Lassen Community College

Participatory Governance & Collegial Consultation Handbook

2023-2024

Adopted by the Academic Senate – November 14, 2023
Adopted by the Consultation Council – November 27, 2023

The purpose of this manual is to explain and maintain the principles, 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 Participatory Governance…… 1

Approaches to Participatory Governance……..…… 2

Purposes of Participatory Governance……..…… 2

Representation in Participatory Governance…… 3

Operating Principles and Guidelines……...…… 3

Guidelines for Generating Consensus…… 4

General Operational Rules for all Open Committees…… 7

Consultation Council Agenda…… 7

Governance Flow Chart…… 9

Comprehensive Institutional Master Plan Diagram..…… 10

Committee Structure Matrix……...…… 11

Committee Charges…… 13

Introduction/Philosophy of Collegial Governance

The Lassen Community College governance structure involves faculty, classified, administration, and students 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 student outcomes 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 Participatory 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 and Academic Senate 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

For the purpose of shared governance, the Board shall 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
- Curriculum development
- 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

The Board shall adopt policies that provide college staff the opportunity to participate effectively in college governance. At minimum, these policies shall include the following:

- Definitions or categories of non-faculty positions or groups of positions that compose the staff of the college which the Board officially recognizes
- Formulation of College policies that the Board determines, in consultation with the staff, are likely to have a significant impact on the staff

Participatory Governance at Lassen College

In the participatory governance model, administration operates the college with advice from the college's constituents. The input of the constituents is received via a committee structure. At Lassen College, the use of participatory governance ensures that the voice of all personnel may be heard through constituent groups and representation on standing governance committees.

Purpose of Participatory Governance

A. Provides the process for participatory 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. Results in the functioning of administrative advisory committees, institutional committees, academic senate committees, participatory governance committees, and task forces.

Representation in Participatory Governance

The governance structure provides for representation from five recognized constituencies at Lassen Community College: students, faculty, classified, 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
- Contribute to informed decision-making

Consensus

Participatory governance, including all committees at Lassen College except for those specifically required to use Roberts Rules of Order, involves the use of consensus decision-making. 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/determine final recommendation. 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.

Lassen College Committees

Participatory Governance Standing Committees

Participatory Governance Standing Committees involve developing recommendations on Board Policies, Administrative Procedures, strategic planning, and on the academic and professional matters defined in California Code of Regulations Title 5 §53200.

Members of these committees are selected as outlined by the Participatory Governance and Consultation Council Handbook (i.e. this handbook) and in each constituent bylaws, with appointments made by each respective constituency (administration, management, faculty, classified, and students). Each member is responsible for bringing information and perspectives from that unit or area into the participatory governance committee dialogue as well as for

bringing information and perspectives from the committee back to the unit or area.

Meetings conducted by the Board of Trustees and Academic Senate, including subcommittees of these two groups, are required to be conducted in compliance with the Brown Act. All other committees will utilize consensus decision making process; they are not required to conduct meetings in compliance with the Brown Act or Robert's Rules of Order.

For all committees, and permanent subcommittees, and task forces, agendas need to be posted in a timely manner to ensure efficiency and effectiveness of meetings. Agendas and minutes must be recorded and documented for historical purposes, Accreditation, and posted in BoardDocs to promote transparency. Task force committee actions will be reported out to Academic Senate and or Consultation Council.

Operational Committees

Operational committees are focused on the implementation of Board Policies and Administrative Procedures. Operational committees are approved by Consultation Council. Operational committee members are assigned or appointed by virtue of their unique expertise or the position they hold within the College.

Operational committees are charged with the task of collaborating to implement Board Policies and Administrative Procedures, objectives of strategic plans, or any 10+1 processes approved by the Academic Senate.

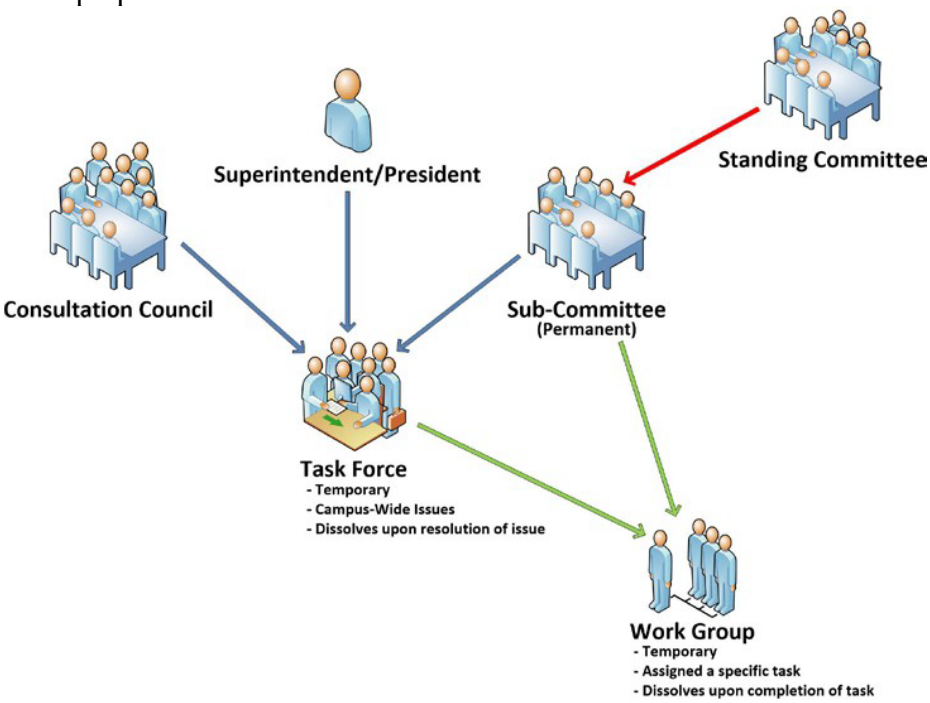
Operational committees are not required to conduct their meetings in compliance with the Brown Act or Robert's Rules of Order. However, norms for collaboration in decision-making as outlined in this document are designed to provide the same type of transparency and openness that is intended by the Brown Act without detracting from efficiency and expediency.

Subcommittees, Task Forces, and Work Groups

There are also committees that provide pathways for participation in college governance and processes while addressing specific issues. In the case of task forces and work groups, as specific issues are addressed, the group is dissolved.

- **Subcommittee:** A permanent subcommittee is one created by a standing committee to address and make recommendations on a subject. The members need not be from the standing committee or council. A subcommittee shall channel its recommendations or findings to the originating standing committee or council for approvals in continuing the participatory governance process as needed. Subcommittees must produce agendas and publish minutes as required of standing committees.
- **Task Force:** A group created by Consultation Council or the President to address a special college-wide issue and meet until the issue is resolved. Once the issue is resolved, the task force shall be dissolved.
- **Work Group:** A work group is created by a standing committee, subcommittee or a task force for a task-related special purpose. A work group meets as needed until the task is finished. A Work Group shall channel its recommendations or findings to the originating standing committee or task force as needed. Once the task is completed, the work group shall be dissolved.

Task forces and work groups shall make their notes available through the originating committee; posting of agendas in advance is encouraged. Operational committees shall maintain meeting records and submit any documentation to the originating committee for accreditation purposes.



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.
- In general, a quorum requires more than fifty percent of the committee membership or one member from three of the five constituencies (administration, classified, faculty, management, student) shall be required to conduct business. For specific quorum requirements, look to the committee charge.
- 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 and posted in BoardDocs.
- Minutes for meetings that have them will be distributed one day after their approval and posted in BoardDocs.
- 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 groups 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 (through Academic Senate action). If a committee wishes to change its charge, representation, or reporting responsibilities, this process must be followed.

Consultation Council Agenda

- The Consultation Council Agenda will identify five 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
    - Guided Pathways –
        - Provide information on statewide initiative and updates on how our

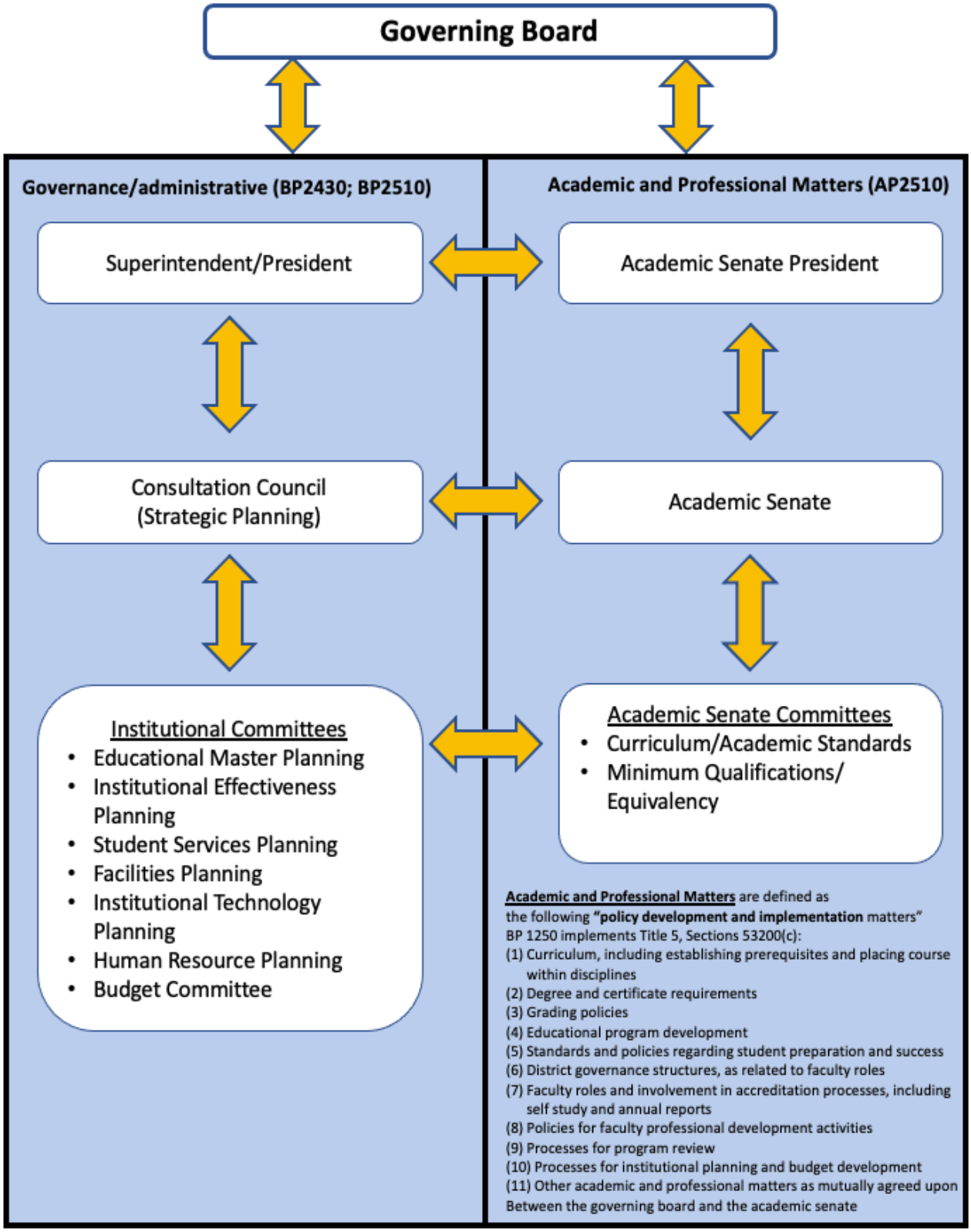
campus is implementing this initiative
        - No formal recommendations or acceptance by the body
    - Accreditation –
        - Accreditation chair(s) provide updates and information to the body regarding status of accreditation and recommendations
    - Information/Communication –
        - Single agenda discussion - may involve presentation of administrative decisions or actions by offices or constituent groups
        - Shall be used to provide planning committees opportunities to present periodic reports
        - Program reviews and annual updates – after approval by either President's Cabinet for non-instructional programs or Academic Senate for instructional programs, program reviews and annual updates will be presented as information items to Consultation Council so that budget and planning recommendations and justifications can be included in planning committee conversations and prioritizations.

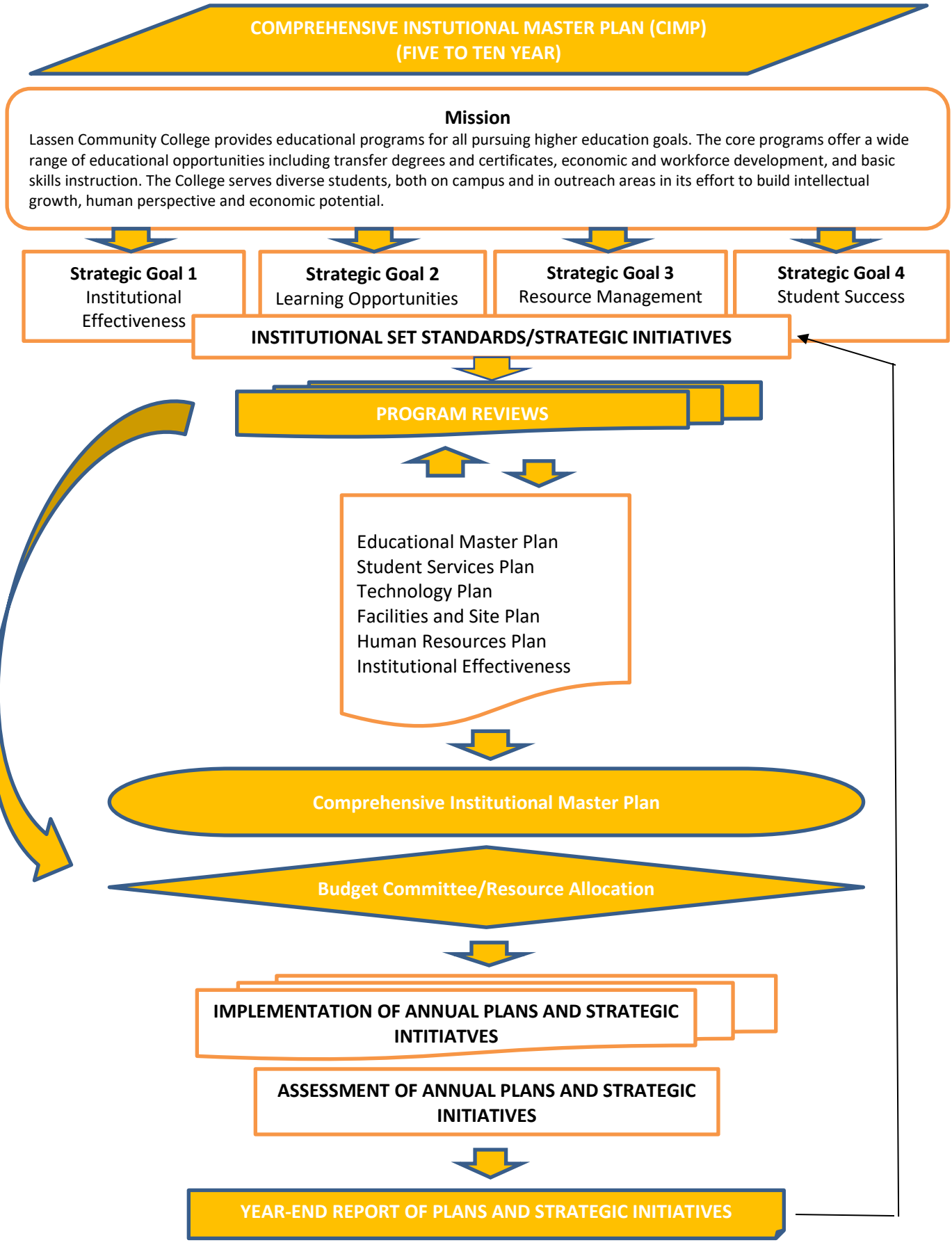
- The Consultation Council/ Agenda may also include Accreditation- related items as the committee also serves as the Accreditation Steering Committee.

Consultation Council 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 institutional budget prioritization criteria brought forward by the Budget Committee
- Adopts the Comprehensive Institutional Master Plan
- Adopts the Participatory Governance and Collegial Consultation Handbook
- Oversees the evaluation of progress on the Annual Planning Agenda and accepts the final evaluation matrix
- Accepts prioritized resource allocation requests and recommended funding sources from the Budget Committee
- Accepts recommendations for revisions to the planning process and forwards those recommendations to the Academic Senate for consideration
- Oversees the annual evaluation of the planning and governance processes and makes recommendations for revisions

Lassen Community College Governance Structure




COMPREHENSIVE INSTUTIONAL MASTER PLAN (CIMP)
(FIVE TO TEN YEAR)
Mission
Lassen Community College provides educational programs for all pursuing higher education goals. The core programs offer a wide range of educational opportunities including transfer degrees and certificates, economic and workforce development, and basic skills instruction. The College serves diverse students, both on campus and in outreach areas in its effort to build intellectual growth, human perspective and economic potential.
Strategic Goal 1
Institutional Effectiveness
Strategic Goal 2
Learning Opportunities
Strategic Goal 3
Resource Management
Strategic Goal 4
Student Success
INSTITUTIONAL SET STANDARDS/STRATEGIC INITIATIVES
PROGRAM REVIEWS
Educational Master Plan
Student Services Plan
Technology Plan
Facilities and Site Plan
Human Resources Plan
Institutional Effectiveness
Comprehensive Institutional Master Plan
Budget Committee/Resource Allocation
IMPLEMENTATION OF ANNUAL PLANS AND STRATEGIC INTITIATVES
ASSESSMENT OF ANNUAL PLANS AND STRATEGIC INITIATIVES
YEAR-END REPORT OF PLANS AND STRATEGIC INITIATIVES

Lassen Community College
Committee Structure Matrix
2022-2023 Academic Year
Approved by Senate:

Committees: Type and Title	Admin	Student	CSEA	Mgmt	Faculty	Report
Institutional Planning Committees:						
Educational Master Planning	CIO CSSO DIS	1	2	2	5 AC 2 DC LC ASP CC	A
Consultation Council [Membership includes the chairs of all planning committees]	CEO CIO DIE CBO CSSO	1	3	3	7 AC ASP 4 DC LC	A
Budget Committee (Sub-Committee of Consultation Council)	2		2	2	2	A
Facilities Planning	CBO DF	1	2	2 DF	2	P
Institutional Effectiveness Planning	DIE	1	2	2	4 ASP AC	J
Institutional Technology Planning	CBO DIT	1	2	3	3	P
Human Resource Planning (includes Faculty & Staff Development, [Flex] and EEO Advisory)	CBO CIO	1	2	2 HRD	3	J
Student Services Planning/ Student Success	CIO CSSO	1	2	3 OC	3	P
Academic Senate Standing Sub-Committees:						
Curriculum/Academic Standards	CIO DIS	1	2	1	8 AO	S
Distance Education Review Committee	0	0	0	0	6 1 CC	S
Institutional Standing Operational Committees:						
Health and Safety	CAO	1	2	2 DF	3	A
Scholarship & Financial Aid Appeals/ Student Grievance & Academic Renewal	CSSO	1	2	DFA	3	J

Abbreviations:

ASP – Academic Senate President
DC – Division Chairs
LC – Lead Counselor
AC – Accreditation Chair
DF – Director of Facilities
OC – Outreach Coordinator
DIT – Director of Information Technology
CIO – Chief Instructional Officer
CC – Curriculum/Academic Standards Committee
CAO – Chief Admin Officer/VP Admin Services
CEO – Superintendent/President
CBO– Chief Business Officer/VP of Admin Services
CSSO – Chief Student Services Officer
DSS – Dean of Student Services
DIS – Dean of Instructional Services
HRD – Human Resource Director
DFA – Director of Financial Aid
AO – Articulation Officer
DIE – Director of Institutional Effectiveness

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

Educational Master Planning Committee

Open and uses consensus decision-making processes.
Meets 1st and 3rd Friday of each month at 9:30 am in-person HU 204 and online

Charge:

The Committee shall be responsible for creating a five-year comprehensive educational master plan and maintain the five-year educational master plan through yearly updates. The five-year plan and yearly updates will be used to identify items that have been completed, that are on-going, and that have not yet been addressed as well as add new goals and strategies annually to meet emerging needs.

Methods:

- Analyze data provided by the institutional effectiveness office on course and program enrollment trends over time
- Analyze data provided by the institutional effectiveness office concerning trends in student enrollment related to gender, ethnicity, age, ability, economic status, and other demographic changes over time.
- Analyze data trends provided by the institutional effectiveness office concerning student program enrollments, class time preferences (day, evening, on-line, correspondence, hybrid), and other changes in enrollment patterns
- Utilize the analysis derived above to facilitate the improvement of student access, success, and equity in the schedule of classes.
- Utilize the analysis derived above to facilitate productivity improvement.
- Review and incorporate recommendations from instructional program reviews and non-instructional program reviews into academic planning.
- Integrate academic planning with student services and budget planning to ensure successful implementation of the goals and strategies.
- Commitment to data informed decisions to ensure inclusiveness and equity when creating and implementing the long range academic plan.

Structure:

The Educational Master Planning Committee is comprised of key positions relevant to academic planning and institutional effectiveness. The members shall include the following:

- 4 Administrators (Chief Instructional Officer, Chief Student Services Officer), Deans of Instructional Services (2)
- 5 full-time faculty (Accreditation Chair, 2 division chairs, lead counselor, Academic Senate president, 1 faculty representative from the Curriculum/Academic Standards Committee)
- 2 management/confidential appointed by the group including an individual representing Institutional Effectiveness
- 2 classified representative involved with instructional or student services; appointed by CSEA
- 1 student representative. ASB will have the first opportunity to select a representative, but if not available, faculty or staff may recommend a student representative to the chair(s) for approval.

Quorum:

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

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

Reporting: Reports to Consultation Council/Strategic Planning Committee
Approved by Educational Master Planning Committee – September 1, 2023

Academic Senate

Open and uses voting by majority decision-making processes.
Meets second & fourth Tuesday of each month at 3:00 pm in HU 206 and online.

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
- Faculty leading change, serving students, and embracing inclusion

Structure:

- The Academic Senate is comprised of six faculty elected by their peers. Per bylaws, representatives are nominated from either Liberal Arts & Sciences (3) or PE/CTE (3) areas, with elected representatives serving two-year terms.

Quorum:

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

Chair:

- President elected annually by the senators.

Reporting: Reports to the faculty and the Governing Board. Committee must adhere to the Brown Act.

Approved by the Academic Senate - February 5, 2007
Revised by the Academic Senate – August 23, 2023

Associated Student Body

Membership of the Associated Student Body of Lassen Community College is not open; however ASB meetings are. Voting by majority decision-making processes.
Meets Fridays at 10:00 am in Cougar HQ

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

DEIA Statement:

- ASB champions diversity, equity and inclusion. ASB knows that the best way to understand the world around us is to embrace the full spectrum of perspectives and life experiences. ASB welcomes students, staff and faculty members of every gender, race, religion, sexual orientation, socioeconomic status and gender identity. We encourage the LCC community to think critically about disparities in social structures, and to take action toward positive change.

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 – October 28, 2022

Board of Trustees

Open and uses voting by majority decision-making processes.
Meets second Tuesday 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
- Support an environment that encompasses diversity, equity and inclusion in all facets of the college community

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 and must adhere to the Brown Act

Budget Committee

Open and uses consensus decision-making processes.
Meets first Monday of each month at 2:00 pm online.

Charge:
The Budget Committee is the participatory governance committee that serves in an advisory capacity to Consultation Council. The Budget Committee will make data-driven recommendations based on information provided by the department IPR and NIPR and scored on a rubric addressing ACCJC protocols and college strategic initiatives. Additionally, the CBO or a designee will inform the committee of the adopted budget. Commitment to data informed budget decisions to ensure inclusiveness and equity when advancing and implementing the long-range strategic initiatives.

Responsibilities:

- Review and approve budget prioritization criteria and forward to Consultation Council and Academic Senate
- Review and prioritize college resource allocation requests as developed through program review and institutional plans, recommend funding sources, and forward list to Consultation Council
- Inform the college community of committee work and recommendations

Structure:

- The Budget Committee membership totals eight. These eight members are comprised of two faculty members assigned from Academic Senate, two classified members assigned from CSEA, two management members assigned by (management leader), and two administrative members assigned by the Superintendent/President.

Quorum:

- A quorum requires more than fifty percent of the membership. Chair:
- The Budget Committee will have two members nominated by the committee membership at the end of every spring semester as Co-Chairs.

Reporting: Reports to Consultation Council.

Approved by the Budget Committee – September 18, 2023
Approved by Consultation Council – September 25, 2023

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 online

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 participatory governance. Members of the classified bargaining unit participate in participatory governance and will adhere to the following:

- Understand the importance of our full and complete participation in participatory 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 participatory governance issues
- Give either a written or oral report on activities of participatory governance committees at monthly chapter meetings
- We have an unwavering commitment to cultivate a workplace of fairness, actively engaging every member's voice and fostering a strong sense of belonging. We value each individual for their unique background and perspectives. We work diligently to eliminate disparities and ensure equal opportunities for all.

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

- College Governance Structures relating to classified roles
- Recommend institutional priorities related to diversity and inclusivity.
- Create equitable and diverse representatives on all governance committees.
- 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
Approved at the February 20,2020 chapter meeting
Approved at the September 14, 2023 chapter meeting

Consultation Council

Open meetings and uses consensus decision-making processes.
Meets second & fourth Monday of each month at 3:00 pm online
and in-person HU 107

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.
- Our commitment to diversity requires that we strive to eliminate those barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community.

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
- Upon review of Budget Committee approved budget prioritization criteria and prioritized college resource allocation requests, recommend institutional priorities for institutional budget enhancements/reductions 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

Accreditation Workgroup Committee

- Review and approve accreditation-related reports
- Oversee development of institutional self-evaluation
- Participate in writing and review of self-evaluation

Structure:

- 1 student representative. ASB will have the first opportunity to select a representative, but if not available, faculty or staff may recommend a student representative to the chair(s) for approval.

- 7 Faculty appointed by Academic Senate including lead counselor, accreditation chair, and Academic Senate president (may include Division Chairs).
- 3 classified representatives appointed by CSEA
- 3 management representatives appointed by management group including the president
- Chairs of Educational Master Planning Committee, Facilities Planning Committee, Human Resource Planning Committee, Institutional Effectiveness Committee, Institutional Technology Planning Committee, and Student Services Planning Committee (if not already members)
- Chief Executive Officer (Superintendent/President)
- Chief Instructional Officer
- Chief Business Officer
- Chief Student Services Officer
- Director of Institutional Effectiveness
- Accreditation Liaison Officer

Additional administrative members may be required by supervisors to attend in a resource capacity.

Chair(s):

- Elected by the committee at the second meeting in August.

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 August 27, 2015
Revised by Consultation Council December 10, 2018
Revised by Consultation Council September, 2019
Revised by Consultation Council September 12, 2022
Revised by Consultation Council September 11, 2023

Curriculum and Academic Standards

Open and uses voting by majority decision-making processes.
Meets every first & third Tuesday at 3:00 pm in Boardroom &/or Via Zoom

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; participate in program revitalization
4. Proposed new educational programs, program SLO's and revisions to existing educational programs
5. Recommendations derived from an instructional program review process.
6. Institutional, CSU and UC general education requirements, major preparation and electives
7. Standards for course requisites or other issues related to student preparation and success
8. Appropriateness of modality of instruction, cross-listing, and open entry/open exit
9. Content review for recommended preparation, prerequisites and co-requisites
10. Distance Education committee is a sub-committee of curriculum
11. Faculty leading change, serving students, and embracing inclusion

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 as 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, credit for prior learning-CPL, repeatability)
8. CTE Transition 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 (Evaluation Coordinator and one additional representative)
- 1 administration – Vice-President of Academic Services or designee
- 1 management representative with curriculum related responsibilities appointed by Management/Confidential group (should be manager/confidential from Academic Services or Associate Dean of Student Services)
- 1 non-voting student appointed by ASB

Quorum:

- A quorum, consisting of a minimum of seven 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. The committee has the option to elect Co-Chairs.

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: 09/20/2022
Reaffirmed by the Academic Senate: 09/28/2022

Distance Education Review Committee

Sub-committee of Curriculum/Academic Standards Committee
Open and uses voting by majority decision-making processes.
Meets 3rd Monday of every month at 3pm PST via Zoom

Charge:

Our primary efforts are to assure quality distance education course offerings and that courses address equity, align with all areas of the CVC-OEI Course Design Rubric. We seek to promote student learning, equity, inclusion, and success in distance learning sections. This committee shall be responsible for reviewing distance education section offerings for effectiveness in delivery and aligned with local, state, and national standards through implementation of the information included in the Distance Education Handbook, which applies to the online elements of courses that utilize Canvas, including fully online courses, and online components of hybrid courses delivered through the Lassen College Learning Management System.

Specifically, the Committee is charged with:

Academic Standards:

1. Make recommendations to improve alignment of distance education courses using the CVC-OEI Course Design Rubric.
2. Upon request and notice to the faculty teaching a course, determine the alignment of content presentation, interaction, assessment and accessibility within the online elements of a course
3. Assist faculty in the alignment of their online course components to all sections of the CVC-OEI Course Design Rubric.

NOTE: This committee is a course review committee, not a faculty evaluation committee. Course sections and distance education materials will be reviewed and recommendations made to the individual faculty member and appropriate division chair. Regular CVC-OEI Rubric Alignment reports will be given to Curriculum/Academic Standards Committee. No recommendations will be made to individual faculty evaluation committees.

Structure:

The Distance Education Review Committee is a sub-committee of the Curriculum/Academic Standards Committee. It is comprised of appointed instructional faculty with experience in at least one distance education delivery (online, correspondence, hybrid)

- 5 full-time faculty appointed by the Academic Senate with experience in at least one distance education delivery
    - 2 faculty members with online instruction experience
- 1 Curriculum/Academic Standards Committee Chair or representative appointed by Curriculum/Academic Standards Committee

Division Chairs

Closed and uses consensus decision-making processes.
Meets every Monday at 9:00am via zoom or in person

Charge:

The Division Chairs

- Serve as intermediary between the members of the department and the Vice-President of Academic Services or designee
- 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
- 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
- Commit to equitable and inclusive scheduling, curriculum and learning outcome practices where differences are valued.

Structure:

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

- 3 administrators (V.P. of Instruction [currently not staffed], Deans of Instruction)
- 5 full-time faculty (Division Chairs, Lead Counselor)
- Executive Assistant for Academic Services

Chair:

- 3 administrators (V.P. of Instruction [currently not staffed], Deans of Instruction)
- 5 full-time faculty (Division Chairs, Lead Counselor)

Reporting: Reports to the Vice-President of Academic Services or designee

Approved by the Division Chairs February 2, 2007
Reviewed by the Division Chairs January 30, 2020
Reviewed by the Division Chairs October 3, 2022

Facilities Planning

Open and uses voting by majority decision-making processes.
Meets the third Friday of each month at 10:30 am in the Business Office Conference Room.

Charge:

- Submit the Facilities Master Plan to the Consultation/Council/Strategic Planning Committee
- Review and comment on Safety Committee and Emergency Task Force recommendations and proposed solutions
- Review and comment on various mandated reporting documents (i.e. 5 year Capital Outlay plan, scheduled Maintenance, recycling/energy and water programs etc.)
- Recommend construction and modification of District facilities, assets, and properties
- Recommend sequencing and priority of large district renovation and construction project
- Assist drafting of policies and procedures related to managing the physical plant
- Develop, review and adjust facilities planning documents, including Long Range Facilities Master Plan
- Our commitment is to strive towards accessibility to eliminate barriers to equity and that we act deliberately to create a safe and inclusive environment

Structure:

Voting members shall include the following:

- 2 administrators (Director of Institutional Effectiveness or designee and Chief Business Officer or designee)
- 2 confidential/management representatives appointed by the management group
- 2 faculty appointed by the Academic Senate
- 2 classified representatives appointed by CSEA (The FMP Committee recommends that one classified representative be from maintenance and one from the DSPS department)
- 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 Consultation Council
Documents are forwarded to the Strategic Planning Committee.

Approved by the Facilities Planning Committee – 09/07/2023

Health and Safety Committee

Open and uses voting by majority decision-making processes
Meets the third Friday of each month at 9am in Business office 101.

Health and Safety Charge:

1. Study, review, advise and recommend regulations and procedures relating to the safety and security of persons and of district facilities.
2. Review safety, health and environmental issues that affect the campus.
3. Advise the Director of Facilities and Operations on safety issues
4. Make recommendations regarding campus emergency procedures and training
5. Make recommendations regarding parking and traffic control.
6. Make recommendations regarding hazardous waste management.
7. Make recommendations regarding equipment and other issues affecting classroom safety.
8. Assist and support college planning process as needed or requested.
9. Receive reports about unsafe conditions and direct them to the appropriate department along with any recommendations.
10. Review student accident reports, police statistical reports for the campus, and staff accident reports in order to help identify unsafe work practices and/or campus conditions and suggest possible remedies to the appropriate department(s).
11. Make recommendations regarding campus emergency procedures.
12. Encourage input and feedback from all individuals with regard to campus safety related ideas, problems, and solutions.
13. Our commitment is to strive towards accessibility to eliminate barriers to equity and that we act deliberately to create a safe and inclusive environment.

Structure:

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

1 Administrator VP of Administrative Services or designee
2 Classified representatives appointed by CSEA
3 Faculty representatives appointed by Academic Senate
2 Management/Confidential representatives
1 Student representative. ASB will have the first opportunity to select a representative, but if not available, faculty or staff may recommend a student representative to the chair(s) for approval

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 1st meeting in the fall

Reporting: Reports to Consultation Council/Strategic Planning Committee
Approved by Health and Safety Committee – 10/20/2023

Human Resource Planning

Open and uses consensus decision-making processes.
Meets second Wednesday of each month at 1 pm online

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 Professional Development Plan
- Periodically review and revise the staff development procedures and forms
- Plan, implement and evaluate the college's flex day activities
- Assist and support college-planning process through contributions to the Comprehensive Institutional Master Plan
- Assist in the development of a college-wide Human Resource Master Plan
- Assist in the development of EEO Plan
- Assists in the review of screening/selection procedures and forms
- Our commitment to diversity requires that we strive to eliminate barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community.

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

- Assist the Office of Academic Services in the development of flex forms and surveys
  - o 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. ASB will have the first opportunity to select a representative, but if not available, faculty or staff may recommend a student representative to the chair(s) for approval

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
Approved by Consultation Council - August 27, 2015
Reviewed by the Human Resource Planning Committee - October 9, 2019
Reviewed by the Human Resource Planning Committee - October 13, 2021
Revised by the Human Resource Planning Committee - September 14, 2022
Reviewed by the Human Resource Planning Committee – October 11, 2023

Institutional Effectiveness Planning

Open and uses consensus decision-making processes.
Meets 2nd Wednesdays of each month at 12pm in person

Charge:

- Update the Institutional Effectiveness 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 in the areas of organizational structure, accreditation, governance, program review, planning, research, student learning and administrative unit outcome assessment, fiscal planning.
- Analyze data provided by the institutional effectiveness office concerning trends in any of the areas listed above.
- Review and incorporate recommendations from instructional and non-instructional program reviews into planning for an effectiveness institution.
- Integrate effectiveness planning with academic, student services and budget planning to ensure successful implementation of the goals and strategies.
- Assists faculty and staff in coordinating the development, assessment and analysis of results of program and course student learning outcomes and administrative unit outcomes.
- Drive institutional change through recommendations and strategies related to accreditation, program review, outcomes assessment and planning.
- Commitment to data informed decisions to ensure inclusiveness and equity.

Structure:

The Institutional Effectiveness Planning Committee is comprised of key positions relevant to planning for institutional effectiveness. The members shall include the following:

- 1 Academic Senate President (faculty)
- 1 Accreditation Chair (faculty)
- 1 Accreditation Liaison Officer
- 1 Faculty appointed by the Academic Senate
- 1 Director of Fiscal (management)
- 1 Consultation Council Chair(s)
- 1 Director of Institutional Effectiveness (administration)
- 1 Office of Academic Services representative involved in SLO/AUO assessment
- 1 Student representative. ASB will have the first opportunity to select a representative, but if not available, faculty or staff may recommend a student representative to the chair(s) for approval

Quorum:

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

Chair:

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

Reporting: Reports to both the Academic Senate and Superintendent/President.
Documents are forwarded to the Consultation Council/Strategic Planning Committee
Accepted by Consultation Council – September 26, 2022

Institutional Technology Planning

Open and uses consensus decision-making processes.
Meets 3rd Friday of each month at 1pm BO Conference Room

Charge:

- Study, review, advise and recommend regulations and procedures relating to institutional technology
- Identify, prioritize, and review technology needs with regard to network infra structure, 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
- Commitment to data informed decisions to ensure inclusiveness and equity

Structure:

- 3 administrators (Chief Business Officer, Director of Institutional Effectiveness, Chief Student Services Officer)
- 3 faculty representatives (two teaching faculty members) appointed by the Academic Senate
- 3 confidential/management representatives appointed by the management group (Director of Information Technology)
- 2 classified representatives appointed by CSEA (recommended from the IT support staff).
- 1 student representative. ASB will have the first opportunity to select a representative, but if not available, faculty or staff may recommend a student representative to the chair(s) for approval.

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.
Approved by Consultation Council: November 14, 2022

Reviewed by ITPC: October 25, 2022

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 with at least one annual meeting
online

Charge:

- To review academic renewal applications, financial aid appeals, and to conduct student grievance hearings in a timely manner.
- To review scholarship applications.
- To make recommendations to the appropriate entity regarding appeals and grievance processes.

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
- 1 administrator (Chief Student Services Officer)

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 with the exception of student grievance hearings which will consist of three of four constituencies not including administration.

Chair:

- Elected by the committee at the first meeting.

Reporting: Reports to the Academic Senate and Chief Student Services Officer. Reports to Vice-President of Academic Services for Academic Grievances.
Adopted by the Academic Senate – August 27, 2015

Student Services Planning/Student Success

Open and uses consensus decision-making processes.

Meets 1st Monday of each month at 3pm in HU107

Charge:

- Develop and write the Student Services Master Plan
- Incorporate Student Equity Plan and initiatives into the Student Services Master Plan.
- Provide guidance and support to improve enrollment and student retention efforts.
- Embrace and cultivate the Guided Pathways framework institutionally
- Provide insight and facilitate strategic enrollment guidance and strategies
- Our commitment to diversity requires that we strive to eliminate those barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community.

Structure:

- 2 administrators (VP of Student Services and VP of Academic Services)
- 4 faculty representatives (3 teaching faculty members) appointed by the Academic Senate
- 2 classified representatives from CSEA
- 3 confidential/management representatives appointed by management group leader
- 1 student representative (ASB given first opportunity to select a representative, but if not available, other students may be offered the opportunity)

Quorum:

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

Chair or Co-Chairs:

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

Reporting: Reports to the Superintendent/President and Academic Senate

Approved by SSPC – October 2, 2023

Approved by Consultation Council – October 23, 2023