

Fresno City College Integrated Planning



Handbook

March 2011

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Fresno City College Mission, Vision, and Core Values

Mission

Fresno City College is a comprehensive community college offering innovative instructional programs in anticipation of and responsive to the life-long learning needs of our diverse population. Fresno City College provides a wide variety of quality services to support student success by engaging our students in achieving their educational goals. Moreover, we are dedicated to working collaboratively with our community to enhance the economic and social development of the region.

Vision Statement

Fresno City College is a premier learning institution that strives to prepare the members of our community to meet the challenges of an increasingly complex global environment.

Core Values

As a learner-centered institution, Fresno City College values an educational and cultural environment which promotes:

- **Success**—the college community encourages and motivates students, faculty, and staff to identify and achieve their individual goals by providing quality instruction, programs, services, and processes.
- **Participation**—the college community encourages active involvement in campus life and developing avenues of greater community participation.
- **Diversity**—the college community encourages and respects individual differences.
- **Collegiality**—the college community is committed to working as a team in an open, civil, collegial, and safe environment.
- **Innovation**—the college community supports an environment in which individuals are free to explore new or alternative avenues toward advancing the college's mission.
- **Stewardship**—the college community is committed to the optimal utilization of its resources consistent with strategic goals.

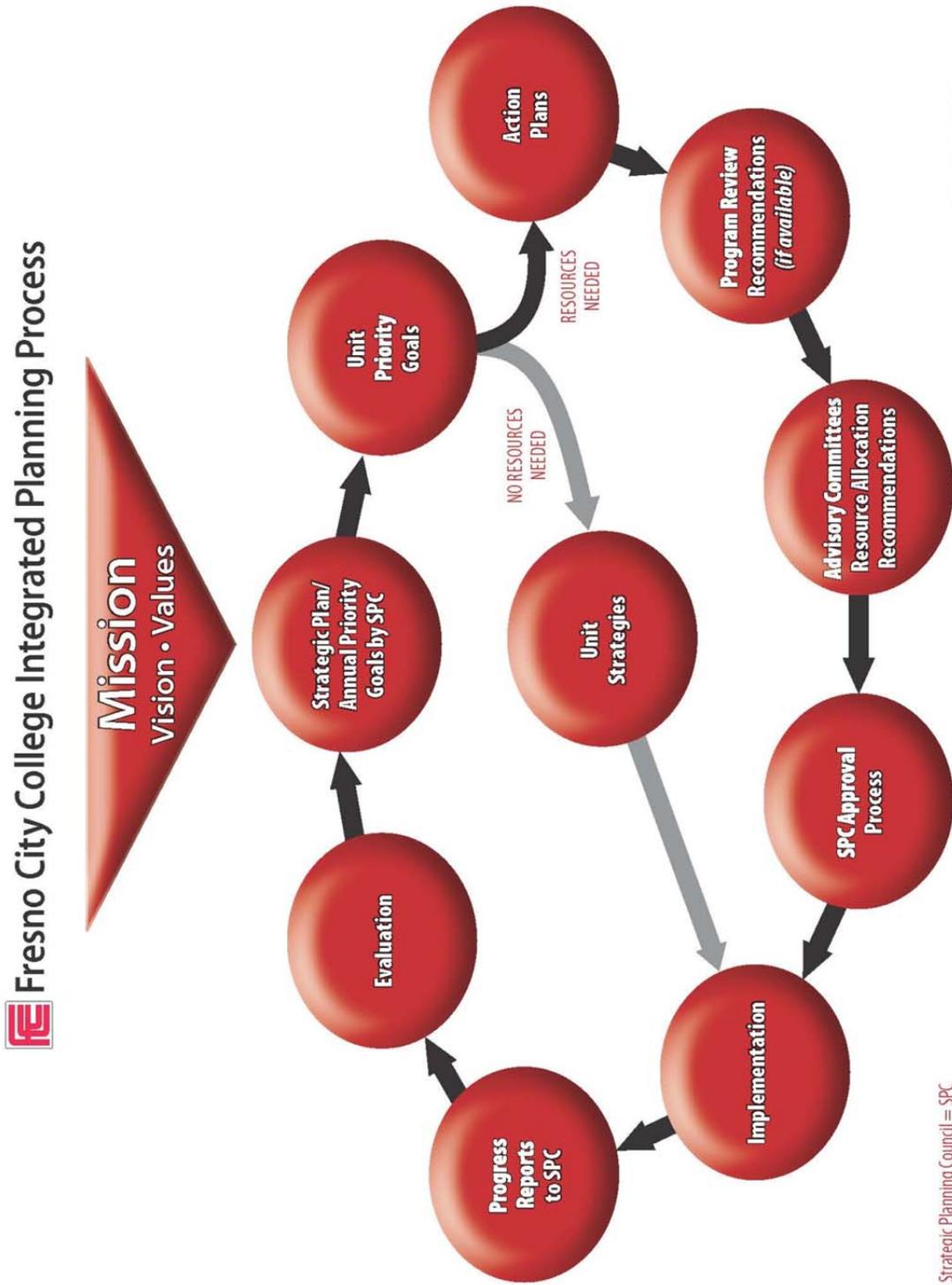
Integrated Planning at Fresno City College

Introduction

The integrated planning process at Fresno City College (FCC) begins with the consideration of the college's mission, vision, and core values. They are the overarching concepts that are considered at all steps of the planning process. The integrated planning process is continuous and determines planning priorities. An idea can be entered at almost any time in the process.

The Strategic Planning Council (SPC) is the college's governance body with broad constituent representation. The responsibilities of the SPC include: establishing college goals and objectives, establishing priorities for planning and resources, and monitoring the progress towards the completion of college goals and objectives.

Integrated Planning Process Flowchart



Description of Integrated Planning Process

Strategic Plan/Annual Priority Goals by SPC

Every year the SPC reviews the college's strategic plan, the district's strategic plan, and the college's mission, vision, and core values. After considering the evaluation of the implementation of current year's college annual priority goals, the SPC determines the next year's college annual priority goals. The strategic plan is considered a revolving strategic plan with revisions every two years based on the changing environment and success of the previous strategic plan.

Unit Priority Goals

The SPC informs the college community of the next year's college annual priority goals and requests the college units to identify their unit priority goals. Units consider their program reviews, student learning outcomes, and unit mission statements (if available) to determine how the unit will address the annual priority goals. Units determine if resources are needed to implement the priority goals. If resources are needed, units develop action plans for submissions through the approval process. If no resources are needed, units develop unit strategies.

Action Plans

Action plans are developed when there is an impact on budget, human resources, facilities, technology, or other campus-wide resources. Action plans can have a broad campus wide impact when multiple units are working together. The units involved submit action plans to the Strategic Planning Council for consideration.

Program Review Recommendations (If Available)

If action plans were supported by Program Review Committee recommendations, the recommendations are communicated in the submission of action plans. If the ideas requested in action plans are newly identified needs and not included in current Program Reviews, units can still submit action plans for consideration.

Advisory Committee Resource Allocation Recommendations

Action plans are then reviewed by the appropriate Fresno City College Advisory Committees which include: Budget Advisory Committee, Campus-wide Staff Development Coordinating Committee, College Governance Review Committee, Distance Education Committee, Enrollment Management Committee, Environmental Health & Safety Committee, Facilities Committee, Human Resources Committee, Outcomes & Assessment Committee, Institutional Research and Effectiveness Committee, and Technology Advisory Committee. The advisory committees submit their recommendations for the appropriate resource allocations requested in the action plans to the SPC.

SPC Approval Process

The SPC reviews the submitted action plans, Program Review Committee recommendations and the FCC Advisory Committee resource allocation recommendations to make a decision on the approval of the action plan. Each action plan has a first and second consideration by the SPC before approval or denial.

Unit Strategies

If additional resources are not needed, each unit identifies what strategies they will implement to move forward the college annual priority goals. The unit strategies are entered into the college's Strategic Planning Database. This database is available for the entire college community to review.

Implementation

Units implement their action plans and unit strategies throughout the year.

Progress Reports to SPC

Action plan progress reports are submitted directly to the SPC at the end of each academic year until the action plan is fully implement. Midterm and year-end unit strategy reports are entered in the strategic planning database. Composite unit strategy implementation reports are considered by the SPC.

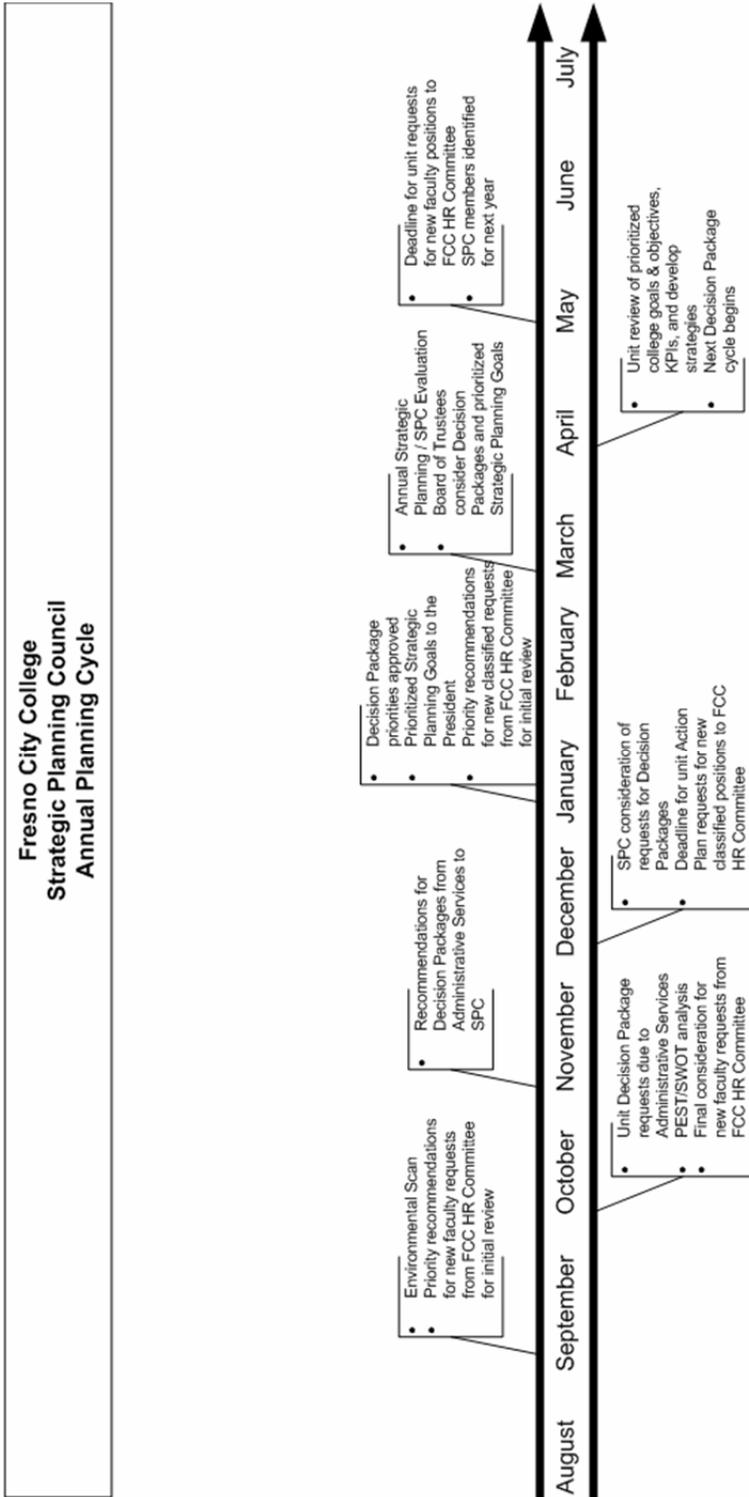
Evaluation

The SPC evaluates strategic planning at Fresno City College by reviewing the college's Educational Master Plan, Program Review Committee recommendations, student learning outcomes reports, environmental scans conducted by the Institutional Research, Assessment and Planning Office, unit strategy and action plan reports, and FCC Advisory Committee reports. The SPC then conducts SWOT/PEST analyses. This information is used when determining the next years college annual priority goals or revising the strategic plan.

Definition of Terms: FCC Strategic Planning Council Handbook

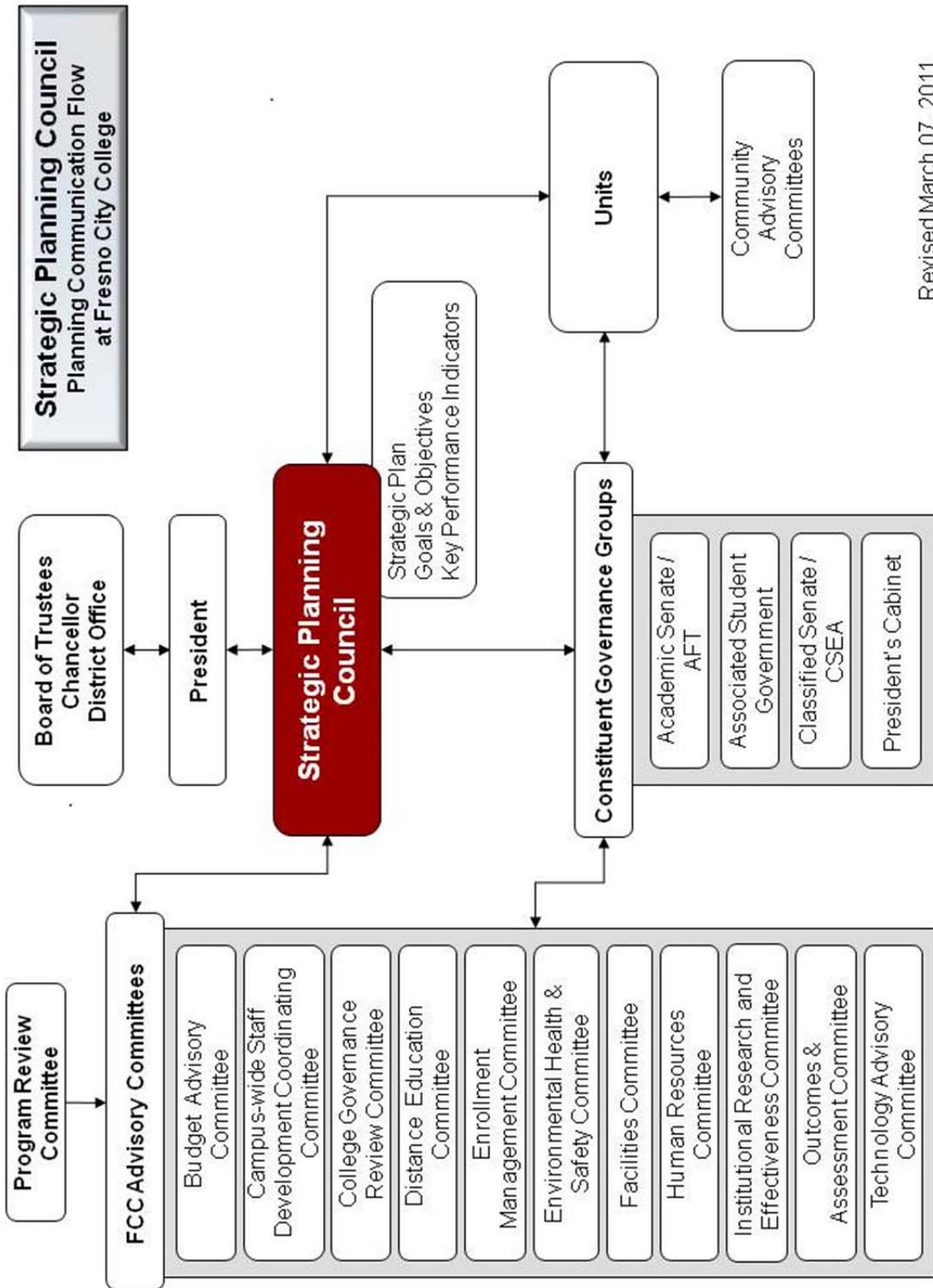
- **Action Plan** – An action plan is strategic by nature. It is long term and serves a cross functional purpose. The broad implications of an action plan have a campus wide impact. It is localized to the work unit, but may involve more than one unit in a partnership. The action plan is measurable and has a finite duration with a specific start and end period.
- **Core Values** – Attitudes and beliefs thought to uniquely pattern a culture.
- **Environment Scan** – Information about the external community (external scan), the college, and its students and employees (internal scan) that provides a data framework for strategic planning.
- **FCC Advisory Committees** – FCC committees whose duties are to review, prioritize, and recommend Action Plans which impact their areas of responsibility.
- **Mission Statement** – Defines the core purpose of the organization.
- **PEST Analysis** – Examining of political, economic, socio-cultural and technological categories into which external influences on the organization can be placed.
- **Progress Report** – Unit reports on activities and progress towards completion of approved action plans.
- **Strategic Plan** – A formal document that outlines the strategic direction of the organization described. It relies on the formulation, implementation, and evaluation of cross-functional decisions that enables an organization to achieve its objectives.
- **Strategic Planning** – A disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it.
- **Student Learning Outcomes** – Clearly defined, observable, and measurable results (outcomes) of learning at the course, program, and institution levels. Examples of outcomes are knowledge, skills, abilities, understanding, attitudes, beliefs, opinions, and values.
- **SWOT Analysis** – Strengths, weaknesses, opportunities and threats. It is a methodology used to aid strategic planning.
- **Unit** – A department, program, division, work unit, Academic Senate, Associated Student Government, Classified Senate, President's Cabinet, District, standing committee, sub-committee, or an ad-hoc committee created by the Strategic Planning Council.
- **Vision** – A present tense statement that communicates where an organization believes it will be within a stated time-period.

Strategic Planning Council Annual Planning Cycle



Action plans can be submitted to the SPC any time, however Action Plans must be submitted by announced deadlines if funding or facilities are requested.

Strategic Planning Council Communication Flowchart



Revised March 07, 2011

College Governance Handbook (Sections 1, 3 and 4)

(Excerpts from FCC Participatory Governance Handbook)

Part 1: Guiding Principles

Participatory Governance Principles:

Preamble: The Principles of participatory governance permeate the campus. The following principles apply to all campus-wide committees.

Principles: Participatory Governance

- Participatory governance necessitates consistent, trustworthy communication that is multidirectional.
- Everyone has a right to provide input and have that input acknowledged.
- The participatory process is transparent and the status of any proposal shall be available to all constituencies at any point in the approval process.
- Decisions made through the participatory governance process shall be communicated along with the rationales to those directly affected.
- The degree of constituent involvement shall be directly related to the extent of the impact of the decision.
- Participants are responsible and accountable to their constituent groups in communication and execution of role.
- Decisions made through the participatory governance process necessitate joint commitment and support for implementation.
- These principles will be in compliance with:
 - Federal and State laws.
 - District and college policies.
 - Accreditation requirements.

Part 3: Governance Structure at Fresno City College

Through established governance structures, policies and practices, the governing board, administrators, faculty, staff and students will work together for the benefit of our students. Students will be at the center of our decision-making processes. These processes will facilitate the discussion of ideas and effective communication among the college's constituencies.

Constituent groups are responsible to ensure representatives are appointed and participate regularly on college governance councils and committees. Such participation includes attending meetings, reporting back to the appointing group the issues under discussion, and representing the positions of the appointing constituent group in order for these participative processes to assure effective discussion, planning and implementation. It is the belief of the college community that such participation will encourage individuals and constituent groups to bring forward ideas for institutional improvement and create an environment in which there is greater campus acceptance and support for decisions made in this manner.

Individuals assigned by constituent groups to college governance councils and committees are responsible to participate as described above in a professional manner and to work together for the good of the institution.

College governance councils and committees are responsible to address significant issues in a manner that will allow members to consult effectively with their appointing constituent groups and represent the groups in discussions prior to decisions being made. These councils and committees must also communicate effectively with the college community to ensure that communication is consistent, trustworthy and multi-directional. With the authority to make recommendations and decisions comes the responsibility for those decisions. Once decisions have been made in such a participatory manner it is incumbent on the college community to make every effort to make the implementation of the decision successful.

The president of the college guides institutional improvement through effective leadership that includes the responsibility to ensure participative decision-making processes are established and utilized throughout the campus. The president will ensure that an environment is created that will encourage and support every student and employee to bring forward ideas for institutional improvement. This means establishing collegial processes that encourage empowerment, innovation and institutional excellence. This includes ensuring that educational planning is integrated with resource planning and resource allocation that will serve to support the ideas and decisions that emanate from these participative governance processes.

Part 4: Constituent Groups

Associated Student Government Purpose:

The Associated Student Government of Fresno City College shall be the means whereby students of the college share in the administration and governance of the college. The student of Fresno City college establish this organization in order to enhance sound governance and citizenship; to guarantee a shared governance; to further cooperation with faculty, community, staff, and other educational institutions; and to create and maintain adequate activities in the furtherance of student welfare. The purpose herein stated are those which all of the college recognizes as the privileges, rights, and responsibilities of the students.

Faculty

The District recognizes the State Center Federation of Teacher Local 1533, as the sole and exclusive representative of those members of the bargaining unit enumerated in the certification of the Educational Employment Relations Board dated March 1977, effective May 26, 1981.

The Fresno City College Academic Senate represents all non-management certificated personnel employed by Fresno City College, and purpose is to:

1. Represent the faculty in the formation of policy in academic and professional matters. "Academic and professional matters" means the following policy development and implementation matters: 1) Curriculum, including establishing prerequisites and placing course within disciplines 2) Degree and certificate requirements 3) Grading policies 4) Educational program development 5) Standards or policies regarding student preparation and success 6) District and college governance structures, as related to faculty roles 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports 8) Policies for faculty professional development activities 9) Processes for program review 10) Processes for institutional planning and budget development, and 11) Other academic and professional matter as mutually agreed upon between the governing board and the academic senate.
2. Make recommendations to the college and district administration, the student and the Board of Trustees.
3. Facilitate communication among the faculty, the college and district administration, the students, and the Board of Trustees.
4. Promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibilities and ethics.
5. Carry out all responsibilities delegated to the community college academic senate by state laws, the Board of Governors of the California community Colleges, and the Board of trustees.
6. Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following: 1) rely primarily upon the advice and judgment of the academic senate, or 2) the governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

Agreement for fiscal years 2006-07; 2007-08; 2008-09 between State Center Community College District and State Center Federation of Teachers Local 1533, CFT/AFT, AFL-CIO

Academic Senate California Community College

Classified Professionals

California School Employees Association (CSEA)

California School Employees Association (CSEA) Chapter 379, is a representative of classified professionals employed by State Center Community College District, which encompasses, Fresno City College, Reedley College, as well as Madera, Clovis, Willow/International and Oakhurst Centers. CSEA is the largest classified school employees union in the United States representing nearly 230,000 classified employees in California. The mission statement of this Association is, "To improve the lives of our members, students and community." CSEA serves as a representative body for classified professionals not designated as management. CSEA provides a means for increased participation and interaction within the campus community.

Classified Professionals: Classified Senate

The Classified Senate provides access to staff development funds and activities for any permanently employed classified professional to enhance job skills, job performance, and personal and professional development. Classified Senate facilitates a means of communication among classified professionals at Fresno City College, the various Fresno City College satellite centers, State Center Community College District Office and District Operations. Classified Senate provides a means for increased participation and interaction within the campus community.

Administration

The Administrative Management Committee (educational and classified administrators and confidential employees) is an unrepresented group, unlike CSEA and AFT.

Educational Administrators

Defined in Board Policy 7250 and Administrative Regulation 7250, Educational Administrators are persons employed by the Board in a supervisory or management position as defined in government code section 3540, et seq., Education Code sections 87458 © and (d), 87732, and 72411, and are employed by contract.

Educational administrators are those who exercise direct responsibility for supervising the operation of, or formulating policy regarding instructional or student services programs of the district.

Classified Administrators

Defined in Board Policy 7260, classified administrators, supervisors and managers are administrators who are not employed as educational administrators.

Classified administrators are those classified administrators, regardless of job description, having authority to hire, transfer suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified administrators may be employed in the same manner as the other members of the classified service and consistent with provisions of personnel commission rules.

Confidential Employees

Confidential employees are also an unrepresented group, unlike CSEA and AFT. Defined by Board Policy 7240 and Administrative Regulation 7240, confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management bargaining positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

Confidential employees are identified in the CSEA collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by established regulations or Personnel Commission rules. Such terms and conditions of employment shall include, but not be limited to, regulations for evaluation and rules regarding leaves, transfers and reassignments.

Committee Purpose

President's Advisory Council is comprised of senior leaders who meet to discuss items and communicate back to the administrators, supervisors and/or managers in their respective areas.

Educational administrators, classified administrators, supervisors and managers convene as necessary at the conclusion of the President's Cabinet to discuss items with the constituent group.

Strategic Planning Council Operating Agreement

The Mission of Fresno City College

Fresno City College is a comprehensive community college offering innovative instructional programs in anticipation of and responsive to the life-long learning needs of our diverse population. Fresno City College provides a wide variety of quality services to support student success by engaging our students in achieving their educational goals. Moreover, we are dedicated to working collaboratively with our community to enhance the economic and social development of the region.

Fresno City College Vision Statement

Fresno City College is a premier learning institution that strives to prepare the members of our community to meet the challenges of an increasingly complex global environment.

1. Scope and Activities

The Strategic Planning Council (SPC) is a decision making body that coordinates the college's strategic planning process by:

Scope: (as they pertain to the strategic planning process)

- Establishing college goals and objectives
- Establishing priorities for planning and resources
- Monitoring the progress towards the completion of college goals and objectives
- Establishing ad hoc committees essential to strategic planning implementation

Activities: include but not limited to (as they pertain to the strategic planning process)

- Preparing meeting agenda
 - Developing and maintaining a handbook
 - Establishing guidelines and timelines
 - Initiating and participating in the development of external/internal scans
 - Analyzing internal and external scans to develop priorities
 - Considering Unit Action Plans for implementation
 - Prioritizing resources
 - Establishing effective communication processes
 - Reviewing progress reports from Strategic Planning Advisory Committees
 - Creating progress reports and documenting decisions
 - Submitting annual progress reports
 - Providing strategic planning training
 - Evaluating the SPC's ability to accomplish stated objectives

Membership

The membership of the SPC is as follows:

- 7 Academic Senate
- 4 Administration
- 3 Associated Student Government
- 5 Classified Professionals (3 CSEA and 2 Classified Senate)
- 19 Total

Representatives are selected by each constituent group. Terms are to be determined by constituent groups with consideration for long term involvement in the SPC.

Constituent group representatives are responsible for reporting council actions to their constituent groups.

Director of Institutional Research, Assessment, & Planning will be a resource to the SPC.

Each member of the SPC needs to come to meetings well informed and to review the materials posted on Blackboard prior to the meetings.

Prior to the end of an academic year, each constituent group will provide the names of its respective SPC membership for the next academic year to the Support Team.

2. Meetings

Meetings will be conducted a minimum of once a month during the academic year. Additional meetings will be scheduled if deemed necessary by the SPC.

The meeting calendar will be set at the first meeting in January for the following academic year.

The SPC meeting agendas will be posted on Blackboard seventy-two (72) hours prior to meetings.

The SPC meetings will be open to anyone to attend.

There will be an open forum at the beginning of each SPC meeting with a time limit of three minutes per person with a maximum of twelve (12) minutes per topic.

Each action plan will have a first and second reading while being considered by the SPC.

Each constituent group will have one member identified as a co-chair. Co-chairs will be responsible for facilitating meetings and agenda development.

3. Decision Making Process

The membership shall be collaborative, engage in collegial discussions, be respectful of other members and their different points of view, and consider the college and community as a whole not just the constituent group that the member represents. Collegial discussions will be based on data not personal opinions and anecdotal information.

Members bring the perspective of their constituent groups to the decision making process. The SPC will make decisions based on consensus. If consensus cannot be reached by the SPC after repeated attempts to do so, assenting and dissenting opinions will be drafted and signed by council members during the meeting. The council members will report back to their constituent groups the lack of consensus on the issue with the assenting and dissenting opinions. The president will make the decision and will report the decision with rationale in writing to the SPC and constituent groups.

4. Communication

SPC communications with the campus and community may include any of the following:

- Posting on Blackboard
 - Agendas and minutes
 - Documents
 - Reports
 - Discussion board
- E-mail, including mail-all
- Newsletters
- College and community forums and presentations
- Year-end report
- Constituent group representatives report council actions to their constituent groups

5. Planning Process

The SPC will:

1. Establish, implement and assess institutional outcomes
2. Align college planning with the District Strategic Plan
3. Establish priorities for planning and resources
4. Consider action plans that align with strategic college goals and objectives
5. Prioritize action plans that impact the budget
6. Approve action plans for implementation
7. Coordinate implementation and evaluation of action plans

6. Evaluation Process

An evaluation of the SPC and its processes will be conducted by the SPC and includes input from college constituent groups on an annual basis. The completed evaluation will be presented to the constituent groups.

The evaluation of the effectiveness of the SPC will include but not be limited to:

- Meeting attendance.
- Membership.
- Progress toward the accomplishment of stated goals and objectives.
- Member satisfaction.

The evaluation of the effectiveness of the strategic planning processes will include but not be limited to:

- Progress toward the accomplishment of stated planning goals and objectives
- Progress toward meeting stated institution outcomes
- Campus and community satisfaction

7. Support Team

The college president will assign a team to provide support to the FCC Strategic Planning process. The duties and responsibilities of the Support Team are found in the Strategic Planning Support Team Procedures and Guidelines (Appendix A).

Approved: September 2007
Revised: November 2010

Program Review Committee Operating Agreement

I. Duties and Functions

- A. The Program Review Committee will be responsible to maintain a process by which instructional and non-instructional programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes.
- B. The Committee will:
 1. Develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.
 2. Review final instructional and non-instructional program review self-studies.
 3. Evaluate self-studies to determine a program's status, level of funding, and those recommendations for requested resources to be forwarded to the Strategic Planning Council.
 4. Provide an annual report of its activities and actions to the College President, the constituencies, and the Strategic Planning Council.

II. Membership

- A. The Committee will be composed of standing, elected, and appointed members from faculty, administration, classified professionals, and students.
 1. Elected members:
 - One faculty member from each instructional division
 - One faculty member from Student Services Division
 - One faculty member from Library and Student Learning Support Services
 2. Appointed members:
 - One classified professional appointed by CSEA
 - One student appointed by the Associated Student Body
 - One Dean of Instruction appointed by the Vice President of Instruction
 3. Standing members:
 - Vice President of Instruction
 - Vice President of Student Services
 - Vice President of Administrative Services or designee
 - Director of Technology or designee
 - Academic Senate President or designee
 - Curriculum Committee Chair or designee
 - Classified Senate President or designee
- B. Elected members will serve for two-year terms with approximately half the members elected each year.
- C. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.
- D. If a new academic division is created, it will be immediately entitled to representation within the Committee.

III. Management

- A. The chair will be elected at the first meeting of the academic year for a one-year term. The chair shall have served at least one semester on the committee prior to his/her term.
- B. The Program Review Coordinator will provide support to the committee.
- C. The Program Review Coordinator will record the discussion and decisions of the committee.
- D. All documents related to the business of the Committee will be posted on a dedicated Blackboard site.
- E. The Committee will meet on the second and fourth Tuesday. The committee may decide to schedule additional meetings as necessary.
- F. The first meeting of the academic year will be dedicated to orienting members.
- G. All procedures, rules for program proposals, and channels for submission will be determined by vote of the Committee. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.
- H. Attendance:
 - 1. It is the responsibility of the committee member to notify the Program Review Coordinator when he/she will not be able to attend a scheduled meeting.
 - 2. If a member of the Committee has two absences in one semester, the Program Review Coordinator will notify that member and his/her supervisor or constituency about the absences.
 - 3. The Program Review Coordinator will submit a request for a replacement to the supervisor or constituency when a member exceeds two absences in one semester.
- I. Quorum will be 50% plus one of the total current membership.
- J. The Committee will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order.
- K. The Committee will make decisions based on a majority vote.
- L. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
- M. The Committee will review this Operating Agreement on an annual basis.

IV. Oversight

The Strategic Planning Council reviews the activity of the Committee and gives general direction to its work.

Approved by constituents: November 2009

Budget Advisory Committee Operating Agreement

I. Mission/Purpose

The mission of the Budget Advisory Committee is to represent the college community and to ensure the financial resources of the college are allocated in response to priorities established in the planning processes of the institution including strategic planning, outcomes and assessments, and program review.

II. Duties and Functions

The Budget Advisory Committee shall make recommendations to the Strategic Planning Council and College President in order to:

- Maintain fiscal stability and assure that expenditures are within available resources;
- Recommend budget allocations based on the college planning process;
- Review and evaluate recommendations from various campus committees (i.e., Human Resources, Facilities, Health/Safety);
- Establish a prudent and sufficient unrestricted general fund reserve (contingency);
- Establish a budget calendar with enforceable timelines and accountability to assure the governance process has ample time to review and recommend a balanced budget;
- Review categorical budget/programs and;
- Communicate budget information to the college community;

III. Membership

A. The Committee shall be constituted as follows:

Standing Members

College President
V.P. – Administrative Services
V.P. – Instructional Services
V.P. – Student Services
Director of Technology

Appointed Members

Academic Senate (1)
Classified Senate (1)
AFT (1)
CSEA (1)
ASG (2)

B. The College President, Vice Presidents and Director of Technology will be standing members. Length of term for appointed members will be two years; terms to be staggered. Members may be reappointed.

C. Appointed members will be appointed by constituent groups.

D. A quorum is the majority (6) of members.

IV. Management

A. The committee shall be chaired by the Vice President of Administrative Services. Minutes will be maintained by the Vice President of Administrative Services.

- B. The committee shall meet during the fiscal year on a scheduled basis—at least once per month. Special meetings may be called by the chair.
- C. All procedures and rules shall be determined by consensus of the committee.
- D. The chair will conduct meetings and gain consensus on proposals. All recommendations will be advanced to the Strategic Planning Council and College President.
- E. The agenda shall be prepared by the Vice President of Administrative Services. Agenda items may be submitted to the Vice President by any member of the committee in accordance with the schedule established by the Vice President.
- F. Any change in the structure of the Committee must be made in advance of the fiscal year in which the change is to occur and must be accepted by consensus of the constituent groups.
- G. This operating agreement shall be reviewed once a year.

Approved: 9/09

Campus-Wide Staff Development Coordinating Committee Operating Agreement

The College will provide all faculty and staff, including part-time employees, appropriate opportunities for professional development.

I. Duties and Functions

- A. The Campus-Wide Staff Development Coordinating Committee created by this agreement shall be responsible to oversee planning, reporting, and surveying for the direction of staff development activities for all employees of Fresno City College. The Committee's recommendations shall be made to all constituencies and the Strategic Planning Council, as appropriate.
- B. The Committee will:
 - a. initiate surveys of employees to determine staff development needs.
 - b. develop application and reporting forms as appropriate.
 - c. develop, implement and manage a website for staff development opportunities.
 - d. coordinate and organize Flex Day activities.
 - e. study and make recommendations for staff training and the expenditure of staff development funds.

II. Membership

- A. The Committee shall be constituted of:
 - 1 Administrator appointed by the Vice President of Instruction
 - 2 Students appointed by Associated Student Government
 - 2 Classified Staff appointed by the Classified Senate and CSEA
 - 3 Faculty appointed by the Academic Senate.
 - 1 Academic Senate Staff Development Chair, or designee from the Academic Senate Staff Development Committee
 - 1 Classified Senate Staff Development Chair, or designee from the Classified Senate Staff Development Committee
- B. Length of Term
Members will serve for two-years.
- C. Any change in the structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.

III. Management

- A. The first meeting of the academic year shall be called by the administrator appointed by the Vice President of Instruction.
- B. The Committee shall be chaired by a member elected by the Committee at the first scheduled meeting of the academic year.

- C. The Committee shall meet at least once a month during the academic year. If there are no agenda items, the Chair may cancel a meeting.
- D. Quorum will be 50% of the total current membership.
- E. Members of the Committee unable to attend a meeting may send a substitute representative. The substitute representative will have full voting rights.

TATTLE CLAUSE:

If a Committee member is absent for more than two scheduled meetings during a semester, the Chair of the Committee shall notify the leadership of the member's constituency.

- F. The Committee will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order.
- G. All procedures and rules shall be determined by vote of the Committee. Prior notice of substantial changes in procedure should be given to constituent representatives before changes become effective.
- H. Committee will make decisions based on a majority vote of members present.
- I. The Committee will review this Operating Agreement on an annual basis.

Approved: 3/11/08

College Governance Review Committee Operating Agreement

Scope of the Council:

The purpose of the council is to ensure that all constituent groups actively participate in the college's planning and decision making.

Duties and Functions:

- Preside over collegewide committee development and oversight.
- Monitor and coordinate collegewide governance activities.
- Establish a governance relationship with the District that fosters collaboration between the District and Fresno City College.
- Develop and maintain a shared/participatory governance handbook.
- Maintain governance council documentation for collegewide reference.
- Consider collegewide recommendations and concerns on governance.
- Develop and submit a yearly activity report to SPC.

Membership:

3 Faculty
3 Classified
2 Administrators
2 Students

Terms for Membership:

- To be determined by the constituent groups
- Substitution of members at discretion of the constituent group
- The chair of the council will notify the constituent group leader upon two consecutive absences without notification or substitution of a member.

Management of the Council:

- The Council chair from the previous year shall call the first meeting of the new academic year.
- The Chair of the Council shall be selected by the Membership of the Council at the first meeting of the academic year. The Chair shall serve for one year, and may serve longer at the discretion of the council. The duties and responsibilities of the Chair shall include:
 - Call meetings.
 - Develop agendas.
 - Insure that all Council materials are recorded and posted.
 - Facilitate meetings.
 - Report Council recommendations to the Strategic Planning Council.
 - Submit required annual reports.
- The Council shall meet regularly during the academic year as announced by the chair.
- The Council works on a consensus basis.
- All groups must be present in order to approve a decision.

Approved: March 2008

Distance Education Committee Operating Agreement

Duties and Functions of Committee

1. The Distance Education Committee will be responsible to report and make recommendations to the Strategic Planning Council on all matters related to Distance Education (consistent with those of the Western Association of Schools and Colleges' Accrediting Commission for Community and Junior Colleges, Title 5, and the California Education Code).
2. The committee will:
 - a. Develop, write, implement and evaluate policies and procedures
 - i. Related to the development of and support for programs, degrees, and courses in distance education.
 - ii. To provide technical, administrative, and academic support to promote distance learner success.
 - iii. To provide technical, administrative, and professional support for faculty who teach distance education courses.
 - b. Develop, write, implement, and evaluate standards of proficiency that will be required to teach a distance education course.
 - c. Develop, write, implement, and evaluate outcomes and assessment measures of the distance education program.
 - d. Provide an annual report of distance education committee activities to the Strategic Planning Council.
3. The Distance Education Committee develops, writes, evaluates, and updates the Fresno City College Distance Education Plan.

Membership

1. The Committee will be composed of standing, elected, appointed, and advisory members from the certificated faculty, administration, classified professionals, and students. Standing, elected, and appointed members will be voting members.
 - a. Elected members
 - i. One faculty member from each instructional division
 - ii. One faculty member from Student Services division

Elected members will serve a term of two year (staggered) terms. Faculty elected to serve on the committee should have experience teaching in an online environment.
2. Standing members:
 - a. Academic Senate Curriculum Chair
 - b. Academic Senate Instructional Technology Committee Representative
 - c. Vice President of Instruction or designee
 - d. Director of Technology

3. Appointed members:
 - i. One classified professional representative – Classified Senate
 - ii. One classified professional representative -- CSEA
 - iii. Two students
 - iv. State Center Federation of Teachers Representative
4. Advisory members (non-voting):
 - i. One faculty member from DSP&S
 - ii. Admission and Records representative
 - iii. Student Learning Support Services
5. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.
6. If a new academic division is created, it will be immediately entitled to representation within the committee.

Management

1. The chair will be elected by the Committee by the last scheduled meeting of the academic year for a one-year term.
2. A recorder for the committee will be elected by the last scheduled meeting of the academic year for a one-year term.
3. All documents related to the business of the Committee will be posted to a dedicated Blackboard site.
4. The Committee will meet at least once a month during the academic year as announced by the chair. The committee may decide to schedule additional meetings as necessary.
5. Attendance:
 - a. It is the responsibility of the committee member to notify the Distance Education Committee Chair when he/she will not be able to attend a scheduled meeting.
 - b. If a member of a committee has two absences in one semester, the Distance Education Committee Chair may notify that member and his/her supervisor or constituency about the absences.
 - c. The Distance Education Committee Chair may submit a request for a replacement to the supervisor or constituency when a member exceeds two absences in one semester.
6. Quorum will be 50% plus one of the total current voting membership.
7. The committee will make decisions based on majority vote.
8. The committee will review this Operating Agreement on an annual basis.

Approved by constituencies November 2009

Enrollment Management Committee Operating Agreement

I. Duties And Functions

The Enrollment Management Committee shall:

1. Develop and update an Enrollment Management Plan consistent with the College Strategic Master Plan.
2. Recommend to the President and the Strategic Planning Council goals, objectives, intended outcomes, strategic activities, and assessment and evaluation of data that will support campus efforts to facilitate and improve student enrollment, retention, persistence, and success.

II. Membership

A. The committee will be composed of standing and appointed members from faculty, administration, classified professionals and students.

1. Membership:

- Three members appointed by the Academic Senate
- Two classified professionals appointed by Classified Senate and CSEA
- Two instructional deans appointed by the Vice President of Instruction
- One student services dean appointed by the Vice President of Student Services
- Financial Aid Director
- Marketing Director
- Student Activities Director
- Dean of Counseling and Student Services
- Admissions Manager
- One student appointed by ASG
- Vice President of Student Services

B. Appointed members shall serve two-year terms.

III. Management

A. The Vice President of Student Services shall chair the committee.

B. The committee shall meet at least monthly during the academic year, unless a lack of agenda items calls for the cancelation of a meeting.

C. A quorum shall be 50% of the total active membership of the committee.

D. If a Committee member is absent without prior notification to the Committee Chair for more than two scheduled meetings during a semester, the Chair of the Committee shall notify the leadership of the member's constituency.

E. The Committee shall make decisions based upon a majority vote of members present.

F. The Committee will review this Operating Agreement on an annual basis.

Approved: 4-7-10

Environmental Health and Safety Committee Operating Agreement

I. Duties and Functions

A. Mission – Purpose - Charge

The mission of the Fresno City College Environmental Health and Safety Committee (Committee) is to support the College's Strategic Plan goals and objectives by actively promoting a healthy and safe working and learning environment for all employees, students, and visitors to our campus, centers, and facilities.

This operating agreement defines the membership, authority, responsibilities, and operating rules of the Committee.

This committee is established by Fresno City College to assist in complying with the provisions of California Labor Code Section 6401.7 (Chapter 1369, Statutes 1989) [Senate Bill 198 adopted 1989]; California Code of Regulations, Title 8, Section 3203(c); and the Fresno City College Injury and Illness Prevention Program (IIPP).

This committee reports directly to the Fresno City College President and the Strategic Planning Council in an advisory capacity.

B. Activities

The Committee's activities include, but are not limited to, the following:

1. Create and disseminate reports on the safety and health issues reviewed by the committee;
2. Review the results of scheduled periodic safety inspections;
3. Review investigations of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit recommendations to the administration for the prevention of future incidents;
4. Review investigations of alleged hazardous conditions reported to the committee or any committee member;
5. Consider employee safety suggestions;
6. Review and report action taken by the District to abate citations issued by the Division of Occupational Safety and Health;
7. Review the implementation of safety rules and safe practices;
8. Recommend persons for conducting the scheduled periodic inspections specified in the IIPP; and.
9. Review the committee operating agreement annually.
10. Develop Action Plans that address strategic planning occupational health and safety issues.

2. Membership

The membership of the Environmental Health and Safety Committee shall consist of and be appointed by the following constituent groups:

Administration/Management

- Two representatives from the administration shall be appointed by the President's Cabinet.

Classified Professionals

- Three representatives from Fresno City College shall be appointed by the California School Employees Association, State Center College Chapter 379 in coordination with the Classified Senate.

Faculty

- Three representatives shall be appointed by the Academic Senate with one being an AFT appointed member.

Students

- One representative shall be appointed by the Associated Student Government.

Ex-officio members: serve in an advisory capacity to the committee on health and safety issues. The ex-officio members include:

- Campus Occupational Health and Safety Officer
- District Chief of Police
- District Director of Environmental Health and Safety
- Health Services
- Instructional Technician from Math, Science, and Engineering Division
- Police Academy Representative

Committee members shall serve two year terms, when practicable. Replacement of committee members will be in alternate years whenever possible. Alternating members will provide future committee membership with a balance of senior and junior members, thus ensuring continuity between membership rotations and maintaining institutional knowledge.

Committee members shall elect a chair on an annual basis. A chair shall serve no more than two consecutive years.

3. Meetings

The committee shall meet at least once a quarter or more frequently when needed. The meeting time and dates shall be determined by the Chair.

Meeting agendas and minutes shall be posted in a manner that they be available to Fresno City College employees and students. Meeting minutes and agendas shall be maintained by the campus Occupational Health and Safety Officer for at least five years.

The committee will make decisions based on consensus.

Regular attendance shall be required of committee members. Should a committee member be absent for two consecutive meetings, the committee may request that a new member be appointed.

An alternate committee member may be identified for planned, temporary absences. The alternate shall be afforded the full responsibility and authority to act on behalf of that member.

Approved: Fall 2007

Facilities Committee Operating Agreement

The purpose of the Fresno City College Facilities Committee is to support the College's Strategic Plan goals and objectives by promoting safe, adequate, well-maintained facilities that support excellence in education and maintain the beauty and historical significance of our facilities.

I. Duties and Functions

The Facilities Committee shall:

- Review/monitor the current assessment of all FCC facilities (annual basis).
- Monitor maintenance standards for all FCC facilities and make recommendations when needed.
- Consider requests for:
 - Facility allocation, but not to include classroom scheduling.
 - Upgrades, renovations or remodels of existing facilities.
 - New facilities of whatever kind.
- Prioritize the above facility requests and submit those priorities to the Strategic Planning Council and the college president.
- Report to the college president deficiencies in facilities or requests for upgrades, renovations, remodels or new facilities.
- Communicate committee activities to the Fresno City College community through posting minutes and decisions on Blackboard.
- Assess facility use impact.
- Develop Action Plans that address facility strategic planning.
- Collaborate with SCCCD on decisions that impact FCC facilities.

II. Decision Making

The membership shall be collaborative, engage in collegial discussions, and consider the college and community as a whole not just the constituent group represented by a given member. Committee decisions will be based on consensus. This decision making process will be periodically assessed.

III. Membership

The Membership of the Facilities Committee includes:

- Three Administrators/Managers.
- Four Classified Professionals.
- Four Faculty.
- One Student.
- Ex Officio: District Director of Plant Facilities or designate.

Terms will be two years. Members may be re-appointed or re-elected.

IV. Management

- The Chair of the Committee shall be selected by the Membership of the Committee at the first meeting of the academic year. The Chair shall serve for one year, and may serve longer at the discretion of the committee. A vice-Chair will also be selected at the first meeting of the academic year. The Chair may designate a member to be chair for a single meeting in the event of Chair and vice-Chair absence. The duties and responsibilities of the Chair shall include:
 - Call meetings.
 - Develop agendas.
 - Insure that minutes are recorded and posted.
 - Insure that appropriate documents are procured and maintained.
 - Facilitate meetings.
 - Report committee recommendations to the college president and the Strategic Planning Council.
 - Submit required annual reports.
- The committee shall meet once a month during the calendar year or more often at the direction of the committee.
- Regular attendance is expected of all members. When a member exceeds two absences in a semester, the relevant constituency will be notified. If a member cannot attend, then the member can designate a substitute with full consensus privileges.

Approved: Fall 2008

Human Resources Committee Operating Agreement

I. Duties and Functions

- A. The Human Resource Committee shall:
1. Identify human resource needs, evaluate human resource proposals, and prioritize human resource allocations incorporating program review, strategic planning, and any other relevant information.
 2. Review and/or evaluate human resource requests for management, classified, and certificated positions.
 3. Prioritize the requests it has received.
 4. Recommend human resource prioritization to the Strategic Planning Council.

II. Membership

- A. The committee will be composed of elected and appointed members from faculty, administration, classified professionals, and students.
1. Elected members:
 - One faculty member from each instructional division elected by the faculty of the Division
 - One faculty member from Student Services elected by Student Services faculty.
 - One faculty member from Library and Student Learning Support Services elected by Library and Student Learning Support Services faculty.
 2. Appointed members:
 - One faculty member from American Federation of Teachers (AFT) appointed by American Federation of Teachers faculty.
 - Two CSEA representatives appointed by CSEA.
 - Two Classified Senate representatives appointed by Classified Senate.
 - Two students appointed by the Associated Student Body.
 - Three administrators appointed by the College President.
- B. The committee members will serve a 2 year term.
- C. Any change in the composition of the committee membership must be made in advance of the academic year in which the change is to occur and approved by all constituent groups.
- D. If a new academic division is created, it will be immediately entitled to representation within the committee.

III. Management

- A. The committee will elect a chair annually from its membership at its first meeting of the academic year.
- B. The committee will elect a recorder annually from its membership at its first meeting of the academic year to record discussion and decisions of the committee.
- C. All documents related to the business of the committee will be posted on a dedicated Blackboard site.

- D. The committee will meet during the first six weeks of the fall semester to review and evaluate requests for certificated positions with all work completed and recommendations forwarded to the Strategic Planning Council by October 1st.
- E. The Committee will schedule additional meetings as needed to prioritize requests for classified positions. The Chair may call meetings to consider emergency requests for classified positions.
- F. All procedures for review and evaluation will be determined by vote of the committee. All procedures and forms will be submitted to constituencies for review and approval before implementation.
- G. Attendance:
 - 1. It is the responsibility of each committee member to notify the committee chair when he/she will not be able to attend a scheduled meeting.
 - 2. If a member of the committee has two absences in one semester, the chair of the committee will notify that member and his/her supervisor or constituency about the absences.
 - 3. The chair of the committee will submit a request for a replacement to the supervisor or constituency when a member exceeds two absences in one semester.
- H. The committee will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order.
- I. Quorum will be 50% plus one of the total current membership.
- J. The committee will make decisions based on a majority vote.
- K. The members of the committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
- L. The committee will review this Operating Agreement on an annual basis.
- M. The committee will prepare and submit a year-end report to the Strategic Planning Council.

IV. Oversight

The Strategic Planning Council reviews the activity of the committee and gives general direction to its work.

Approved: May 22, 2009

Institutional Research and Effectiveness Committee Operating Agreement

Duties and Functions of Committee

1. The Institutional Research and Effectiveness Committee will be responsible to report and make recommendations to the Strategic Planning Council on all matters related to research, evaluation, and data to ensure that research supports the college in carrying out its mission.
2. The committee will:
 - Develop an integrated research agenda for the college to help organize and prioritize research projects that support the college's integrated planning and decision making processes.
 - Develop strategies to promote a culture of evidence and inquiry that provide a mechanism for collaborative inquiry to build research expertise throughout the college.
 - Develop processes and guidelines for data utilization to ensure data serve as a vehicle for dialog as part of the college's integrated planning process.
 - Ensure that research supports the major activities that serve the broader functions on campus, including but not limited to strategic planning, enrollment management, budget development, program review, accreditation, grant development, Basic Skills, and assessment of student learning outcomes.
 - Develop institutional effectiveness indicators to assess the degree to which the college fulfills its mission.
 - Provide an annual report of committee activities to the Strategic Planning Council.

Membership

1. The Committee will be composed of standing, elected, and appointed members from faculty, administration, classified professionals, and students.
2. Elected members:
 - One faculty member from each instructional division
 - One faculty member from Student Services Division
3. Appointed members:
 - One classified professional appointed by CSEA
 - One classified professional appointed by Classified Senate
 - One student appointed by the Associated Student Body
 - One Dean of Instruction appointed by the Vice President of Instruction
4. Standing members:
 - Vice President of Instruction
 - Vice President of Student Services
 - Director of Institutional Research
 - Coordinator of Institutional Research
 - Academic Senate President or designee
 - Outcomes and Assessment Coordinator
 - Program Review Coordinator
 - Basic Skills Coordinator

5. Elected members will serve for two-year terms with approximately half the members elected each year.
6. Any change in the membership structure of the Committee must be made in advance of the academic year in which the change is to occur and must be approved by all constituent groups.
7. If a new academic division is created, it will be immediately entitled to representation within the Committee.

Management

1. The chair will be elected at the first meeting of the academic year for a one-year term. The chair shall have served at least one semester on the committee prior to his/her term (after the first year).
2. The Office of Institutional Research and Planning will provide support to the committee.
3. All documents related to the business of the committee will be posted on a dedicated Blackboard site.
4. The committee will meet at least once a month during the academic year as announced by the chair. The committee may decide to schedule additional meetings as necessary.
5. The first meeting of the academic year will be dedicated to orienting members.
6. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation.
7. Attendance:
 - It is the responsibility of the committee member to notify the committee chair when he/she will not be able to attend a scheduled meeting.
 - If a member of the Committee has two absences in one semester, the chair will notify that member and his/her supervisor or constituency about the absences.
 - The chair will submit a request for a replacement to the supervisor or constituency when a member exceeds two absences in one semester.
8. Quorum will be 50% plus one of the total current membership.
9. The committee will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order.
10. The committee will make decisions based on a majority vote of those present.
11. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.
12. The committee will review this Operating Agreement every two years.

Approved by Constituent Groups March 2011

Outcomes and Assessment Committee Operating Agreement

ACCJC Standard 2: Student Learning Programs and Services

A. Instructional Programs

“The institution offers high-quality instructional programs in recognized and emerging fields of study that culminate in identified student outcomes leading to degrees, certificates, employment, or transfer to other higher education institutions or programs consistent with its mission. Instructional programs are systematically assessed in order to assure currency, improve teaching and learning strategies, and achieve stated student learning outcomes. The provisions of this standard are broadly applicable to all instructional activities offered in the name of the institution.”

I. Mission/Purpose

- A. The purpose of the committee is to oversee all campus assessment activities. The primary responsibility for developing outcomes and analysis of the assessment data lies within the individual instructional and support groups of the college.

II. Duties and Functions

The Outcomes and Assessment Committee shall:

Provide assistance in writing, assessment and analyzing student learning outcomes at course, program and institutional level.

Serve as liaison to their respective constituent groups regarding outcomes and assessment.

Facilitate reporting and archiving assessment results.

Review reports related to Student Learning Outcomes and Assessment.

Work cooperatively with the Program Review Committee, the Curriculum Committee, the Accreditation Steering Committee, and the Strategic Planning Council.

Facilitate dialogue and report to the campus at large on outcomes & assessment activities.

The committee may identify best practices and recommend changes in an assessment process if the Accreditation Standards change.

The Outcomes and Assessment Committee will review its mission annually.

The Outcomes and Assessment Committee is a campus-wide advisory committee.

III. Membership

The committee shall be composed of elected and appointed members from faculty, administration, classified professionals, and students.

Elected members:

One faculty member from each instructional division elected by the faculty of the division.

One faculty member from Student Services elected by Student Services faculty.

One faculty member from Library and Student Learning Support Services elected by Library and Student Learning Support Services faculty.

Appointed members:

Coordinator, Outcomes & Assessment

Vice President of Instruction

Two classified professionals

- a. One member from Classified Senate
- b. One member from CSEAA

One student appointed by the Associated Student Body

One instructional administrator

One non-instructional administrator

One AFT member

Academic Senate President or designee

Institutional researcher

Any change in the membership structure of the committee must be made in advance of the academic year in which the change is to occur and approved by all constituent groups.

If a new academic division is created, it will be immediately entitled to representation within the committee.

IV. Management

The Outcomes & Assessment Coordinator will serve as chair of the committee.

All documents related to the business of the committee will be posted on a dedicated Blackboard site.

The committee will meet at least twice a semester.

Attendance:

It is the responsibility of each committee member to notify the committee chair when he/she will not be able to attend a scheduled meeting.

The committee chair will notify that member and his/her supervisor or constituency when absences exceed two per year.

The chair of the committee will submit a request for a replacement to the supervisor or constituency when a member exceeds two absences in one year.

The committee will conduct meetings and decision-making processes according to the latest edition of Robert's Rules of Order.

Quorum will be 50% plus one of the total current members.

The committee will make decisions based on a majority vote.

The committee will review the Operating Agreement on an annual basis.

The members of the committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the members represent.

Approved: Spring 2009

Technology Advisory Committee Operating Agreement

The Technology Advisory Committee (TAC) develops, writes, evaluates, and updates the Fresno City College Technology Use Plan. The purpose of the TAC is to evaluate, review, and advise in planning for acquisition, maintenance, and use of current and future technology throughout the college. The committee submits policy recommendations that are strategic in nature to the Strategic Planning Council, operational in scope to the College President and acts as an advisory board to the District Technology Coordination Committee. In addition, the committee recommends training activities that assist all college staff in the uses of technology.

I. Duties And Functions

- a) Establish standards recommendations for computer hardware and peripherals for both academic and operational use, including but not limited to; desktops, laptops, servers, personal digital assistants, printers, cameras, projectors, classroom audio/video distribution systems, distance learning classrooms, network hardware and infrastructure.
- b) Develop policy and procedure recommendations related to the acquisition, implementation, and replacement of computer hardware, software and peripherals for both academic and operational activities throughout the campus.
- c) Develop policy and procedure recommendations related to data security, integrity and recovery for both academic and operational activities throughout the campus.
- d) Develop policy and procedure recommendations for technical support for both academic and operational activities throughout the campus.
- e) Make recommendations for training activities for faculty and staff.
- f) Review and annually update the Campus Technology Use Plan.
- g) Serve as an advisory body for all matters related to Technology.

II. Membership

- a) The Committee shall be constituted of certificated faculty, classified staff, students, and administrators as determined by the constituent groups.
- b) Committee membership will be for two years and will be staggered for those members elected/appointed.
- c) The committee makeup/membership is as follows:

Standing Members (4)

Director of Technology, Chair

Vice President Administrative Services

Coordinator Academic Computing

Chair, Academic Senate Instructional Technology Committee

Elected/Appointed Members (17)

- 1 DSP&S Representative
- 1 Dean of Student Services (Appointed by Vice President of Student Services)
- 1 Deans of Instruction (Appointed by Vice President of Instruction)
- 1 Faculty, Applied Technology
- 1 Faculty, Business
- 1 Faculty, Fine, Performing, and Communication Arts
- 1 Faculty, Humanities
- 1 Faculty, Health Sciences
- 1 Faculty, Library and Student Learning Support Services
- 1 Faculty, Math, Science, & Engineering
- 1 Faculty, Social Sciences
- 2 Faculty, Student Services
- 3 Classified Representatives (Appointed by Classified Senate/CSEA)
- 1 Student (Appointed by Associated Student Government)

III. Management

- a. The Committee shall be chaired by the Director of Technology
- b. The Office of the Director of Technology shall maintain the secretariat for the Committee.
- c. The Committee will review the operating agreement at least every two years
- d. The Committee shall meet regularly during the calendar year as necessary and will be called by the chair.

Approved: 11-6-2009