

**Compendium of Committees**

Participatory Governance Manual

DRAFT

**January, 2019**

**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:

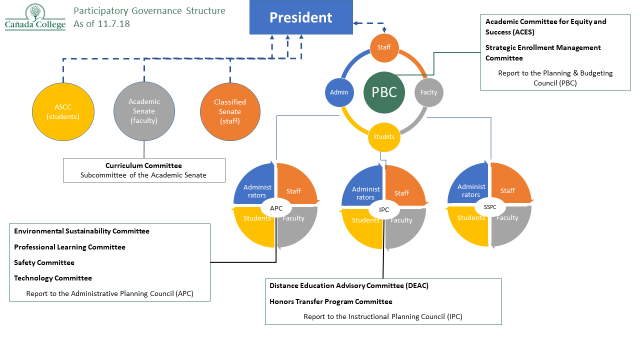
* [Planning & Budgeting Council (PBC)](https://canadacollege.edu/planningbudgetingcouncil/index.php)
* [Instructional Planning Council (IPC)](https://canadacollege.edu/ipc/)
* [Student Services Planning Council (SSPC)](https://canadacollege.edu/sspc/index.php)
* [Administ](https://canadacollege.edu/sspc/index.php)[rative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

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| --- | --- |
| * 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:**  President  Vice President  Secretary  Treasurer  Senators: Subcommittee Rep for Curriculum Committee and Professional Development Committee  Senators: 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:**  President  Vice President  Secretary  Treasurer  Co-Activities Coordinators  Photographer | **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:**  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) | **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 | Member:  Academic Senate President or Vice President (co-chair)  Classified Senate President or Vice President (co-chair)  AFT Representative  CSEA Representative  IPC Representative  SSPC Representative  Faculty Representatives (5) – on from each Division  One (1) Part-time Faculty Representative at-large  One (1) Classified Staff Representative at-large  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 | **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 needed  SSPC [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) Rep  Beating the Odds, Veterans & Financial Literacy Representative Career Center Rep  Classified Members (2)  Instruction Representative  VPSS Office Representative  Dean of Counseling  Dean of PRIE  Disability Resource Center (DRC) Rep  EOPS/CARE/CalWORKs Rep  Faculty 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 | Website is out of date and membership should be updated. Members include(d):  College President  VPI  VPSS  VPA  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 | **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 chair  Faculty Representatives (2), one as co-chair  Classified 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. This Committee has all of its information in Sharepoint. It will add a page to the Academic Senate website with public-facing info: agendas, meeting days and times, membership, bylaws, etc. | ?? | **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 Technologist  Ana 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) | **Reporting is not clear – has been to the VP of Instruction. Should be 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/). | Members according to website (not current):  **Faculty**  Alicia Aguirre, MA, Professor, Spanish & ESL  Denise Erikson, MA, Professor, Art History  Sarah Harmon, PhD, Professor, Spanish  Jessica Kaven, Ed.D, HTP Coordinator, Professor, Communication Studies (co-chair)  Dave Meckler, PhD, Professor, Music  Lisa Palmer, PhD, Professor, English  Paul Roscelli, JD, Professor, Business, Economics & Law, Advisor, Phi Theta Kappa  Michael Stanford, MA, Professor, History  Tong Po, MA, Professor, Math  Lezlee Ware, MA, Professor, Political Science  Gloria Darafshi, MA, HTP Counselor (co-chair)  **Staff**  Gregory Anderson, Vice President of Instruction  Soraya Sohrabi, MS, Director, Transfer Center Director  Janet Stringer, PhD, MD, Dean, Articulation Officer  **Students**  Jessica Rose, Student, PTK liaison | **IPC?? Not clear now** |
| Professional Learning Committee | See above – and be more explicit how this differs from above  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. **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** – subcommittee of APC?? Website is very old: <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. | Pre-existing membership (as of 2013-14):  VPSS  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 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. | This committee has 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. | **This Committee has clear mission and goals and membership, but it is not clear how its work is incorporated into the College as a whole. Who does it report to? Where do its recommendation go? Who approves its plan?** |
| Strategic Enrollment Management Committee | This new committee needs a more explicit role or purpose statement from the PBC. The Committee has set the following goals:   * Establish Comprehensive Enrollment Goals * Promote Institutional Success * Strengthen Internal and External Communications * Increase Campus Collaboration | Academic Senate President  Classified Senate President  Faculty:  1 from STEM, 1 from CE, and DE Coordinator/Humanities  Students (how many?)  Promise Scholars Program Coordinator  VPI  VPSS  All Instructional Deans  Dean of Counseling  Registrar  Assessment & Placement Office  Marketing & Outreach  PRIE Office | **PBC** |
| Technology Committee | 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 | VPI  Dean, Business, Design and Workforce (Co-Chair)  Faculty (Co-Chair)  Classified, Library Support Specialist  Classified, Visual Communications Coordinator  Classified, Program Supervisor Career Center/Adjunct Faculty  Dean, Counseling  Dean of Planning, Research and Institutional Effectiveness  Classified, Program Services Coordinator Upward Bound  Faculty, Music  Classified, Instructional Technologist  Faculty, Political Science & DE Coordinator  IT Support Technician III, Information Technology Services  IT Support Technician II, Information Technology Services  Director of Web Services  Student Representation  Director, Technical Support Services, IT Services  Director, Workforce Development | **APC** |