

Participatory Governance & Organization

2023-2024 MANUAL

Laney College



Laney College
DREAM. FLOURISH. SUCCEED.



Table of Contents

The Power of Participatory Governance 4

Statement of Purpose 4

Values 5

Institutional Learning Outcomes 5

Overview of Shared/ Participatory Governance 6

Committee Traits 6

Committee Charge & Processes 6

Committee processes should include the following: 7

Committee Chair and Member Roles & Responsibilities 7

Constituent & Leadership Advisory Bodies 8

Faculty Senate 8

Classified Senate 10

Student Senate (Associated Students of Laney College) 11

Management Council 12

Executive Council 12

President's Cabinet 12

Executive Councils and Committees 13

College Council 13

Budget Advisory Committee 16

Career Technical Education Advisory Committee 17

Classified Prioritization Committee 18

Curriculum Committee 19

Distance Education Committee 20

Facilities Planning Committee 21

Faculty Prioritization Committee 22

Academic Support Committee (*Formerly the Foundation Skills Committee*) 23

Health, Safety and Security Committee 24

Instructional Equipment & Library Materials (IELM) Committee 25

Institutional Effectiveness Committee 26

Learning Assessment Committee 28

Affordable Instructional Materials Committee (AIM) 29

Professional Development Committee 30

Strategic Enrollment Management Committee 31

Student Loan Default Prevention Committee 32

Student Support & Equity Committee 33

Technology Planning Committee 34

Appendix 355

Organizational Flow Charts 35

- Participatory Governance 35
- Planning and Decision-Making Process 36
- Resource Allocation Flow Chart 37
- Laney College Organizational Chart 38

Resources 40

- The Brown Act 39
- Robert's Rules of Order 39
- Committee Guidelines 40
- Appointment Terms 41
- Effective Practices 41

Title 5 Excerpts 42

Selected Board Policies and Administrative Procedures 49

The Power of Participatory Governance

Statement of Purpose

Participatory governance at Laney College is designed to maximize inclusive decision-making by fostering more open and effective communication. Through the mechanism of participatory governance, Laney College strives to achieve the highest level of collaboration and consensus possible in planning and implementation processes in order to actualize our adopted mission and vision.

Laney College values participatory governance because it:

- Draws on the knowledge and expertise of all constituencies;
- Fosters collegial collaboration among members of the college community and provides everyone an opportunity to participate in decision making; and,
- Promotes shared learning opportunities pertaining to priorities, processes, and procedures of the college.

Laney College's mission is to empower our community and to promote student success and social justice. We welcome and embrace Laney's diversity through serving the community's needs by providing certificates, degrees, transfer pathways, career, education, and lifelong learning opportunities.

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Values

Accountability | We are individually and collectively responsible for achieving the highest levels of performance in helping students acquire the necessary skills and abilities to earn associate degrees, certificates, transfer, and careers. We continually evaluate ourselves in an effort to improve our effectiveness and efficiency in meeting the educational needs of our community.

Appreciation | We recognize the value of the efforts put forth by all of our students and employees. We foster student and employee growth through professional and personal development.

Collaboration | We work cooperatively in a shared governance environment and value individual ability and diversity in thinking as essential to promote open communication, active participation, exchange of ideas and collaborative decision-making.

Competence | We share a commitment to performing our work assignments with excellence and continuous improvement. We emphasize doing our best in teaching, learning, student achievement, administrative practices, and delivery of support service.

Diversity | We are a multicultural and diverse organization with an enriching blend of people and ideas. Laney is a place for all people and has an environment devoted to fostering and embracing the diversity of our students and employees.

Equity | We work to provide every student and employees with what they need to succeed, and work to remove structural barriers to education.

Innovation | We encourage and support creativity, collaboration, and risk-taking. We foster and promote innovation in the design, development, support, delivery, and management of all programs and services.

Integrity | We are committed to nurturing campus trust by holding ourselves accountable to the highest standards of professionalism and ethics.

Respect and Civility | We demonstrate a commitment to the value of each individual through trust, cooperation, and teamwork. We recognize the worth of each individual and their ideas and treat each other and those we we serve fairly, with compassion and with esteem.

Institutional Learning Outcomes

Communication

Students will effectively express and exchange ideas through various modes of communication.

Critical Thinking & Problem Solving

Students will be able to think critically and solve problems by identifying relevant information, evaluating alternatives, synthesizing findings, and implementing effective solutions.

Career Technical Education

Students will demonstrate technical skills in keeping with the demands of their field of study.

Global Awareness, Ethics, & Civic Responsibility

Students will be prepared to practice community engagement that addresses one or more of the following: environmental responsibility, social justice, and cultural diversity.

Personal & Professional Development

Students will develop their knowledge, skills and abilities for personal and/or professional growth, health and wellbeing.

Overview of Shared/ Participatory Governance

The governance structure Laney College reflects an institutional decision making process that involves representatives of all constituent groups in developing and recommending policies and procedures (exclusive of collective bargaining matters) to the College President, District Chancellor, and Board of Trustees. The represented constituencies include students, faculty, classified professional, and administrators.

The decision-making process is in concert with the recognition of the Board of Governors of the California Community Colleges and the Board of Trustees of the Peralta Community College District (Policy BP 2510) that all appropriate parties participate collectively in college/district governance in accordance with AB1725, Title 5 §53200-53206 and §51024-51025. The principle of participatory governance provides the foundation for effective shared decision-making at Laney. Mutual trust and support are imperative for the success of participatory governance and result from the regular demonstration that every individual and group involved in the decision-making process seeks first and foremost to improve the college and to strengthen its ability to successfully carry out its mission.

Participatory governance carries with it the responsibility and obligation of all participants to be supportive of a collegial decision-making process. Effective participation requires the willingness of all constituents to actively contribute to decision-making and to accept ownership for the development and creation of a college environment resulting from those decisions. All

constituencies have the right and the opportunity to express their points of view. The opinions of all staff and students are treated with respect and are given reasonable consideration.

By these means, Laney strives to build a culture of open dialogue, trust and mutual respect.

Committee Traits

A committee provides a transparent, respectful, and participatory environment for meaningful discussions to occur and for thoughtful recommendations to be made. Committees should exhibit the following traits:

ACCOUNTABILITY: Measures are in place to set a realistic agenda, adhere to deadlines, and to provide a review of the committee's achieved goals, which should be included in reports to its constituent body and Council;

AWARNESS OF SHARED GOVERNANCE

PROCESS: Members report to their constituent groups and bring that feedback into committee discussions;

CIVILITY: Clear ground rules modeled on Robert's Rules of Order are utilized to encourage mutual respect and to use time efficiently;

EQUITY & INCLUSIVENESS: Membership includes a diverse, equitable, and inclusive representation of our campus community;

TRANSPARENCY: Documentation of activities and recommendations, including agendas and minutes, are easily accessible beyond the committee membership.

Committee Charge & Processes

A committee's charge, at minimum, outlines the following:

- Identifies the appointing body to which it reports and from which it derives power;
- Defines the number of representatives from each constituent group that composes its membership;
- Describes the responsibilities, activities, and/or purpose for which it has been created and for which it will be assessed;
- Describes its operating procedures.

Committee processes should include the following:

Fall Semester: By the second meeting, a review of:

COMMITTEE CHARGE: detailing authority, responsibilities, voting structure, term limits, proxies, accreditation requirements, and any other relevant information;

ANNUAL GOALS: that accomplish objectives and create a foundation for productivity;

MEMBERSHIP ROSTER UPDATE: to ensure participation by all required constituency groups.

Spring Semester: By the last meeting, these should occur:

MEMBERSHIP ROSTER UPDATE: to ensure participation by all required constituency groups.

ASSESSMENT: an annual self-evaluation to gain data for continuous quality improvement;

ANNUAL REPORT: given to its constituent body and Council, detailing accomplishments of the year's activities

Membership Recruitment Process

Each of the four constituent groups appoints members to committees according to its own processes:

CLASSIFIED PROFESSIONAL: Appointments to committees are made through the Classified Senate Executive Officers committee via email solicitation to their constituents.

FACULTY: Appointments to committees are made through the Academic Senate President and the Executive Committee.

MANAGEMENT: Appointments to committees are made through the College President.

STUDENT: Appointments to committees are made through the Associated Students Government. Contact the ASG President, Director of Student Activities by email to solicit requests for student participation.

Committees may vote to invite non-members to serve temporarily in resource or ex-officio capacities. Committee meetings in general are open to all who are interested in attending.

Committee Chair and Member Roles & Responsibilities

The Committee Chair (or co-chairs) facilitates committee meetings. The chair can be elected or appointed depending on the committee charge. The chair sets the tone for the committee, ensuring that the environment is collegial, respectful, and that the committee is productive. It is the responsibility of the chair to help define roles, hold committee members accountable, track committee activities and membership, and build a sense of community. The chair(s) works collaboratively with the committee members to set the agenda, and to ensure that the agenda and minutes are documented and made accessible. The chair's role on the committee is critical to committee effectiveness and the participatory governance structure on campus.

Constituent & Leadership Advisory Bodies

Faculty Senate

In order that the faculty may participate effectively in the formation of district educational and professional policies and in the selection of major administrative personnel and faculty for the Peralta Community College District, the Laney College Faculty Senate (an organization formed in accordance with Section 131.6 of Title 5 of the California Administrative Code) shall make recommendations to the College Administrators, District Academic Senate (DAS), district administration and/or the Peralta District Board of Trustees on matters of educational and professional significance pertinent to the College and/or the District. (Article I of the Faculty Senate Constitution)

The functions of the Faculty Senate are delineated in Article IV of its Constitution.

By legal definition (Title 5, Section 53200), the Faculty Senate makes recommendations with respect to academic and professional matters (the "10 + 1"):

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and

11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

Other areas of Faculty Senate responsibilities as defined by California Education Code are:

- Equivalency (Section 87359(b));
- Faculty hiring (Section 87360(b));
- Administrative retreat rights (Section 87458(a));
- Tenure evaluation (Section 87610.1(a));
- Evaluation (Section 87663(f));
- Faculty service areas (Section 87743.2)

MEETING TIMES

1st and 3rd Tuesdays, 12:35-1:20 p.m., T-450

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|---|------|
| Officers | | |
| President | Elected | 1 YR |
| Vice President | Elected | 1 YR |
| Secretary | Faculty Senate President with majority approval | 1 YR |
| Parliamentarian | | 1 YR |
| Treasurer | | 1 YR |
| Past-President (non-voting) | - | 1 YR |
| District Academic Senate Rep | Elected | 1 YR |
| Representatives (elected by area faculty) | | |
| Biology (1) | Elected | 1 YR |
| Business (1) | Elected | 1 YR |
| CTE (3) | Elected | 1 YR |
| Chemistry (1) | Elected | 1 YR |
| Cosmetology (1) | Elected | 1 YR |
| Culinary Arts (1) | Elected | 1 YR |
| English (3) | Elected | 1 YR |
| ESOL (2) | Elected | 1 YR |
| Ethnic Studies (1) | Elected | 1 YR |
| Kinesiology/Athletics (1) | Elected | 1 YR |
| Liberal Arts (4) | Elected | 1 YR |
| Mathematics (2) | Elected | 1 YR |
| Music (1) | Elected | 1 YR |
| Service (1) | Elected | 1 YR |
| Part-time (4) | Elected | 1 YR |

The number of representatives for each area can change depending on the number of contract full-time faculty.

WEBSITE

<https://www.laney.edu/faculty-senate>

NOTES

The Faculty Senate is subject to the Brown Act (see appendix).

Classified Senate

CHARGE

The Classified Senate promotes classified staff participation in the Laney College participatory governance structure to ensure that the collective interests of the classified staff are represented before or on each governing body.

RESPONSIBILITIES

1. Provide a means through which the classified staff will coordinate with administration and faculty to assure opportunities for input from classified staff regarding college business and classified representation on college committees, thus assisting in the shared governance process;
2. Provide a body representing the needs, concerns and viewpoints of the classified staff, not related to union negotiation matters;
3. Articulate the professionalism of the classified staff so that it is properly recognized and valued;
4. Provide an opportunity for enhancing the democratic process of governance at Laney College;
5. Provide an opportunity to develop individual leadership among the classified staff, as well as increase the professional standards of its members;
6. Promote and support activities that develop or increase the skills, productivity and professionalism of the classified staff;
7. Promote the interests of the classified staff in the development and formulation of policy and practice related, but not limited to, the following:
 - Selection and retention of administration;
 - In-service education and training;
 - Facilities and services;
 - Student/classified and faculty/classified relations;
 - Finance and budget.

MEETING TIMES

4th Thursday, 3:00-4:00 pm., T-650

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|-----------------------|-------------|------|
| President | Elected | 2 YR |
| Vice President | Elected | 2 YR |
| Secretary | Elected | 2 YR |
| Parliamentarian | Elected | 2 YR |
| Treasurer | Elected | 2 YR |
| Instruction (5) | Elected | 2 YR |
| Business Services (5) | Elected | 2 YR |
| Student Services (5) | Elected | 2 YR |

WEBSITE

https://www.laney.edu/classified_senate

NOTES

The Classified Senate is subject to the Brown Act (see appendix).

Student Senate (Associated Students of Laney College)

Section 51023.7 in Title 5 of the California Code of Regulations states that the governing board of a community college district shall provide students with “an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students.” These policies and procedures include:

1. Grading policies;
2. Codes of student conduct;
3. Academic disciplinary policies;
4. Curriculum development;
5. Course or programs which should be initiated or discontinued;
6. Processes for institutional planning and budget development;
7. Standards and policies regarding student preparation and success;
8. Student services planning and development;
9. Student fees within the authority of the district to adopt; and
10. Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Refer to the appendix for the full text of Section 51023.7.

The Associated Students of Laney College (ASLC) are representatives of the student body that are dedicated to improve your experience at Laney College by:

- Facilitating communication among the student body, faculty, and administration;
- Sponsoring clubs, organizations, programs, campus events, and more;

- Making Laney as safe and fun as possible

MEETING TIMES

Mondays, 3:00-4:00 p.m., 4th Floor 401

Student Center T-650 (during Student Center Closure)

| SEAT | APPOINTMENT | TERM |
|------------------------|-------------|------|
| Officers | | |
| President | Elected | 1 YR |
| Vice President | Elected | 1 YR |
| Internal Secretary | Elected | 1 YR |
| External Secretary | Elected | 1 YR |
| Treasurer | Elected | 1 YR |
| Publicity Commissioner | Elected | 1 YR |
| Club Affairs Officer | Elected | 1 YR |
| Student Advocate | Elected | 1 YR |
| Senators (7) | Elected | 1 YR |

The ASLC President has the authority to create/appoint sub-committees as needed, such as the InterClub Council, which monitors and reviews operations of every charter club.

WEBSITE

<https://www.laney.edu/studentgovernment>

Management Council

The Management Council meets monthly to discuss and strategically plan the effective operations of the College, collaborate on college-wide matters. The meetings also provide the venue to review policies and procedures, give updates on division/unit activities, and receive management consultation and peer feedback on various unit issues and challenges by working together to address instructional, administrative and student services concerns. Administrative-level professional development activities - such as expert guest speakers and assigned reading - will also take place within the Management Council. This is the standing meeting of the administrative leadership of the college.

MEETING TIMES

4th Wednesday, 10:00 a.m.-12:00 p.m., T-850

MEMBERSHIP

| SEAT |
|--|
| President |
| Vice President, Administrative Services |
| Vice President, Instruction |
| Vice President, Student Services |
| Dean, Career & Technical Education |
| Dean, Enrollment Services |
| Dean, Liberal Arts |
| Dean, Math and Sciences |
| Dean, Social Sciences & Humanities |
| Dean, Student Services |
| Associate Dean, Educational Success |
| Director, APASS |
| Director, BEST Center |
| Director, Facilities & Operations |
| Director, Gateway to College |
| Director, Information Technology |
| Director, Student Activities & Campus Life |
| Director, Financial Aid |
| Manager, Food Services |

Executive Council

The Executive Council represents and advocates for the broad interests of the college and meets twice weekly to discuss high-level planning, policy and operational considerations. This is the standing meeting of the executive leadership of the college.

MEETING TIMES

Mondays, 1:30 – 3:00 p.m., T-808

MEMBERSHIP

| SEAT |
|---|
| President |
| Vice President, Administrative Services |
| Vice President, Instruction |
| Vice President, Student Services |

President's Cabinet

The President's Cabinet meets once a month to advise the college president on issues requiring coordination among the major operational areas of the institution: instruction, student services, administrative services. This standing meeting facilitates the exchange of information between both the executive administrative and shared governance leadership of the college and promotes increased communication and collaboration on joint initiatives or information before it is introduced to the college community.

MEETING TIMES

2nd Tuesday, 10:30 a.m.-12:00 p.m., T-808

MEMBERSHIP

| SEAT |
|--|
| President |
| Vice President, Administrative Services |
| Vice President, Instruction |
| Vice President, Student Services |
| Faculty Senate President |
| Classified Senate President |
| Associated Students of Laney College President |

Executive Councils and Committees

College Council

CHARGE

To provide college-wide input on shared governance issues through review and discussion and to forward recommendations to the College President on matters that involve and affect the college as a whole.

This includes:

- Recommendations from standing college committees;
- Recommendations from other campus groups or councils formed to study specific topics or issues affecting the campus at large.

As the primary governing body on campus, the College Council serves as the umbrella group for the various participatory governance committees on campus and brings forward to the College President its recommendations, as appropriate, for consideration and implementation. The College Council ensures that all aspects of the college Mission Statement are being fulfilled.

RESPONSIBILITIES

1. Review and make recommendations regarding the adoption, alignment, and achievement of the college's guiding planning documents including, but not limited to:
 - Accreditation Self-Evaluation Reports & Planning Agendas
 - Educational Master Plan
 - Facilities Master Plan
 - Guided Pathways
 - Integrated Plan (3SP, Basic Skills, Student Equity)
 - Strategic Plan
2. Review and approve recommendations from the College's resource allocation

committees, i.e. the Budget Advisory Committee, Facilities Planning Committee, Technology Planning Committee, and the Faculty and Classified Prioritization Committees.

3. Provide counsel in matters as requested by the President.
4. Facilitate communication and appropriate involvement of all members of the college community.
5. Assist in disseminating and interpreting policies and procedures to the appropriate constituent groups.
6. Organize and track the flow of information between and among college decision-making groups.
7. Establish rules of order and other processes to be used by the College Council and various participatory governance committees in the deliberation on college issues related to shared governance.

OPERATING PROCEDURES

1. The College President, or designee, shall chair the College Council.
2. Council recommendations will be forwarded to the President and will be the primary source of college-wide opinion in the decision-making process.
3. Issues brought to the Council may originate with any individual or standing committee. Any such issue shall be placed on the agenda given that it is submitted according to the Council's Document Submission Calendar.
4. If not agendaized, any Council member may bring an item as "Other."
5. If an agenda item is refused, the person may bring the item to the Council and request that it be placed on a subsequent agenda.
6. Agenda priorities shall be determined by the College President (Chair).
7. Recommendations will be reached by consensus. If consensus cannot be

reached, the item will be deferred to the next meeting, unless time-sensitive. If time-sensitive, a compromise committee will be established to deliberate the issue, and/or meet with the president, and bring back a resolution of the issue to the entire Council for a decision

8. A quorum is needed in order to take any official action.
9. Consensus = 75% of simple majority
10. Quorum = simple majority (51%) of the full College Council membership
11. Agendas will be distributed by email and/or posted at least three (3) days before each meeting.
12. Any item must be accompanied by appropriate background information and should be received by Council members at least 3 working days before the meeting.
13. Meetings are open to any interested individual.
14. After two unexcused absences of any Council member during one term, the chair will notify the constituency group leadership for possible reappointment.

REPORTS TO

College President

MEETING TIMES

3rd Wednesday, 2:00-4:00 p.m., T-850
 December & February meetings on 2nd Wednesday.
 There are no meetings held during the months of June, July and January. Additional/Special Meetings: 8/26, 10/7 AND 3/3.

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|----------------------------------|-------------|------|
| Administration | | |
| President (Chair) | | |
| Vice President, Admin Services | | |
| Vice President, Instruction | | |
| Vice President, Student Services | | |

| | | |
|--|------------------|------|
| Instructional Dean (1) | College Pres. | 2 YR |
| Student Services Dean (1) | College Pres. | 2 YR |
| Director, Student Activities | | |
| Classified | | |
| Senate President | | |
| Senate Vice President | | |
| Classified Professional-Instruction | Classified Pres. | 2 YR |
| Classified Professional-Student Services | Classified Pres. | 2 YR |
| Classified Professional-Admin Services | Classified Pres. | 2 YR |
| Research & Technology Systems Analyst | | |
| Public Information Officer | | |
| Faculty | | |
| Senate President | | |
| Senate Vice President | | |
| One Faculty Representative from each of the four instructional divisions & one from student services (5) | Faculty Pres. | 2 YR |
| Counselor (1) | Faculty Pres. | 2 YR |
| Librarian (1) | Faculty Pres. | 2 YR |
| Part-time Faculty (1) | Faculty Pres. | |
| Student | | |
| Senate President | | |
| Senate Vice President | | |
| Student At-Large (2) | ASLC Pres. | 1 YR |
| Non-Voting Members | | |
| Participatory Governance Representatives | | |
| Budget Advisory (1) | Committee | |
| Facilities Planning (1) | Committee | |
| Technology Planning (1) | Committee | |
| Curriculum & Assessment (1) | Committee | |
| Professional Development (1) | Committee | |
| Enrollment Management (1) | Committee | |
| SSSP, Equity, Foundation Skills (1) | Committee | |

| | |
|------------------------------------|-----------|
| Institutional Effectiveness (1) | Committee |
| Health, Safety, Security (1) | Committee |
| Union Representatives | |
| Peralta Federation of Teachers (1) | Union |
| Local 1021 (1) | Union |
| Local 39 (1) | Union |

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

WEBSITE

<https://www.laney.edu/college-council>

Budget Advisory Committee

CHARGE

To support the effective oversight, management, and allocation of college funds to support Laney's educational programs and services in accordance with Laney College's mission and values.

The Budget Advisory Committee is charged with:

- Reviewing general and categorical fiscal reports on a regular basis.
- Recommending structures and procedures for budget planning and fund allocations that are consistent with agreed upon institutional priorities.
- Recommending allocations of existing available funds that are consistent with agreed upon institutional priorities.
- Monitoring College and District budget planning procedures and fund allocations.
- Advocating for the necessary capital resources from the District and other funding sources for Laney to effectively support and carry out its educational mission.

RESPONSIBILITIES

- Inform and engage the campus community in budget preparation and planning.
- Evaluate and make recommendations as necessary for College and District budget preparation and planning.
- Review fiscal reports and College spending to make recommendations as appropriate.
- Review requests for resource allocations and make recommendations as necessary.
- Ensure that resources are allocated in a manner to best support the College's mission and Strategic Plan.

REPORTS TO

College Council

MEETING TIMES

4th Wednesday, 2:30-4:00 p.m., T-850

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|---|----------------------|------|
| Co-Chairs | | |
| Vice President, Admin Services | | |
| Rotating: Classified, Faculty, or Student (who has been on committee before) | Committee Determined | 2 YR |
| Members | | |
| Administrator (1) | College Pres. | 2 YR |
| Faculty (3) | Faculty Pres. | 2 YR |
| Classified (3) | Classified Pres. | 2 YR |
| Students (3) | ALSC Pres. | 1 YR |
| Appointments are two years with possible renewal, staggered as much as possible | | |

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

WEBSITE

<https://www.laney.edu/budgetadvisorycommittee>

Career Technical Education Advisory Committee

CHARGE

As a standing committee of the Laney College Faculty Senate, the CTE Advisory Committee represents CTE instructors and programs throughout Laney College. The committee advises the Laney Community of its efforts to analyze community workforce needs, provide programs to meet those needs and help students develop the skills to thrive in the workplace and the self-direction to achieve their individual goals.

RESPONSIBILITIES

As a key component of advising the Laney College Administration of the needs and concerns of CTE programs and services, the responsibilities of the Committee include but are not limited to the following:

- Funding of CTE programs through the college budget, government and private grants, and community and business partnerships
- Maintenance of CTE facilities
- Faculty, classroom, clerical and technical support for CTE programs
- Planning and implementing short-term and long-range goals for college-wide

CTE programs

- Review proposals for new CTE courses and programs, course and program revisions and deactivations
- Cultivating and sustaining a regionally recognized and student-friendly environment for CTE students that includes outreach and recruitment, enrollment assistance, individual program/course counseling, assessment, skills training for job seekers, internship and job placement, and other support

REPORTS TO

Faculty Senate

MEETING TIMES

1st Wednesday, 2:00-3:30 p.m., G-130

(additional CTE Open House prep meetings to be held in the spring semester)

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|---|------|
| Chair | | |
| CTE Faculty Member | Elected from among & by committee members | 2 YR |
| Members | | |
| Faculty (6) across divisions involved with CTE programs | Elected by CTE Faculty within 16 departments recognized as part of CTE Division | 2 YR |
| There is no limit on the number of times a member may serve, but no member shall serve more than two consecutive terms. Appointments or elections are held by May of each year for the following academic year. If an elected or appointment position becomes vacant during the school year, or a member becomes inactive, the Faculty Senate President shall appoint a replacement. | | |

WEBSITE

<https://www.laney.edu/cteadvisorycommittee>

Classified Prioritization Committee

CHARGE

Review and prioritize new classified employee requests submitted in the comprehensive and annual program reviews.

RESPONSIBILITIES

TBD

REPORTS TO

Classified Senate

MEETING TIMES

As needed (spring semester)

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|---------------|------|
| Chair | | |
| Classified Senate President | | |
| Members | | |
| Classified Senator-Instruction (1) | Senate Pres. | 2 YR |
| Classified Senator-Student Services (1) | Senate Pres. | 2 YR |
| Classified Senator-Business Services (1) | Senate Pres. | 2 YR |
| Administrator (1) | College Pres. | 2 YR |

Curriculum Committee

CHARGE

As a standing committee of the Laney College Faculty Senate, the Curriculum Committee is responsible for the review and approval of curriculum. After Curriculum Committee approval, curriculum requests move through to the Vice President of Instruction, the Council of Instructional Planning and Development (CIPD), and the Board of Trustees.

Our responsibilities:

- Review proposals for new courses and programs, course and program revisions and deactivations.
- Participate in the program review and accreditation review processes.
- Review and recommend changes in the general education and graduation requirements.
- Review course proposals for alignment with articulation requirements.
- Recommend procedures and policies affecting curriculum.
- Review and recommend changes to the college catalog.

REPORTS TO

Vice President of Instruction

Sub-Committee of the Faculty Senate

MEETING TIMES

1st, 3rd & 5th Fridays, 1:00-3:00 p.m., T-850

MEMBERSHIP

| | | |
|--------------------------------------|---------------|------|
| Counselor | Faculty Pres. | 2 YR |
| Area 1: Physical Sciences | Faculty Pres. | 2 YR |
| Area 2: Social & Behavioral Science | Faculty Pres. | 2 YR |
| Area 3: Humanities | Faculty Pres. | 2 YR |
| Area 4: Lang. & Rationality | Faculty Pres. | 2 YR |
| Area 5: Ethnic Studies | Faculty Pres. | 2 YR |
| Librarian | Faculty Pres. | 2 YR |
| Career Technical Ed | Faculty Pres. | 2 YR |
| Distance Ed Coord. | | |
| Assessment Coord(s) | | |
| Academic Support Services Specialist | | |
| Student (1) | ASLC Pres. | 1 YR |
| Non-Voting Members | | |
| Tech Reviewers (4) | Faculty Pres. | 1 YR |
| CIPD Rep (1) | Faculty Pres. | 1 YR |

WEBSITE

<https://www.laney.edu/curriculum-committee>

| SEAT | APPOINTMENT | TERM |
|-----------------------------|---|------|
| Chair(s) | | |
| Faculty (1 or 2) | Elected from among & by committee members | 2 YR |
| Voting Members | | |
| Vice President, Instruction | | |
| Dean | College President | 2 YR |
| Faculty (11) | | |
| Articulation Officer | | |

Distance Education Committee

CHARGE

The Laney College Distance Education Committee will serve as the college's primary recommending body on matters related to distance education – specifically, focusing on supporting excellence in distance education teaching and learning; recommending policies, procedures, and resources to support effective, innovative, and equitable distance education at Laney College; and support consistent and continuous commitment to improving student learning and success in the online environment.

RESPONSIBILITIES

- Inform and engage the campus community in strategic planning related to distance education
- Identify distance education strategic goals and create college distance education plan to improve online student learning.
- Ensure that college distance education plan and goals are based on data and analyses
- Support Laney College distance education classes to meet federal, state, and accreditation standards.
- Evaluate the effectiveness of the college's planning and resource allocation as it impacts Distance Education and make recommendations for changes.

REPORTS TO

Vice President of Instruction
Sub-Committee of the Faculty Senate

MEETING TIMES

2nd & 4th Tuesdays, 3:00-4:30 p.m., F-170
Conference Room

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|----------------------|------|
| Co-Chairs | | |
| Administrator | Elected by Committee | 2 YR |
| Rotating Faculty | Elected by Committee | 2 YR |
| Members | | |
| Faculty DE Coord. | | |
| Faculty (4) CTE, STEM, Social Sciences, Liberal Arts, Basic Skills | Faculty Pres. | 2 YR |
| Faculty (1) Library/Student Services | Faculty Pres. | 2 YR |
| Administrator (2) | College Pres. | 2 YR |
| Classified Staff-Curriculum Committee | Classified Pres. | 2 YR |
| Classified At-Large | Classified Pres. | 2 YR |
| Student (1) | ALSC Pres. | 1 YR |

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

WEBSITE

https://laney.edu/distance_education/distance-education-committee-2/

Facilities Planning Committee

CHARGE

To ensure effective utilization of college facilities that support educational programs and services, the Facilities Planning Committee reviews and makes recommendations on all facilities matters - including both long-term and short-term facilities changes such as new construction or remodeling of current facilities; establishing partnerships within the community regarding local development, reviewing funding, and setting priorities for facilities projects.

RESPONSIBILITIES

- Recommends policies and develops procedures for submission of physical changes and/or utilization changes of facilities;
- Receives and reviews submissions and presentations for all proposed facility changes and/or utilization;
- Evaluates and documents assignment of facilities with respect to adequacy for programs;
- Integrates program review results/Educational Master Plan updates into the College's Facilities Master Plan annually.
- Monitors ongoing projects and communicates updates regarding campus facilities.
- Develops and facilitates collaboration and communication between the Laney Facilities Planning Committee and the District

The committee seeks to maintain broad representation from all campus constituents. These include, but are not limited to, the following areas:

- Culinary Arts/Food Services
- Sciences/Laboratories
- Theater
- Kinesiology/Athletics
- Library
- Student Center/ASLC

- Arts
- CTE programs
- Student services
- Learning communities/programs
- Specialized expertise in facilities; i.e., Construction Management, Engineering,
- Architecture, ADA/Risk Management, Custodial

REPORTS TO

College Council

MEETING TIMES

1st Monday, 3:00-5:00 p.m., T-850

(*exceptions: 10/19, 2/22, 4/19, 5/17)

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|------------------|------|
| Co-Chairs | | |
| Director, Facilities & Operations | | |
| Appointed Faculty | Faculty Pres. | 2 YR |
| Members-statutory minimum | | |
| Administrator (2) | College Pres. | 2 YR |
| Faculty (4) | Faculty Pres. | 2 YR |
| Classified (3) | Classified Pres. | 2 YR |
| Students (2) | ALSC Pres. | 1 YR |
| Four At-Large Members | | |
| Faculty (2 max) | Faculty Pres. | 2 YR |
| Classified (2 max) | Classified Pres. | 2 YR |
| *Optional-may be requested by the FPC chairs to ensure broad committee representation. | | |

WEBSITE

<https://www.laney.edu/facilitiesplanningcommittee>

Faculty Prioritization Committee

CHARGE

Review and prioritize new faculty requests submitted in the comprehensive and annual program reviews.

PROCESS

- Requests for retirement replacement and new regular contract faculty position are submitted once a year via APU Form A, in the fall semester.
- The FPC will develop and publish rubrics for evaluation before Form A is submitted.
- The requesting departments will be given a chance to present their requests to the committee and answer committee members' questions if they so choose.
- Committee members will score and rank the requests based on evidence presented in Form A and departments' presentation.
- The FPC will combine the rankings from the committee members and discuss the results to arrive at a ranked list.
- Recommendations for hiring will made in the order that a position appears on the ranked list.
- Positions recommended by the Committee for hiring will be forwarded to the College Council for approval.
- The College Council will then submit its recommendations to the President.
- The president will make the final decision. If the President's decision is different from the recommendations made by the College Council, a rationale will be provided. The President will submit the approved list to the Chancellor's Office.
- The requesting departments will be informed of the decisions about their requests
- No additional positions should be added to the forwarded faculty prioritization list without going through the full Faculty Prioritization Committee.

Revised March 2005, September 2007,
February 2011, May 2017
Faculty Membership Revision 2014

REPORTS TO

Faculty Senate

MEETING TIMES

As needed (fall semester)

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|---|---------------|------|
| Co-Chairs | | |
| Vice President, Instruction (or designee) | | |
| Faculty Senate President (or designee) | | |
| Administrative Members | | |
| Vice President, Student Services | | |
| CTE Dean | | |
| Academic Dean | College Pres. | 2 YR |
| Faculty Members | | |
| Math/Natural Sciences | Faculty Pres. | 2 YR |
| Social Sciences/Humanities | | |
| Career Technical Ed | | |
| English/ESOL/Foreign Languages | | |
| Librarian | | |
| Counselor | | |
| At-Large (3) | | |
| Curriculum Committee Chair | | |
| PFT Representative | PFT President | 2 YR |

NOTES

Maximum of two consecutive terms for faculty.

Academic Support Committee

(formerly the Foundation Skills Committee merged with SSE page 33)

CHARGE

Identify and implement strategies to improve the success rates in English, ESOL, and math

RESPONSIBILITIES

- Acquire input from students, instructors, counselors, and student services to identify needs that are common among students that are under-prepared for transfer-level coursework
- Create a plan for equitably supporting student success in English, Math, and ESOL, both credit and noncredit
- Identify grant opportunities, review and make recommendations on grant proposals addressing committee initiatives
- Determine budget priorities and allocation of committee funds
- Ensure the integration of the committee plans with the plans for student equity and other related grant-funded and categorical programs
- Facilitate participation of student representatives to help identify and accomplish committee goals
- Evaluate proposals for their merit in helping support student success in college-level coursework
- Review data pertaining to student success in activities supported by the Committee, such as support classes and tutoring
- Support student independence, metacognitive development, and writing skills
- Support tutoring resources throughout the College
- Ensure alignment of Committee plans with the College's integrated plan, Guided Pathways and accreditation standards

REPORTS TO

College Council

MEETING TIMES

2nd & 4th Wednesdays, 2:00-3:30 p.m., T-801

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|---------------|------|
| Co-Chairs | | |
| Instructional Dean | College Pres. | 2 YR |
| Faculty/Foundation Skills Coordinator | *Elected | 2 YR |
| Members | | |
| English Faculty (2) | Faculty Pres. | 2 YR |
| ESOL Faculty (2) | Faculty Pres. | 2 YR |
| Mathematics Faculty (2) | Faculty Pres. | 2 YR |
| CTE Faculty (2) | Faculty Pres. | 2 YR |
| Librarian (1) | Faculty Pres. | 2 YR |
| Counselor (2) | Faculty Pres. | 2 YR |
| DSPS Faculty (1) | Faculty Pres. | 2 YR |
| Non-credit Representative | Faculty Pres. | 2 YR |
| Student Success and Equity Committee | | |
| Tutoring Coordinator | College Pres. | 1 YR |
| Students (2) | ASLC Pres. | 1 YR |
| *A faculty chair-elect is elected at the beginning of the spring semester during the outgoing chair's second year of service. The chair-elect receives coaching and training to take over leadership the following year. | | |

WEBSITE

<https://www.laney.edu/foundation-skills>

Health, Safety and Security Committee

CHARGE

The role of the committee is to hold open discussions on issues that relate to the health, safety, and security of the campus and to recommend actions to address concerns raised by the Laney community. The committee will make recommendations to the College Council.

RESPONSIBILITIES

- Review campus safety concerns regarding safety matters to ensure that all employees have a safe place to work; train employee to work in a safe manner.
- Assess and recommend policies and procedures for health and safety issues campus wide.
- Assure campus implementation and compliance with District-wide Emergency Preparedness Procedures as issued by District Risk Management.
- Consult with District General Services on general security matters impacting the Laney campus, specifically safety compliance with the Clery Act.
- Assist with accident investigations, inspection of facilities, and the correction of unsafe conditions.

REPORTS TO

College Council

MEETING TIMES

2nd Tuesday, 1:30-2:30 p.m., T-750

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|-----------------------------------|------------------|------|
| Co-Chairs | | |
| Director, Facilities & Operations | | |
| Faculty | Elected | 2 YR |
| Members | | |
| Administrator (1) | College Pres. | 2 YR |
| Faculty (2) | Faculty Pres. | 2 YR |
| PFT Representative (1) | PFT President | 2 YR |
| Classified (1) | Classified Pres. | 2 YR |
| Local 39 Representative (1) | Local 39 Pres. | 2 YR |
| Local 1021 Representative (1) | Local 1021 Pres. | 2 YR |
| Students (1) | ALSC Pres. | 1 YR |

WEBSITE

<https://www.laney.edu/safety-committee>

Instructional Equipment & Library Materials (IELM) Committee

CHARGE

As one of the college's resource allocation committees, the Instructional Equipment and Library Materials (IELM) Committee uses the program review process to distribute ear-marked state funds as allocated by the district center to college departments/units.

RESPONSIBILITIES

- Review and prioritize IELM requests made by departments and units in their Comprehensive Program Reviews and Annual Program Reviews.
- Make recommendations for the use of college-allocated IELM funds (including carry-over funds from previous years) to the College Council.
- Monitor spending of the funds approved by the College Council.

REPORTS TO

College Council

MEETING TIMES

As needed (fall semester)

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|------------------|------|
| Co-Chairs | | |
| Instructional Dean | From Membership | 2 YR |
| Faculty | From Membership | 2 YR |
| Members | | |
| Instructional Deans (2) | College Pres. | 2 YR |
| Math/Sciences Faculty (1) | Faculty Pres. | 2 YR |
| Social Sciences/Liberal Arts Faculty (1) | | |
| Career Technical Ed (1) | | |
| English/ESOL/Foreign Languages Librarian (1) | | |
| Student Services Faculty (1) | | |
| Classified (2) | Classified Pres. | 2 YR |
| Students (2) | ASLC Pres. | 1 YR |

WEBSITE

<https://www.laney.edu/ielm-committee>

Institutional Effectiveness Committee

CHARGE

To ensure that the college's strategic planning process is sound, collaborative, evidence-based, and sustainable; and that the Strategic Plan guides decision-making and activities that support improvement of institutional effectiveness and both student learning and success.

As a key component of achieving the goals outlined in the Strategic Plan, the integrated planning and resource allocation model, coupled with ongoing reviews of programs and services, provide systematic data-driven information that allows the college to examine the overall effectiveness of the institution. Therefore, the Committee is responsible for ensuring:

- Ongoing and systematic evaluation of identified goals and planning to refine key processes and improve student learning.
- Dialogue about institutional effectiveness is ongoing, robust, and pervasive.
- Data and analyses are widely communicated and used throughout the institution.
- Ongoing review, evaluation and adaptation of planning processes.
- Consistent and continuous commitment to improving student learning and success.
- Educational effectiveness is a demonstrable priority in all planning structures and processes.

RESPONSIBILITIES

- Inform and engage the campus community in strategic planning.
- Evaluate all progress on the Strategic Plan and the strategic planning process annually and recommend revisions as appropriate.
- Evaluate the effectiveness of the college's planning and resource

allocation model and participatory governance committees and recommend revisions as appropriate.

- Validate and provide feedback on the quality of program review documents submitted by the reviewing units.

REPORTS TO

College Council

MEETING TIMES

1st & 3rd & 5th Thursdays, 3:00-4:30 p.m.
Laney Best Center

| SEAT | APPOINTMENT | TERM |
|---|---|--------------------|
| Co-Chairs | | |
| Vice President, Instruction/ALO | | |
| Rotating: Classified, Faculty, or Student | - Committee Determined - Previous committee member | 2 YR |
| Members | | |
| Administrators At-Large (3) | College Pres. | 2 YR |
| Faculty Senate President (or designee) | | |
| Learning Assessment Committee Faculty Chair | | |
| Curriculum Committee Faculty Chair | | |
| Faculty At-Large (2) | Faculty Pres. | 2 YR |
| Classified Senate President (or designee) | | |
| Research Analyst | | |
| Classified At-Large (2) | Classified Pres. | 2 YR |
| ASLC President (or designee) | | 1 YR |
| Student At-Large | ALSC Pres. | 1 YR |
| Accreditation Coordinator | | During appointment |

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

WEBSITE

<https://www.laney.edu/institutionaleffectiveness>

Learning Assessment Committee

CHARGE

To identify and implement strategies to.

RESPONSIBILITIES

- Ensure quality assessment of learning outcomes college-wide by reviewing course/program outcomes and recommending enhancements through the curriculum committee process.
- Advocate for a culture of continuous improvement of service to students through assessment. Clarify, for all college personnel, the importance of analyzing and reporting assessment results, development and follow-through of action plans, and update of curriculum.
- Participate in creating effective college report templates that appropriately address outcomes. Ensure integration of assessment results into college reports.
- Work with faculty and deans to clarify needs and requirements in regard to assessment, and provide support to departments/units.
- Assist departments/units in meeting accreditation standards pertaining to assessment.
- Maintain a repository of evidence for assessment at the college.
- Produce and maintain documents and resource materials regarding assessment for the college community.
- Promote student awareness of SLOs, PLOs and ILOs.

REPORTS TO

Vice President of Instruction

Sub-Committee of the Faculty Senate

MEETING TIMES

1st & 3rd Fridays, 11:00 a.m.-12:30 p.m., T-750

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|---|---|------|
| Chair(s) | | |
| Faculty (1 or 2) | Elected from among & by committee members | 2 YR |
| Voting Members | | |
| Vice President, Instruction or designee | | |
| Vice President, Student Services or designee | | |
| Faculty (12) | | |
| English (1) | Faculty Pres. | 2 YR |
| ESOL (1) | Faculty Pres. | 2 YR |
| Mathematics (1) | Faculty Pres. | 2 YR |
| Career Technical Ed (2) | Faculty Pres. | 2 YR |
| Business (1) | Faculty Pres. | 2 YR |
| Counseling/Library (1) | Faculty Pres. | 2 YR |
| Science/Kinesiology (1) | Faculty Pres. | 2 YR |
| Humanities/Social Sciences (1) | Faculty Pres. | 2 YR |
| Visual & Performing Arts (1) | Faculty Pres. | 2 YR |
| At-Large (3) | Faculty Pres. | 2 YR |
| Student (1) | ASLC Pres. | 1 YR |
| No more than two faculty from the same area. At least one faculty member, in addition to the chair(s), should also be a member of the Curriculum Committee. At-large positions require a statement of interest submitted to the Faculty Senate President. | | |

WEBSITE

<https://www.laney.edu/assessment>

Affordable Instructional Materials (AIM) Committee

CHARGE

To be aware of and advocate Affordable Instructional Materials (AIM) on campus, provide training to support faculty in the adaptation, adoption, and creation of AIM for their courses, and keep abreast of California legislation regarding the use of AIM.

Articulation, Curriculum, and Open Educational Resources

RESPONSIBILITIES

- Conduct professional development
- Support faculty to adopt or create OER one-on-one
- Maintaining a web presence
- Ensure online class schedule meet the requirements of SB 1359

REPORTS TO

Faculty Senate

MEETING TIMES

2nd & 4th Monday, 1:00-2:30 p.m.

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|---|---|------|
| Chair/Co-Chairs | | |
| OER Coordinator/ASCCC OER Liaison & Faculty | Elected from among and by committee members | 2 YR |
| Members | | |
| Admin. 1 | College President | 2 YR |
| Librarian | Faculty Pres. | 2 YR |
| Building & Skilled Trades (faculty) | Faculty Pres. | 2 YR |
| Business, Entrepreneurship & Management (faculty) | Faculty Pres. | 2 YR |

| | | |
|---|----------------|------|
| Computer & Information Technology (faculty) | Faculty Pres. | 2 YR |
| Culture & Society (faculty) | Faculty Pres. | 2 YR |
| Human Services (faculty) | Faculty Pres. | 2 YR |
| Language & Communication (faculty) | Faculty Pres. | 2 YR |
| Science, Engineering & Math (faculty) | Faculty Pres. | 2 YR |
| Visual & Performing Arts (faculty) | Faculty Pres. | 2 YR |
| Student Accessibility Services (faculty) | Faculty Pres. | 2 YR |
| Student Rep (1) | ASLC President | 1 YR |

WEBSITE

<https://laney.edu/affordable-instructional-materials/>

Professional Development Committee

CHARGE

The Professional Development Committee's responsibilities are summarized in the PFT Contract language describing the responsibilities of the chair: The PD Committee "shall plan, develop, initiate, [and] co-ordinate [sic] the College's collaborative/special projects and college-wide activities and be generally responsible for the overall improvement of skills, knowledge, and morale of all segments of the College community." (Article 25.D.2.g)

RESPONSIBILITIES

- Oversee the sabbatical leave process.
- Oversee the retraining leave process.
- The committee shall plan, develop, coordinate, review, and evaluate all of the Professional Development activities that take place at the college, including Flex (Professional Day) Activities.
- Issue twice yearly report to the College Community and the District Officer of Staff Development on expenditures, funding priorities, procedures, deadlines, activities, schedule of meetings, attainment of goals, needs assessment, etc.
- Establish priorities and procedures, and make advisory recommendations for faculty in each of the following areas:
 - Use of professional development funds for faculty
 - Collaborative/Special projects
 - Institutional subscriptions and memberships
 - Individual travel and conferences
 - Tuition reimbursement

REPORTS TO

Vice President of Instruction

Vice Chancellor of Academic Affairs

MEETING TIMES

2nd & 4th Mondays, 2:00-3:00 p.m., T-801

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|---|--------------------------|------|
| Chair | | |
| Faculty | Elected | 1 YR |
| Members | | |
| Administrator (3) | College Pres. | 2 YR |
| Faculty (1) | Faculty Pres. | 2 YR |
| Faculty (1) | Faculty Pres. & PFT Rep. | 2 YR |
| Faculty (1) | PFT Rep. | 2 YR |
| Classified (1) | Classified Pres. | 2 YR |
| Classified (1) | Local 39 Pres. | 2 YR |
| Classified (1) | Local 1021 Pres. | 2 YR |
| Committee Chair can serve a maximum of four (4) consecutive terms and need not be a committee member. Members can serve a maximum of two (2) consecutive terms. | | |

WEBSITE

<https://www.laney.edu/professionaldevelopment>

NOTES

The Professional Development Committee's composition and rules are part of the Faculty Contract (Article 25).

Strategic Enrollment Management (SEM) Committee

CHARGE

The Strategic Enrollment Management Committee will develop a holistic and integrated approach to enrollment management that supports college-wide collaboration, engagement, creative-thinking and consensus building.

The purpose of the Strategic Enrollment Management Committee is to discuss enrollment strategies and to make recommendations that contribute to student access, recruitment, persistence, completion, and lifelong learning through diverse program offerings.

RESPONSIBILITIES

- Evaluate on-going enrollment trends, activities, and initiatives
Initiate research on scheduling and instruction at the department and division levels as well as within and outside the district.
- Use high-quality qualitative and quantitative data to inform recommendations.
- Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with Laney's Strategic Plan.
- Assess, evaluate, and make recommendations for student support strategies to enhance student access, success, persistence, and goal attainment.
- Monitor and evaluate progress towards strategic enrollment planning goals.
- Develop intentional marketing strategies to prospective and current students unique to Laney's student population and community.

REPORTS TO

College Council

MEETING TIMES

1st & 3rd Wednesdays, 10:30 a.m.-12:00 p.m.,
T-850

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|------------------|------|
| Co-Chairs | | |
| Vice President, Instruction | | |
| Vice-President, Student Services | | |
| Members | | |
| Instructional Dean | College Pres. | 1 YR |
| Dean of Student Services | College Pres | |
| Director, Student Activities | | |
| Vice-President, Admin Services | | |
| Director, Information Technology | | |
| Public Information Officer | | |
| Academic Support Specialist | | |
| Research & Technology Systems Analyst | | |
| Faculty At-Large (3) | Faculty Pres. | 2 YR |
| Faculty-Guided Pathways (1) | Faculty Pres. | 2 YR |
| Counselor (3) | Faculty Pres. | 2 YR |
| Classified At-Large (3) | Classified Pres. | 2 YR |
| Student At-Large (3) | ALSC Pres. | 1 YR |
| Other college personnel will be asked to temporarily participate in the committee as needed based on their expertise or position at the college. | | |

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

WEBSITE

<https://www.laney.edu/enrollment-management-committee>

Student Loan Default Prevention Committee (SEM Sub-Committee)

CHARGE

To address the Department of Education Minority Serving and Under-Resource Division (MSURSD) Assessment Report with the explicit planning and goal of improving the College's default rate.

The committee will be a sub-committee within the College's Strategic Enrollment Management (SEM) Committee that reports back to College Council.

RESPONSIBILITIES

- Receive professional development on Student Loan Default Prevention from MSURD.
- Review and discuss data about the College's default rate to include student demographics related to the default rate and instructional programs associated with default rate
- Recommend strategies to lower the default rate and improve financial literacy for student success through the domain of access, persistence, retention and completion.

REPORTS TO

Strategic Enrollment Management Committee

MEETING TIMES

TBD

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|-------------------------|------|
| Co-Chairs | | |
| TBD | TBD | TBD |
| TBD | TBD | TBD |
| Members | | |
| Dean, Instruction | College Pres. | 2 YR |
| Dean, Student Services | | |
| Dean, Enrollment Services | | |
| Director of Financial Aid | | |
| Faculty | | |
| Faculty At-Large | Faculty Pres. | 2 YR |
| General Counselor | Faculty Pres. | 2 YR |
| Special Programs Counselor | Faculty Pres. | 2 YR |
| DSPS Counselor | Faculty Pres. | 2 YR |
| Classified | | |
| Financial Aid Officer | | |
| EOPS/CARE/Next-Up-CalWORKs Staff | Classified Senate Pres. | 2 YR |
| Recruitment, Assessment & School Relations Staff | Classified Senate Pres. | 2 YR |
| Business Office Staff | Classified Senate Pres. | 2 YR |
| Student Representatives | | |
| Student At-Large (4) | ALSC Pres. | 1 YR |

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

WEBSITE

TBD

Student Support & Equity Committee

CHARGE

The Student Support and Equity Committee (SSE) will advance the visions and goals of the Laney College EMP/SEM/Student Equity Plans and the State Chancellor's Vision for Success. The purpose of the SSE Committee is to provide a platform for communication and collaboration across the College that will result in the coordinated efforts towards the Educational Master Plan, Strategic Enrollment Management Plan and Equity Plans with an equity lens.

RESPONSIBILITIES

- Facilitate the alignment of college initiatives that promote student success and reduce equity gaps for disproportionately impacted communities with the State Chancellor's Vision for Success goals.
- Provide a venue for dialogue so as to fully inform and integrate onboarding and retention efforts towards student success.
- Support institutional collaboration and alignment of the Laney College Guided Pathway and Student Equity Plans.
- In partnership with the Budget Advisory Committee, review initiatives and programs funded through the Student Equity and Achievement Program.

REPORTS TO

College Council

MEETING TIMES

1st Thursday, 1:30-3:00 p.m.,
T-801

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|---------------------------------------|------------------|------|
| Co-Chairs | | |
| Student Services Administrator | College Pres. | 2 YR |
| Faculty | Faculty Pres. | 2 YR |
| Administration | | |
| Administrators (4) | College Pres. | 1 YR |
| Classified | | |
| Classified At-Large (1) | Classified Pres. | 2 YR |
| Financial Aid (1) | Classified Pres. | 2 YR |
| Enrollment Services (1) | Classified Pres. | 2 YR |
| Basic Needs (1) | Classified Pres. | 2 YR |
| Research & Technology Systems Analyst | | |
| Adult Ed. Transitions Liaison (1) | | |
| Tutoring Project Manager (1) | Classified Pres. | 2 YR |
| Faculty | | |
| Faculty At-Large (1) | Faculty Pres. | 2 YR |
| Counseling (1) | Faculty Pres. | 2 YR |
| Guided Pathways (1) | Faculty Pres. | 2 YR |
| Foundation Skills (1) | Faculty Pres. | 2 YR |
| Equity Programs (1) | Faculty Pres. | 2 YR |
| Distance Education (1) | Faculty Pres. | 2 YR |
| Library (1) | Faculty Pres | 2 YR |
| Student | | |
| Student At-Large (2-4) | ASLC Pres. | 1 YR |

WEBSITE:

Technology Planning Committee

CHARGE

Through review and discussion, establish a uniform and integrated structure for considering information technology matters in order to advise the President and the College Council in making strategic management decisions involving information technology. This includes technology recommendations from other college committees and/or campus groups affecting the college as a whole.

RESPONSIBILITIES

- Document and assess the current state of technology utilization and staffing.
- Assist the college in developing a strategic technology plan.
- Review and make recommendations on strategic planning for the college's information technology resources.
- Identify, prioritize, and recommend areas for expansion, access, and maintenance of technology utilization to enhance instructional programs, student services, and the management of the college.
- Identify, prioritize, and recommend both on-going and specialized training needs for maximum utilization of technological resources.
- Identify, prioritize, and recommend staffing for technology usage.
- Collect, evaluate, prioritize, and recommend technology proposals for implementation.
- Recommend funding strategies and priorities for technology spending
- Advise the District Technology Committee about the information technology needs and concerns of Laney College; receive and provide regular reports from the District Technology Committee, review and respond as appropriate.
- Collaborate with the Distance Education Committee to support faculty and students with technology needs.

REPORTS TO

College Council

MEETING TIMES

2nd Thursday, 1:30-3:00 p.m., T-750

MEMBERSHIP

| SEAT | APPOINTMENT | TERM |
|--|----------------------|------|
| Tri-Chairs | | |
| Director, Information Technology | | |
| Rotating Faculty | Elected by Committee | 2 YR |
| Members | | |
| Faculty-DE Coord. | | |
| Faculty-CTE, Counseling, Library (3) | Faculty Pres. | 2 YR |
| Faculty At-Large (1) | Faculty Pres. | 2 YR |
| Administrator (1) | College Pres. | 2 YR |
| Public Information Officer | | |
| Classified-DSPS, IT, Business Services (3) | Classified Pres. | 2 YR |
| Classified At-Large (1) | Classified Pres. | 2 YR |
| Student (1) | ALSC Pres. | 1 YR |

ABSENCE POLICY

After two (2) unexcused absences, the chair will notify the constituency group leadership for possible reappointment.

WEBSITE

<https://laney.edu/technology-planning-committee>

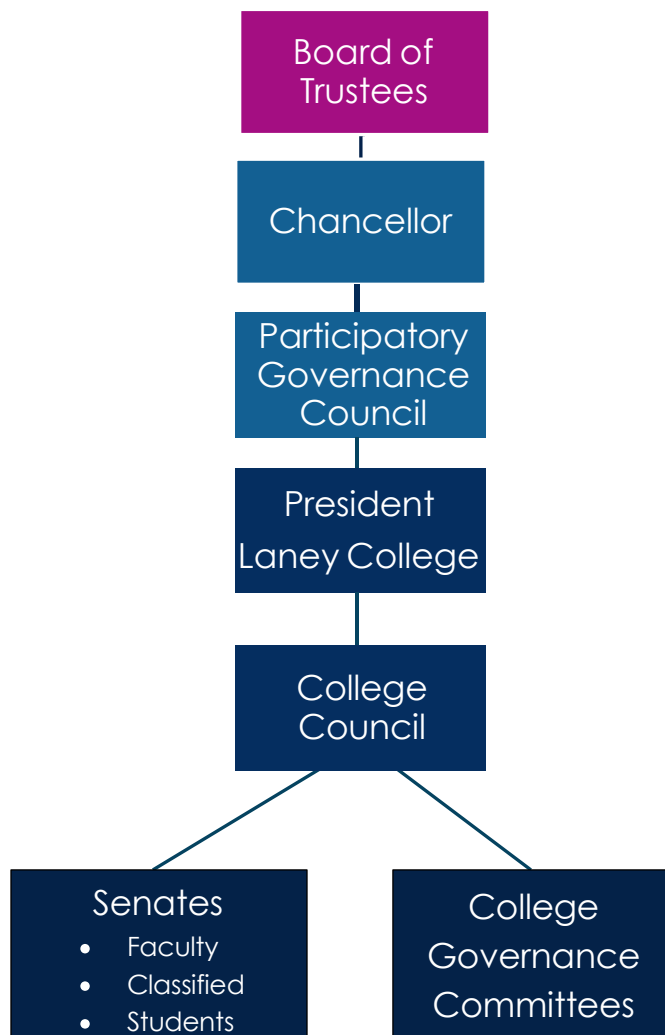
Appendix

Organizational Flow Charts

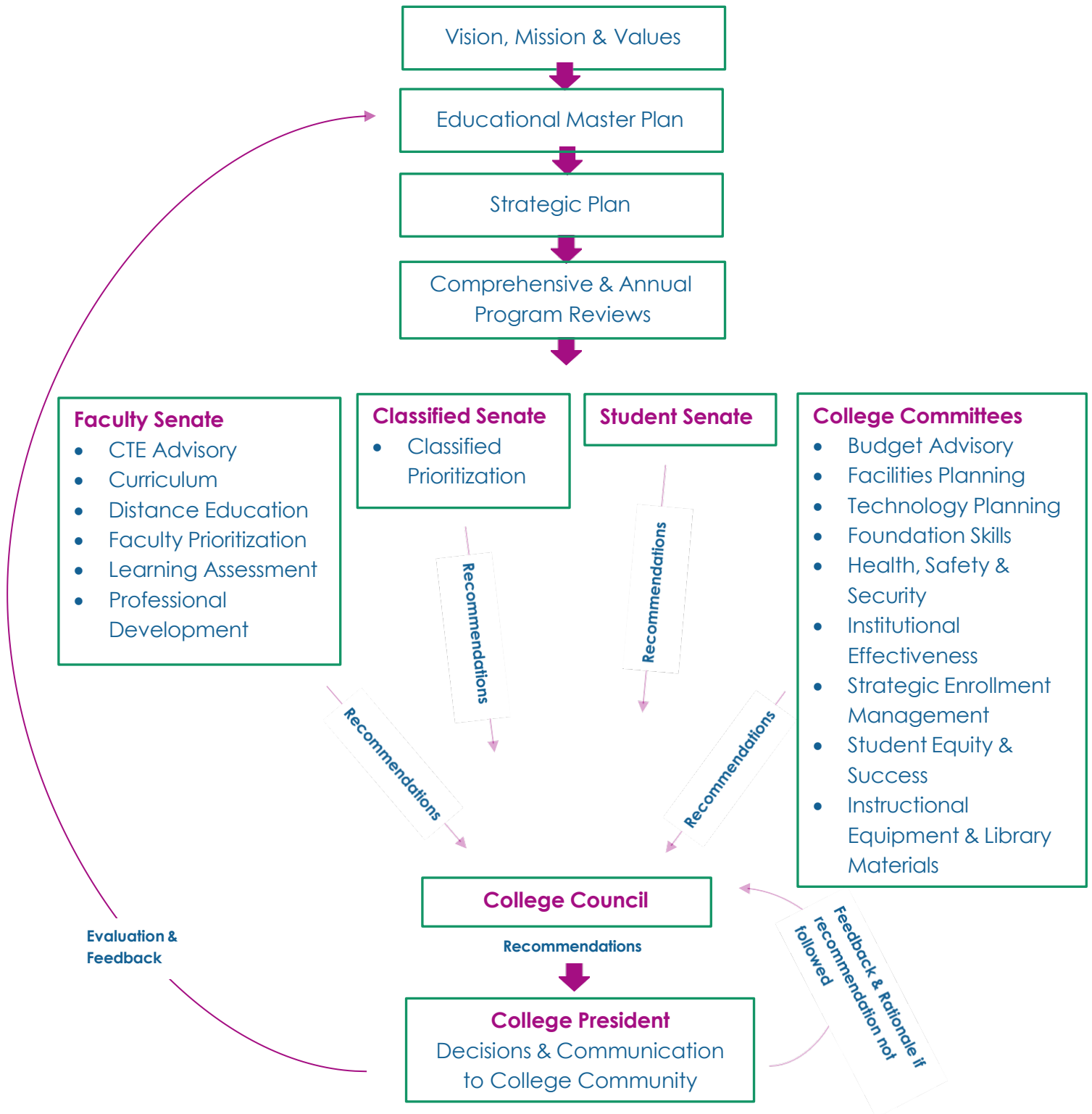
Participatory Governance

Laney College is governed through a participatory governance process. The role and purpose of all committees and councils in the governance process is to provide input in college decision making and assist in the communication of the nature and the necessities of college projects throughout the college community. College Governance Councils and Committees also make recommendations, through the College President, to the Chancellor and the Board of Trustees.

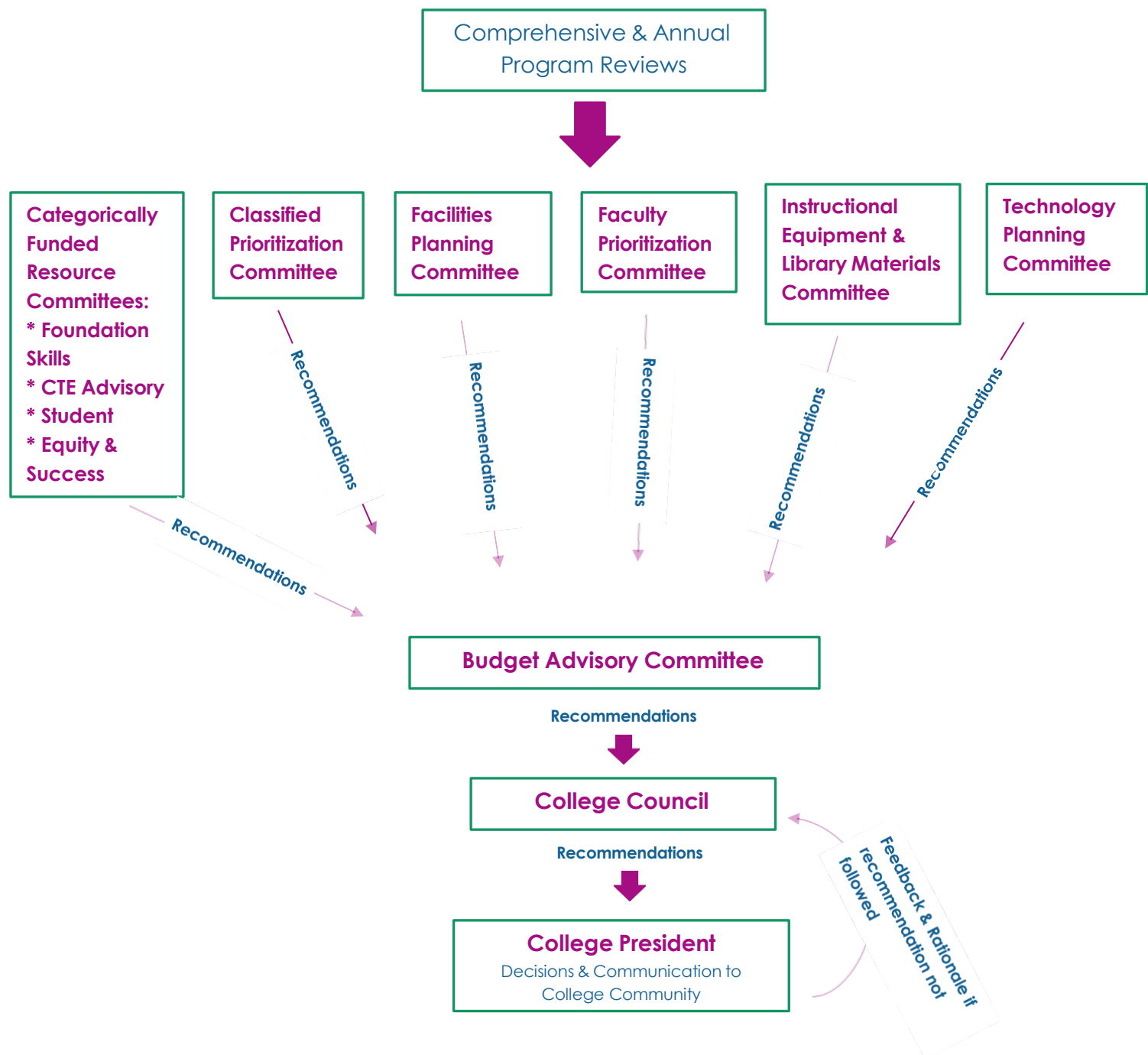
It is especially important that special interest groups use the governance process to accomplish their goals. This process not only gives interest groups broad-based college support but also assures college-wide prioritization of institutional goals. The chart below shows the line of authority and the line of consultation/communication from the college to the Board of Trustees.



Planning and Decision Making Process



Resource Allocation Flow Chart

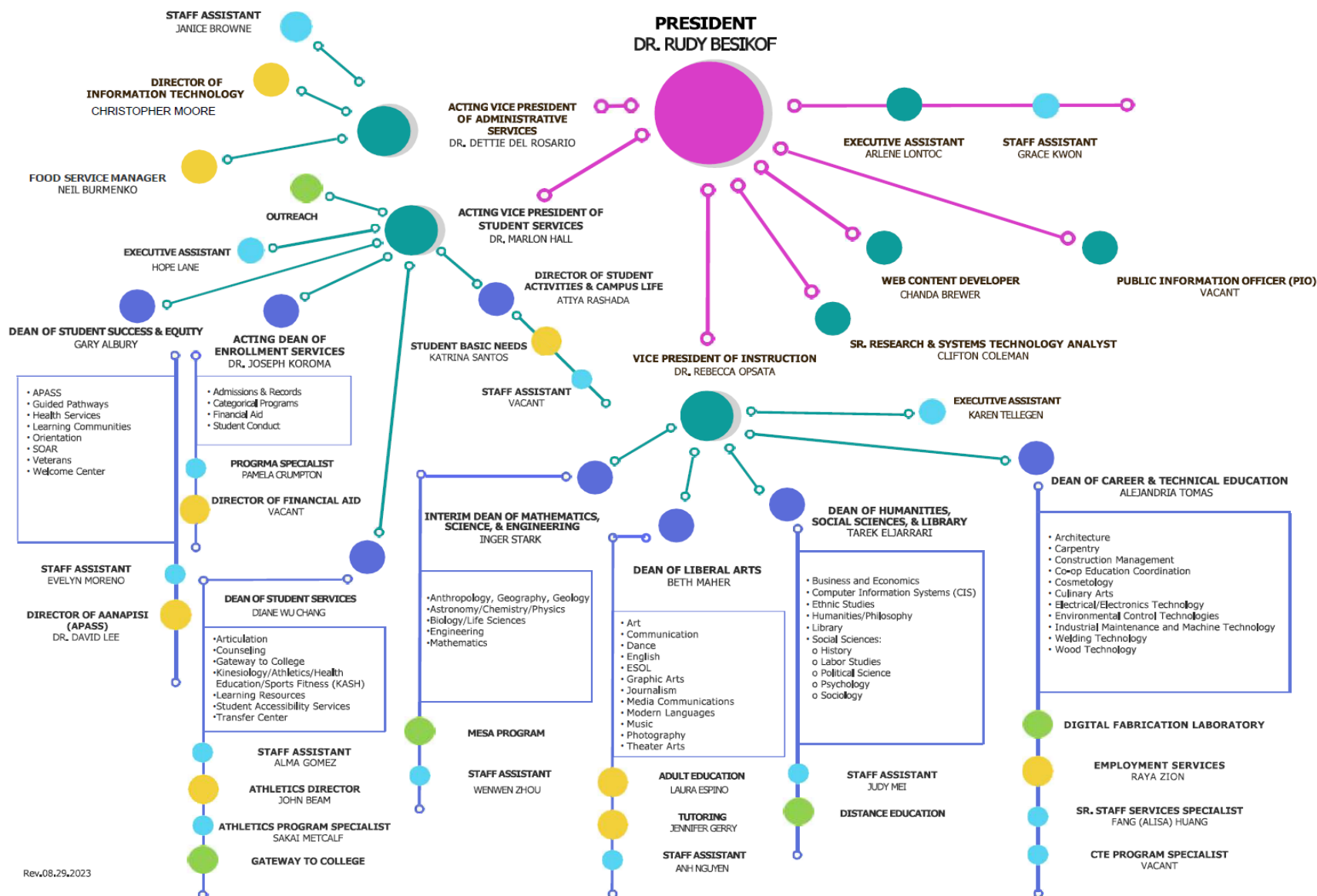


2023-2024

Dream. Flourish. Succeed.



Laney College
DREAM. FLOURISH. SUCCEED.



Resources

THE BROWN ACT

The Brown Act of 1953 (California Government Code, Sections 54950-54962) governs public access to meetings of legislative (governing and advisory) bodies, boards, commissions, committees, task forces, whether temporary or permanent. Ad hoc committees are not governed by the Brown Act.

The Brown Act requires that:

- Notices and agendas be posted at least 72 hours in advance of regular meetings;
- Meetings be held free or charge in places accessible to all;
- The public be allowed to address the body on any item in its jurisdiction;
- Votes be conducted publicly;
- Documents be distributed to at least the majority of the members before or at the meeting.

There are many exceptions and nuances. Consult the Attorney General Office's pamphlet for more information (oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf).

ROBERT'S RULES OF ORDER

Although most committees do not follow Robert's Rules of Order for the sake of informality, the Senates do. All senators should be familiar with the basics. See Douglas N. Case's *An Outline of Basic Parliamentary Procedure* (<https://www.dvc.edu/student-services/student-life/pdfs/Roberts-rules-SDSU.pdf>, San Diego State University), from which the remainder of this section was taken.

As generally accepted parliamentary procedure, Robert's Rules of Order serve the following purposes:

- Ensure majority rule;
- Protect the rights of the minority, the absentees, and individual members;
- Provide order, fairness, and decorum;
- Facilitate the transaction of business and expedite meetings.

The basic principles are:

- All members have equal rights, privileges, and obligations.
- A quorum must be present for the group to act.
- Full and free discussion of every motion is a basic right.
- Only one question at a time may be considered, and only one person may have the floor at any one time.
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
- No person can speak until recognized by the chair.
- Personal remarks are always out of order.
- A majority decides a question except when basic rights of members are involved.
- A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate).
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The chair should always remain impartial.

COMMITTEE GUIDELINES

Open Meetings

All governance meetings are open to the public, including the entire college community.

Responsibilities of Committee Members

Committee members are responsible for preparing for and attending meetings, participating in decisions, communicating with representative constituencies and contributing to informed decision making. Committee members should inform the chair if they must miss a scheduled meeting.

Responsibilities of Chairs

Chairs are responsible for soliciting agenda items from committee members, preparing agendas and meeting materials in advance of meetings, and distributing agendas and meeting materials at least 72 hours in advance of meeting to the committee membership via district email. In addition, chairs should distribute meeting agendas to the college email list (Laney-FAS) at least 72 hours in advance of the meeting.

Chairs are also responsible for writing meeting notes or identifying a committee volunteer to write meeting notes. Chairs should monitor agendas and meeting notes to ensure that there is follow-through on all committee actions. Co-chairs should meet in advance of meetings (either in person or virtually) to prepare agendas. Additionally, co-chairs are expected to ensure regular assessment of the committee's effectiveness for continued growth.

Agenda items should be described as clearly as possible. The agenda should indicate whether items are action items or discussion items.

Meeting notes (or minutes) should provide attendance information. At a minimum, all

actions taken by the committee should be noted.

Chairs are responsible for posting committee documents and information to a committee website. Committee documents include: agendas, meeting notes, and supporting documents. Committee website information should also include: meeting dates, meeting times, and committee membership. Chairs may identify a committee member to maintain the committee website.

The Institutional Effectiveness Committee is responsible for ensuring that committee websites remain current.

Committee Appointments

Committee appointments that are not based on position shall be appointed as follows:

- Administrative appointments are made by College President.
- Faculty appointments are made by Faculty Senate President.
- Classified Appointments are made by Classified Senate President.
- Student appointments are made by Student Senate President.

Appointments for non-voting bargaining agent representatives are made by the PFT, Local 39, and Local 1021, respectively.

Committee chairs should make requests for appointments in writing by the start of fall semester. Presidents should respond to appointment requests in a timely manner in writing.

Committee Meeting Schedule

All meetings should take place during fall and spring terms. A quorum shall consist of 50% + 1 of voting membership.

Committee Vacancies

A committee cannot function without regular attendance of committee members. Committee members who are unable to attend the regularly designated committee meeting time should inform the chair so a new appointment can be made.

APPOINTMENT TERMS

Membership appointments for Faculty and Classified will be set for two (2) years (at a time) for all Laney College shared governance committees, unless otherwise confirmed. Membership appointments for Students will be set for one (1) year (at a time) for all Laney College shared governance committees.

Institution of this stipulation will encourage and provide more opportunities for faculty, classified and student participation. Further, it would assist in increasing the knowledge base of all employees and students as it relates to the functions and processes of Shared Governance here at Laney.

In the event that any shared governance committee feels appointment term limits for their specific committee should be extended past the two (2) year membership appointment term limit, the committee and/or its leaders shall have the opportunity to submit a recommendation to the College Council for extended appointment term limits, noting the reason(s) why this arrangement would be more appropriate for their particular committee.

EFFECTIVE PRACTICES

Laney College values all members within a committee and recognizes that each member brings a unique perspective to the table, adding value to each committee. Each member of a committee:

- Has the right to be heard without interruption and prejudice;
- Has the right to conflict, bringing up issues that will better our college and our community;
- Cooperates with colleagues despite political and pedagogical differences;
- Is prepared for meetings in advance (reading relevant materials, consulting with constituencies, and researching issues on the agenda);
- Acts in good faith and works for the common good;
- Recognizes that attendance and participation fosters relationship-building;
- Represent constituent groups and should avoid personal comments that do not represent that membership.

Title 5 Excerpts

Title 5 is the section of the California Code of Regulations (CCR) that pertains to education. Go to <http://govt.westlaw.com/calregs/> for the complete CCR.

§51023 Faculty (Division 6, Chapter 2, Subchapter 1)

The governing board of a community college shall:

- (a) adopt a policy statement on academic freedom which shall be made available to faculty;
- (b) adopt procedures which are consistent with the provisions of sections 53200–53206, regarding the role of academic senates and faculty councils;
- (c) substantially comply with district adopted policy and procedures adopted pursuant to subdivisions (a) and (b).

§51023.5 Staff (Division 6, Chapter 2, Subchapter 1)

- (a) The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:
 - 1) Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this section,

management and nonmanagement positions or groups of positions shall be separately defined or categorized.

- 2) Participation structures and procedures for the staff positions defined or categorized.
- 3) In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.
- 4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.
- 5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and

development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.

- 6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.
- 7) When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as follows:
 - (A) The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.
 - (B) Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially

recognized in its policies and procedures for staff participation.

- (C) When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.
- (D) In all cases, representatives shall be selected from the category that they represent.

- (b) In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of

employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.

- (c) Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections 53200-53204, and section 51023.7, respectively.
- (d) The governing board of a community college district shall comply substantially with the provisions of this section.

§51023.7 Students (Division 6, Chapter 2, Subchapter 1)

- (a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:

- 1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the

governing board regarding such policies and procedures.

- 2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.
 - 3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.
 - 4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.
- (b) For the purposes of this Section, district and college policies and procedures that

have or will have a "significant effect on students" includes the following:

- (1) grading policies;
 - (2) codes of student conduct;
 - (3) academic disciplinary policies;
 - (4) curriculum development;
 - (5) courses or programs which should be initiated or discontinued;
 - (6) processes for institutional planning and budget development;
 - (7) standards and policies regarding student preparation and success;
 - (8) student services planning and development;
 - (9) student fees within the authority of the district to adopt; and
 - (10) any district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.
- (c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.
- (d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.
- (e) The governing board of a community college district shall comply substantially

with policies and procedures adopted in accordance with this Section.

Article 2. Academic Senates (Division 6, Chapter 4, Subchapter 2)

§53200 Definitions

For the purpose of this Subchapter:

- (a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.
- (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."
- (c) "Academic and professional matters" means the following policy development and implementation matters:
- (1) curriculum, including establishing prerequisites and placing courses within disciplines;
 - (2) degree and certificate requirements;
 - (3) grading policies;
 - (4) educational program development;
 - (5) standards or policies regarding student preparation and success;

- (6) district and college governance structures, as related to faculty roles;
- (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- (8) policies for faculty professional development activities;
- (9) processes for program review;
- (10) processes for institutional planning and budget development; and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

(d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:

- (1) relying primarily upon the advice and judgment of the academic senate; or
- (2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

§53201 Academic Senate or Faculty Council

In order that the faculty may have a formal and effective procedure for participating in the formation and implementation of district policies on academic and professional matters, an academic senate may be established at the college and/or district level.

§53202 Formation Procedures; Membership

The following procedure shall be used to establish an academic senate:

- (a) The full-time faculty of a community college shall vote by secret ballot to form an academic senate.
- (b) In multi-college districts, the full-time faculty of the district colleges may vote on whether or not to form a district academic senate. Such vote shall be by secret ballot.
- (c) The governing board of a district shall recognize the academic senate and authorize the faculty to:
 - (1) Fix and amend by vote of the full-time faculty the composition, structure, and procedures of the academic senate.
 - (2) Provide for the selection, in accordance with accepted democratic election procedures, the members of the academic senate.
- (d) The full-time faculty may provide for the membership and participation of part-time faculty members in the academic senate.
- (e) In the absence of any full-time faculty members in a community college, the part-time faculty of such community college may form an academic senate.

§53203 Powers

- (a) The governing board of a community college district shall adopt policies for appropriate delegation of authority and responsibility to its college and/or district academic senate. Among other matters, said policies, at a minimum, shall provide that the governing board or its designees will consult collegially with the academic senate when adopting policies and procedures on academic and professional matters. This requirement to consult collegially shall not limit other rights and responsibilities of the academic senate which are specifically

provided in statute or other Board of Governors regulations.

(b) In adopting the policies and procedures described in Subsection (a), the governing board or its designees shall consult collegially with representatives of the academic senate.

(c) While in the process of consulting collegially, the academic senate shall retain the right to meet with or to appear before the governing board with respect to the views, recommendations, or proposals of the senate. In addition, after consultation with the administration of the college and/or district, the academic senate may present its views and recommendations to the governing board.

(d) The governing board of a district shall adopt procedures for responding to recommendations of the academic senate that incorporate the following:

(1) in instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.

(2) in instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes

substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

(e) An academic senate may assume such responsibilities and perform such functions as may be delegated to it by the governing board of the district pursuant to Subsection (a).

(f) The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate. Notwithstanding this Subsection, the collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

§53204 Scope of Regulations

Nothing in this Subchapter shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulations.

§53206 Academic Senate for California Community Colleges

(a) An Academic Senate for the California Community Colleges has been

established through ratification by local academic senates or faculty councils so that the community college faculty of California may have a formal and effective procedure for participating in the formation of state policies on academic and professional matters.

- (b) The Board of Governors recognizes the Academic Senate of the California Community Colleges as the representative of community college academic senates or faculty councils before the Board of Governors and Chancellor's Office.

§53207 Reimbursement for Release of Reassigned Time

- (a) Except as provided in subdivisions (d) and (e), the faculty members elected to serve as president and vice president of the Academic Senate of the California Community Colleges (ASCCC) shall be granted release or reassigned time from their local responsibilities by the districts by which they are employed during their terms of office.
- (b) The amount of release or reassigned time required will be determined by the ASCCC and reported to the district employing the person elected ASCCC president by May 1st and to the district employing the person elected ASCCC vice president by June 1st of the year in which these individuals will assume office, unless the election has not been conducted by those dates, in which case the information will be reported immediately upon completion of the election.
- (c) The districts employing the president and the vice president of the ASCCC will be reimbursed by February 1 from the state appropriation for the ASCCC for the release or reassigned time at the part-time replacement cost identified by the district prior to September of each year. If the release or reassigned time need

identified is 100 percent and the position to be filled is in a hard to replace discipline area, the district shall so certify to the Chancellor of the California Community Colleges by August 1. If the Chancellor confirms the district certification, the district shall be reimbursed at the full-time temporary replacement cost. In addition, districts shall be reimbursed by the ASCCC for reasonable and documented administrative costs associated with hiring faculty to replace the faculty serving as president and vice president of the ASCCC.

- (d) A local district will not be required to grant release or reassigned time for the president or vice president of the ASCCC if it certifies by August 1 to the Chancellor, and he or she confirms, that the faculty member is in a position for which a qualified part-time or full-time temporary replacement cannot be found to meet the needs of the students.
- (e) No district shall be required to grant release or reassigned time for an individual serving as president or vice president of the ASCCC for a period exceeding four years.
- (f) This section shall only be operative during any fiscal year in which sufficient funds are provided therefore to the ASCCC in the annual Budget Act for that fiscal year or other legislation.

Selected Board Policies and Administrative Procedures

For all Board Policies (BP) and Administrative Procedures (AP), go to <https://web.peralta.edu/trustees/bps-aps/>

BP 2510 Participation in Local Decision Making (revised 2015)

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, by relying primarily upon the advice and recommendations of the senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff as defined by law. The opinions and recommendations of the staff will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Participation in decision making will not necessarily be limited to the named groups above.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

AP 2410 Policy Development Process (revised 2015)

A. Submission

New or revised draft Policies can be submitted to the Chancellor from any recognized PCCD group or individuals with area expertise. All drafts submitted to the Chancellor shall include a cover letter that addresses the following:

1. The name of the individual/group authoring the draft.
2. A concise explanation stating the reason(s) for the new or revised draft Policy. This

- statement may be used later as an inclusion in the Board packet.
3. References relative to State, Federal, Legal, Accreditation, Title 5 Code of Regulations, or any other appropriate references supporting the Policy.

B. Planning and Budgeting Council

All draft Policies will be forwarded to the Planning and Budgeting Council by the Chancellor or his designee to ensure an opportunity for consultation and participation in the development of the policy. The consultative group(s) response to the Chancellor should be documented in the form of meeting minutes in a timely manner. The constituent group's position (supportive, not supportive, abstain), will be provided to the Board with the draft Policy.

C. The Board of Trustees

The Board will hear all Policy materials over at least two separate meetings. However, when unusual and compelling reasons or legal constraints exist, the Board may elect to review and act on Policy material during only one session. The action shall be recorded in the minutes of the Board.

D. Chancellor's Cabinet

The Chancellor's Cabinet will review all draft new or revised Policies for the Chancellor prior to a recommendation to the Governing Board.

E. Administrative Procedures

Administrative Procedures specify the regulations, rules, and practices by which Board Policies are implemented. The Chancellor shall provide each member of the Board with copies of the Administrative Procedure as applicable to specific Board Policies as they become available. Administrative Procedures shall be

incorporated in the Board Policy manual in a manner that distinguishes between Board Policy and Administrative Procedures.

F. Implementation

After a favorable vote on Policy by the Board and/or approval of a Procedure by the Chancellor, the material will be posted on the District's web site by the Assistant to the Chancellor. A paper copy will be maintained by the Chancellor's office as the permanent record. The announcement of new Policies/Procedures will be the responsibility of the Chancellor's Office.

G. Administrative Responsibility

The Chancellor has the primary administrative responsibility to recommend new or revised Policies to the Board of Trustees. The Chancellor approves all new or revised Administrative Procedures. The Chancellor may delegate the drafting of certain Board Policies or Administrative Procedures. The recording of the assignment and the tracking of the revision process will be kept in the Chancellor's office and distributed with revisions in a document called "Policy and Procedure Tracking Matrix".

H. The Academic Senate

Education Code 53200 et seq. states that the district shall rely primary upon the advice of the Academic Senate with respect to "Academic and Professional Matters." Therefore, policies pertaining to chapter 4 "Academic Affairs" will also be reviewed by the Academic Senate who will make a separate recommendation in addition to the procedures described above.

I. Educational Employment Relations Act

Nothing in this procedure will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

AP 2511 Role of Academic Senates in District and College Governance
(approved 2014)

The Governing Board of the Peralta Community College District, through its Chancellor, affirms the recognition of the District Academic Senate (DAS) and the Academic Senates of Berkeley City College, the College of Alameda, Laney College, and Merritt College (College Academic Senates) under Title 5 of the California Administrative Code and as provided for in law (specifically AB 1725).

- A. The District Academic Senate, representing the four College Academic Senates, is recognized to make recommendations to the District Chancellor, and to the Board of Trustees with respect to “academic and professional matters.”
- B. Each College Academic Senate shall be recognized to make recommendations with respect to “academic and professional matters” to their respective College President and the Management Team; and may consult collegially with the Board of Trustees about College matters. The administrative leadership of each college shall consult collegially on these and any other procedures established to carry out this policy.
- C. The definition of “academic and professional matters” as stated in Title 5 regulations means the following policy development and implementation matters:
 - 1. Curriculum, including establishing prerequisites and placing courses within disciplines

- 2. Degree and certificate requirements
 - 3. Grading policies
 - 4. Educational program development
 - 5. Standards or policies regarding student preparation and success
 - 6. District and college governance structures, as related to faculty roles
 - 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
 - 8. Policies for faculty professional development activities
 - 9. Processes for program review
 - 10. Processes for institutional planning and budget development
 - 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate (Title 5 §53200)
- D. The DAS may assume additional responsibilities and perform such functions as may be delegated to them in writing by the Board or designee pursuant to Title 5. Additional academic and professional matters may be added through formal resolution of the Board.
 - E. The Board, Chancellor, and College Presidents and their Management Teams shall “consult collegially” and “rely primarily” on the DAS and the College Academic Senates in the above cited “academic and professional matters” areas. The requirement to consult collegially shall not limit other rights and responsibilities of the DAS and the College Academic Senates which are specifically provided for in statute, regulations, or other Board policies.
 - F. The Board shall receive and consider advice from the DAS on the above

cited "academic and professional matters" and the Board shall accept the DAS recommendation unless there are exceptional circumstances or compelling reasons not to. Should the Board not accept a DAS recommendation, the Board shall communicate promptly the reasons in writing (which may include Board minutes).

- G. The DAS and/or College Academic Senates shall present a report to the Board at least at its first regularly scheduled monthly Board meeting and shall be extended an opportunity to meet with or appear before the Board with respect to their respective views, recommendations, and proposals.
- H. As directed by the Board, the DAS President shall serve an active role and represent the DAS at all Board meetings and throughout the District's service areas as necessary.
- I. Further, per California Education Code, the governing board will "consult collegially" by "relying primarily on the advice and judgment" of the District Academic Senate in the following areas:
 - 1. Procedures for the waiver of minimum qualifications/ equivalency [§70902 (b) (7)];
 - 2. Hiring criteria, policies, and procedures for hiring new faculty [§87360 (b); and
 - 3. Process and procedures for administrative retreat rights [§87458 (a)].
- J. The Peralta Federation of Teachers, prior to engaging in collective bargaining, will consult with the District Academic Senate in the following areas:
 - 1. Tenure evaluation procedures [§87610.1 (a)];
 - 2. Faculty evaluation procedures [§87663 (f)]; and
 - 3. Faculty service areas [§87743.2].

- K. Nothing in this administrative procedure shall be construed to neither impinge upon the due process rights of faculty, the negotiation rights of the faculty collective bargaining representative (the Peralta Federation of Teachers), nor detract from any negotiated agreements between the collective bargaining representative, and the Board.
- L. In alignment with section "K" above, please refer to Board Policy 2510 which addresses participation in local decision-making (shared governance) for faculty, staff, and students.