

**Compendium of Committees**

Participatory Governance Manual

Approved by PBC on February 6, 2019

Updated November, 2020

**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)

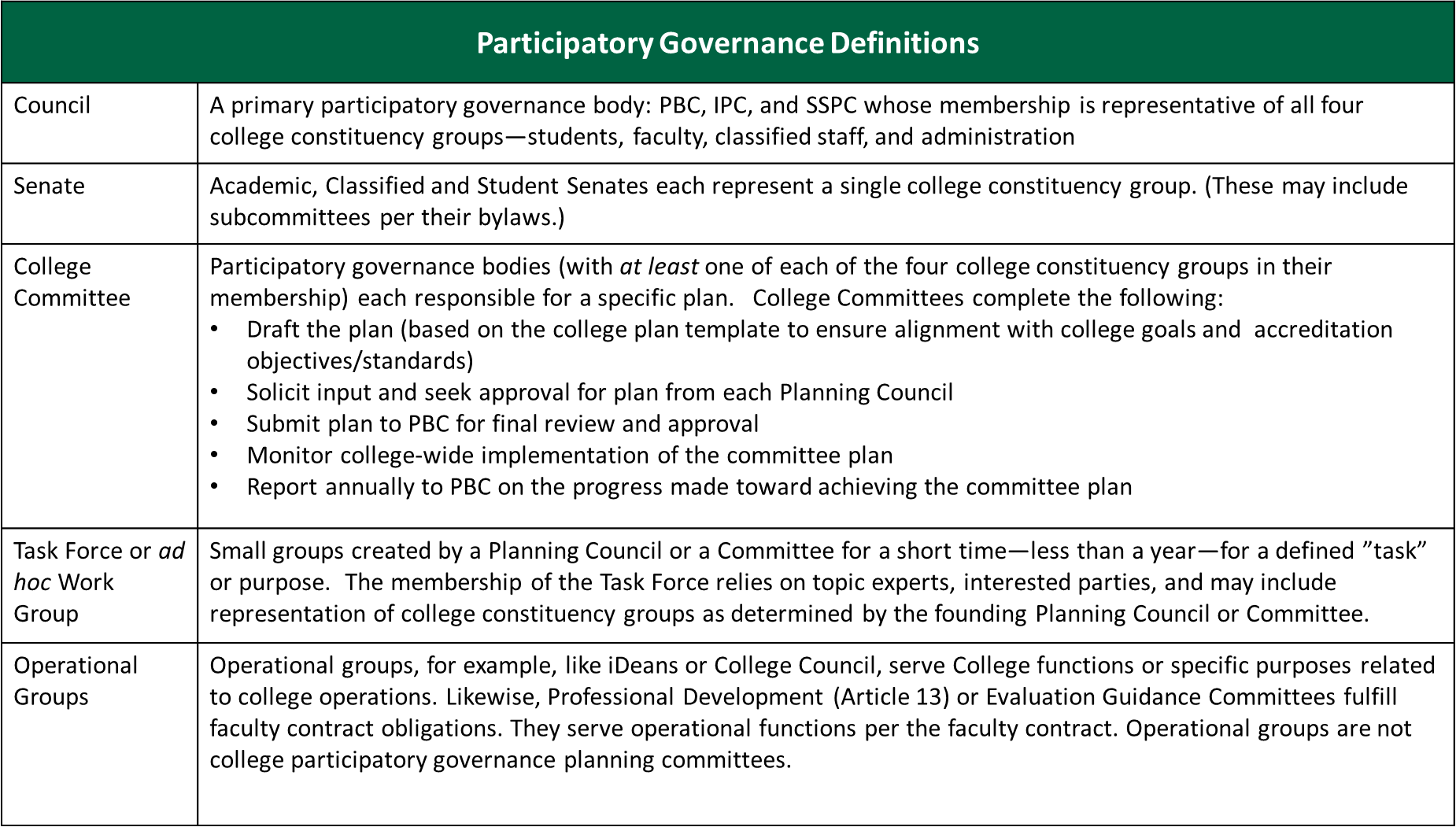
Representatives from each of these stakeholder groups come together with college administrators to collaborate in the following participatory governance groups:

* [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.

# Participatory Governance Groups Defined

In addition to the primary college stakeholder groups and participatory governance Planning Councils, the College has a number of college-wide planning committees. Their role was updated by the Planning and Budgeting Council on April 15, 2020. The definition and role of each participatory governance group, as distinct from operational groups, is laid out in the PBC-approved chart below:

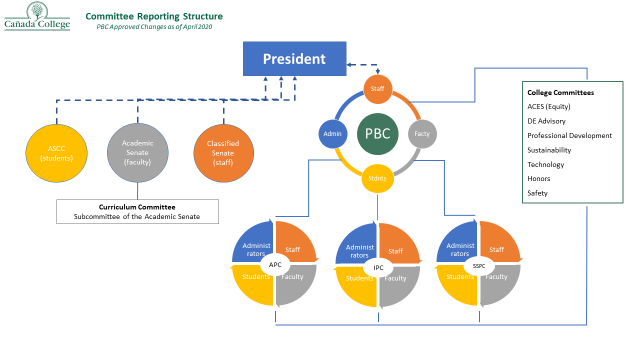


# College Committees

As participatory governance bodies, college-wide planning committees should have *at least* one member from each of the four college constituency groups. Each committee is responsible for a specific plan and for monitoring the effective implementation of college strategic initiatives in their issue area that are identified in the Education Master Plan and the Strategic Enrollment Management Plan. College Committees complete the following:

* Draft the plan (based on the college plan template to ensure alignment with college goals and accreditation objectives/standards)
* Solicit input and seek approval for plan from each Planning Council
* Submit plan to PBC for final review and approval
* Monitor college-wide implementation of the committee plan
* Report annually to PBC on the progress made toward achieving the committee plan

As of April, 2020, the campus-wide planning committees include:

* Academic Committee for Equity and Success (ACES)
* Distance Education Advisory Committee (DEAC)
* Environmental Sustainability Committee
* Honors Transfer Program Committee
* Professional Learning Committee
* Safety Committee
* Technology Committee

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

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| --- | --- | --- |
| **Stakeholder Group** | **Roles & Responsibilities** | **Membership** |
| 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:**   * President * Vice President * Secretary * Treasurer * Senators: Subcommittee Rep for Curriculum Committee and Professional Development Committee * Senators: Division Reps – one for each Division |
| 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:**   * President * Vice President * Secretary * Treasurer * Co-Activities Coordinators * Photographer |
| 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:**   * President * Vice President * Commissioner of Finances * Commissioner of Publicity * Commissioner at Large for STEM * Commissioner at Large for BDW * Commissioner at Large for Humanities & SS * Senators (5) |

| **Planning Council** | **Roles & Responsibilities** | **Membership** |
| --- | --- | --- |
| 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/1819/PBC_Bylaws%20as%20of%202019.pdf). | PBC Members (updated 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 Division * Two (2) ASCC Representatives * Dean of Planning, Research and Institutional Effectiveness * College Business Officer or VPA * Director of Marketing and Public Information * Dean * Vice President of Instruction * Vice President of Student Services * College President – no voting rights |
| Instructional Planning Council (IPC) | 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.  IPC [Bylaws](https://canadacollege.edu/ipc/2021/IPC%20Bylaws%20OCT%202020.pdf) | **Membership:**   * Co-Chairs: VPI and one faculty member (from list below) * 6 Full-Time Faculty – appointed by Academic Senate by position:   + Curriculum Committee Chair   + Faculty Assessment Coordinator   + Honors Transfer Program Coordinator   + Academic Committee for Equity and Success Coordinator   + Counselor   + Librarian (chosen by dept. and approved by Senate) * 2 Faculty Members-at-large appointed by Academic Senate * 3 Classified Staff   + 1 by position: Instructional Technologist   + 2 at-large: recommended by Classified Senate and approved by CSEA: * 2 Students – approved by the ASCC * 1 Instructional Dean * Dean of Planning, Research and Institutional Effectiveness * Vice President of Instruction |
| 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 needed  SSPC [Bylaws](https://canadacollege.edu/sspc/docs/SSPC%20Bylaws%20rev%205%2013%2015.pdf) | **Membership:**   * Co-Chairs: Vice President, Student Services and One SSPC member (from the list below) * Faculty Members (2): Senate Appointment * Counseling Faculty * Instructional Faculty * Faculty Members (2): by position * EOPS/CARE/CalWORKs Representative * TRIO-SSS Representative * Classified Members by Position (confirmed by Classified Senate/CSEA * Admissions & Records Representative * College Recruiter * Dream Center Representative * Student Life & Leadership Development Representative * Financial Aid Representative * International Students Representative * Post-Secondary Success Representative * Promise Scholars Program Representative * SparkPoint * TRIO Upward Bound Representative * Transfer Center Representative * Veterans Services Representative * Bridge to Opportunities * Career Center Representative * Welcome Center Representative * Student Representative (2): Senate Appointment * Wellness Center Representative * Dean of Counseling * Dean of PRIE |
| Administrative Planning Council (APC) – pending PBC discussion in Fall 2020, this Council may be disbanded | 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.  APC [Bylaws.](https://canadacollege.edu/apc/documents/The%20APC%20Bylaws-Final.pdf) | **Membership:**   * College President * VPI * VPSS * VPA * Faculty member * Classified Staff member * Dean of PRIE * Director of Marketing, Communications, and Public Relations * PRIE Research Analyst * Executive Assistant to the President * Executive Assistant to VPI * Executive Assistant to VPSS * College Business Officer |

| **Related Committee** | **Roles & Responsibilities** | **Membership** |
| --- | --- | --- |
| 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. | * Student representative (ASCC) * English Faculty * Math Faculty * ESL Faculty * Science Faculty * Business Faculty * Social Science Faculty * Library Faculty * EOPS/Calworks Representative * Learning Support Center Representative * Basic Skills Counselor * Counselor * Disabilities Resource Center Representative * Veterans Representative * Promise Representative * Dreams Taskforce representative * Basic Skills Retention Specialist * Student Services Representative * Classified Representative * 20. Dean of Planning, Research & Institutional Effectiveness |
| Curriculum Committee  *A sub-committee of the academic senate* – *not a college-wide planning committee.* | Curriculum Committee is a subcommittee of Academic Senate. According to [Article VI, section 6](https://canadacollege.edu/academicsenate/bylaws.php)of the [Academic Senate Bylaws](https://canadacollege.edu/academicsenate/bylaws.php):   * The primary function of the Curriculum Committee shall be to coordinate and monitor Cañada’s curricular offerings so that they shall uphold the California Education Code, be consistent among the divisions and colleges of the District, be understandable to our students and staff, articulate with high schools and four- year institutions, and support the goals and objectives of the San Mateo County Community College District and Cañada College. * The Curriculum Committee shall make recommendations to the Academic Senate about general instruction policies and standards, and degree and certification requirements. The Curriculum Committee shall also deliberate over the initiation and modification of programs and courses. To do this, the Curriculum Committee shall seek input from those campus and committee individuals who are affected by curricular decisions, and whose input is needed by the Curriculum Committee to make informed decisions. The Committee shall request the Office of the President of Cañada College to provide such information as is necessary for its deliberations and actions. * All standing subcommittees of the Curriculum Committee shall have a written charter and guidelines. In addition, these subcommittees shall present, at minimum, annual reports to the Curriculum Committee.   Committee Bylaws and all other information about the Curriculum Committee are presented in detail in the [Curriculum Handbook](https://downloads.smccd.edu/pr/cancc/Curriculum%20Handbook%20-%20Ca%C3%B1ada%20College%20-%202018_2019.pdf?f=https%3A%2F%2Fsmccd.sharepoint.com%2Fsites%2Fdownloads%2Fcancc%2F_api%2FWeb%2FGetFileByServerRelativePath%28decodedurl%3D%27%2Fsites%2Fdownloads%2Fcancc%2FShared%2520Documents%2FHandbook%2FCurriculum%2520Handbook%2520-%2520Ca%25C3%25B1ada%2520College%2520-%25202018_2019.pdf%27%29). | The Curriculum Committee is composed of the following voting members, who serve a term of two years. Ideally, members should not serve more than two terms in a row; however, they may do so as needed due to staffing limitations.   * A chairperson, appointed by the Academic Senate Governing Council, with the option of reappointment, by the agreement of the Curriculum Committee and the Academic Senate Governing Council * Two faculty members from each instructional division, and two faculty members from Student Services * One Transfer Center Program Supervisor * One Degree Audit Program Services Coordinator * One student representative appointed by the Associated Students of Cañada College * Articulation Officer * Curriculum and Instructional Systems Specialist * Vice President of Instruction |
| Distance Education Advisory Committee (DEAC) | The **Distance Education Advisory Committee (DEAC)** strengthens Cañada’s distance education program and advises the campus on distance education courses and policies.  The committee is under the umbrella of [CIETL](https://canadacollege.edu/inside/CIETL/index.html) and reports to the Vice President of Instruction. Members of the Committee also serve on the college Technology Committee. | * Dean of ASLT –co-chair * Faculty DE Coordinator – co chair appointed by IPC (can also be Division rep) * 4 faculty representing their Divisions and approved by Academic Senate: * Instructional Technologist (by position) * Learning Center Representative – appointed by Classified Senate * DRC Representative (Alternative Media Specialist) by position |
| Honors Transfer Program Committee | Established in 2009, the primary purpose of [Cañada College's Honors Transfer Program (CCHTP)](https://search.canadacollege.edu/s/redirect?collection=canada-search&url=https%3A%2F%2Fcanadacollege.edu%2Fhonorsprogram%2Findex.php&index_url=https%3A%2F%2Fcanadacollege.edu%2Fhonorsprogram%2Findex.php&auth=z1ugmubeFBu4MPR9THUHLw&profile=_default&rank=1&query=honors) 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. The College is a member 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/).  General oversight of the HTP is provided by the Honors Transfer Program Advisory Committee, which meets at least twice per semester. | **Membership:**   * Co-Chair: HTP Program Counselor * Co- Chair: HTP Program Coordinator * Minimum of 7-9 faculty members who are teaching in the HTP, with representatives from the academic divisions and counseling (appointments approved by the Academic Senate Governing Council) * Vice President of Instruction * Transfer Center Director * Articulation Officer * 1 Student, appointed by the PTK leadership |
| Professional Learning Committee | The 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. | * 2 faculty confirmed by Academic Senate   + CIETL Coordinator (ch-chair – appointed by IPC)   + At-large faculty representative * 2 Classified Staff (appointed by Classified Senate) * 2 Associated Students of Cañada College (ASCC) representatives * 1 administrator appointed by the College President |
| Safety Committee | **Safety Committee** – 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:**   * VPAS * VPSS * VPI * Instructional Dean * Public Safety Sergeant * Faculty Representative (1) * Classified Representative (2) * Student Representative (1) * College Business Officer * Public Information Officer * Health Services Director * Superintendent of Custodians and Grounds Ops * Groundskeeper * Student Life and Leadership Manager |
| 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.  Sustainability Committee [bylaws.](https://www.canadacollege.edu/sustainabilitycommittee/documents/ES_Committee_ByLaws.pdf) | Constituent members shall serve a minimum term of two years (August – June), except for midterm replacements. Appointments shall be made by August.  Voting Members:   * Four faculty representatives preferably one from each division. * A facilities department representative. * A management representative. * Two classified representatives. * A student representative   Non-voting members: Additional representatives from Section 3 categories. |
| Technology Committee | The Technology Committee is advisory to the Instructional Planning Council on a range of issues related to technology. These advisory tasks include:   1. Develop the two-year Technology Plan that (a) summarizes the work the committee has accomplished, (b) sets forth the goals and objectives for the coming two years, (c) aligns with college and district plans, goals and objectives, (d) integrates into institutional planning at all levels, and (e) provides direction for the College’s technology vision. 2. Prepare annual progress reports on the committee’s work on the goals and objectives set forth in the Technology Plan and on the committee’s work in the following areas. 3. Assess & Evaluate    * Technology usage and needs annually with assistance from the Office of Planning, Research and Institutional Effectiveness;    * Technology resource requests by participating in the Planning and Budgeting Council’s annual resource request prioritization meeting. 4. Develop Procedures and Policies for    * Educational technology and online instruction in consultation with the Accreditation Liaison Officer, Disability Resource Center (DRC) and Vice President of Instruction regarding compliance with external mandates, including specifications articulated by Title 5, the Accrediting Commission for Community and Junior Colleges (ACCJC), and Section 508 of the Federal Rehabilitation Act;    * Minimum campus technological standards in collaboration with Information Technology Services (ITS); 5. Make Recommendations for    * The implementation of centralized online student support services;    * The appropriate use of educational technology, in particular the use of proprietary applications (e.g. textbook publisher’s online resources) that support teaching and learning;    * Technology needs and policies for the Instructional Planning Council (IPC) and the Planning and Budgeting Council (PBC); 6. Review & Approve annual campus technology inventory, replacement cycle and replacement criteria drafted in collaboration with Information Technology Services (ITS); 7. Collaborate with the Professional Learning Committee to determine campus professional development needs related to technology. 8. Consult with Academic Senate when committee work may impact academic and professional matters that fall within the 10 + 1 area. 9. Consult, advise, and collaborate with, as appropriate, other college and district colleagues concerned with the effective use of technology. 10. Continuously improve the Technology Committee structure, mission, plan, goals and objectives in order to adapt to the changing technology needs for instruction, student services, and business operations. | **Membership Representing (appointed by)**   * Dean of Academic Support & Learning Technologies (Tri-Chair & Voting Member) Instructional Planning Council * Vice President of Instruction (Voting Member) Administrative Planning Council * Vice President of Student Services (Voting Member) Planning & Budgeting Council * Administrator Guided Pathways * Vice President of Administrative Services (Resource Member) Budget Office * At-large classified staff Classified Senate * Instructional Technologist (Tri-Chair & Voting Member) Classified Senate * Library Support Specialist (Resource Member) Library * Instructional Aide II (Resource Member) Learning Center * Project Director, TriO Upward Bound (Voting Member) Student Services Planning Council * Online Education Coordinator, Faculty (Tri-Chair & Voting Member) Academic Senate & Distance Education Advisory Committee * Faculty (Voting Member) Academic Senate * Faculty (Resource Member) Division * Faculty (Resource Member) Division * Faculty (Resource Member) Division * Faculty (Resource Member) Division * CIETL Coordinator, Faculty (Resource Member) Professional Learning Committee * Senator at large for STEM (Voting Member) Associated Students * Senator  Associated Students * District ITS Staff (by position) * Director of Information Technology Support Services (Voting Member) District ITS * IT Technician III (Voting Member) notification to CSEA/Classified Senate Local ITS |