**Compendium of Committees**

Participatory Governance Manual

Structure and intent adopted by the Planning & Budgeting Council on

**February 6, 2019**

(pending updates)

**Cañada Participatory Governance Structure**

# Overview

Participatory governance is defined as a collaborative effort of administration, faculty, staff, and students for the purpose of providing high quality college programs and services. All members of the campus community are invited to participate in planning for the future and in developing policies, regulations, and recommendations under which the College is governed and administered (see California Education Code (70901(b)(1)(E)). This Compendium of Committees describes the relationship of various college committees to each other, as well as the roles, responsibilities, and membership of each.

# Organizational Structure

 The primary stakeholder groups at Cañada College are:

* [Academic Senate](https://canadacollege.edu/academicsenate/index.php)
* [Associated Students of Cañada College (ASCC)](https://canadacollege.edu/studentlife/ASCC.php)
* [Classified Senate/CSEA](https://canadacollege.edu/classifiedsenate/index.php)

Representatives from each of these stakeholder groups come together with college administrators to collaborate in the following participatory governance groups:

* [Planning & Budgeting Council (PBC)](https://canadacollege.edu/planningbudgetingcouncil/index.php)
* [Instructional Planning Council (IPC)](https://canadacollege.edu/ipc/)
* [Student Services Planning Council (SSPC)](https://canadacollege.edu/sspc/index.php)
* [Administ](https://canadacollege.edu/sspc/index.php)[rative Planning Council (APC)](https://canadacollege.edu/apc/index.php)

The organizational chart on the right outlines their relationship.

# Related Committees

In addition to the primary college stakeholder groups and participatory governance Planning Councils, the College has a number of other committees which report to one of the groups above, but which have a more defined purpose and set of responsibilities. These are:

|  |  |
| --- | --- |
| * Academic Committee for Equity and Success (ACES)
* Curriculum Committee
* Distance Education Advisory Committee (DEAC)
* Environmental Sustainability Committee
* Honors Transfer Program Committee
 | * Professional Learning Committee
* Safety Committee
* Strategic Enrollment Management Committee (new)
* Technology Committee
 |


# Stakeholder Group, Planning Council, and Related Committee Roles and Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder Group** | **Roles & Responsibilities** | **Membership** | **Reports to** |
| Academic Senate | The Academic Senate provides for the effective participation of faculty in participatory governance and assumes primary responsibility for making recommendations to the college administration and district in the areas of curriculum and academic and professional standards.  These areas are referred to as **10+1 which are identified in** California state legislation AB 1725 amended Education Code Title 5, Section 53200 to identify the 10+1 "academic and professional matters".Academic Senate [Bylaws](https://canadacollege.edu/academicsenate/bylaws.php) | **All faculty are members. Leadership includes:**PresidentVice PresidentSecretaryTreasurerSenators: Subcommittee Rep for Curriculum Committee and Professional Development CommitteeSenators: Division Reps – one for each Division  | **Not Applicable** |
| Classified Senate | It is the mission of the Cañada College Classified Senate to work with the administration, faculty, and students in the interest of enriching the educational and social environment of the College, in accordance with the College's mission and strategic goals.We are the primary governing body for classified professionals at Cañada College. Our members are from various areas, full time or part time employment, and actively participate in all college-wide discussion, excluding collective bargaining matters. We represent CSEA, AFSCME, and non-represented classified employees which includes supervisors and management. Our [constitution](https://www.canadacollege.edu/classifiedsenate/Canada-Classified-Senate-Constitution-05-18-09.pdf), [by-laws](https://www.canadacollege.edu/classifiedsenate/Classified-Senate-Bylaws-07.pdf), and [statement of ethics](https://www.canadacollege.edu/classifiedsenate/docs/Statement%20of%20Ethics_FINAL_1_31_18.pdf) help us to fairly represent all our constituents.  Classified Senate [Bylaws](https://www.canadacollege.edu/classifiedsenate/Classified-Senate-Bylaws-07.pdf) | **All classified staff are members. Leadership includes:**PresidentVice PresidentSecretaryTreasurerCo-Activities CoordinatorsPhotographer | **Not Applicable** |
| Associated Students of Cañada College (ASCC) | The Associated Students of Cañada College (ASCC) is the student government at Cañada College. The ASCC are elected and appointed student representatives who organize and promote campus wide programs, protect student rights, and represent the student voice on campus committees.ASCC [Constitution](https://www.canadacollege.edu/studentlife/docs/ASCC-Constitution.pdf) | **Leadership includes:**PresidentVice PresidentCommissioner of FinancesCommissioner of PublicityCommissioner at Large for STEMCommissioner at Large for BDWCommissioner at Large for Humanities & SSSenators (5) | **Not Applicable** |

| **Planning Council** | **Roles & Responsibilities** | **Membership** | **Reports to** |
| --- | --- | --- | --- |
| Planning & Budgeting Council (PBC) | PBC reviews College and District policies and develops procedures to implement policy; provides accreditation oversight; establishes *ad hoc* work groups and subcommittees to address college planning needs and priorities.  The PBC’s purpose is to provide recommendations directly to the college president on matters pertaining to institutional priorities, policies, procedures, planning and budget development. As such, this body has the responsibility to provide concrete decisions and rulings on behalf of the College. Of the planning councils, PBC is the ultimate recommending body to the President. PBC recommendations include the following: 1) Strategic planning issues (i.e., accreditation and campus plans), 2) Budgeting issues (prioritizing Fund 1 resource requests and serving as the focus of information sharing about other funds and expenditures). Meetings are always open to the entire campus community.The PBC serves as the College’s Accreditation Oversight Committee with particular focus on ensuring that the College meets all of the requirements and standards set by the Accrediting Commission for Community and Junior Colleges (ACCJC). PBC [Bylaws](https://canadacollege.edu/planningbudgetingcouncil/PBC_Bylaws.pdf) need updating to match changes to Partic. Gov. Manual | Proposed Members (Feb 2019): Academic Senate President or Vice President (co-chair) Classified Senate President or Vice President (co-chair) IPC, SSPC, and APC Representatives Faculty Representatives (5) – one from each DivisionClassified Representatives (5) – always the same number as faculty representativesTwo (2) ASCC Representatives Dean of Planning, Research and Institutional Effectiveness College Business Officer or VPA Director of Marketing and Public InformationDean Vice President of Instruction Vice President of Student Services College President – no voting rights  | **Makes recommendations to the College President** |
| Instructional Planning Council (IPC) | Website needs to be updated to match [Bylaws](https://www.canadacollege.edu/ipc/docs/IPC-Bylaws-revised-07-2017-v3.pdf)The purpose on the IPC website does not currently match that in its bylaws. The former is listed here:The IPC is advisory to the PBC on a range of issues related to instruction:1. Development of a calendar for program review, staffing, equipment and facilities needs as they pertain to instruction.2. Development of an evaluation process for the program review cycle.3. Recommendations about policies and procedures as they relate to instruction.4. Recommendations about prioritization of resources as they relate to Strategic Goals regarding instruction and review of Instructional Strategic Goals yearly.5. Evaluation of proposals for new instructional programs and instructional program discontinuance.6. Support of accreditation review process and self-study.7. Completion of a yearly review of the mission statement and roles of this Planning Council. | **Composition – 15 voting** **members** Co-Chairs: VPI and one faculty member (from list below) 6 Full-Time Faculty – appointed by Academic Senate: Curriculum Committee Chair Honors Transfer Program Coordinator Academic Committee for Equity and Success Coordinator Counselor Librarian 2 Classified Staff – appointed by CSEA and Classified Council: One from instruction One from student services 2 Students – approved by the ASCC 2 Faculty Members-at-large 1 Instructional Dean Dean of Planning, Research and Institutional Effectiveness Vice President of Instruction | **PBC** |
| Student Services Planning Council (SSPC) | The Student Services Planning Council is advisory to the College Planning and Budgeting Council. The roles of the SSPC include: 1. Develop, implement, and evaluate a Student Services planning cycle (including staffing, equipment, facilities and budgetary needs) 2. Integrate Student Services Division Plans 3. Make recommendations about policies and procedures related to student services 4. Make recommendations to College Planning and Budgeting Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services 5. Meet at least once a year with the Instructional Program Planning Council as part of the hiring process. 6. Evaluate proposals for adding, modifying, and discontinuing student services programs 7. Develop ongoing communication strategy with Instructional Planning Council by designating a Student Services Planning Council member(s) to report to IPC on SSPC matters and to report back to SSPC on IPC matters 8. Form subcommittees, work groups and task forces as neededSSPC [Bylaws](https://canadacollege.edu/sspc/docs/SSPC%20Bylaws%20rev%205%2013%2015.pdf) | **Composition – 26 voting members** Co-Chairs: Vice President, Student Services and One SSPC member Admissions & Records Representative Associate to Bachelors (A2B) RepBeating the Odds, Veterans & Financial Literacy Representative Career Center RepClassified Members (2) Instruction Representative VPSS Office Representative Dean of Counseling Dean of PRIE Disability Resource Center (DRC) RepEOPS/CARE/CalWORKs RepFaculty Members (2) * Counseling Faculty
* Instruction Faculty

Financial Aid Representative International Students Representative Learning Center/Library Representative Orientation, Assessment & Welcome Center Representative Outreach Representative Puente Representative SparkPoint Representative Student Representative (1) Alternate Student with voting rights Student Life and Leadership Development Representative TRiO/SSS/Upward Bound Representatives Transfer Representative University Center Representative Vice President Student Services  | **PBC** |
| Administrative Planning Council (APC) | APC, in collaboration and communication with SSPC and IPC, oversees the implementation of a comprehensive process for planning and assessing administrative services [instruction/student services] based on program review, the effective integration of student learning outcomes into program activities and services, and alignment with the college’s mission and strategic goals.Develops, implements, and evaluates an Administrative Program Plan cycle (including staffing) and makes recommendations about policy.This Planning Council currently has no bylaws or current website | Members:College PresidentVPIVPSSVPAFaculty memberClassified Staff memberDean of PRIEDirector of Marketing, Communications, and Public RelationsPRIE Research AnalystExecutive Assistant to the PresidentExecutive Assistant to VPIExecutive Assistant to VPSSCollege Business Officer | **PBC** |

| **Related Committee** | **Roles & Responsibilities** | **Membership** | **Reports to** |
| --- | --- | --- | --- |
| Academic Committee for Equity and Success (ACES) | The Academic Committee for Equity & Success (ACES) addresses student equity and success, particularly in courses below transfer level and for disproportionately impacted student groups, by supporting equity related programs and initiatives.  **The Academic Committee for Equity and Success (ACES) is comprised of the Student Equity Committee and the Basic Skills Committee.** **Mission of former Student Equity Committee**: Cañada College welcomes all students, cherishes their diversity, and supports them in achieving their personal, educational, and career goals in an environment of academic excellence.  As part of this commitment, the Committee for Student Equity will update the Cañada College Student Equity Plan in accordance with the California Code of Regulations Title 5, Section 54220, and will study, monitor, and make recommendations to appropriate college bodies regarding student equity issues and efforts.  The College no longer has a Basic Skills Committee – work now transitioning to the implementation of AB 705 – who should oversee that? | Originally **comprised of the Student Equity Committee and the Basic Skills Committee. Membership and reporting structure needs updating.****Membership of former Student Equity Committee:**Administration Reps (2), one as co chairFaculty Representatives (2), one as co-chairClassified Representatives (2)Student Representatives (2)Dean of Planning, Research, and Institutional Effectiveness (by position)Student Services Representative (1) Basic Skills Representative (1)Workforce Development Representative (1) | **PBC** |
| Curriculum Committee | A sub-committee of the Academic Senate.  | ?? Membership still needs to be posted | **Academic Senate** |
| Distance Education Advisory Committee (DEAC) | The mission of the distance education initiative is to increase opportunities for our diverse student population by offering flexible and innovative instruction via technology. In keeping with the mission of the College, the distance education initiative is committed to meeting the changing needs of our community by developing distance learning opportunities that increase student access, support student success, and provide quality instruction in general, transfer, career, and basic skills education, while also fostering relationships between faculty, staff and students. | The current members of DEAC are :David Reed, Interim Dean of ASLT & Lead Administrator for DE (Co-Chair & Division Representative)Lezlee Ware, Professor of Political Science and Faculty DE Coordinator (Co-Chair & Division Representative)Adam Windham, Dean of Science & Technology (Division Representative)Allison Hughes, Instructional TechnologistAna Miladinova, Associate Professor of Athletics (Division Representative)Sarita Santos, Associate Professor of Early Childhood Education (Division Representative)Sandra Mendez, Counselor (Counseling Representative)Julian Taylor, Tutor Coordinator (Learning Center Representative)Don Lariviere, Alternative Media Specialist (DRC Representative) | **IPC?** |
| Honors Transfer Program Committee | Established in 2009, the primary purpose of Cañada College's Honors Transfer Program (CCHTP) is to serve students whose educational goal is to transfer to a 4-year institution and complete a bachelor’s degree. The program is designed for students interested in participating in challenging, academically rigorous experiences through classes and seminars, and is meant to better prepare them for university work. All honors courses are open to the entire student population and are not limited to students who are members of HTP. We are members of the UCLA Honors Transfer Alliance Program ([TAP](http://www.ugeducation.ucla.edu/tap/)) and the Honors Transfer Council of California[HTCC](https://www.honorstransfercouncil.org/). | **Co-Chairs**James Aganon, MA, HTP Counselor (co-chair)Susan Mahoney, MS, Professor, Earth and Environmental Science, HTP Coordinator (co-chair)**Faculty**Denise Erickson, MA, Professor, Art HistorySarah Harmon, PhD, Professor, SpanishDave Meckler, PhD, Professor, MusicJeanette Medina,  PhD, Professor, ChemistryLisa Palmer, PhD, Professor, EnglishPaul Roscelli, JD, Professor, Business, Economics & Law, Advisor, Phi Theta KappaMichael Stanford, MA, Professor, History**Staff/Admin**Tammy Robinson, Ed.D, Vice President of InstructionSoraya Sohrabi, MA, Director, Transfer Center DirectorGloria Darafshi, MSW, Articulation Officer**Students**Chelsea Brown, Student, PTK liaison | **IPC** |
| Professional Learning Committee | See above – and be more explicit how this differs from aboveThe intention of the Cañada Professional Learning Framework is to provide the foundation for a comprehensive professional learning program that meets the college’s needs through supporting existing campus-wide professional learning opportunities and creating a path for further campus-wide professional efforts.**Mission:**To actively engage faculty, staff, and administrators in Professional Learning that supports our changing student population, strengthens our diverse campus community, and promotes personal growth and professional learning,**Vision:**Our vision is to foster an ongoing community of lifelong learning that embraces and responds to change through promoting innovative and equitable practices campus wide.NOTE: Short term and long term professional development resources for faculty are evaluated jointly by the Vice President of Instruction and the AFT (this is clarified in the College’s IEPI report of 2016). This is not under the purview of participatory governance.  | Committee members include two faculty, two Classified Professionals, two Associated Students of Cañada College (ASCC) representatives, and one administrator. | **APC** |
| Safety Committee | **Safety Committee** – A subcommittee of APC. Website needs updating: <https://www.canadacollege.edu/safetycommittee/>The Health and Safety Committee promotes a healthful and safe environment for staff and students, educating and training personnel in safe work practices. | Membership:VPSSDeanPublic Safety SergeantFaculty Representative (1)Classified Representative (2)Student Representative (1)College Business OfficerPublic Information OfficerHealth Services DirectorSuperintendent of Custodians and Grounds OpsGroundskeeperStudent Activities Coordinator | **APC** |
| Environmental Sustainability Committee | ***Cañada College’s Sustainability Vision:******“Cañada College will be a model for environmental sustainability, inspiring and empowering our community to implement sustainable practices and promote social equity.”*****Mission:**The mission of the Cañada College Environmental Sustainability Committee is to develop, implement, and maintain the Cañada College Environmental Sustainability Plan and provide leadership in the development of policies, practices, and resources that promote environmental sustainability.**Values:**The Environmental Sustainability Committee values respect, appreciation of differences, trust, equity, thoughtful inquiry, dialogue, advocacy, and reflection as we pursue environmental sustainability.**Vision:**The Environmental Sustainability Committee's vision is to lead Cañada College to environmental sustainability. | Committee [bylaws.](https://www.canadacollege.edu/sustainabilitycommittee/documents/ES_Committee_ByLaws.pdf) **Section 1**: Membership shall include representatives from Faculty, Classified staff, Administration, and Students. **Section 2**: Constituent members shall serve a minimum term of two years (August – June), except for midterm replacements. Appointments shall be made by August. **Section 3**: Voting Members 1. Four faculty representatives preferably one from each division. A facilities department representative. A management representative. Two classified representatives. A student representative **Section 4**: Non-voting members 1. Additional representatives from Section 3 categories. | **APC** |
| Strategic Enrollment Management Committee | A sub-committee of the PBC. In the fall of 2018, it set the following goals:* Establish Comprehensive Enrollment Goals
* Promote Institutional Success
* Strengthen Internal and External Communications
* Increase Campus Collaboration
 | Academic Senate PresidentClassified Senate PresidentFaculty:  1 from STEM, 1 from CE, and DE Coordinator/HumanitiesStudents (how many?)Promise Scholars Program CoordinatorVPIVPSSAll Instructional DeansDean of CounselingRegistrarAssessment & Placement OfficeMarketing & OutreachPRIE Office | **PBC** |
| Technology Committee | Pending possible merger with DEAC…The Cañada College Technology Committee is a subcommittee of the Planning and Budgeting Committee and is composed of representatives from every division of the college including staff, faculty, administrators, and the District Information Technology Services staff.The Technology Committee meets a minimum of two times per year and will provide an update to the Planning and Budgeting Committee on technology issues, such as:* Progress made regarding replacement and new technology implemented on campus
* Changing technology needs for instruction, student services, and business operations
* Consultation with the PRIE Department that assess the technology needs of the College
* Review of the yearly allocation for technology
 | VPIVPA must be added to be able to access replacement list and discuss available resourcesDistrict Director of IT SupportDean, Business, Design and Workforce (Co-Chair)Faculty (Co-Chair)Classified, Library Support SpecialistClassified, Visual Communications CoordinatorClassified, Program Supervisor Career Center/Adjunct FacultyDean, CounselingDean of Planning, Research and Institutional EffectivenessClassified, Program Services Coordinator Upward BoundFaculty, MusicClassified, Instructional TechnologistFaculty, Political Science & DE CoordinatorIT Support Technician III, Information Technology ServicesIT Support Technician II, Information Technology ServicesDirector of Web ServicesStudent RepresentationDirector, Technical Support Services, IT ServicesDirector, Workforce Development | **PBC?** |