

Collegial Governance Handbook



**Santiago
Canyon
College**

**SANTIAGO CANYON COLLEGE
COLLEGIAL GOVERNANCE HANDBOOK**

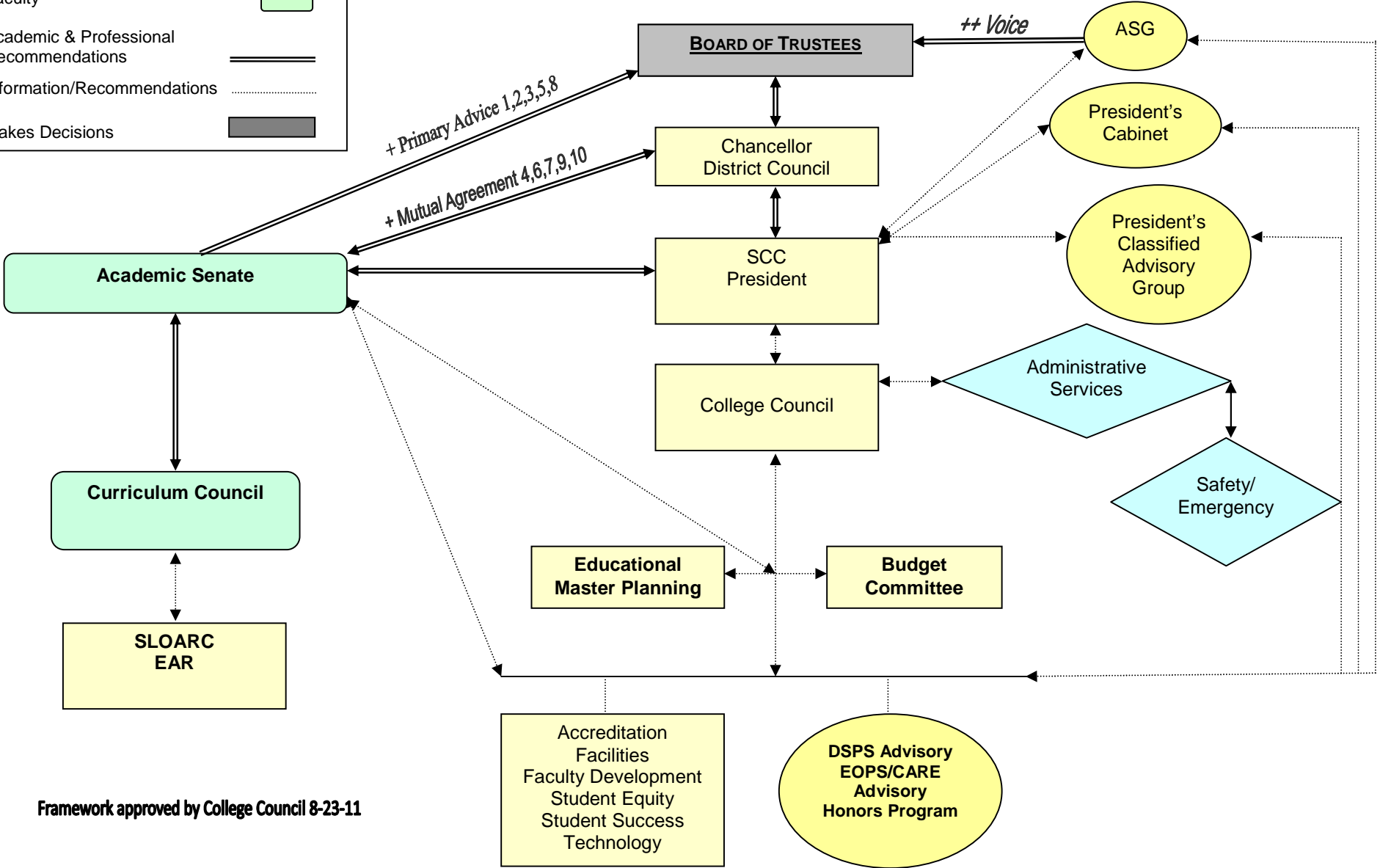
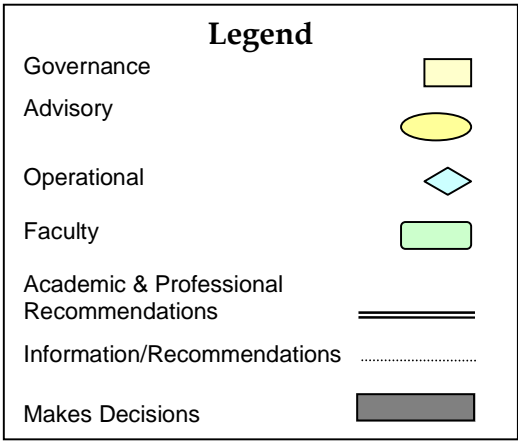
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Santiago Canyon College Collegial Governance Framework



Framework approved by College Council 8-23-11

SANTIAGO CANYON COLLEGE COLLEGIAL GOVERNANCE

Goal

To fully implement the AB 1725 participatory governance regulations in a spirit of collegiality, Santiago Canyon College has developed a structure of councils, committees, ad hoc groups, and task forces. The constituent groups will be the Faculty (Academic Senate), Administration, Classified (CSEA), and Students (ASG).

Design of the Structure

The structure is designed to ensure the constituent groups the right to participate effectively in the Rancho Santiago Community College District and Santiago Canyon College governance, the opportunity to express their opinions at the college level, and assurance that these opinions are given every reasonable consideration.

Duties of the Constituent Groups

The councils and committees will gather information, deliberate, report, and formulate recommendations regarding policies and procedures, which will be forwarded to the Academic Senate, the President of Santiago Canyon College, and the Board of Trustees.

None of the decisions of the groups shall be construed to impinge upon the statutory rights granted by Title V sections governing the participation rights of any group, including collective bargaining, faculty, staff, students, community members, or trustees.

Purpose of the Manual

The purpose of this manual is to explain and maintain the principles, organizational structure, reporting relationships, operating procedures, mission, duties, and membership composition of the Santiago Canyon College constituency groups. This living document undergoes periodic review and revision.

PRINCIPLES

1. All members of the college constituency groups are allowed equal and ample opportunity to participate fully in governance activities.
2. All members of the college constituency groups are encouraged to participate in the governance activities.
3. The number and size of councils and committees is to be kept as small as possible.
4. It is essential that the schedule of meeting times for all councils and committees accommodate the schedules of faculty, staff, and student members.
5. Each council and committee will review its goal(s) annually in Spring in relation to the college mission. Each committee will issue a progress report to its respective council, and each council will then make an annual progress report.
6. Each appointing body will choose its representative(s) and a named alternate to the councils, committees, and task forces. The named alternate shall receive all agendas and minutes and shall be kept informed about council actions and discussion.
7. All meetings of all governance councils, committees, ad hoc groups, and task forces are to be open and allow for “public” comments.
8. The formation and/or modification of any permanent committees within the governance structure are the responsibility of the College President and the Academic Senate with College Council approval. Individual councils may form ad hoc groups and task forces for specific purposes and timeframe as needed.
9. All councils/committees will be provided with adequate clerical support by the responsible manager or administrator.
10. All councils and committees will conduct their business according to group-developed rules, including a quorum, which is made up of a simple majority.
11. At the beginning of each academic year, newly elected council chairs will coordinate a calendar of meeting dates.
12. All councils and committees will publish agendas prior to each meeting and distribute minutes in a timely manner. To insure that information on councils be made public within two weeks, when necessary, minutes marked “DRAFT” will be distributed until the officially approved minutes can be made available. Copies of current agendas and minutes will be kept on file on the college web site.
13. The President’s office will assure that all councils and committees forward agendas and minutes to the President and the SCC web master for publication and archival collection on the SCC web site.

STAFFING OF COUNCILS AND COMMITTEES

By the end of the spring semester of each academic year, constituent groups will have solicited interest, made appointments, and notified representatives and alternates of their council and committee memberships for the following academic year.

The appointing groups, Academic Senate, CSEA, ASG, and Administration will provide written notification to the current councils and committees of all appointments where appropriate.

All chairs with the exception of the President (ex-officio) are voting members of that council or committee.

It is the responsibility of the current chairs of councils and committees to convene the first meeting as early as possible in the next academic year and hold annual elections.

It is the responsibility of the chairs to notify the appointing group(s) of a need for a replacement in the case of excessive nonattendance or resignation of any designated council/committee member.

ORGANIZATION

Relationships

The Collegial Governance Framework on page one represents the official Collegial Governance structure of Santiago Canyon College and reflects the relationships between the various entities.

Recommendations or advice from any other district or program advisory committee must be forwarded through the appropriate entity.

Council Functions

The primary functions of a council are to assemble comprehensive recommendations for that council's area of responsibility, charge its committees, and assist those committees in their work.

Each council shall monitor committees assigned to it and propose the creation of new committees as needed, as well as the creation and duration of ad hoc groups or task forces, which shall deal with specialized issues on an as-needed basis.

Title V

The Academic Senate and the Board of Trustees have agreed that the Board will rely on the Academic Senate for primary advice in five areas:

PRIMARY ADVICE

- Curriculum, including establishing prerequisites and placing courses within disciplines (1)
- Degree and certificate requirements (2)
- Grading policies (3)
- Standards regarding student preparation and success (5)
- Policies for faculty professional development activities (8)

The Board will reach mutual agreement in six additional areas:

MUTUAL AGREEMENT

- Educational program development (4)
- District and college governance structures as related to faculty roles (6)
- Faculty roles and involvement in accreditation processes, including self-study and annual report (7)
- Processes for program review (9)
- Processes for institutional planning and budget development (10)
- Other academic and professional matters as mutually agreed upon (11)

COLLEGE COUNCIL

Mission

The College Council shall review college practices, processes, and procedures and make recommendations to the college president concerning planning and resource allocation.

Responsibilities

- Review annually the mission and goal statements of the college and ensure a link between college planning and resource allocation
- Oversee and coordinate on an on-going basis the planning and allocation processes for the Educational Master Plan, including annual updates
- Analyze unexpected contingencies for college planning and budget impact
- Make recommendations for prioritization and disbursement of global resource allocations to the functional areas of the college, including, but not limited to:
 - General apportionment
 - State and Federal funds
 - TTIP, VTEA
 - Block grants
 - Categorical money
 - Discretionary funds
 - Externally imposed budgetary impacts
 - Redevelopment funds
- Review proposals for grants or external funding that impact the future budgets of the college and make appropriate recommendations

Chair

College President and Academic Senate President will serve as co-chairs

Membership

- 6 Faculty plus 1 alternate
- 4 Administrators
- 4 Classified Staff plus 1 alternate (*appointed by CSEA*)
- 1 Student plus 1 alternate
- 1 College President (ex. officio member)
- 1 Technology (non-voting)
- 1 Educational Master Planning Committee Representative (non-voting)

CURRICULUM & INSTRUCTION COUNCIL

Mission

The Curriculum and Instruction Council fulfills the state-mandated role of certifying the academic integrity of all credit and non-credit classes and programs. It is founded on a joint agreement between the Academic Senate and the Board of Trustees to rely primarily on the advice of the Academic Senate with regard to curriculum; for example, establishing prerequisites, degree and certificate requirements, and grading policies. The Council is also part of the college and district collegial governance framework and provides a forum for students, staff, and faculty to participate in formulating curricular, instructional, and academic policy.

Responsibilities

- Approve, review, and modify all course outlines
- Approve all catalog and policy changes affecting curriculum, instruction, degree and certificate requirements, standards of student participation, etc.
- Approve and modify all college academic standards and policies

Chair

The Academic Senate President or designee will serve as chair.

Membership

1 Co-Chair or At-Large Academic Senate Appointee

1 At-Large Academic Senate Appointee

1 Chief Instructional Officer or Designee

1 Student

Articulation Officer

15 Faculty - one from each of the department curriculum committees:

ACE & Reading

Business & Computer Science

Career Technical Education

Child Development and Education Studies

Communication

Continuing Education

Counseling and Special Services

English

Exercise Science

Fine and Performing Arts

Library

Humanities

Mathematics

Sciences

Social Sciences

*Director of Apprenticeship

*Dean (credit)

*Dean (non-credit)

*Support Services Assistant

*Graduation Specialist

*Non-voting resource/not counted toward quorum

ACCREDITATION COMMITTEE

Mission

This committee will provide the leadership and oversight of the development of Institutional Self Studies and any other reports related to Accreditation and provide leadership and recommendations for any events related to Accreditation such as the site visits.

Responsibilities

- Keep all staff informed of new policies and procedures set forth by the Accrediting Commission for Community and Junior Colleges (ACCJC) as they pertain to the accreditation of Santiago Canyon College
- Oversee the process and completion of all required reports and survey information

Chair

One faculty and Vice President of Academic Affairs or designee will serve as co-chairs.

Membership

4 Faculty
2 Administrators (Vice President of Academic Affairs or designee and 1 Administrator)
1 District Accreditation Representative
1 Student
1 Accreditation Staff Assistant
1 Classified (*appointed by CSEA*)

BUDGET COMMITTEE

Mission

The mission of the SCC Budget Committee is to ensure a link between the college budget and planning. The Budget Committee makes recommendations to the College Council that advocates greater efficiency and effectiveness of budget resources. The Budget Committee facilitates communication about budgetary matters between college constituents and the District.

Responsibilities

1. Reviews requests for additional funding to ensure alignment with Department Planning Portfolios and Program Reviews and recommends priorities and processes for the annual budget.
2. Monitors long range fiscal plans to determine if priorities are consistent with long-term district and college planning.
3. Regularly reviews college revenues and expenditures and proposes adjustments to budgets as needed.
4. Monitors the budget development process and the on-going implementation of the annual college budget.
5. Reviews specific requests to pursue grant funding opportunities that fit within strategic planning goals for impact on college resources (financial, staffing, or facilities) and makes recommendations regarding the impact of these opportunities.
6. Reviews the district and college budget allocation models and recommends changes if necessary.
7. Holds regularly scheduled meetings open to college constituents and publishes minutes that are accessible through the college website.
8. Ensures the exchange of information between the Budget Committee and groups such as College Council, the Academic Senate, classified staff and BAPR.

Co-chairs

One faculty and one administrator will serve as co-chairs.

Membership

4 Faculty members (one from Cont. Ed.)

3 Classified members (one from Cont. Ed.) (*appointed by CSEA*)

4 Vice Presidents or designee (Administrative and Student Services, Academic Affairs, and Continuing Ed)

1 Student

EDUCATIONAL MASTER PLANNING COMMITTEE

Mission

This committee provides leadership for the cyclical revision of the Educational Master Plan (EMP), which is constructed from the plans of each department, discipline, or program (DDP) from the areas of Academic Affairs, Student Services, and Administrative Services.

Responsibilities

- Collect DPP Plans and manage their integration into the EMP of the college
- Synthesize annual requests into a prioritized master list of current needs for personnel, equipment, facilities, and supplies in order to make recommendations to the College Council
- Administer the Program Review Process
- Coordinate with the Accreditation and Curriculum Committees

Chair

One faculty will serve as chair.

Membership

6 Faculty
2 Administrators
4 Classified (*appointed by CSEA*)
1 Student

EXCEPTIONS TO ACADEMIC REGULATIONS COMMITTEE

Mission

Review and decide upon exceptions to academic policies and procedures to Santiago Canyon College associate degree/graduation requirements.

Responsibilities

- Review petitions submitted by students
- Consult with discipline faculty for information regarding petitions
- Be knowledgeable about SCC academic policies and procedures
- Be knowledgeable about SCC general education and degree requirements
- Be familiar with Title V associate degree requirements
- Be willing to make an approval or denial decision on student petitions

Chair

A member of the committee will serve as chair.

Membership

Associate Dean of Admissions and Records (non-voting)

Graduation Specialist (non-voting)

Admission Office Evaluator (non-voting)

Articulation Officer

Counseling faculty – 2

Other Discipline faculty – 2

FACILITIES COMMITTEE

Mission

The Facilities Committee reviews and recommends capital outlay projects and facility modifications, revises the college's five year facility plan for the district in context with the current Educational Master Plan, and makes recommendations on new facilities and facility modifications to the College Council.

Responsibilities

- Review requests from departments for facilities space and make recommendations to College council for approval and implementation
- Review and update the five-year Facilities Master Plan annually and forward any recommendations for changes to College Council for approval
- Review the annual State Scheduled Maintenance Program and recommend changes if necessary
- Address general issues related to custodial service, building maintenance, and utility usage

Chair

One faculty and the Vice President of Administrative Services or designee will serve as co-chairs.

Membership

6 Faculty
Vice President of Administrative Services or designee
4 Classified (*appointed by CSEA*)
2 Students

FACULTY DEVELOPMENT COMMITTEE

Mission

The Faculty Development Committee will serve the faculty of SCC to offer a forum for faculty leadership in the planning and implementation of professional development programs and activities.

Responsibilities

- Oversee the Faculty Awards Committee
- Determine the budget and recommend policy for the allocation of faculty development resources
- Determine time frames for conference requests
- Jury conference requests
- Assist in the planning of FLEX activities
- Review and recommend FLEX schedule of activities

Chair

One faculty will serve as chair

Membership

6 Faculty
1 Administrator

SAFETY/EMERGENCY COMMITTEE

Mission

The Safety/Emergency Committee develops and maintains the College Safety Plan and Emergency Plan that coordinates with district, state, and federal mandates.

Responsibilities

- Coordinate with local, state, and federal agencies and keep current with city and county regulations
- Formulate and coordinate emergency responses and oversee the scheduling of safety drills, staff training, and provision of required safety/emergency equipment

Chair

One Administrator will serve as chair.

Membership

2 Administrators
4 Faculty
4 Classified
1 Student

SCHOLARSHIP COMMITTEE

Mission

The Scholarship Committee reviews and rates student applications for SCC scholarships and recommends finalists for the various scholarships based upon published criteria and an established rating system. The committee may also create, review or revise scholarship-awarding procedures, rating systems, and other functions as needed.

Responsibilities

- Review scholarship applications
- Select scholarship recipients

Chair

Foundation Director or designee will serve as chair.

Membership

4 or more Faculty
2 Classified

STUDENT EQUITY PLAN COMMITTEE

Mission

The Student Equity Plan Committee oversees the preparation and update of the Student Equity Plan.

Responsibilities

- Publicize the plan
- Oversee research to support the plan
- Coordinate implementation throughout the college

Chair

One faculty and one administrator will serve as co-chairs.

Membership

4 Faculty – including representation from DSPS, EOPS, and Counseling
2 Administrators
2 Classified
1 Student

STUDENT LEARNING OUTCOMES AND ASSESSMENT REVIEW COMMITTEE

Mission

To assist faculty, staff and the entire college community in preparing prepare students to think, learn, communicate, and act on knowledge gained through their experience at Santiago Canyon College.

Responsibilities

- Coordinate SLO assessment at the course and program levels, including creating and maintaining a time line and regularly assessing progress within the time line, in order to establish a process of sustainable continuous improvement and quality assurance in teaching and learning.
- Initiate campus-wide communication on the SLO process, including dissemination of information as well as interactive dialog.
- Educate the college community through workshops, trainings, newsletters and a website and provide resources in support of the SLO process.
- Review student learning outcomes (SLOs) and assessment plans to reflect an emphasis on student success.
- Make recommendations to the Office of Institutional Effectiveness and Assessment.

Membership

Minimum 7 Faculty with at least one faculty member from each of the Academic Divisions (Arts, Humanities and Social Science, Library, Mathematics and Sciences, Business and Career Technical Education, Counseling and Student Support Services, Continuing Education)

Faculty Assessment Coordinator

Vice President of Academic Affairs or designee

Vice President of Student Services or designee

Assistant Dean of Institutional Effectiveness and Assessment

Research Specialist

Support Services Assistant

Student

(Updated and approved by College Council 3/13/12)

STUDENT SUCCESS COMMITTEE

Mission

The Student Success Committee will recommend, coordinate, and initiate strategies which enhance student success at Santiago Canyon College.

Responsibilities

Responsibilities for promoting student success may include:

- Exploring current research on student success
- Identifying and assessing student needs in order to enhance student success
- Promoting existing instructional and student support programs and services.
- Recommending budget proposals at the College council

Chair

One faculty will serve as co-chair with the Vice President of Student Services or designee.

Membership

10 Faculty (one from each of the student success committees under the council)

- 1 EOPS
- 1 Math
- 1 English
- 1 Gen Ed/Transfer
- 1 ACE
- 1 Counselor
- 1 Academic Success Center
- 1 DSPS
- 1 Cont Ed
- 1 At Large

3 Administrators

2 Classified (*appointed by CSEA*)

1 Student

TECHNOLOGY COMMITTEE

Mission

The Technology Committee promotes the use of technology to increase efficiency of college operations and to support teaching and enhance student learning.

Responsibilities

- Maintain a technology plan that aligns with state recommendations
- Assess the technological needs and competencies of faculty, staff, and students
- Provide for staff and faculty technology training
- Make recommendations concerning acquisition, implementation, maintenance, and upgrading of technologies within a secure and robust infrastructure
- Communicate with college and district personnel
- Identify and promote resource procurement to advance technology and its use by students, faculty, and staff
- Recommend allocation of technology resources in accordance with the Educational Master Plan and Technology Plan
- Maintain a website to disseminate technology-related information to the SCC community

Chair

One faculty member and one administrator will serve as co-chairs.

Membership

7 Faculty
2 Administrators
3 Classified (*appointed by CSEA*)
1 ITS Representative (non-voting member)
1 Student