



LOS ANGELES HARBOR COLLEGE

**PARTICIPATORY GOVERNANCE HANDBOOK
2016**

08/24/2016

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TABLE OF CONTENTS

Participatory Governance Agreement 3

College Planning Council and Academic Senate Committees 7

Committee Summaries

 Academic Affairs Cluster Committee (CPC) 9

 Academic Senate..... 11

 Academic Planning and Policies Committee (SAPPC) (AS)..... 47

 Accreditation Steering Committee (CPC) 15

 Administrative Services Cluster Committee (CPC) 17

 Assessment Committee (AS & CPC)..... 19

 Bond Steering Committee (CORE) (CPC) 23

 Budget Committee (CPC) 25

 Career Technical Education Committee (AS) 27

 College Planning Council..... 29

 Curriculum Committee (AS)..... 31

 Distance Education Committee (AS) 35

 Faculty Hiring Priorities Committee (AS) 37

 Grants Committee (AS) 39

 Human Resources Committee (CPC)..... 41

 Professional Concerns Committee (CPC) 43

 Professional Development Committee (CPC)..... 45

 Staff Development Committee (AS) 49

 Student Services Cluster Committee (CPC) 51

 Student Success Coordinating (AS & CPC) 53

 Technology Advisory Committee (CPC) 55

 Work Environment Committee (CPC)..... 57

Planning Diagram TBD

Planning Policy and Procedure Manual TBD

Description Summary of Planning Documents

 Strategic Educational Master Plan (SEMP) TBD

Functional Plans

 Distance Education Plan..... TBD

 Enrollment Management Plan..... TBD

 Facilities Plan..... TBD

 Human Resources Plan TBD

 Technology Master Plan TBD

State/Other Required Plans

 Achieving the Dream TBD

 Basic Skills Initiative Plan TBD

 Student Equity Plan TBD

 Student Success and Support Program Plan TBD

Cluster Plans

 Academic Affairs Cluster TBD

 Administrative Services Cluster TBD

 Student Services Cluster TBD

 Annual College Plan TBD

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PARTICIPATORY GOVERNANCE AGREEMENT

Participatory Governance Agreement Proposed Version (CPC Retreat 08/22/2016)	Proposed Version
<p>Article I Purpose</p> <p>The intent of participatory governance is to give all participants who are affected by decisions the opportunity to effectively participate in the decision making process.</p> <p>AB 1725 was passed by the legislature to ensure effective participation by all parties-students, faculty, staff and administration. Education Code Section 70901(b) required the Board of Governors to adopt regulations setting "...minimum standards governing procedures established by governing boards in community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that their opinions are given every reasonable consideration ..."</p> <p>Shared governance entails consultation and decision-making that translates goals into college policy or -action."</p> <p>This model is based on common values, trust and open, honest dialogue in the decision making process. There will be no hidden agendas and everyone will be professional and respectful toward each other's ideas and comments. The responsibility for all decisions lies with the College President, the Chancellor and ultimately, the Board of Trustees.</p> <p>The College Planning Council</p> <p>The College Planning Council (CPC) and the college-wide committee structure are the bodies designated by all constituencies at LA Harbor College for deliberative consultation. The CPC serves as the strategic planning council and the body which deals with general campus policy issues for LAHC. Nothing in this document will be taken to construe removal of the rights of the respective collective bargaining units or any governance bodies, as defined by law or education code.</p> <p>CPC is responsible for developing and maintaining the strategic educational master plan, the goals, vision, and processes for planning and budgeting of the college.</p> <p>Article II Composition of CPC</p> <p>There will be 6 representatives from each of the four constituent groups. Each constituency will be responsible for selecting their representation. The representatives are accountable for their participation on their constituent group.</p> <p>Co-Chairs: Co-chairs will be elected by the CPC body at large, and shall be from two separate constituencies (Administration, Classified, Faculty).</p>	



PARTICIPATORY GOVERNANCE AGREEMENT

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<p><i>Composition:</i></p> <ul style="list-style-type: none"> • 6 Faculty, including: <ul style="list-style-type: none"> ○ Three appointed by AFT Chapter President ○ Three appointed by the Academic Senate • 6 Classified Staff: <ul style="list-style-type: none"> ○ One selected by each of the classified units (AFT 1521A, Building & Trades, SEIU Local 99, SEIU Local 721) ○ One selected from unrepresented classified ○ One selected at large member • 6 Students selected by the Associated Student Body President • 6 Administrators <ul style="list-style-type: none"> ○ Five appointed by the President ○ One selected by the Teamsters unit. <p><i>Nonvoting Members:</i></p> <ul style="list-style-type: none"> • College President • CPC Co-Chairs • Dean of Institutional Effectiveness • Facilities Director <p>Article III Functions of CPC</p> <ol style="list-style-type: none"> 1. Serves as the campus committee which directs all campus policy issues to the appropriate bodies 2. Facilitates the planning responsibilities assigned to it in the college Planning, Policy and Procedures manual. 3. Serves as the review body for issues regarding the college’s shared governance activities. 4. Reviews the reports of its designated committees and makes appropriate recommendations. 5. Serves as the final level of review on implementation of budget and planning recommendations to the college president. <p>Article IV Roles of Campus Constituencies</p> <ul style="list-style-type: none"> • Elected/appointed members have a responsibility to attend meetings on a regular basis, or notify co-chairs that an alternate will attend in their place. • Elected/appointed members have a responsibility to report back to their constituency groups after each CPC meeting in a timely fashion. <p>Section 1 <i>Faculty</i></p> <p>The role of the faculty as delineated by AB 1725 gives the faculty primary responsibility for making recommendations to or reaching agreement with the President on academic and professional matters. As</p>	



PARTICIPATORY GOVERNANCE AGREEMENT

<p align="center">Participatory Governance Agreement Proposed Version (CPC Retreat 08/22/2016)</p>	<p align="center">Proposed Version</p>
<p>delineated by law, the president will consult collegially with the senate on the following academic and professional matters (10+1):</p> <ul style="list-style-type: none"> • Curriculum, including establishing prerequisites and placing courses within disciplines • Degree and certificate requirements • Grading policies • Educational program development • Standards or policies regarding student preparation and success • District and college governance structures as related to faculty roles • Faculty roles and involvement in accreditation processes, including self-study and annual reports • Policies for faculty professional development activities • Process for program review • Processes for institutional planning and budget development and • Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate <p><u>The faculty at Harbor College has agreed with the President on the following model for consultation:</u></p> <p>The President will rely primarily on the college Academic Senate concerning the following matters:</p> <ul style="list-style-type: none"> • Curriculum, including establishing prerequisites and placing courses within disciplines • Degree and certificate requirements • Grading policies • Policies for faculty professional development activities • Process for program review • Faculty roles and involvement in accreditation processes, including self-study and annual reports <p>The President in agreement with the AFT Contract will reach mutual agreement with the college Academic Senate on the following policies:</p> <ul style="list-style-type: none"> • Educational program development • District and College governance as related to faculty roles • Processes for institutional planning and budget development • Standards or policies regarding student preparation and success • Other academic and professional matters as are mutually agreed upon by the College <p>There are standing committees of the Academic Senate which impact students and staff directly in relation to the mandated areas of participation. The Academic Senate will assure student and staff and administrative participation in all areas that directly impact them as indicated by AB 1725 and in compliance with the current AFT agreement , Article 32.</p>	



PARTICIPATORY GOVERNANCE AGREEMENT

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<p>Section 2 <i>Classified Staff</i> The classified staff will take an active role in participatory governance by being involved in the development of all college policy and procedures. Staff participation on the varying committees constitutes effective participation. Staff representation will be made by one elected/appointed member from each of the collective bargaining units, one unrepresented classified, and one selected at large member.</p> <p>Section 3 <i>Students</i> The students are represented in the shared governance process through the Associated Students. In the following areas that have a significant effect on students, the Board and the administration are required to "give respectful consideration to the opinions expressed" by the Associated Students before taking action:</p> <ol style="list-style-type: none"> 1. Grading policies 2. Codes of student conduct 3. Academic disciplinary policies 4. Curriculum development 5. Courses or programs that should be initiated or discontinued 6. Processes for institutional planning and budget development 7. Standards or policies regarding student preparation or success 8. Student and Learning Services planning and development 9. Student fees within the authority of the District to adopt 10. Any other matter that the Board of Trustees determines will have a significant effect on students. <p>The Associated Student Body President also is given the responsibility to appoint student members to college committees, task forces, or other groups dealing with the issues listed above.</p> <p>Section 4 <i>Administrators</i> Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of district and college activities while maintaining compliance with state regulations, laws, all bargaining agreements, and district policies. Administrators are included in the general participatory governance process and recommend policies, procedures, and priorities for the college to the president, and carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance. The California Teamsters Public, Professional and Medical Employees Union, Local 911 shall appoint a voting member of the College Planning Council.</p>	

PARTICIPATORY GOVERNANCE AGREEMENT

Governance Committees

Distance Ed Committee reports to Academic Affairs Cluster. It shouldn't be in the Academic Senate box. Indeed, many committees may not belong at this level since some simply report to a cluster. I'm not sure how to straighten this out, expect to possibly create sub-categories.

College Planning Council (CPC)

- Academic Affairs Cluster Committee
- Accreditation Steering Committee
- Administrative Services Cluster Committee
- Bond Steering Committee (CORE)
- Budget Committee
- Human Resources Committee
- Staff Development Committee
- Student Services Cluster Committee
- Technology Advisory Committee (TAC)
- Work Environment Committee (WEC)

Academic Senate

- Academic Planning and Policies Committee
- Curriculum Committee
- Distance Education Committee (DE) **MOVE THIS AND/OR CREATE a new area**
- Faculty Hiring Priorities Committee (FHPC)
- Grants Committee
- Career Technical Education Committee
- Professional Concerns Committee
- Professional Development Committee

Academic Senate & College Planning Council (CPC)

- Assessment Committee
- Student Success Coordinating Committee (SSC)

PARTICIPATORY GOVERNANCE AGREEMENT

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