of alternative solutions.
  - a. Generate a thorough list of alternatives.
  - b. Do not evaluate the alternatives as they are being generated.
  - c. Write the alternatives in a format that can be seen by everyone.
4. Take a straw poll to check for the possibility of early agreement. If there is only a little disagreement, determine the reasons for the disagreement.
5. Evaluate alternatives according to the criteria you developed. Rule out any alternatives that do not meet the criteria or are rejected by the group after reflection.

- Determine if any alternatives require further research. If so, make a plan to carry out research.
6. Make a decision. Test ways to combine or modify alternatives to meet the interests of as many people in the group as possible. Select one or more alternatives.

## General Operational Rules for all Open Committees

- Open meetings mean that any individual may join and fully participate in the meetings of the Governance groups designated as having open meetings.
- A quorum, consisting of a minimum of one member from each of three of the five constituencies (administration, classified, faculty, management, and student), shall be required to conduct business for all committees except Consultation Council/Strategic Planning, which requires representatives from four of the five constituencies in order to conduct business.
- The committee for the subsequent year will be formed in the spring (approximately May) of the previous academic year. New appointees will take office on July 1.
- The chair or co-chairs, of the committee, if not designated, will be elected by the core representatives at the first meeting of the committee in the fall semester. The chair from the previous academic year will call the first meeting.
- Agendas for all open meetings must be available not later than the day prior to the meeting.
- Minutes for meetings that have them, will be distributed one day after their approval.
- Representatives of various governance groups, bear the primary responsibility for both informing their constituency of the committees' work and informing the committee of the constituency's position on matters under deliberation. It is not the committee chair or college administration's responsibility to inform constituency group of matters under deliberation by the governance structure.
- Changes to this document must be proposed to the Consultation Council and ultimately approved by the college president and president of the Academic Senate. Specifically if a committee wishes to change its charge, representation, or reporting responsibilities, this process must be followed.

## Consultation Council/Strategic Planning Agenda

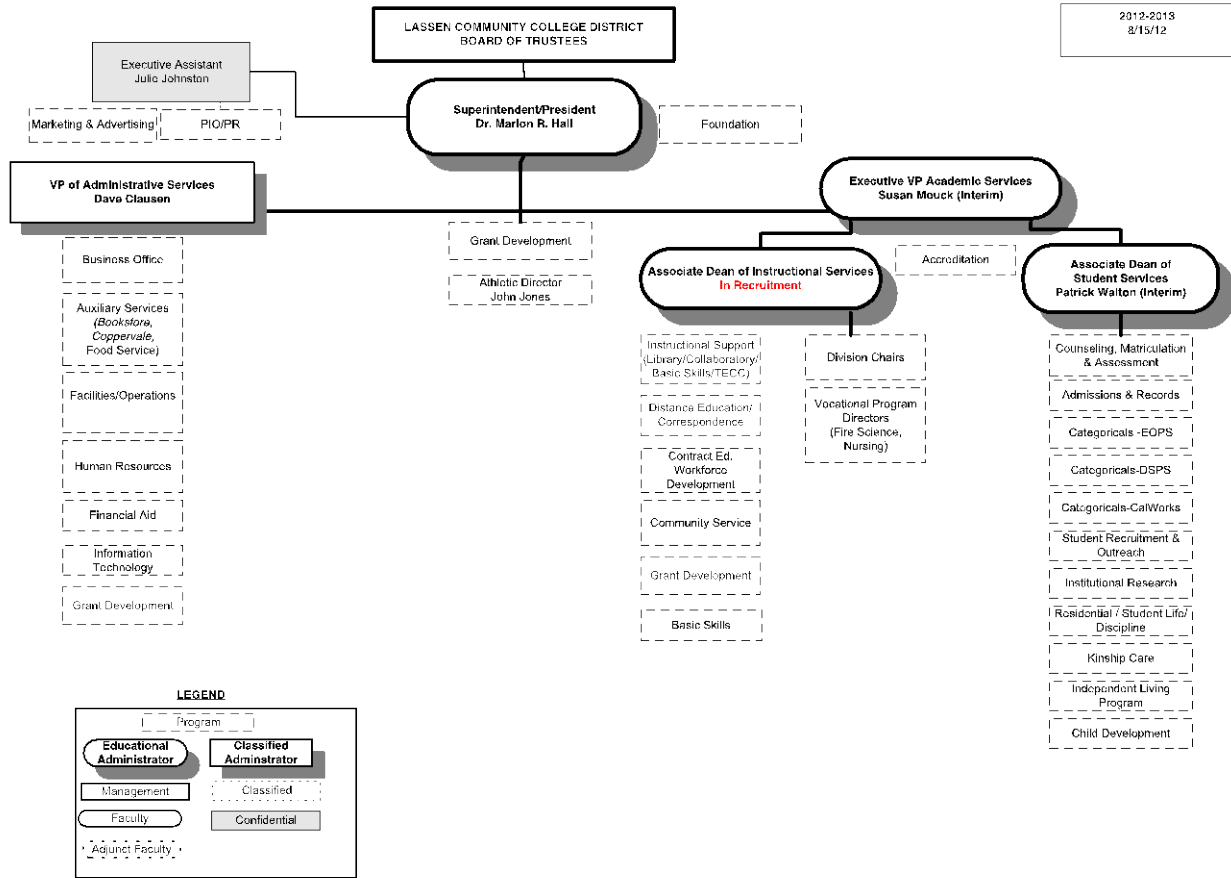
- The Consultation Council/Strategic Planning Agenda will identify three categories of items:
  - Governance – recommendations to be developed by the body on policy and strategic planning
    - May require protracted discussions with multiple readings, time for information to be taken back to constituent groups for discussion
    - Results in formal recommendation or acceptance by the body
    - Looking for consensus
  - Consultation – providing suggestions prior to administrative decisions
    - Shorter discussions -individuals on committee empowered to provide suggestions or request further input from stakeholders not necessarily constituent groups
    - No formal recommendation or acceptance by the body
  - Information/Communication –

- Single agenda discussion - may involve presentation of administrative decisions
- The Consultation Council/Strategic Planning Agenda will provide opportunity for planning committees to present periodic reports
- The Consultation Council/Strategic Planning Agenda will include presentation of executive summaries of program reviews

### Consultation Council/Strategic Planning Actions

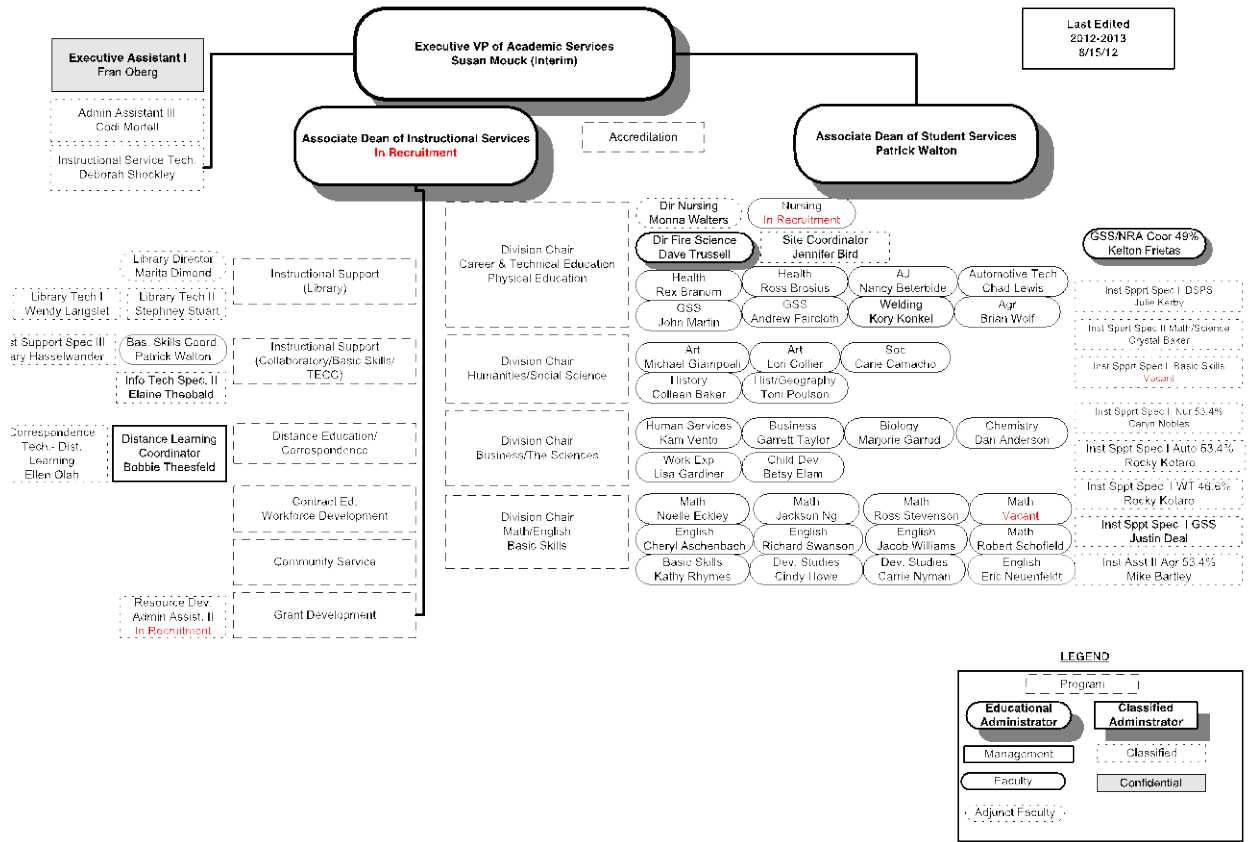
- Recommends the Strategic Plan containing the institutional vision, value and mission statements and the overarching strategic goals to the Governing Board
- Accepts and forwards to the Governing Board Policy Subcommittee recommendations on institutional policies
- Adopts for implementation administrative procedures
- Accepts the Institutional Planning and Budget Development Process Handbook adopted by the Academic Senate
- Adopts the Comprehensive Institutional Master Plan
- Adopts the Shared Governance and Collegial Consultation Process Handbook
- Oversees the evaluation of progress on the Annual Planning Agenda
- Recommends institutional priorities for institutional budget enhancements/reductions

# Organizational Structure – Administration

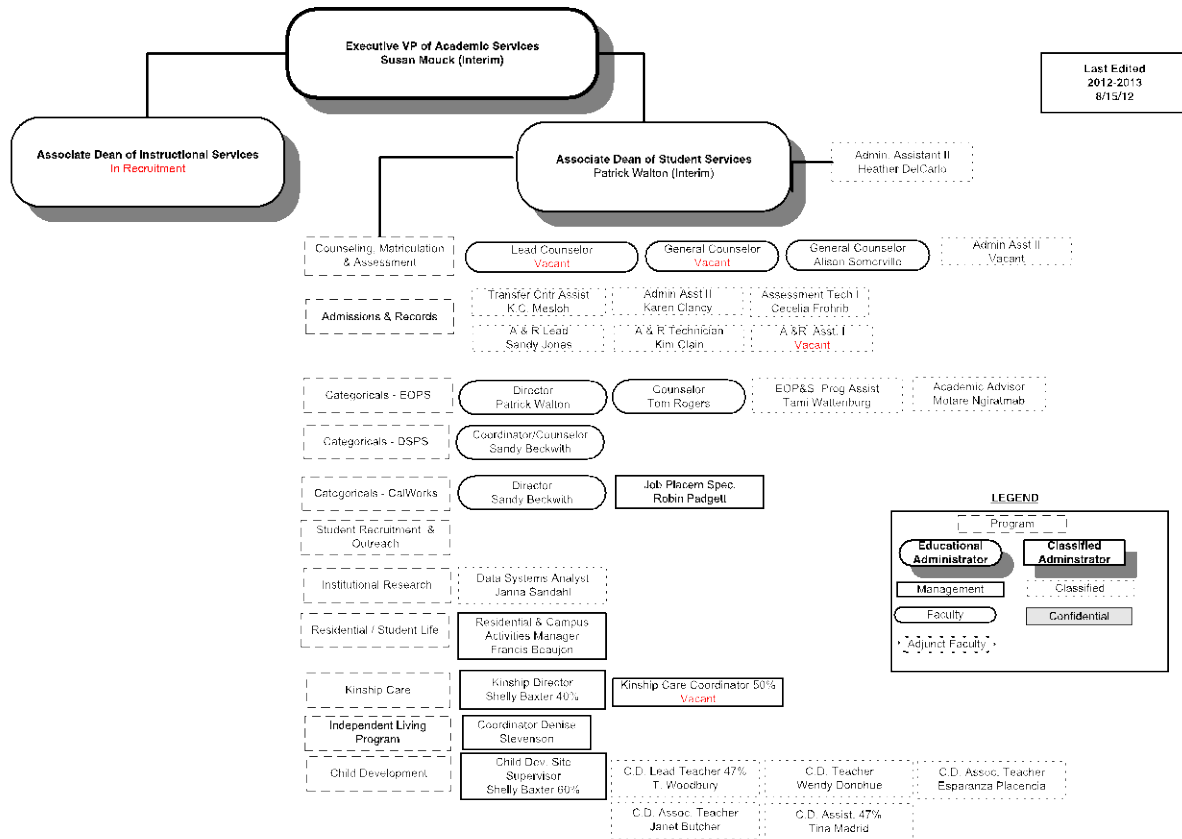




# Organizational Structure – Academic Services

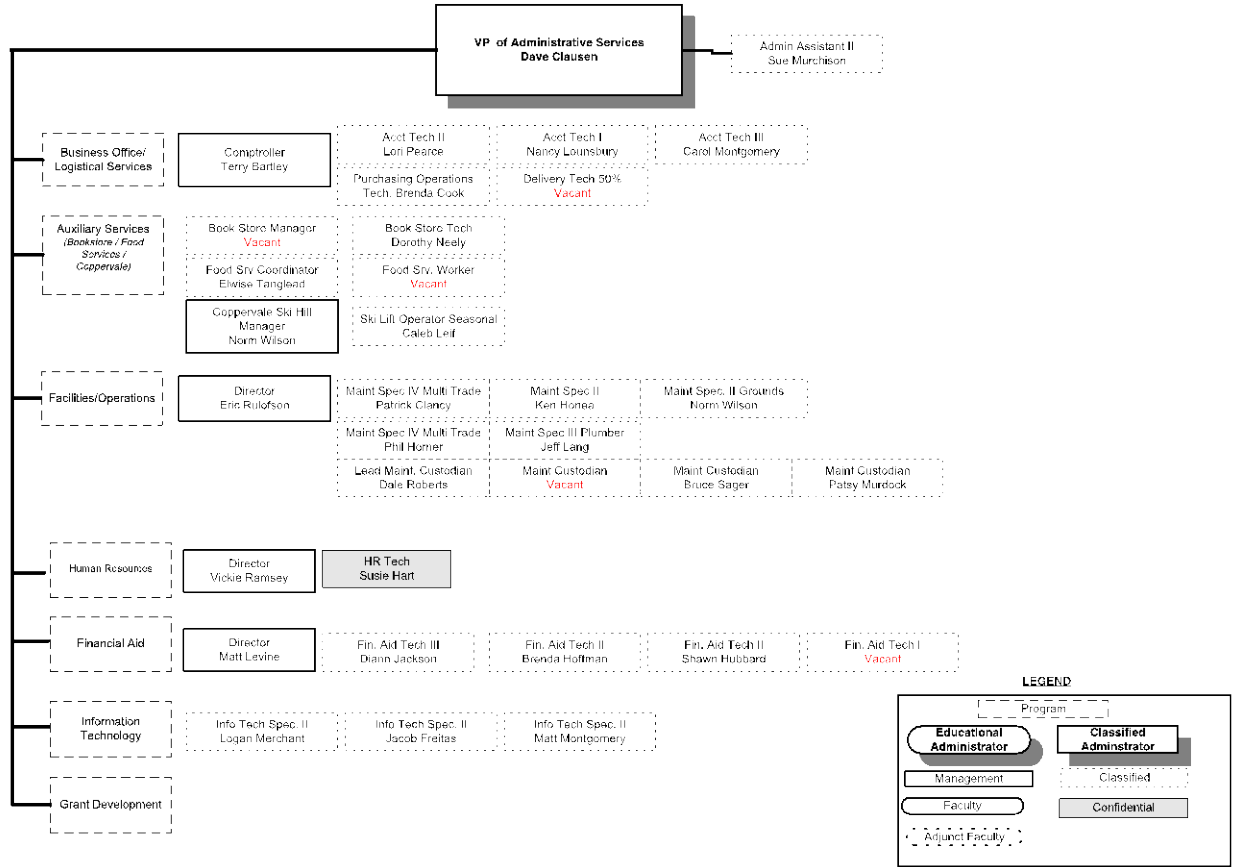


# Organizational Structure – Student Services

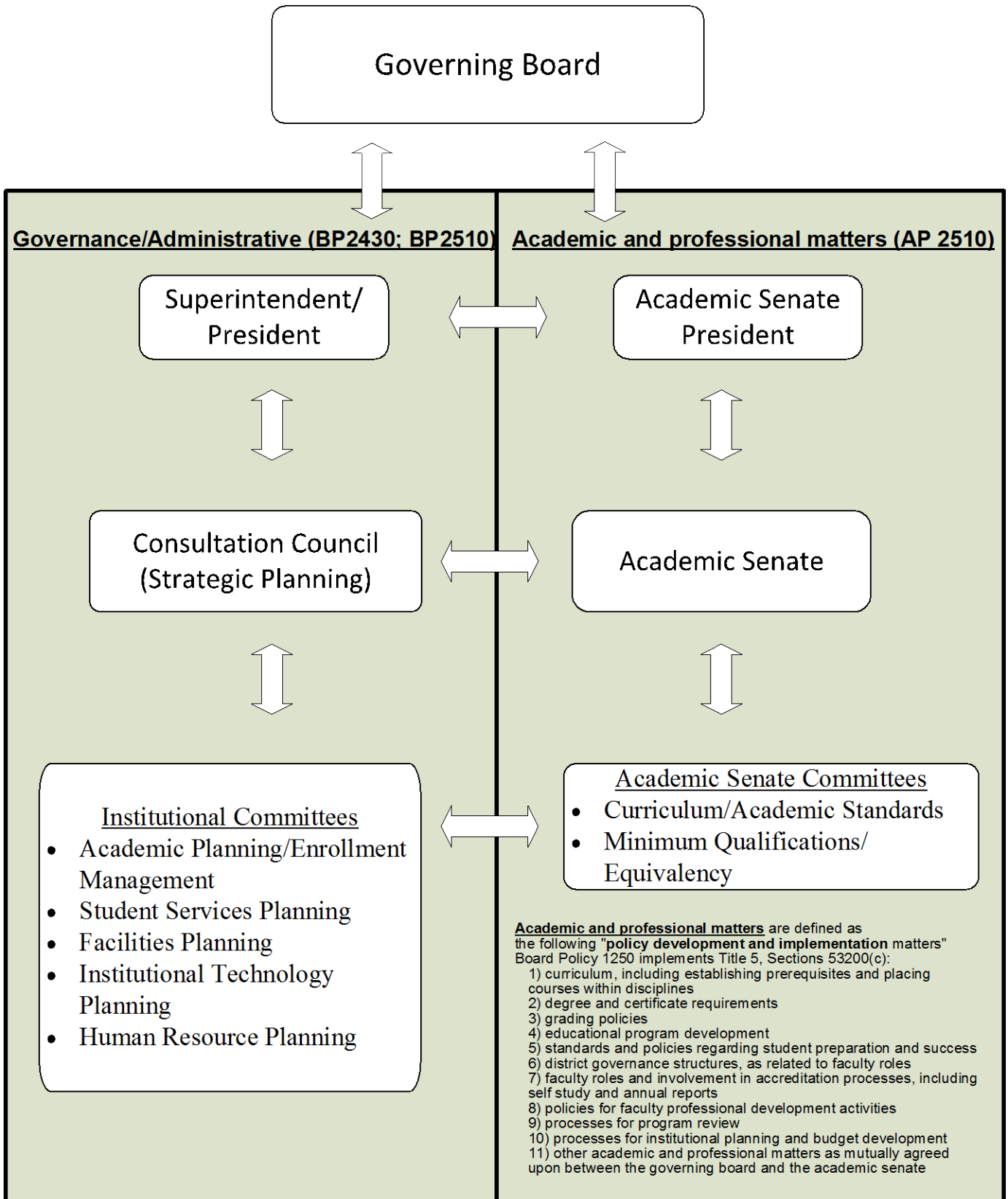


# Organizational Structure – Administrative Services

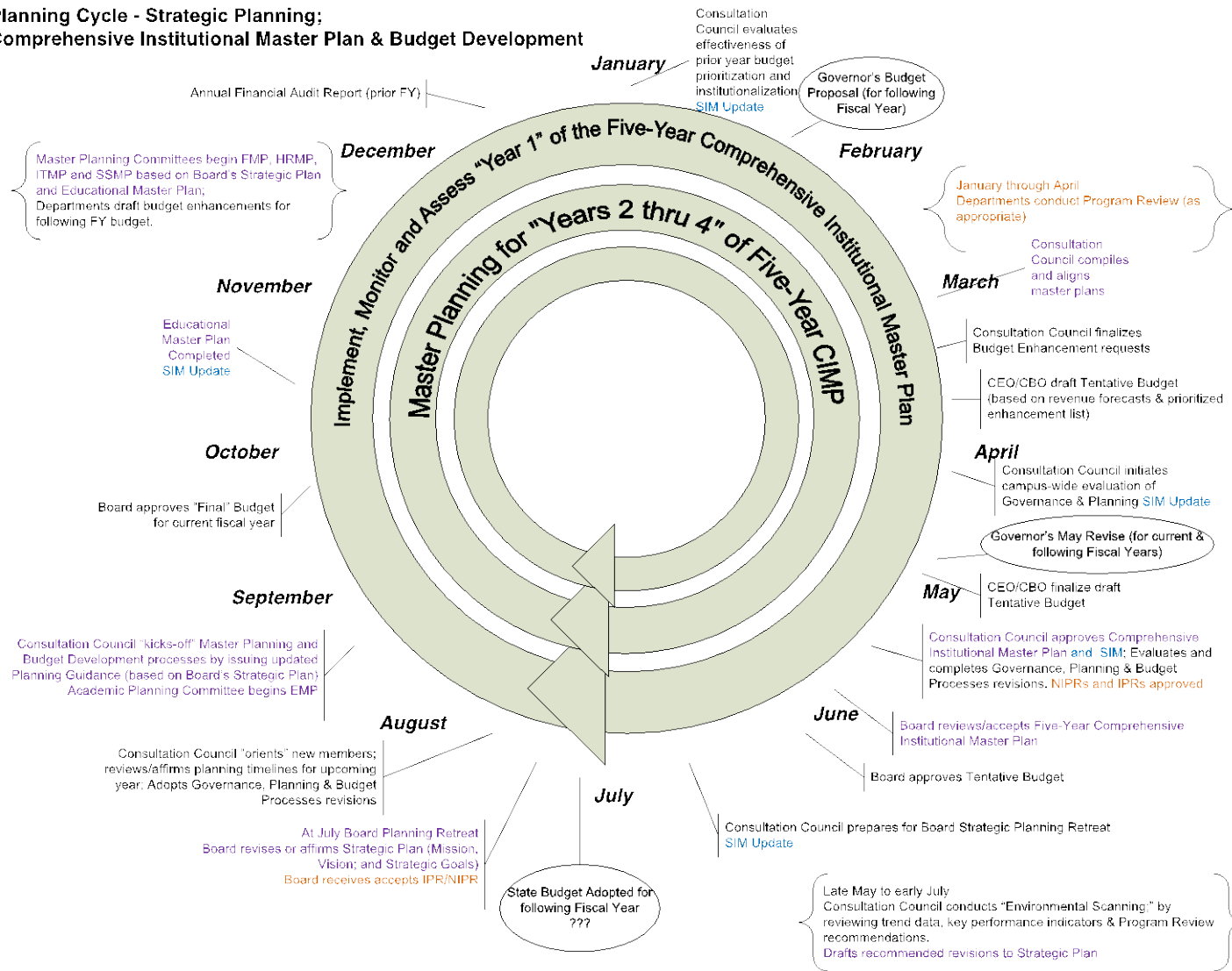
Last Edited  
2012-2013  
8/15/12



# Lassen Community College Governance Structure



**Planning Cycle - Strategic Planning;  
Comprehensive Institutional Master Plan & Budget Development**



# LASSEN COMMUNITY COLLEGE COMMITTEE STRUCTURE MATRIX

2012/2013 Academic Year  
August 2012

Committees: Type and Title	A d m I n	A S B	C S E A	M g m t	S e n a t e	R e p o r t
<b>Institutional Planning Committees:</b>						
Consultation Council/Strategic Planning [Membership includes the chairs of all planning committees]	P, VPAS, ADIS VPA, ADSS	1	3	3 DF	AC, ASP, 4 DC, 1 LC	A
Academic Planning/ Enrollment Management [Membership includes the chairs of all planning committees and Curriculum/Academic Standards Committee representative]	VPAS, ADSS, ADIS	0	0	1	4 DC	J
Facilities Planning	VPA ADIS	1	2	2 (DF)	2	P
Institutional Technology Planning	VPA ADIS ADSS	1	2	3	3	P
Human Resource Planning (includes Faculty & Staff Development, [Flex] and EEO Advisory)	[VPAS] VPA	1	2	2 [HRD]	[3]	J
Student Services Planning/ Matriculation Advisory	ADSS	0	2	R	MC, 3	P
<b>Academic Senate Standing Sub-Committee:</b>						
Curriculum/Academic Standards	VPDIS	1	2	0	8	S
<b>Institutional Standing Operational Committee:</b>						
Scholarship & Financial Aid Appeals/ Student Grievance & Academic Renewal	ADSS	1	2	DFA	3	J

**Abbreviations:**

ASP – Academic Senate President	P – President
DC – Division Chairs	VPA– Vice-President of Administrative Services
LC – Lead Counselor	ADSS – Associate Dean of Student Services
AC – Accreditation Chair	ADIS – Associate Dean of Instructional Service
MC – Matriculation Coordinator	DF – Director of Facilities
DFA – Director of Financial Aid	HRD- Human Resource Director
VPAS – Vice-President of Academic Services	

Reporting terms: **P** - President, **S** - Senate, **J** - Joint, and **A** - All Constituent Groups

Adopted by the Academic Senate – August 30, 2012

## Governance Groups and their Functions

<b>Academic Planning/Enrollment Management</b> Open and uses consensus decision-making processes. Meets in the Administrative Conference Room
<b>Charge:</b> <ul style="list-style-type: none"><li>▪ Analyze data provided by the institutional research office on course and program enrollment trends changes over time</li><li>▪ Analyze data provided by the institutional research office concerning trends in student enrollment related to gender, ethnicity, age, ability, economic status, and other demographic changes over time.</li><li>▪ Analyze data trends provided by the institutional research office concerning student program enrollments, class time preferences (day, evening, on-line, correspondence), and other changes in enrollment patterns</li><li>▪ Utilize the analysis derived above to facilitate the improvement of student access, success, and equity in the schedule of classes.</li><li>▪ Utilize the analysis derived above to facilitate productivity improvement.</li><li>▪ Review and incorporate recommendations from instructional program reviews into academic planning.</li><li>▪ Update the Educational Master Plan to identify items that have been completed, that are on-going, and that have not yet been addressed and add new goals and strategies annually to meet emerging needs.</li><li>▪ Integrate academic planning with student services and budget planning to ensure successful implementation of the goals and strategies</li><li>▪ Assists faculty in coordinating the development of program and course level student learning outcomes</li><li>▪ Assists the instructional dean in coordinating development and implementation of student learning outcome assessment plans and analysis of results</li></ul>
<b>Structure:</b> <p>The Academic Planning Committee is comprised of appointed representatives from all of the campus community planning groups. The members shall include the following:</p> <ul style="list-style-type: none"><li>• 3 Administrators (Vice-President of Academic Services, Associate Dean of Student Services, Associate Dean of Instructional Services)</li><li>• 4 full-time faculty (four Division Chairs)</li><li>• 1 management/confidential appointed by the management group</li><li>• 4 Planning Committee Chairs (Facilities Planning, Human Resource Planning, Institutional Technology Planning, Student Services Planning)</li><li>• 1 Representative from the Curriculum/Academic Standards Committee</li></ul>
<b>Quorum:</b> <ul style="list-style-type: none"><li>• A quorum requires more than fifty percent of the membership.</li></ul>
<b>Chair:</b> <ul style="list-style-type: none"><li>• Elected by the committee at the first meeting in the fall semester.</li></ul>
<b>Reporting:</b> Reports to both the Academic Senate and Superintendent/President. Documents are forwarded to the Consultation Council/Strategic Planning Committee Revised by Consultation Council – August 30, 2012

## **Academic Senate**

Open and uses voting by majority decision-making processes.  
Meets second & fourth Tuesday of each month at 3:30 pm in Board Room

### **Charge:**

The Academic Senate makes recommendations to the administration and Governing Board concerning academic and professional matters including:

- Curriculum, including establishing prerequisites and placing course within disciplines
- Degree and Certificate Requirements
- Grading Policies
- Educational Program Development
- Standards or policies regarding student preparation and success
- College Governance Structures relating to faculty roles
- Faculty roles and involvement in Accreditation processes, including self-study and annual reports
- Policies for faculty professional development activities
- Processes for program review (including examining program review documents and making recommendations)
- Processes for institutional planning and budget development
- Other Academic and Professional Matters as are mutually agreed upon between the Governing Board and the Academic Senate

### **Structure:**

- The Academic Senate is comprised of faculty elected by their peers.

### **Quorum:**

- A quorum requires more than fifty percent of the membership.

### **Chair:**

- President elected by the senators.

**Reporting:** Reports to the faculty and the Governing Board

Approved by the Academic Senate February 5, 2007  
Reviewed by the Academic Senate - August 30, 2012



### **Associated Student Body**

Membership of the Associated Student Body of Lassen Community College is not open; however its meetings are. Uses voting by majority decision-making processes.  
Meets Fridays at 1:00 PM in HU -206

**Charge:**

The Board will consult collegially with the Associated Student Body on policies that have or will have a “significant effect on students” including the following:

- Grading Policies
- Codes of Student Conduct
- Academic Disciplinary Policies
- Courses or programs which should be initiated or discontinued
- Processes for Institutional Planning and Budget Development
- Standards and policies regarding Student Preparation and Success
- Student Services and Development
- Student fees within the authority of the district to adopt
- Any other district and college policy, procedure or related matter that the District Governing Board determines will have a significant effect on students

**Structure:**

- The Associated Student Body is comprised of students elected by their peers.

**Chair:**

- President elected by the students

**Reporting:** Reports to the students and the Governing Board

Reviewed by Associated Student Body – September 28, 2007

## **Board of Trustees**

Open and uses voting by majority decision-making processes.  
Meets second and fourth Tuesdays at 5:30 pm in Board Room

### **Charge:**

- Select and appoint the Superintendent/President and evaluate the Superintendent/President annually
- Determine policies which will govern the operation of the district and to review them periodically
- Approve the annual budget
- Pass on the recommendations of the Superintendent/President pertaining to the appointment or dismissal of employees
- Fix the rate of compensation for all employees and review all salary schedules annually
- Pass on the recommendations of the Superintendent/President on site utilization and physical plant development
- Pass on the recommendation of the Superintendent/President on matters of capital outlay with reference to buildings, major improvements and equipment
- Pass on the recommendation of the Superintendent/President on matters of repair and maintenance of the buildings, grounds, and equipment
- Require and consider reports from the Superintendent/President concerning the program and conditions of the college
- Consider and pass upon the curricular offerings of the college upon the recommendations of the Academic Senate
- Consider and pass upon both academic and Board calendars.
- Consider and pass upon the recommendation of the Superintendent/President on all matters of policy pertaining to the welfare of the students and of the college
- Provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursement of District funds and those of student organizations, the cafeteria, and other funds under the supervision of the District
- Provide for the annual audit of all funds
- Consider communications and requests from citizens or organization on matters of policy and administration
- Serve as the final court of appeal to the citizens of the District
- Serve as the final appeal for students and employees of the Lassen Community College District

### **Structure:**

Voting members shall include the following:

- 7 trustees elected at large for four (4) year terms
- 1 student trustee elected by the Associated Student Body for a one (1) year term commencing June 1 of every school year - advisory vote only

### **Quorum:**

- A quorum requires more than fifty percent of the voting membership.

### **Chair:**

Elected by the board members at the organizational meeting in December

**Reporting:** Reports to the public

**California School Employees Association, Chapter 591**

Meetings are open. Uses voting by majority decision-making processes.

Meets second Thursday of each month at 3:00 pm in Humanities  
(unless otherwise stated)

**Charge:**

As the exclusive representative of the classified bargaining unit, through legislation enacted in AB 1725 and SB 235 (California Education Code 70901.2[a]), California School Employees Association (CSEA), Chapter 591, is responsible for the appointment of classified representatives participating in shared governance. Members of the classified bargaining unit participate in shared governance and will adhere to the following:

- Understand the importance of our full and complete participation in shared governance
- Recognize our participation is crucial to the success of Lassen College and a regular part of our jobs
- Recognize committee members represent the entire bargaining unit, not individual interests
- Seek input before offering a bargaining unit perspective
- Be able to differentiate between bargaining issues and “shared governance” issues
- Give either a written or oral report on activities of shared governance committees at monthly chapter meetings

CSEA makes recommendations to the administration concerning shared governance matters through committee participation or unit involvement including:

- College Governance Structures relating to classified roles
- Classified roles and involvement in Accreditation processes, including self-study and annual reports
- Policies for classified professional development activities
- Processes for program review (including examining program review documents and making recommendations)
- Processes for institutional planning and budget development
- Other Classified and Professional Matters as are mutually agreed upon between the Governing Board and CSEA

**Structure:**

- Membership is comprised of members of the Classified Bargaining Unit as described in California Education Code 88003.
- Appointments to committees are made by the CSEA Chapter President

**Chair:**

- President elected in December by members in good standing.

**Reporting:** Reports to members of the classified bargaining unit.

Approved at the January 28, 2008 special chapter meeting

## **Consultation Council/Strategic Planning**

Open meetings and uses consensus decision-making processes.  
Meets as needed Friday at 1:00 pm in Board Room

### **Charge:**

#### **Consultation Council**

- To participate in institutional decision-making by developing recommendations for the President to advance to the Governing Board, or by developing recommendations for the President's decision when appropriate, on matters relevant to the orderly functioning of the College including institutional planning, policy development, budget and related financial planning, staffing, and facilities and related resource allocation.
- To facilitate college-wide communication by disseminating and interpreting Board guidance, policy, regulations and procedures to the various segments of the college community.
- Foster a team or institutional view as opposed to an individual or constituent position.
- To prioritize, direct, and monitor institutional activities, which assure that the campus meets or exceed standards set by the Accrediting Commission for Community and Junior Colleges.
- Accept and forward to the Governing Board Policy Subcommittee recommendations on institutional policies.
- Adopt administrative procedures for implementation.

#### **Strategic Planning**

- Periodically review and make recommendations on the institutional vision, value, and mission statement
- Recommend the Strategic Plan containing the overarching strategic goals to the Governing Board
- Oversee campus planning groups assuring coordination between the institutional plans, the strategic goals, and the institutional mission, vision, and values
- Assure all institutional plans are based on college vision, values, mission, student learning outcomes, community expectations, and student demographics.
- Adopt the Comprehensive Institutional Master Plan
- Oversee the evaluation of progress on the Annual Planning Agenda
- Recommend institutional priorities for institutional budget enhancements/reductions
- Gather and analyze information concerning external factors affecting the institution (strengths, weaknesses, opportunities, threats) and serve as a data gathering and analysis body for the Governing Board

### **Structure:**

- 1 student representative appointed by ASB
- 4 Faculty appointed by Academic Senate (may include Division Chairs)
- 1 Lead Counselor (faculty)
- 3 classified representatives appointed by CSEA
- 3 management representatives appointed by management group including the president
- Chair of the Academic Planning Committee

- Chair of Facilities Planning Committee
- Chair of the Human Resource Planning Committee
- Chair of the Institutional Technology Committee
- Chair of the Student Services Planning Committee
- Academic Senate President (faculty)
- Accreditation Chair (faculty)
- President/Superintendent
- Vice-President of Academic Services
- Associate Dean of Student Services
- Associate Dean of Instructional Services
- Vice-President of Administrative Services

**Chair:**

Elected by the committee at the first meeting in the fall semester.

**Quorum:**

- A quorum, consisting of one member from each of four of the five constituencies (administration, classified, faculty, management, student), shall be required to conduct business.

**Reporting:** All constituent groups

Approved by the Consultation Council November 3, 2006

Revised by the Consultation Council September 5, 2012

## **Curriculum and Academic Standards**

Open and uses voting by majority decision-making processes.  
Meets every first & third Tuesday at 2:30 pm in Board Room.

### **Charge:**

The Committee shall be responsible for studying and reviewing recommendations and advising in the general area of curriculum proposals and procedures. Specifically, the Committee is charged with recommending action on:

#### Curriculum:

1. Proposed credit and non-credit courses, revised requirements for curriculum majors, certificates of accomplishment, certificates of completion, certificates of achievement, and associate degrees
2. Changes in titles, units, hours, prerequisites, corequisites, recommended preparation, course descriptions, student learning outcomes, course objectives, course content, representative text, and assignments
3. Proposed course deletions and course reactivations
4. Proposed new educational programs and revisions to existing educational programs
5. Recommendations derived from an instructional program review process.
6. Institutional and CSU, UC, and IGETC general education requirements, major preparation and electives
7. Standards for course requisites or other issues related to student preparation and success
8. Appropriateness of technology-mediated instruction, stacking, and open entry/open exit
9. Content review for recommended preparation, prerequisites and co-requisites

#### Academic Standards:

1. Appropriateness of offering a specific course to pre-collegiate age students
2. Resolution of challenges to the pre-collegiate basic skills unit limitation
3. Repetition of courses in which a D, F, NC has been received twice
4. Repetition of courses in which a grade of "C" or better has been earned
5. Factors used to determine "critical thinking" and "college level" courses
6. Grading policy
7. Board policy related to academic standards (i.e academic renewal, credit by examination, repeatability)
8. 2+ 2 Articulation Agreements with high schools
9. Assignment of courses to specific disciplines
10. Assist faculty in the development of program (degree and certificate) and course level student learning outcomes

### **Structure:**

The Curriculum and Academic Standards Committee is comprised of appointed representatives from all of the campus community constituent groups. Voting members shall include the following:

- 8 full-time faculty appointed by the Academic Senate (departmental

representation)

- 1 faculty Articulation Officer (included above)
- 2 classified representative appointed by CSEA (Transfer Center Assistant and one additional representative)
- 1 administration – Vice-President of Academic Services or designee
- 1 non-voting student appointed by ASB

**Quorum:**

- A quorum, consisting of a minimum of six voting members including four faculty, shall be required to conduct business.

**Chair and Vice-chair:**

- Elected by the committee at the first meeting in the fall semester.

**Reporting:** Reports to the Academic Senate and through the Academic Senate to the Governing Board; additionally, reports to the Vice-President of Academic Services or designee

Approved by the Curriculum/ Academic Standards Committee -February 20, 2007

Approved by the Academic Senate – March 5, 2007

Reviewed by the Curriculum/ Academic Standards Committee – April 27, 2010

## **Division Chairs**

Open and uses consensus decision-making processes.  
Meets Monday at in the Administrative Conference Room

### **Charge:**

The Division Chairs

- Serve as intermediary between the members of the department and the Vice-President/Dean of Instructional Services
- Communicate on behalf of the department the need for new and/or maintenance of existing equipment/facilities
- Participate in the selection of new full-time and part-time department staff
- Prepare and maintain accountability for the department budget
- Participate in the coordination of the preparation of class schedules
- Coordinate the day, evening and summer class schedules
- Represent the department in curriculum/academic standards, division chairs, and other planning committee meetings as may be requested by the district administration, but limited to ten hours/month. However the ten-hour maximum specifically excludes any meetings associated with the development of class schedules
- Hold department meetings with faculty at least once per month to conduct department business and to provide adequate communication between the district administration and the faculty
- Make recommendations during the first two weeks of fall and spring semesters concerning the canceling or adding of classes and to make any other necessary changes in the class schedule
- Support program review activities
- Support development of student learning outcomes and assessment plans

### **Structure:**

The Division Chairs include faculty who meet with the administration weekly.

- 2 administrators (Vice-President of Academic Services and Associate Dean of Instructional Services)
- 4 full-time faculty

### **Chair:**

- Elected by the committee at the first meeting in the fall semester.

**Reporting:** Reports to the Vice-President/Dean of Instructional Services

Approved by the Division Chairs February 2, 2007

Reviewed by the Division Chairs May 2010



## **Facilities Planning**

Open and uses voting by majority decision-making processes.  
Meets on third Wednesday of odd months at 11:00 am in the Board Room

### **Charge:**

- Recommend construction and modification of District facilities, assets, and properties and the repurposing of assignable square footage
- Recommend sequencing and priority of large district renovation and construction project
- Develop, review and adjust facilities planning documents
- Submit the Facilities Master Plan to the Consultation/Council/Strategic Planning Committee

### **Structure:**

Voting members shall include the following:

- 2 administrators (Associate Dean of Instructional Services or designee and Vice-President of Administrative Services or designee)
- 2 confidential/management representatives appointed by the management group including the Director of Facilities
- 2 faculty appointed by the Academic Senate
- 2 classified representatives appointed by CSEA (The FMP Committee recommends that one classified representative be from maintenance)
- 1 student representative appointed by ASB

### **Chair:**

Elected by the committee at the first meeting in the fall semester.

### **Quorum:**

- A quorum, consisting of one member from each of three of the five voting constituencies, shall be required to conduct business.
- Attendance, including voting may be facilitated by electronic communication.

**Reporting:** Reports to Vice-President of Administrative Services  
Documents are forwarded to the Strategic Planning Committee.

Approved by the Facilities Planning Committee - February 21, 2007  
Revised by the Facilities Planning Committee – May 18, 2011

## **Human Resource Planning**

Open and uses consensus decision-making processes.  
Meets monthly

### **Charge:**

- Coordinate the professional development activities of the college
  - Ensure that the range of activities includes all constituent groups
  - Ensure that the activities include team-building, collaboration, and other projects that enhance collegiality among the groups
  - Ensure that activities include EEO training (in order to provide trained individuals to participate as EEO representatives on screening/selection committees).
- Assist in the development of Staff and Faculty Development Plan
- Periodically review and revise the staff development procedures and forms
- Distribute staff development funds following established criteria
- Plan, implement and evaluate the college's flex day activities
- Assist and support college-planning process through contributions to the strategic master plan
- Assist in the development of a college-wide Human Resource Plan
- Assist in the preparation of necessary reports to be submitted to the state
- Assist in the development of EEO Plan
- Assists in the review of screening/selection procedures and forms

Faculty members and Chief Instructional Officer or designee will form the Flex Subcommittee

- Assist the Office of Instruction in the development of flex forms and surveys
  - Survey faculty and staff to identify needs and interests for potential flex activities
- Assist in the development of flex activities for the following academic year
- Review and make recommendations to the Chief Instructional Officer or designee on flex contracts
- Assist in the preparation of district and state reports as required

### **Structure:**

- Chief Instructional Officer or designee
- 3 faculty members appointed by the Academic Senate
- 2 classified representatives appointed by CSEA
- 2 confidential/management representative appointed by the management group including the Human Resource Director
- 1 student representative appointed by ASB

### **Quorum:**

- A quorum, consisting of one member from each of three of the five constituencies (administration, classified, faculty, management, student), shall be required to conduct business.

### **Chair:**

Elected by the committee at the first meeting in the fall semester.

**Reporting:** Reports to Academic Senate (Flex Subcommittee) and Vice-President OF Academic Services

Approved by the Faculty & Staff Development Committee March 8, 2007

Reviewed by the Human Resource Planning Committee – May 2010

### **Institutional Technology Planning**

Open and uses consensus decision-making processes.  
Meets the second and fourth Wednesday at 2:30 pm in Room SS-101

#### **Charge:**

- Study, review, advise and recommend regulations and procedures relating to institutional technology
- Identify, prioritize, and review technology needs with regard to network infrastructure, staffing, funding, and equipment capacities.
- Develop a college-wide technology plan, including deployment of technology equipment and coordination of services with Information Technology department
- Assist and support college planning process through contributions to the Strategic Master Plan
- Review and revise the committee charge to meet changing needs over time

#### **Structure:**

- 3 administrator (Vice-President of Administrative Services, Associate Dean of Instructional Services, Associate Dean of Student Services)
- 3 faculty representatives (two teaching faculty members) appointed by the Academic Senate
- 3 confidential/management representatives appointed by the management group
- 2 classified representatives appointed by CSEA (recommended from the IT support staff).
- 1 student representative appointed by ASB

#### **Quorum:**

- A quorum, consisting of one member from each of three of the five constituencies (administration, classified, faculty, management, student), shall be required to conduct business.

#### **Chair:**

Elected by the committee at the first meeting in the fall semester.

**Reporting:** Reports to the Superintendent/President and Academic Senate  
Documents are forwarded to the Consultation Council/Strategic Planning Committee.

Reviewed by Institutional Technology Committee –May 2010

## **Student Services Planning/ Matriculation Advisory**

Open and uses consensus decision-making processes.

### **Charge:**

- To assist in development and writing of the matriculation plan
- Recommend marketing and web site and other improvements to make the college visible and attractive to prospective students.
- To assist in development and writing of the student equity plan
- To assist in development of the student services plan

### **Structure:**

- 2 administrators (Vice-President of Academic Services or designee and Associate Dean of Student Services)
- 4 faculty representatives (3 teaching faculty members) appointed by the Academic Senate and the Matriculation Coordinator
- 2 classified appointed by CSEA
- 1 confidential/management representative

### **Quorum:**

- A quorum, consisting of one member from each of three of the four constituencies (administration, classified, faculty, management), shall be required to conduct business.

### **Chair:**

- Elected by the committee at the first meeting in the fall semester.

**Reporting:** Reports to the Superintendent/President and Academic Senate

Adopted by the Academic Senate – August 30, 2012

## **Scholarship and Financial Aid Appeals/ Student Grievance & Academic Renewal Appeals**

Closed and uses voting by majority decision-making processes.  
Meets on an as needed basis

### **Scholarship and Financial Aid Appeals Charge:**

Students denied financial aid may submit an appeal to the committee. The committee will review student financial aid appeals and determine the student's status by majority vote based on the handbook guidelines and render a final decision.

Students may make application for Lassen Community College scholarships. The committee will review student scholarship applications and decide status of application. Based on the criteria for each scholarship, confirm the student's eligibility and rank students.

### **Student Grievance & Academic Renewal Appeals Charge:**

Resolve issues concerning violations of student rights relating to alleged misinterpretation, misapplication, or violation of specific district policies.

1. Within ten school days of the occurrence, the student meets with the Vice-President of Academic Services to discuss the issue that constitutes the basis of the alleged violation. Every attempt should be made to resolve the grievance at this meeting. The Vice-President of Academic Services shall render a decision at this time.
2. If the student is not satisfied with the decision, the Vice-President of Academic Services will require that the student put the complaint in writing, citing the specific rights violated, the persons involved, and a recommendation regarding the solution of the complaint. The written grievance must be delivered to the Vice-President of Academic Services no later than ten school days after the meeting in Step 1. The Dean will render a decision no later than ten school days after receiving the written complaint.

If the student is not satisfied with the decision rendered in Step 2, the student may request in writing that the Vice-President of Academic Services, convene the Grievance/Appeals Committee to review the case. This must be done within ten school days of the decision rendered in Step 2.

### **Structure:**

Membership is made by appointment from the member's constituent group as needed.

Membership is as follows:

- 3 faculty appointed by the Academic Senate
- 2 classified representatives appointed by CSEA
- 1 student representative appointed by ASB
- 1 confidential/management representative (Director of Enrollment Services)
- 1 administrator (Associate Dean of Student Services)

Subcommittee comprised of only the faculty members will hear academic grievances.  
Subcommittee comprised of members minus the student appointee will hear financial

aid appeals.

**Quorum:**

- A quorum, consisting of one member from each of three of the five constituencies (administration, classified, faculty, management, student), shall be required to conduct business.

**Chair:**

- Elected by the committee at the first meeting.

**Reporting:** Reports to the Academic Senate and Associate Dean of Student Services  
[Academic Grievances reports to Vice-President of Academic Services]