

Collegial Governance Handbook



January 2018

**SANTIAGO CANYON COLLEGE
COLLEGIAL GOVERNANCE HANDBOOK**

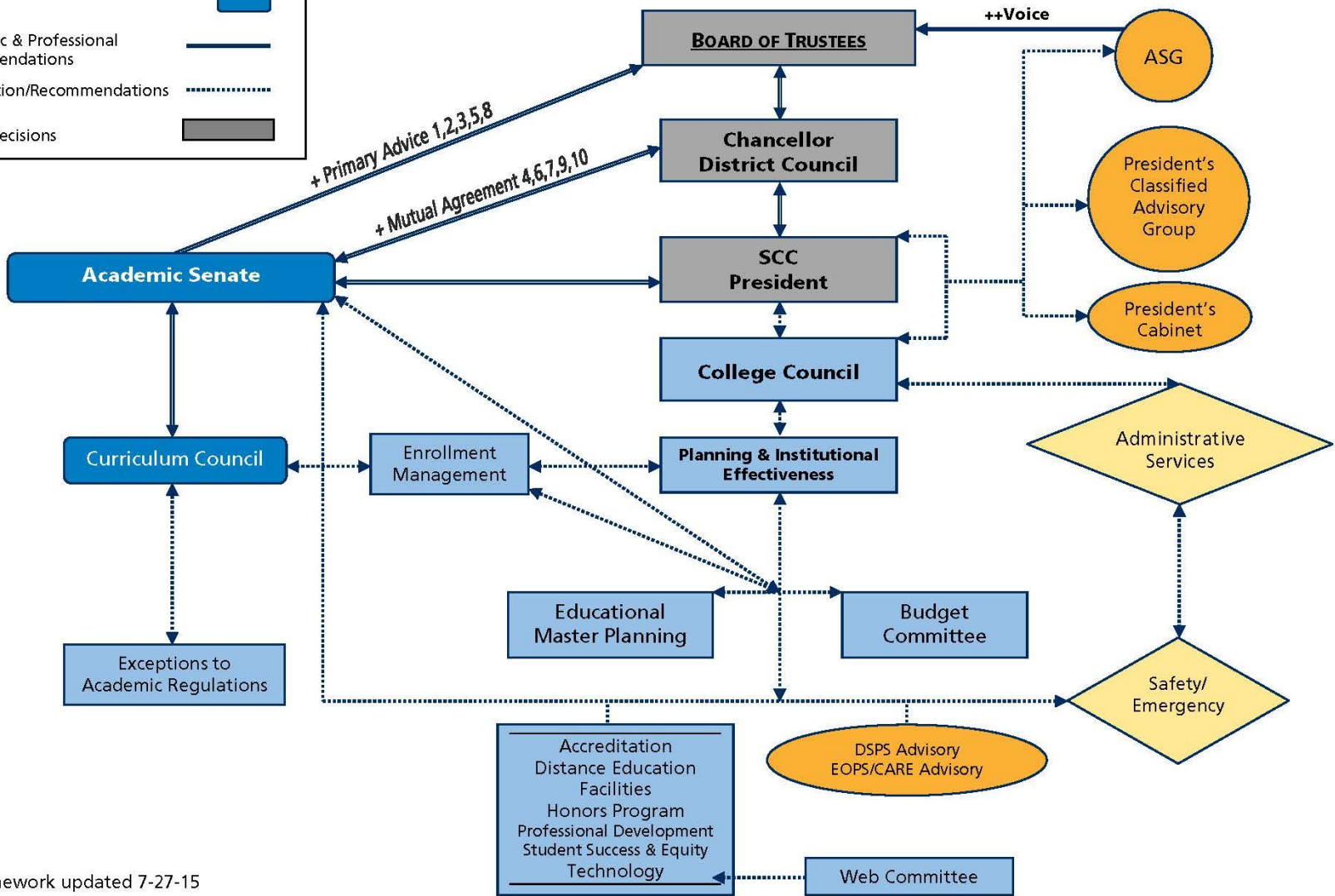
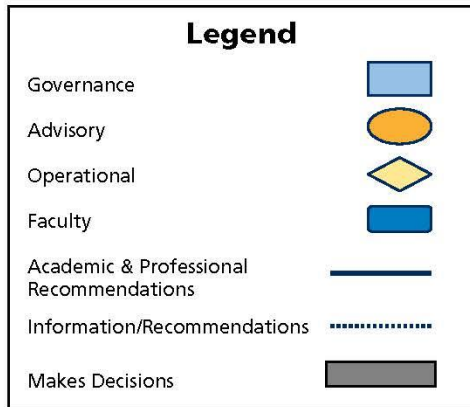
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Santiago Canyon College Collegial Governance Framework



Framework updated 7-27-15

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

In the beginning of the spring semester of each academic year, constituent groups, with the exception of Associated Student Government (ASG), will have solicited interest, made appointments, and notified representatives and alternates of their council and committee memberships for the following academic year. ASG will complete assignments early in the fall semester.

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

Updated and approved by College Council 11/24/15

Mission

The College Council is the coordinating body for participatory governance at Santiago Canyon College. The Council shall review and discuss reports and recommendations from collegial governance committees and make final recommendations to the college president.

Responsibilities

- Review annually the mission and goal statements of the college and ensure a link between college and district mission and goals
- Assign topics to collegial governance committees for examination, analysis, and possible recommendation
- Coordinate and receive the reports and recommendations of collegial governance committees
- Review recommendations from Planning and Institutional Effectiveness Committee regarding requests for authorization to apply for grants and make appropriate recommendations
- Conduct an evaluation of the collegial governance processes and committees each spring and discuss and recommend changes each fall
- Make recommendations to the college president

Chair

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

Membership

6 Faculty (including Academic Senate President and at least 1 Noncredit) plus 1 alternate
4 Administrators (including at least 1 Noncredit)
4 Classified Staff plus 1 alternate (*appointed by CSEA and including at least 1 Noncredit*)
1 Student plus 1 alternate
1 College President (ex. Officio member)
1 Director of Academic Support ITS (non-voting)
1 Educational Master Planning Committee Representative (non-voting)

CURRICULUM & INSTRUCTION COUNCIL

Updated and approved by College Council 9-13-16

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 Chair of the Curriculum and Instruction Council is a tenured full-time faculty member elected per Academic Senate Bylaws.

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

Distance Education Coordinator

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

Kinesiology

Fine and Performing Arts

Library

Humanities

Mathematics

Sciences

Social Sciences

*Dean of Career Technical Education

*Dean (credit)

*Dean (non-credit)

*Curriculum Specialist

*Graduation Specialist

*Honors Committee representative

*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

Updated and approved by College Council 11-8-16

Mission

The mission of the SCC Budget Committee is to provide fiscal analysis of college planning and advocates greater efficiency and effectiveness of budget resources. The Budget Committee facilitates communication about budgetary matters between college constituents and the District.

Responsibilities

- Provides fiscal analysis of resource allocation requests.
- Monitors long range fiscal plans to determine if college and district long-term priorities funded.
- Regularly reviews college revenues and expenditures and communicates concerns to constituent group and proposes adjustments to budgets as requested.
- Monitors the budget development process and the on-going implementation of the annual college budget.
- Reviews the district and college budget allocation models and recommends changes if necessary.
- Ensures the exchange of information between the Budget Committee and groups such as Associated Student Government, classified staff, the District Fiscal Resources Committee, the Planning & Institutional Effectiveness Committee, the Academic Senate, and College Council.
- As needed, reviews grant funding requests, and additional funding requests.

Chairs

One faculty and Vice President of Administrative Services will serve as co-chairs

Membership

Vice President of Administrative Services

Vice President of Continuing Education

2 Faculty (one from Continuing Education)

2 Classified (one from Continuing Education) (appointed by CSEA)

1 Student

DISTANCE EDUCATION PROGRAM COMMITTEE (DEPC)

Approved by College Council 7-14-15

Mission

The mission of the Santiago Canyon College Distance Education Program Committee (DEPC) is to steer the Distance Education Program and work with the Distance Education Coordinator to establish standards, procedures, and policies that contribute to the quality and growth of the program.

Responsibilities

- Assist the Coordinator in reviewing, creating, and revising distance education standards, procedures, and policies.
- Assist the Coordinator in reviewing and setting program goals/objectives
- Assist the Coordinator in promoting and publicizing the Distance Education Program
- Evaluate evolving trends in distance education and construct recommendations for integrating effective practices into standards, policies, and/or procedures.
- Review and make recommendations for program pathways (degrees, certificates, course offerings) as compiled by academic divisions
- Review, make recommendations, and approve Distance Education Addendums before submission to the Curriculum and Instruction Council for approval
- Review and revise expected learning outcomes for the online teaching certificate program
- Assist with Distance Education website content and design
- Create and maintain an online teaching community

Co-chairs

The faculty Distance Education Coordinator and Vice President, Academic Affairs or designee will serve as co-chairs.

Membership

Faculty DEPC members will be selected to adequately represent the faculty at large. Members will have one live or online synchronous meeting per semester and asynchronous conversations/meetings throughout the year.

Membership will include the following members:

- Distance Education Program Coordinator (Co-Chair)
- Vice President, Academic Affairs or designee (Co-Chair)
- 1 Faculty member from each Division (5)
- 1 At-large Faculty member
- 1 Student Services Project Manager
- 1 Classified representative (Student Services)
- 1 Student representative

EDUCATIONAL MASTER PLANNING COMMITTEE

Updated and approved by College Council 11/28/2017

Mission

This committee provides leadership for the cyclical revision of the Educational Master Plan (EMP), which is informed by program review, internal and external data, and student learning and achievement data from all areas of Academic Affairs, Continuing Education, Student Services, and Administrative Services. In addition, the committee assists in the development of institutional goals and the facilitation of institutional dialogue around program improvement.

Responsibilities

- Monitor and facilitate the annual planning process and ensure that the information is utilized for planning.
- Administer the Program Review Process, including template development, timeline creation and information dissemination.
- Report and make recommendations to the Academic Senate and College Council on planning and program evaluation.
- Investigate special topics related to planning as directed by College Council.
- Facilitate the development of institutional goals and the Educational Master Plan Document.

Co-Chairs

- One faculty: in charge of agenda, facilitates meetings
- One administrator: in charge of website, minutes, compilation of data, documents and reports

Membership

9 Faculty, one from each of the following areas:

- Humanities/Arts/Communication
- Social Science
- Library
- Mathematics
- Sciences
- Business/Career and Technical Education
- Counseling
- Continuing Education
- At Large

4 Classified (*appointed by CSEA*)

1 Vice President or Designee

1 Dean of Institutional Effectiveness, Library and Learning Support Services

1 Student

ENROLLMENT MANAGEMENT COMMITTEE

Updated and approved by College Council 9/27/16

Mission

With a primary focus on sustaining long-term student success and in accordance with Santiago Canyon College's mission and core goals, the Enrollment Management Committee (EMC) will develop a holistic and integrated approach to enrollment management that supports college-wide collaboration, engagement, creative-thinking and consensus building.

The purpose of the EMC is to discuss enrollment strategies and to make recommendations that contribute to student access, recruitment, persistence, completion, and lifelong learning through diverse program offerings.

Responsibilities

- Evaluate on-going enrollment trends, activities, and initiatives
- Initiate research on scheduling and instruction at the department and division levels as well as within and outside the district
- Use high-quality qualitative and quantitative data to inform recommendations
- Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with SCC's Education Master Plan
- Assess, evaluate, and make recommendations for student support strategies to enhance student access, success, persistence, and goal attainment
- Report and make recommendations to Curriculum and Instruction Council and the Planning & Institutional Effectiveness Committee
- Monitor and evaluate progress toward strategic enrollment planning goals

Chair

Co-Chairs: Curriculum and Instructional Council Chair (or Designee) and One Administrator

Membership

All Division Deans (Credit and Noncredit) or Designee

Assistant Dean of Admissions and Records or Designee

3 Classified

1 Student

Faculty Membership:

2 faculty members from Arts, Humanities, Social Sciences

2 faculty members from Business and Career Technical Education

2 faculty members from Mathematics and Sciences

1 faculty member from Continuing Education

Articulation Officer

Curriculum and Instructional Council Chair or Designee

Academic Senate President or Designee

1 Counselor

1 DSPS Faculty

1 Librarian

1 At-Large Member

EXCEPTIONS TO ACADEMIC REGULATIONS COMMITTEE

Updated and approved by College Council 10-25-16

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

Co-Chairs: A member of the committee and one faculty member

Membership

Associate Dean of Admissions and Records (non-voting)

Graduation Specialist (non-voting)

Admission Office Evaluator (non-voting)

Articulation Officer

DSPS Faculty -1

Counseling faculty – 2

Other Discipline faculty – 3

FACILITIES & SAFETY/EMERGENCY COMMITTEE

Updated and approved by College Council 11-8-16

Mission

The Facilities and Safety Committee reviews and recommends safety issues, 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. Develops and maintains the College Safety Plan that coordinates with district, state, and federal mandates.

Responsibilities

- Review the scheduling of safety drills, staff training, and provision of required safety/emergency equipment
- 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 Vice President of Administrative Services will serve as co-chairs.

Membership

Vice President of Administrative Services (co-chair)

Faculty (co-chair)

1 Administrator

5 Faculty (one from Continuing Education)

4 Classified (*appointed by CSEA*)

2 Students (one non-voting member)

HONORS PROGRAM COMMITTEE

Updated and approved by College Council 06-27-17

Mission

The mission of the Santiago Canyon College Honors Program Committee (HPC) is to oversee the Honors Program and work with the Honors Program Coordinator to establish the standards, procedures, and policies of the Program.

Responsibilities

- Assist the Coordinator in recruiting new students and in promoting and publicizing the Honors Program and its activities
- Review and make recommendations for projected offerings as compiled by the Coordinator and Counselor
- Review and make recommendations for the schedule of Honors classes as compiled by the Coordinator and Counselor
- Review and make recommendations for Honors elements of proposed Honors courses before going to curriculum cluster committees and the Curriculum and Instruction Council
- Review existing Honors courses during their triennial review
- Solicit course development from other disciplines
- Approve or deny requests for exception to program rules and regulations
- Select Honors scholarship recipients
- Assist with Honors Program Retreat/Reception
- Assist with selection of Honors Program students to participate in the Honors Transfer Council of California (HTCC) Research Conference

Chair

One faculty (not to be the Honors Program Coordinator) and one academic dean will serve as co-chairs.

Membership

HPC members are selected based on experience with and knowledge of the Honors Program and/or Honors classes. The committee meets from 1:30-2:30 on the second Wednesday of the month. The membership includes the following:

Honors Program Coordinator

Honors Program Counselor

1 academic dean

1 faculty member from each of the following areas:

Arts

Biological Sciences

Humanities

Mathematics

Communication

Physical Sciences

Social Sciences

EOPS

At-large

Assistant Dean, Admissions & Records

Graduation Specialist

Transfer Center Coordinator (Classified)

One Honors student representative

PLANNING & INSTITUTIONAL EFFECTIVENESS COMMITTEE

Updated 9/1/15

Mission

As Santiago Canyon College's central planning committee, the Planning & Institutional Effectiveness (PIE) committee is charged with reviewing all requests for resource allocation and making recommendations to the College Council.

Responsibilities

- Review all college planning documents and ensure that recommendations are consistent with those plans
- Review college-wide resource allocation requests and evaluate them based on how well they support the college mission and meet institutional goals
- Utilize, evaluate, and revise rubrics for resource allocation, expansion, and contraction recommendations
- Review all requests to "Apply for a Grant" and assess short / long term implications including financial viability
- Consult with the Santiago Canyon College Budget Committee to determine available funding for PIE prioritized recommendations and refine recommendations based on feedback from the SCC Budget Committee
- Regularly administer a survey to seek input for improvement of planning processes from the college community
- Assess progress toward achieving stated institutional goals
- Provide annual planning cycle to the college community

Chair

Co-Chairs: Academic Senate President and One Administrator

Membership

4 College Vice Presidents or designees

Assistant Dean of Institutional Effectiveness, Library & Learning Support Services

3 Classified with 1 from Student Services/Support Services (*appointed by CSEA*)

1 Student

Faculty membership:

Academic Senate President or designee

Budget Committee Chair or designee

Curriculum and Instruction Council Chair or designee

Continuing Education

Enrollment Management Committee Chair or designee

Educational Master Plan Committee Chair or designee

Facilities Committee Chair or designee

Honors Program Committee Chair or designee

Library

Student Services/Support Services Member

Student Success & Equity Committee Chair or designee

Technology Committee Chair or designee

PROFESSIONAL DEVELOPMENT COMMITTEE

Updated and approved by College Council 5-13-14

Mission

The Professional Development Committee will provide professional growth opportunities to faculty and staff to support instruction, support services and enhance student success.

Responsibilities

- Seeks funds to support college-wide professional development
- Implement, review and evaluate application and reporting processes
- Review and make recommendations regarding conferences and workshop requests
- Assist in the planning of professional development activities
- Review, recommend and evaluate professional development activities
- Maintain records and data of the professional development activities

Chair

Co-Chairs: One faculty member and one administrator

Membership

6 Faculty
4 Classified
1 Administrator

SCHOLARSHIP COMMITTEE

Updated and approved by College Council 6-11-2013

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

Co-chairs: Foundation Director or designee and one faculty member

Membership

4 or more Faculty
2 Classified

STUDENT SUCCESS AND EQUITY COMMITTEE

Updated 3-12-18

Mission

The Student Success Equity Committee will recommend, coordinate, and initiate strategies which enhance student success and student equity at Santiago Canyon College. The committee will serve as a “hub” for student success initiatives such as the Student Success Support Program (SSSP); Basic Skills; and Student Equity.

Responsibilities

Responsibilities for promoting student success and equity may include:

- Exploring current research on student success and equity.
- Identifying and assessing student needs in order to enhance student success and student equity.
- Promoting or recommending instructional and student support programs and services.
- Integrating and coordinating student success initiatives, i.e., SSSP, BSI.
- Recommending professional development activities and topics.
- Recommending budget proposals to the Planning and Institutional Effectiveness Committee.

Chair

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

Membership

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

- EOPS
- Math
- English
- Gen Ed/Transfer
- ACE
- Counselor
- Student Equity Co-Coordinator
- DSPS
- Continuing Education
- BSI Faculty Coordinator
- At Large

4 Administrators including the Student Equity Director

3 Classified (*appointed by CSEA*) including a Research Analyst

2 Students (*appointed by ASG*)

TECHNOLOGY COMMITTEE

Updated and approved by College Council 3-13-2012

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

WEBSITE COMMITTEE

Updated and approved by College Council 5/9/2017

Mission

Maintain an evolving, user-friendly website that promotes Santiago Canyon College and facilitates College services.

Responsibilities

General

- Report and make recommendations to the Technology Committee.
- Develop and recommend web related policies and standards.
- Oversee the Design and Underlying Technology.
- Ensure the website stays current with new technology/trends.
- Implement regular data collection methods.
- Use data collected to guide the framework and infrastructure of the college website.
- Create guiding principles to steer the framework and infrastructure decisions of the college website.
- Work with ITS to set timelines for web engine upgrade and new website deployments.
- Regularly assess the design of the website and make recommendations for improvement.
- Coordinate with SCC's graphic designer to update website images and graphics.
- Create web engine compatible design prototypes based on collected feedback.
- Serve as the liaison between District ITS, college governance groups and content owners.
- Identify and advocate for web needs and services for the college community.

Web Content

- Assign a core team of members to maintain a calendar of events and time-sensitive information or announcements throughout the college website.
- Develop and maintain standardized publishing guidelines for content owners.
- Ensure Signature Programs are provided space for promotion.

Training and Compliance

- Provide web-publishing training to Santiago Canyon College faculty and staff.
- Provide ADA accessibility training to all content owners to ensure the website is ADA accessible.
- Evaluate the website for ADA accessibility.

Chair

One member will serve as chair

Membership *

3 Faculty
2 Administrators
3 Classified
1 ITS Representative (non-voting member)
1 Student

* One member shall be from continuing education