

# Lassen Community College

## Shared Governance & Collegial Consultation Process Handbook



2016-2017

Adopted by the Academic Senate – October 25, 2016  
Adopted by the Consultation Council– November 2, 2016

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.

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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

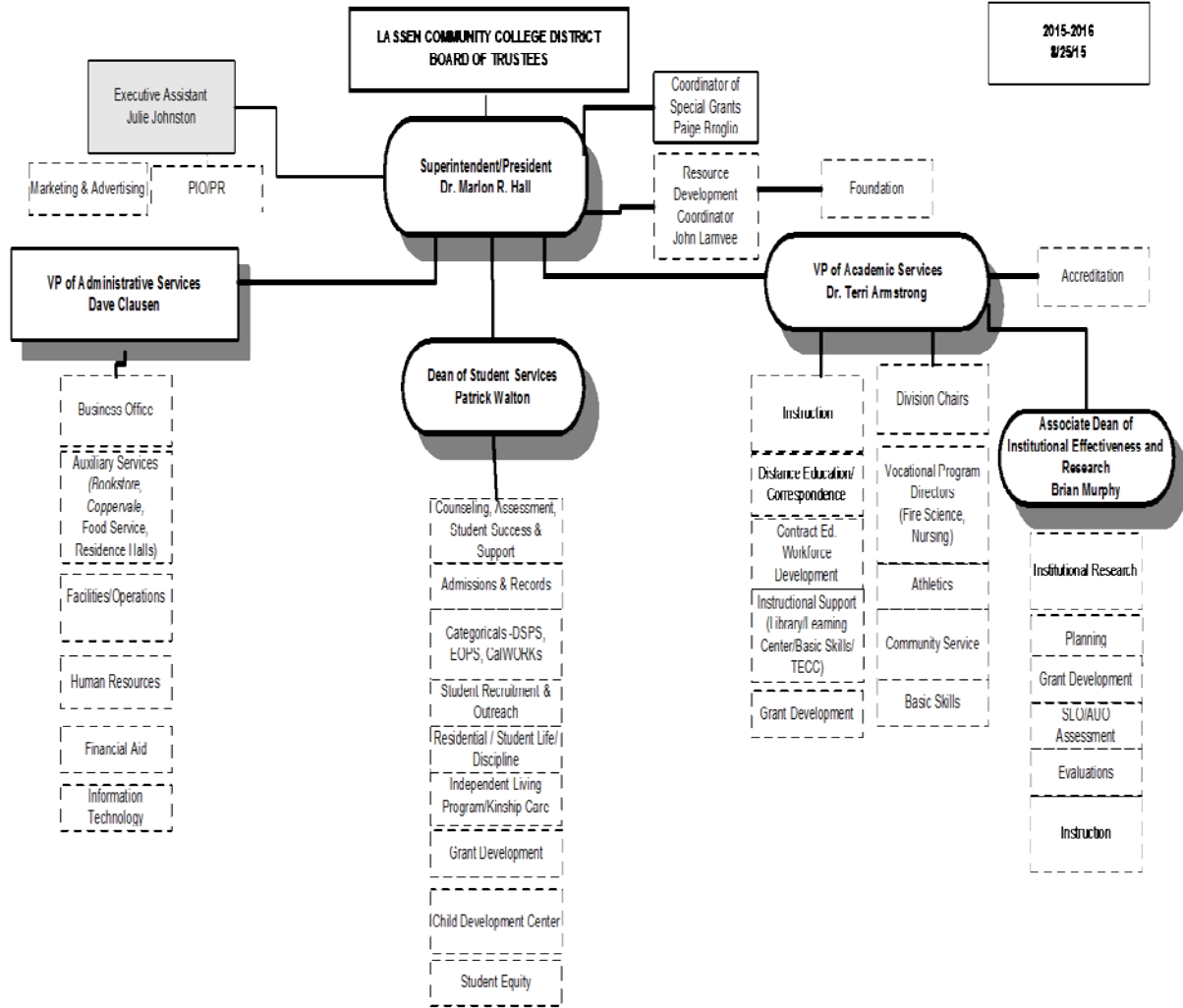
- The Consultation Council/Strategic Planning Agenda will identify three categories of items:
  - Governance – recommendations to be developed by the body on policy and strategic planning
    - May require protracted discussions with multiple readings, time for information to be taken back to constituent 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 or actions by offices or constituent groups
- 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 program reviews
- The Consultation Council/Strategic Planning Agenda may also include Accreditation-related items as the committee also serves as the Accreditation Steering Committee.

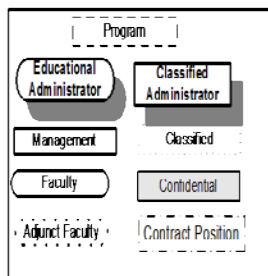
### Consultation Council/Strategic Planning Actions

- 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 institutional budget prioritization criteria
- 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 and accepts the final evaluation matrix
- Recommends institutional priorities for institutional budget enhancements/reductions
- Accepts recommendations for revisions to the planning process and forwards those recommendations to the Academic Senate for their consideration
- Oversees the annual evaluation of the planning and governance processes and makes recommendations for revisions

# Organizational Structure – Administration

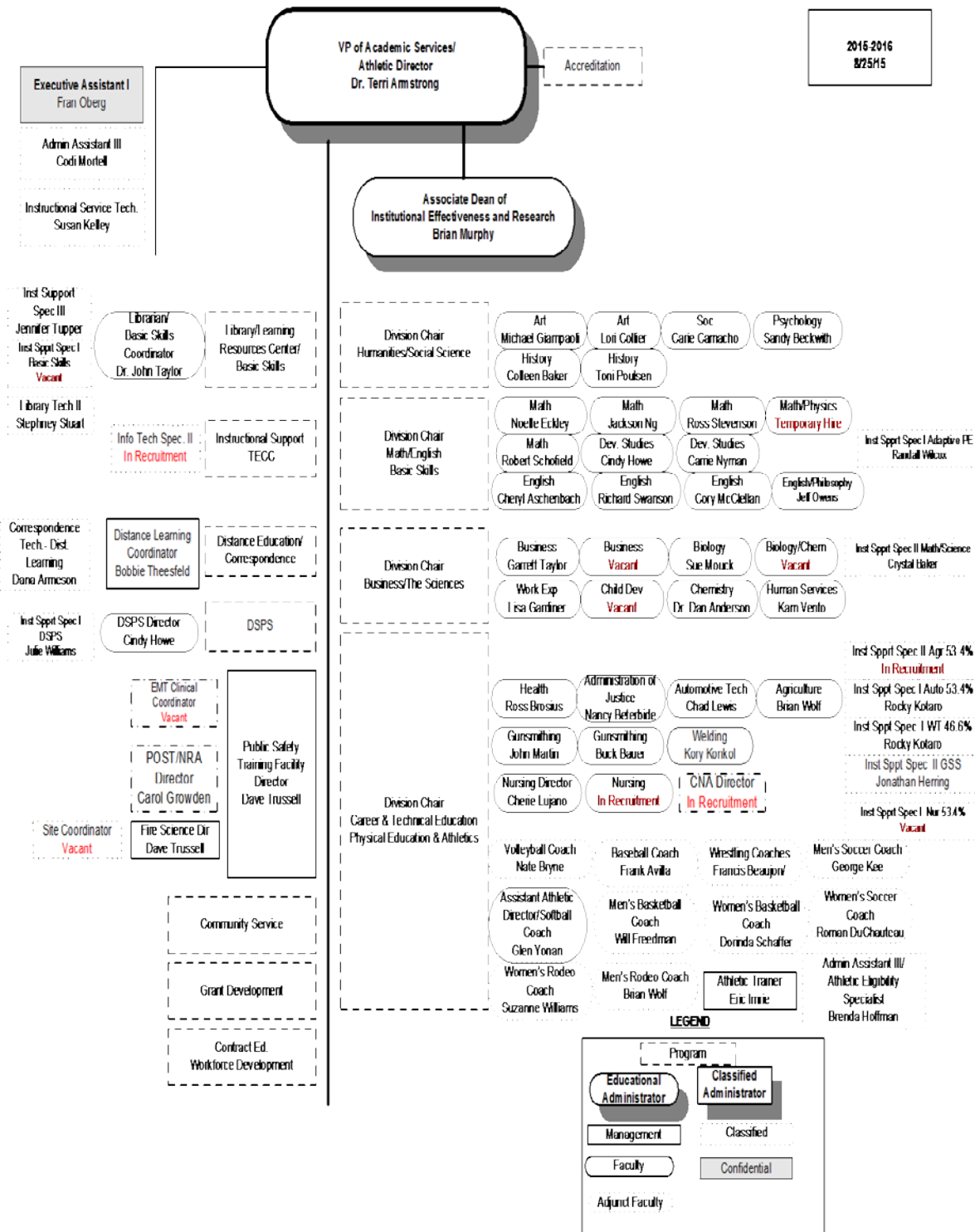


## LEGEND

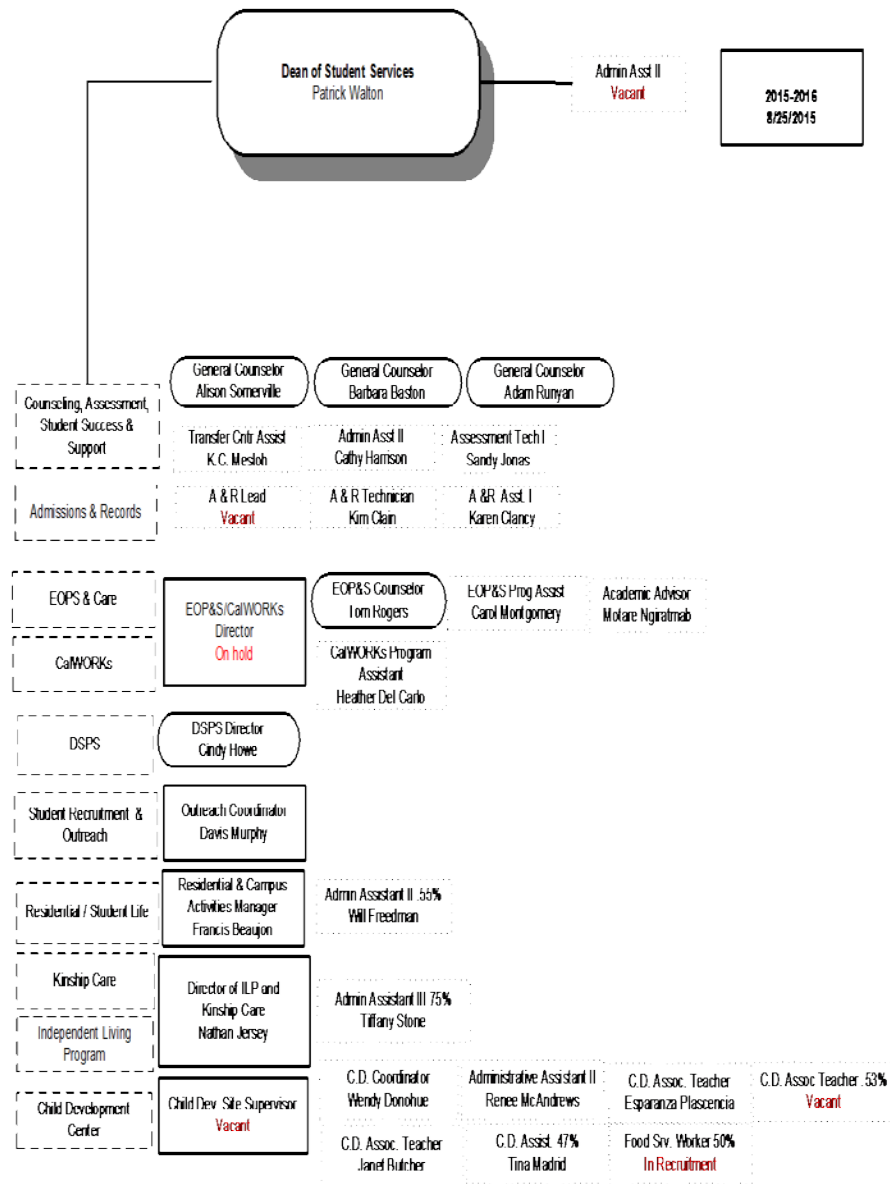




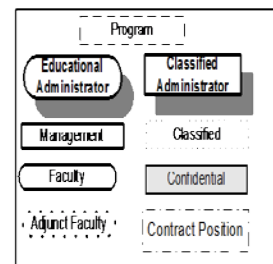
# Organizational Structure – Academic Services



# Organizational Structure – Student Services

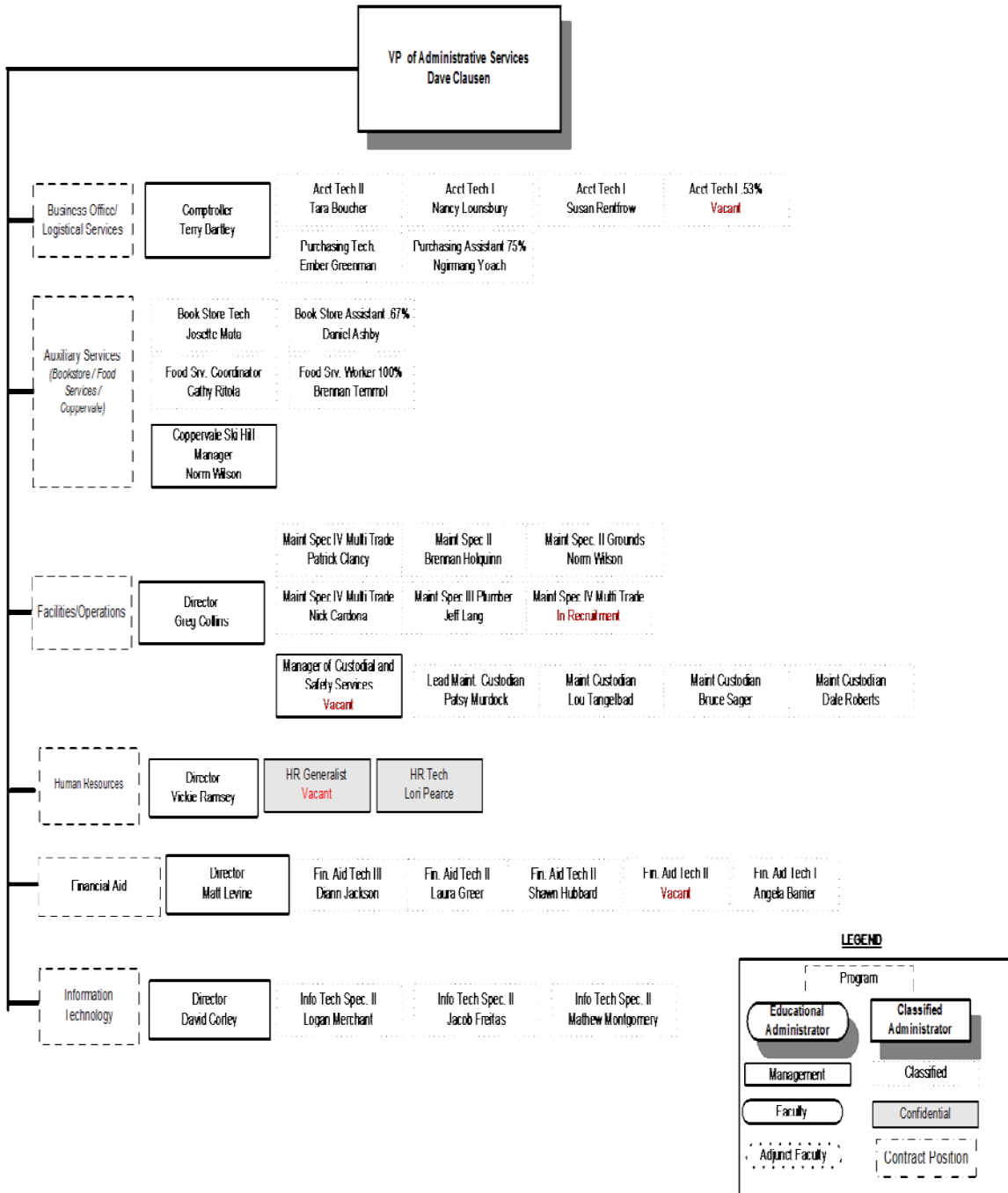


**LEGEND**

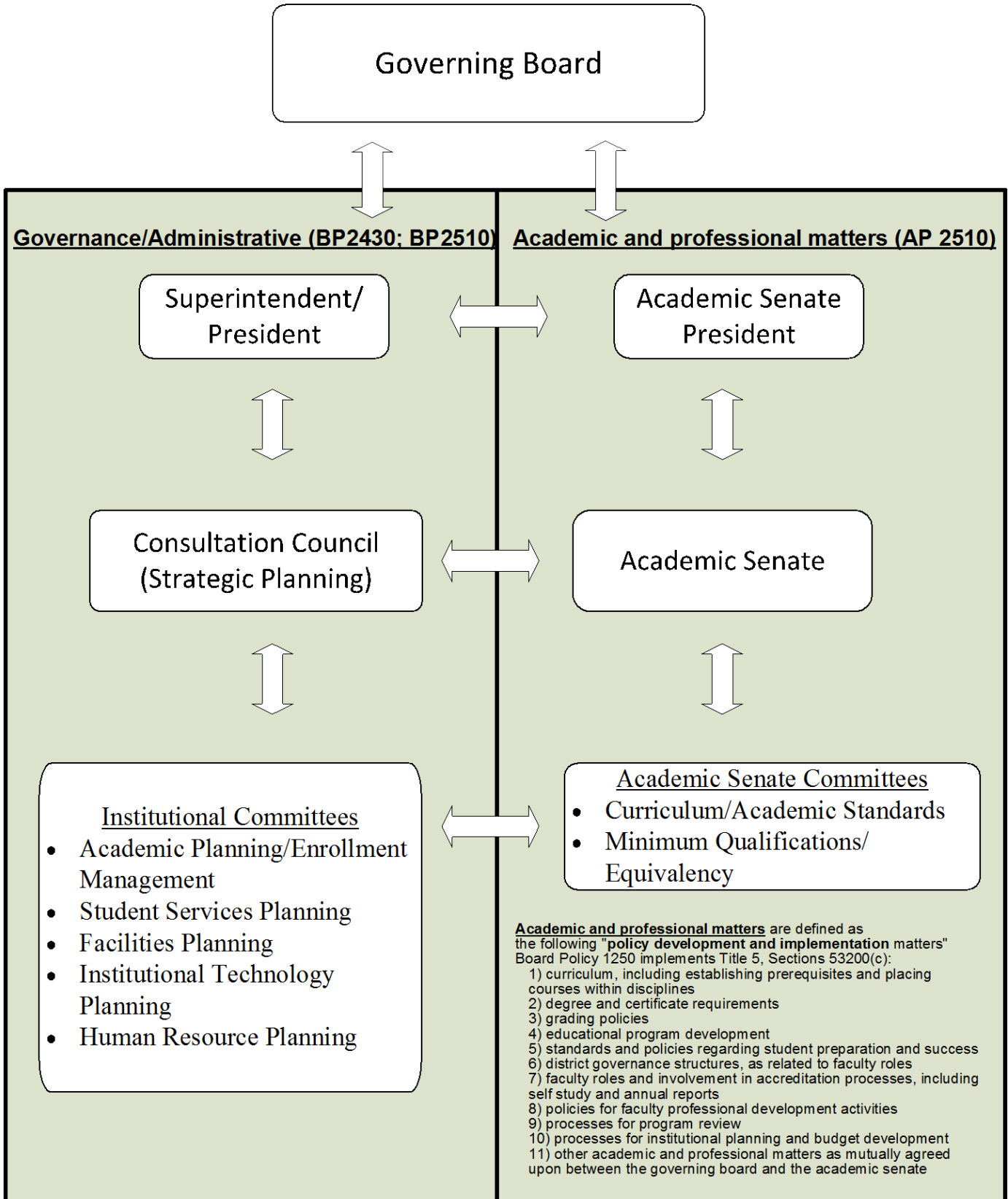


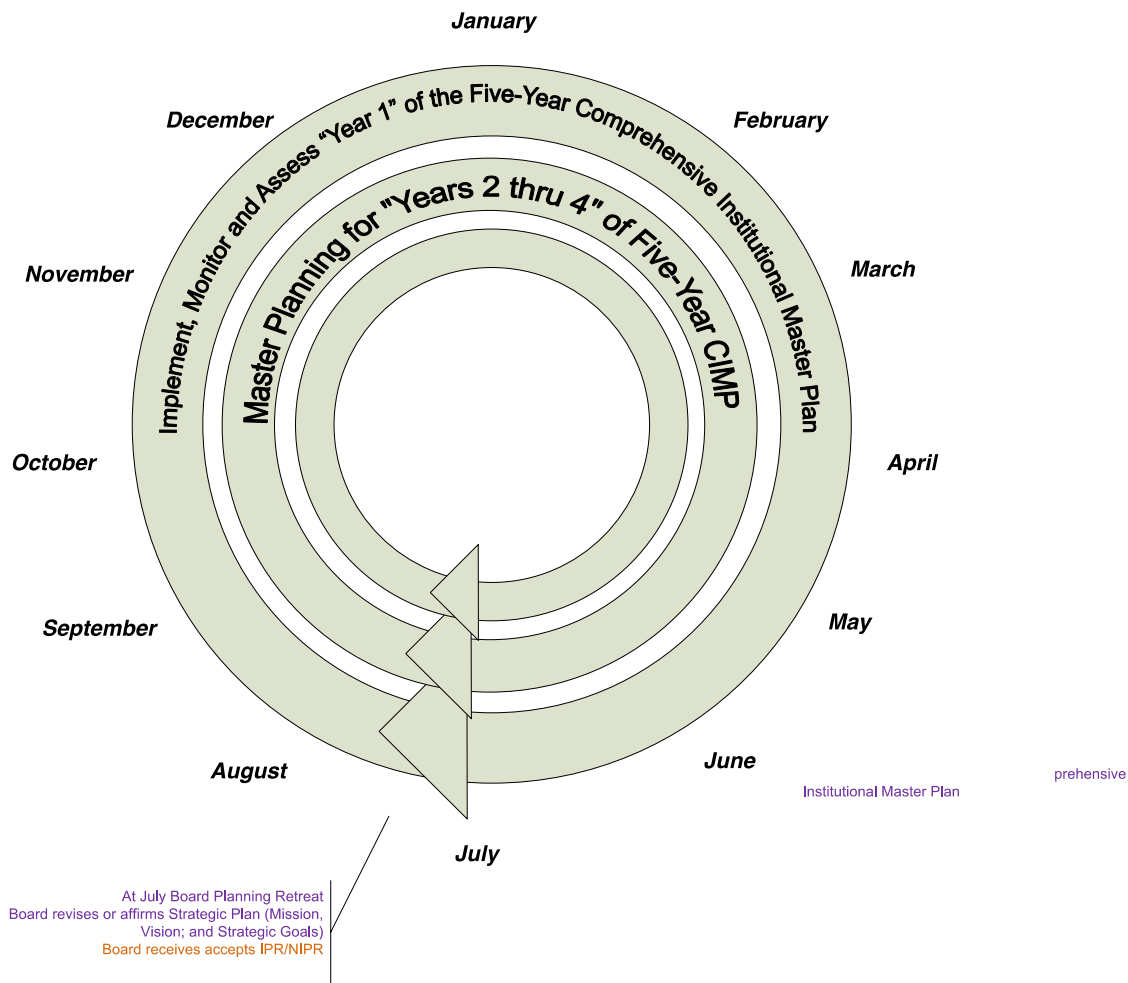
# Organizational Structure – Administrative Services

2015-2016  
8/25/2015

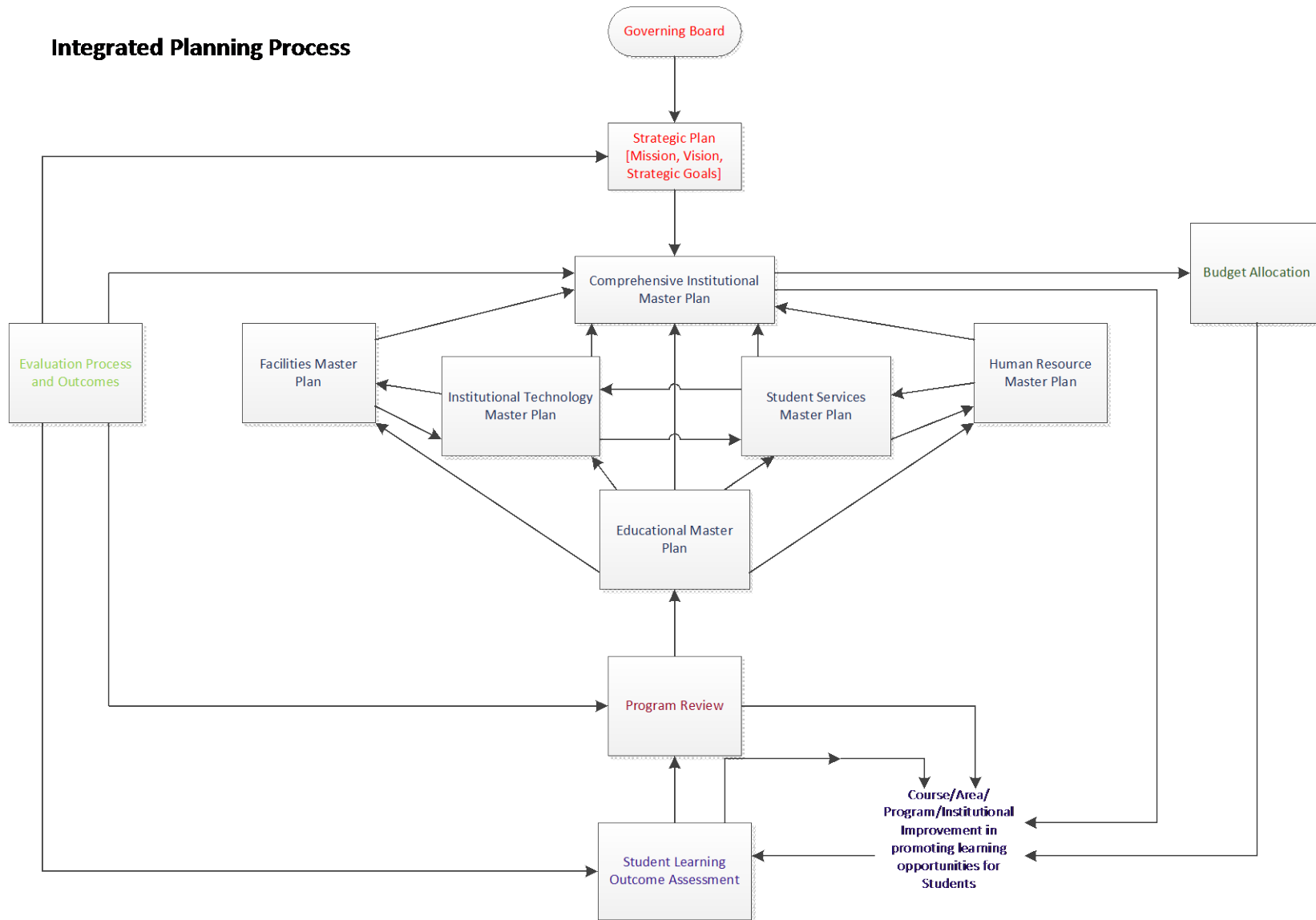


# Lassen Community College Governance Structure





## Integrated Planning Process



# LASSEN COMMUNITY COLLEGE COMMITTEE STRUCTURE MATRIX

2016/2017 Academic Year  
Approved November 2, 2016

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, ADIE VPA, DSS	1	3	3 (DF)	AC, ASP, 4 DC, 1 LC	A
Academic Planning/ Institutional Effectiveness [Membership includes Curriculum/Academic Standards Committee representative]	VPAS, DSS, ADIS	0	0	2	4 DC 1 CC	J
Facilities Planning	VPA ADIE	1	2	2 (DF)	2	P
Institutional Effectiveness Planning	ADIE	1	2	2	4	J
Institutional Technology Planning	VPA DIS DSS	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/ Student Success	VPAS DSS	0	2	3 (OC)	3 SSC	P
<b>Academic Senate Standing Sub-Committee:</b>						
Curriculum/Academic Standards	ADIE	1	2	1	8	S
Distance Education Review Committee	0	0	0	0	6	S
<b>Institutional Standing Operational Committee:</b>						
Health and Safety	VPA	1	2	2	3	A
Scholarship & Financial Aid Appeals/ Student Grievance & Academic Renewal	DSS	1	2	DFA	3	J

**Abbreviations:**

ASP – Academic Senate President	P – President
DC – Division Chairs	VPA– Vice-President of Administrative Services
LC – Lead Counselor	DSS – Dean of Student Services
AC – Accreditation Chair	DF – Director of Facilities
OC- Outreach Coordinator	HRD- Human Resource Director
SSC – Student Success Coordinator	DIT – Director of Information Technology
VPAS – Vice-President of Academic Services	DFA – Director of Financial Aid
CC – Curriculum/Academic Standards Committee	
ADIE – Associate Dean of Institutional Effectiveness	

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

Adopted by the Academic Senate – October 25, 2016

## Governance Groups and their Functions

<p style="text-align: center;"><b>Academic Planning/Institutional Effectiveness</b> Open and uses consensus decision-making processes. Meets 3<sup>rd</sup> Monday of each month at 2:30pm in the Administrative Conference Room</p>
<p><b>Charge:</b></p> <ul style="list-style-type: none"><li>▪ Analyze data provided by the institutional effectiveness office on course and program enrollment trends changes over time</li><li>▪ 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.</li><li>▪ Analyze data trends provided by the institutional effectiveness 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>
<p><b>Structure:</b> The Academic Planning Committee is comprised of key positions relevant to academic planning and institutional effectiveness. The members shall include the following:</p> <ul style="list-style-type: none"><li>• 3 Administrators (Vice-President of Academic Services, Dean of Student Services, Associate Dean of Institutional Effectiveness)</li><li>• 4 full-time faculty (four Division Chairs)</li><li>• 1 management/confidential appointed by the management group</li><li>• 1 Representative from the Curriculum/Academic Standards Committee</li></ul>
<p><b>Quorum:</b></p> <ul style="list-style-type: none"><li>• A quorum requires more than fifty percent of the membership.</li></ul>
<p><b>Chair:</b></p> <ul style="list-style-type: none"><li>• Elected by the committee at the first meeting in the fall semester.</li></ul>
<p><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 5, 2014</p>



## **Academic Senate**

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

### **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 27, 2015

Reviewed by the Academic Senate – October 25, 2016

### **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 Thursdays at 12:30 PM in Board Room

**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 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

### **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 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month at 3:00 pm in CD-119

### **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

#### **Accreditation Steering 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 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 Planning Committee
- Chair of the Student Services Planning Committee
- Academic Senate President (faculty)
- Accreditation Chair (faculty)
- President/Superintendent
- Executive Vice-President of Academic Services
- Dean of Student Services
- Associate Dean of Institutional Effectiveness
- 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 August 27, 2015

## **Curriculum and Academic Standards**

Open and uses voting by majority decision-making processes.  
Meets every first & third Tuesday at 3:00 pm in HU-102.

### **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 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, 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 management representative with curriculum related responsibilities appointed by Management/Confidential group (should be manager/confidential from Academic Services or Director of Financial Aid)
- 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  
 Reaffirmed by the Academic Senate – August 27, 2015



## **Distance Education Review Committee**

Sub-committee of Curriculum/Academic Standards Committee

Open and uses voting by majority decision-making processes.

Meets 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays at 2pm in TECC

### **Charge:**

In an effort to assure quality distance education offerings and promote student learning and success in distance learning sections, this Committee shall be responsible for reviewing distance education section offerings for effectiveness in delivery and compliance with local, state, and national standards using information included in the *Handbook for Correspondence Instructors* and *Handbook for Online Instructors*. Specifically, the Committee is charged with:

#### Academic Standards:

1. Determine appropriateness of offering a specific course via distance education
2. Determine appropriateness of instructional strategies employed in a section in effectively delivering instruction that is at least equivalent to face-to-face instruction in content and rigor
3. Assist faculty in the development of distance education sections that meet regulations and effectively provide learning opportunities to students
4. Assist faculty in understanding requirements for distance education instruction
5. Make recommendations to improve student success in distance education sections

#### Review of distance education course sections:

1. Review distance education courses prior to and during first offering, and recommend continuation or discontinuation of course section
2. Regularly review repeat section offerings and recommend continuation or discontinuation as warranted
3. Determine compliance with local, state, and national distance education guidelines and standards
4. Recommend instructional material revisions to instructional faculty to meet or improve academic standards
5. Recommend discontinuation of a section via distance education to VP of Academic Services and division chairs when distance education recommendations are not met

NOTE: This committee is a course review committee, not a faculty evaluation committee. Course sections and distance education materials will be reviewed and recommendations for revision, continuation or discontinuation made to the individual faculty member and appropriate division chair. Regular compliance reports will be given to Curriculum/Academic Standards Committee and the VP of Academic Services. 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

- 2 faculty members with correspondence instruction experience
- 1 faculty member with hybrid instruction experience
- 1 Curriculum/Academic Standards Committee Chair or representative appointed by Curriculum/Academic Standards Committee

**Quorum:**

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

**Chair:**

- Committee will be chaired by the Curriculum/Academic Standards Committee chair or representative appointed from within the Curriculum/Academic Standards Committee

**Reporting:** Reports to the Curriculum/Academic Standards Committee

Approved by the Distance Education Review Committee

Reaffirmed by the Curriculum/Academic Standards Committee – December 16, 2014

Presented to Academic Senate – December 9, 2014

Presented to Consultation Council – December 18, 2014

Revisions approved by Distance Education Review Committee – October 4, 2016

Approved by Academic Senate – October 25, 2016

## **Division Chairs**

Open and uses consensus decision-making processes.  
Meets Mondays at 2:30 pm 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 (Associate Dean of Institutional Effectiveness, Dean of Student Services)
- 4-5 full-time faculty (Division Chairs, Lead Counselor)

### **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 Academic Senate August 27, 2015

## **Facilities Planning**

Open and uses voting by majority decision-making processes.

Meets on 4th Wednesday of each month at 1:00pm in the Admin Conference 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 Institutional Effectiveness 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

Approved by Consultation Council August 27, 2015

## **Health and Safety**

Open and uses voting by majority decision-making processes

Meets 3rd Friday of each month at 3pm in MS-125

### **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 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.

### **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)
- 2 Classified representatives appointed by CSEA
- 3 Faculty representatives appointed by Academic Senate
- 2 Management/Confidential representatives
- 1 Student 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 1<sup>st</sup> meeting in the fall

**Reporting:** Reports to Consultation Council/Strategic Planning Committee

Adopted by the Academic Senate – August 27, 2015

## **Human Resource Planning**

Open and uses consensus decision-making processes.  
Meets 2<sup>nd</sup> Wednesday of each month at 1pm in Business Conference Room

### **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

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
  - 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

Approved by Consultation Council August 27, 2015

## **Institutional Effectiveness Planning**

Open and uses consensus decision-making processes.

Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays of each month at 11 am in TECC

### **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 and grant development/coordination.
- 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 student learning and administrative unit outcomes
- Drive institutional change through recommendations and strategies related to accreditation, program review, outcomes assessment and planning.

### **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 and Accreditation Liaison Officer (faculty)
- 1 Faculty appointed by the Academic Senate
- 1 Comptroller (management)
- 1 Consultation Council Chair (faculty)
- 1 Associate Dean of Institutional Effectiveness
- 1 Office of Academic Services representative involved in SLO/AUO assessment through WEAVE (classified)
- 1 Information Tech Specialist II – TECC involved in providing technical support to faculty and staff in SLO/AUO assessment (classified)
- 1 Student appointed by the ASB

### **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

Revised by Consultation Council – August 27, 2015

## **Institutional Technology Planning**

Open and uses consensus decision-making processes.  
Meets 3<sup>rd</sup> Friday of each month at 10am in TECC

### **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 Institutional Effectiveness, 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 (Director of Information Technology)
- 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.  
Approved by Consultation Council August 27, 2015



**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
- 1 administrator (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 Dean of Student Services [Academic Grievances reports to Vice-President of Academic Services]

Adopted by the Academic Senate – August 27, 2015

## **Student Services Planning/ Student Success**

Open and uses consensus decision-making processes.

Meets 3<sup>rd</sup> Tuesday of each month at 3pm in VT-101

### **Charge:**

- To assist in development and writing of the student success 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 Dean of Student Services)
- 4 faculty representatives (3 teaching faculty members) appointed by the Academic Senate and the Student Success Coordinator
- 2 classified appointed by CSEA
- 3 confidential/management representative (Outreach Coordinator and Director of Institutional Effectiveness)

### **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 27, 2015