



# **Compendium of Committees**

Participatory Governance Manual

Approved by PBC on February 6, 2019

Updated July 9, 2019

# Cañada Participatory Governance Structure

## Overview

Participatory governance is defined as a collaborative effort of administration, faculty, staff, and students for the purpose of providing high quality college programs and services. All members of the campus community are invited to participate in planning for the future and in developing policies, regulations, and recommendations under which the College is governed and administered (see California Education Code (70901(b)(1)(E))). This Compendium of Committees describes the relationship of various college committees to each other, as well as the roles, responsibilities, and membership of each.

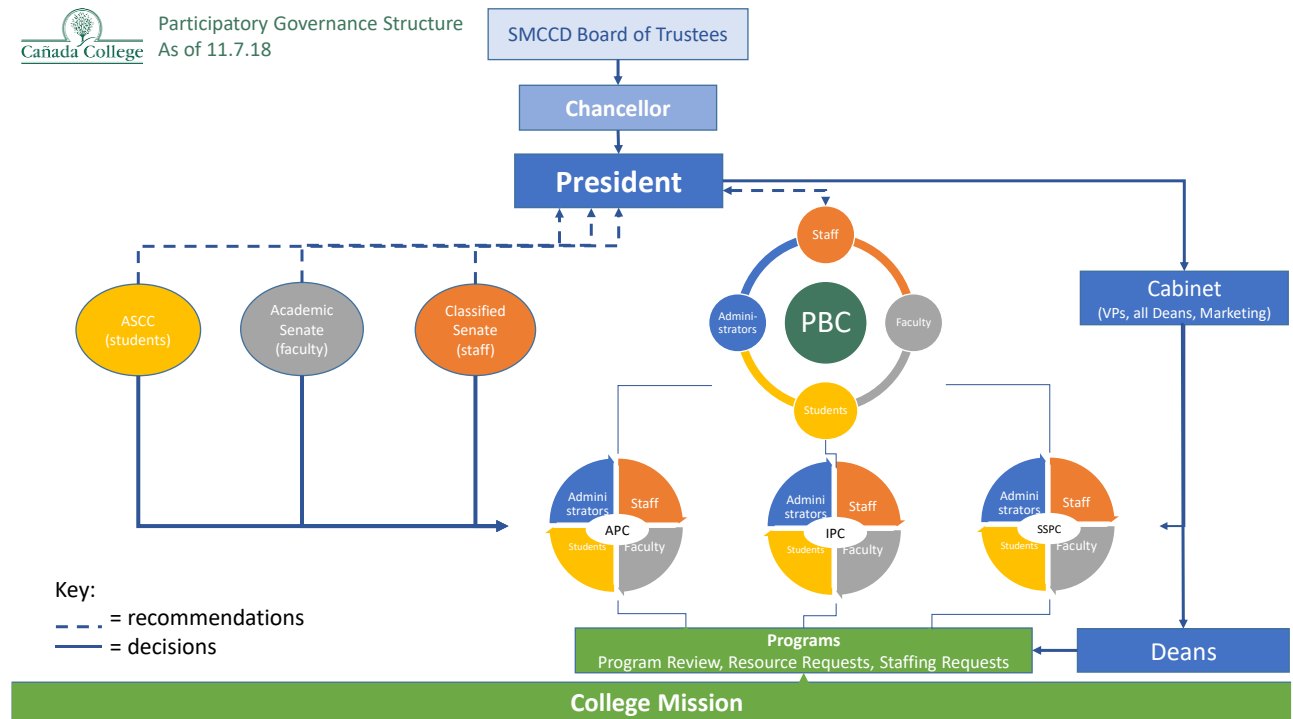
## Organizational Structure

The primary stakeholder groups at Cañada College are:

- [Academic Senate](#)
- [Associated Students of Cañada College \(ASCC\)](#)
- [Classified Senate/CSEA](#)

Representatives from each of these stakeholder groups come together with college administrators to collaborate in the following participatory governance groups:

- [Planning & Budgeting Council \(PBC\)](#)
- [Instructional Planning Council \(IPC\)](#)
- [Student Services Planning Council \(SSPC\)](#)
- [Administrative Planning Council \(APC\)](#)

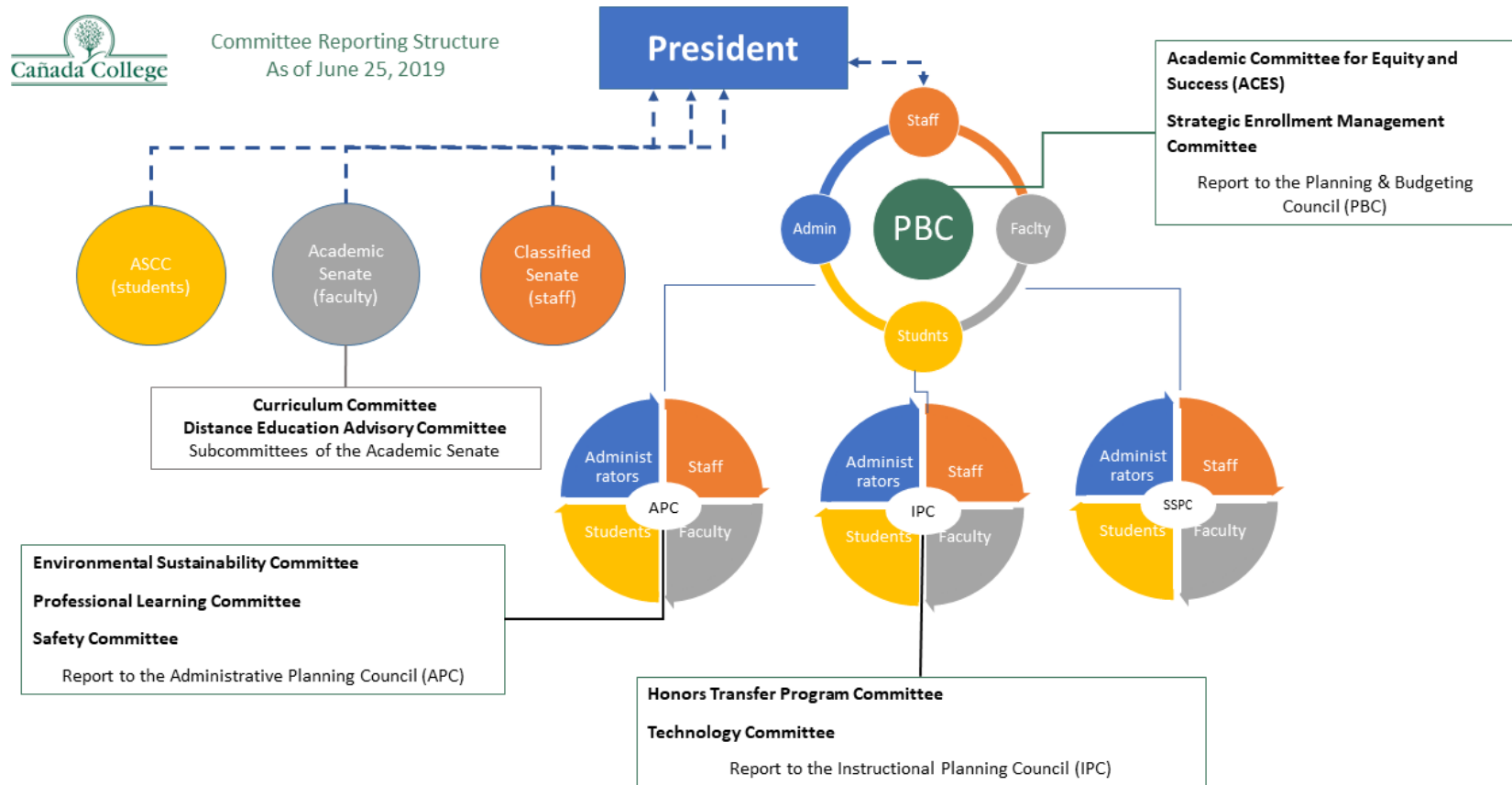


The organizational chart on the right outlines their relationship.

# Related Committees

In addition to the primary college stakeholder groups and participatory governance Planning Councils, the College has a number of other committees which report to one of the groups above, but which have a more defined purpose and set of responsibilities. These are:

- Academic Committee for Equity and Success (ACES)
- Curriculum Committee
- Distance Education Advisory Committee (DEAC)
- Environmental Sustainability Committee
- Honors Transfer Program Committee
- Professional Learning Committee
- Safety Committee
- Strategic Enrollment Management Committee (new)
- Technology Committee



# Stakeholder Group, Planning Council, and Related Committee Roles and Responsibilities

Stakeholder Group	Roles & Responsibilities	Membership	Reports to
Academic Senate	<p>The Academic Senate provides for the effective participation of faculty in participatory governance and assumes primary responsibility for making recommendations to the college administration and district in the areas of curriculum and academic and professional standards. These areas are referred to as 10+1 which are identified in California state legislation AB 1725 amended Education Code Title 5, Section 53200 to identify the 10+1 "academic and professional matters".</p> <p>Academic Senate <a href="#">Bylaws</a></p>	<p><b>All faculty are members. Leadership includes:</b></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Senators: Subcommittee Rep for Curriculum Committee and Professional Development Committee</li> <li>• Senators: Division Reps – one for each Division</li> </ul>	<b>Not Applicable</b>
Classified Senate	<p>It is the mission of the Cañada College Classified Senate to work with the administration, faculty, and students in the interest of enriching the educational and social environment of the College, in accordance with the College's mission and strategic goals.</p> <p>We are the primary governing body for classified professionals at Cañada College. Our members are from various areas, full time or part time employment, and actively participate in all college-wide discussion, excluding collective bargaining matters. We represent CSEA, AFSCME, and non-represented classified employees which includes supervisors and management. Our constitution, by-laws, and statement of ethics help us to fairly represent all our constituents.</p> <p>Classified Senate <a href="#">Bylaws</a></p>	<p><b>All classified staff are members. Leadership includes:</b></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Co-Activities Coordinators</li> <li>• Photographer</li> </ul>	<b>Not Applicable</b>
Associated Students of Cañada College (ASCC)	<p>The Associated Students of Cañada College (ASCC) is the student government at Cañada College.</p> <p>The ASCC are elected and appointed student representatives who organize and promote campus wide programs, protect student rights, and represent the student voice on campus committees.</p> <p>ASCC <a href="#">Constitution</a></p>	<p><b>Leadership includes:</b></p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Commissioner of Finances</li> <li>• Commissioner of Publicity</li> <li>• Commissioner at Large for STEM</li> <li>• Commissioner at Large for BDW</li> <li>• Commissioner at Large for Humanities &amp; SS</li> <li>• Senators (5)</li> </ul>	<b>Not Applicable</b>

Planning Council	Roles & Responsibilities	Membership	Reports to
<p><b>Planning &amp; Budgeting Council (PBC)</b></p>	<p>PBC reviews College and District policies and develops procedures to implement policy; provides accreditation oversight; establishes <i>ad hoc</i> work groups and subcommittees to address college planning needs and priorities.</p> <p>The PBC's purpose is to provide recommendations directly to the college president on matters pertaining to institutional priorities, policies, procedures, planning and budget development. As such, this body has the responsibility to provide concrete decisions and rulings on behalf of the College. Of the planning councils, PBC is the ultimate recommending body to the President. PBC recommendations include the following: 1) Strategic planning issues (i.e., accreditation and campus plans), 2) Budgeting issues (prioritizing Fund 1 resource requests and serving as the focus of information sharing about other funds and expenditures). Meetings are always open to the entire campus community.</p> <p>The PBC serves as the College's Accreditation Oversight Committee with particular focus on ensuring that the College meets all of the requirements and standards set by the Accrediting Commission for Community and Junior Colleges (ACCJC).</p> <p>PBC <a href="#">Bylaws</a>.</p>	<p>PBC Members (updated Feb 2019):</p> <ul style="list-style-type: none"> <li>• Academic Senate President or Vice President (co-chair)</li> <li>• Classified Senate President or Vice President (co-chair)</li> <li>• IPC, SSPC, and APC Representatives</li> <li>• Faculty Representatives (5) – one from each Division</li> <li>• Two (2) ASCC Representatives</li> <li>• Dean of Planning, Research and Institutional Effectiveness</li> <li>• College Business Officer or VPA</li> <li>• Director of Marketing and Public Information</li> <li>• Dean</li> <li>• Vice President of Instruction</li> <li>• Vice President of Student Services</li> <li>• College President – no voting rights</li> </ul>	<p><b>Of the College Planning Councils, PBC is the ultimate recommending body to the President.</b></p>
<p><b>Instructional Planning Council (IPC)</b></p>	<p>The IPC is advisory to the PBC on a range of issues related to instruction:</p> <ol style="list-style-type: none"> <li>1. Development of a calendar for program review, staffing, equipment and facilities needs as they pertain to instruction.</li> <li>2. Development of an evaluation process for the program review cycle.</li> <li>3. Recommendations about policies and procedures as they relate to instruction.</li> <li>4. Recommendations about prioritization of resources as they relate to Strategic Goals regarding instruction and review of Instructional Strategic Goals yearly.</li> <li>5. Evaluation of proposals for new instructional programs and instructional program discontinuance.</li> <li>6. Support of accreditation review process and self-study.</li> <li>7. Completion of a yearly review of the mission statement and roles of this Planning Council.</li> </ol>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Co-Chairs: VPI and one faculty member (from list below)</li> <li>• 6 Full-Time Faculty – appointed by Academic Senate:</li> <li>• Curriculum Committee Chair</li> <li>• Honors Transfer Program Coordinator</li> <li>• Academic Committee for Equity and Success Coordinator</li> <li>• Counselor</li> <li>• Librarian</li> <li>• 2 Classified Staff – appointed by CSEA and Classified Council: One from instruction One from student services</li> <li>• 2 Students – approved by the ASCC</li> <li>• 2 Faculty Members-at-large</li> <li>• 1 Instructional Dean</li> </ul>	<p><b>PBC</b></p>

Planning Council	Roles & Responsibilities	Membership	Reports to
	IPC <a href="#">Bylaws</a>	<ul style="list-style-type: none"> <li>• Dean of Planning, Research and Institutional Effectiveness</li> <li>• Vice President of Instruction</li> </ul>	
Student Services Planning Council (SSPC)	<p>The Student Services Planning Council is advisory to the College Planning and Budgeting Council. The roles of the SSPC include:</p> <ol style="list-style-type: none"> <li>1. Develop, implement, and evaluate a Student Services planning cycle (including staffing, equipment, facilities and budgetary needs) 2. Integrate Student Services Division Plans</li> <li>3. Make recommendations about policies and procedures related to student services</li> <li>4. Make recommendations to College Planning and Budgeting Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services</li> <li>5. Meet at least once a year with the Instructional Program Planning Council as part of the hiring process.</li> <li>6. Evaluate proposals for adding, modifying, and discontinuing student services programs</li> <li>7. Develop ongoing communication strategy with Instructional Planning Council by designating a Student Services Planning Council member(s) to report to IPC on SSPC matters and to report back to SSPC on IPC matters</li> <li>8. Form subcommittees, work groups and task forces as needed</li> </ol> <p>SSPC <a href="#">Bylaws</a></p>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Co-Chairs: Vice President, Student Services and One SSPC member</li> <li>• Admissions &amp; Records Representative Associate to Bachelors (A2B) Rep</li> <li>• Beating the Odds, Veterans &amp; Financial Literacy Representative Career Center Rep</li> <li>• Classified Members (2)</li> <li>• Instruction Representative</li> <li>• VPSS Office Representative</li> <li>• Dean of Counseling</li> <li>• Dean of PRIE</li> <li>• Disability Resource Center (DRC) Rep</li> <li>• EOPS/CARE/CalWORKs Rep</li> <li>• Faculty Members (2)</li> <li>• Counseling Faculty</li> <li>• Instruction Faculty</li> <li>• Financial Aid Representative</li> <li>• International Students Representative Learning Center/Library Representative Orientation, Assessment &amp; Welcome Center Representative</li> <li>• Outreach Representative</li> <li>• Puente Representative</li> <li>• SparkPoint Representative</li> <li>• Student Representative (1)</li> <li>• Alternate Student with voting rights Student Life and Leadership Development Representative</li> <li>• TRiO/SSS/Upward Bound Representatives Transfer Representative</li> <li>• University Center Representative</li> <li>• Vice President Student Services</li> </ul>	<b>PBC</b>

Planning Council	Roles & Responsibilities	Membership	Reports to
<b>Administrative Planning Council (APC)</b>	<p>APC, in collaboration and communication with SSPC and IPC, oversees the implementation of a comprehensive process for planning and assessing administrative services [instruction/student services] based on program review, the effective integration of student learning outcomes into program activities and services, and alignment with the college's mission and strategic goals.</p> <p>Develops, implements, and evaluates an Administrative Program Plan cycle (including staffing) and makes recommendations about policy.</p> <p>APC <a href="#">Bylaws</a>.</p>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• College President</li> <li>• VPI</li> <li>• VPSS</li> <li>• VPA</li> <li>• Faculty member</li> <li>• Classified Staff member</li> <li>• Dean of PRIE</li> <li>• Director of Marketing, Communications, and Public Relations</li> <li>• PRIE Research Analyst</li> <li>• Executive Assistant to the President</li> <li>• Executive Assistant to VPI</li> <li>• Executive Assistant to VPSS</li> <li>• College Business Officer</li> </ul>	<p><b>PBC</b></p>

Related Committee	Roles & Responsibilities	Membership	Reports to
Academic Committee for Equity and Success (ACES)	<p>The Academic Committee for Equity &amp; Success (ACES) addresses student equity and success, particularly in courses below transfer level and for disproportionately impacted student groups, by supporting equity related programs and initiatives.</p>	<p><b>Spring 2019 ACES Membership</b>  David Clay, English Faculty/Basic Skills  Yolanda Valenzuela, Reading Faculty  Michael Hoffman, Math Faculty  Rebekah Taveau, ESL Faculty/ACES Co-Chair  David Reed, Dean of ASLT/ACES Co-Chair  Alison Field, History Faculty  Chris Rico, Basic Skills Counselor  Lorraine Barrales-Ramirez, Categorical Support Programs  Diva Ward, Learning Center Representative  Tammy Robinson, Administrator Representative  Loretta Davis, Classified Representative  Karen Engel, PRIE Representative  Jenna French, DRC Representative  Adolfo Leiva, Sparkpoint Representative  Marisol Quevedo, Promise Program Representative  Dontario Beverley, ASCC Representative</p>	PBC
Curriculum Committee	<p>Curriculum Committee is a subcommittee of Academic Senate. According to <a href="#">Article VI, section 6</a> of the <a href="#">Academic Senate Bylaws</a>:</p> <ul style="list-style-type: none"> <li>The primary function of the Curriculum Committee shall be to coordinate and monitor Cañada's curricular offerings so that they shall uphold the California Education Code, be consistent among the divisions and colleges of the District, be understandable to our students and staff, articulate with high schools and four- year institutions, and support the goals and objectives of the San Mateo County Community College District and Cañada College.</li> <li>The Curriculum Committee shall make recommendations to the Academic Senate about general instruction policies and standards, and degree and certification requirements. The Curriculum Committee shall also deliberate over the initiation and modification of programs and courses. To do this, the Curriculum Committee shall seek input from those campus and committee individuals who are affected by curricular decisions, and whose input is needed by the Curriculum</li> </ul>	<p>The Curriculum Committee is composed of the following voting members, who serve a term of two years. Ideally, members should not serve more than two terms in a row; however, they may do so as needed due to staffing limitations.</p> <ul style="list-style-type: none"> <li>A chairperson, appointed by the Academic Senate Governing Council, with the option of reappointment, by the agreement of the Curriculum Committee and the Academic Senate Governing Council</li> <li>Two faculty members from each instructional division, and two faculty members from Student Services</li> <li>One Transfer Center Program Supervisor</li> </ul>	Academic Senate



Related Committee	Roles & Responsibilities	Membership	Reports to
	<p>Committee to make informed decisions. The Committee shall request the Office of the President of Cañada College to provide such information as is necessary for its deliberations and actions.</p> <ul style="list-style-type: none"> <li>All standing subcommittees of the Curriculum Committee shall have a written charter and guidelines. In addition, these subcommittees shall present, at minimum, annual reports to the Curriculum Committee.</li> </ul> <p>Committee Bylaws and all other information about the Curriculum Committee are presented in detail in the <a href="#">Curriculum Handbook</a>.</p>	<ul style="list-style-type: none"> <li>One Degree Audit Program Services Coordinator</li> <li>One student representative appointed by the Associated Students of Cañada College</li> <li>Articulation Officer</li> <li>Curriculum and Instructional Systems Specialist</li> <li>Vice President of Instruction</li> </ul>	
Distance Education Advisory Committee (DEAC)	<p>The <b>Distance Education Advisory Committee (DEAC)</b> strengthens Cañada's distance education program and advises the campus on distance education courses and policies. The committee is under the umbrella of <a href="#">CIETL</a> and reports to the Vice President of Instruction. Members of the Committee also serve on the college Technology Committee.</p>	<p>The 2018-19 members of DEAC are :</p> <ul style="list-style-type: none"> <li>David Reed, Dean of ASLT &amp; Lead Administrator for DE (Co-Chair &amp; Division Representative)</li> <li>(Vacant) Faculty DE Coordinator (Co-Chair &amp; Division Representative)</li> <li>Allison Hughes, Instructional Technologist</li> <li>Ana Miladinova, Associate Professor of Athletics (Division Representative)</li> <li>Sarita Santos, Associate Professor of Early Childhood Education (Division Representative)</li> <li>Sandra Mendez, Counselor (Counseling Representative)</li> <li>Julian Taylor, Tutor Coordinator (Learning Center Representative)</li> <li>Don Lariviere, Alternative Media Specialist (DRC Representative)</li> </ul>	<b>Academic Senate (as of spring 2019)</b>
Honors Transfer Program Committee	<p>Established in 2009, the primary purpose of <a href="#">Cañada College's Honors Transfer Program (CCHTP)</a> is to serve students whose educational goal is to transfer to a 4-year institution and complete a bachelor's degree. The program is designed for students interested in participating in challenging, academically rigorous experiences through classes and seminars, and is meant to better prepare them for university work. All honors courses are open to the entire student population and are not limited to students who are members of HTP. The College is a member of the UCLA Honors Transfer Alliance Program (<a href="#">TAP</a>) and the Honors Transfer Council of California <a href="#">HTCC</a>.</p>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>Co-Chair: HTP Program Counselor</li> <li>Co- Chair: HTP Program Coordinator</li> <li>Minimum of 7-9 faculty members who are teaching in the HTP, with representatives from the academic divisions and counseling (appointments approved by the Academic Senate Governing Council)</li> <li>Vice President of Instruction</li> <li>Transfer Center Director</li> </ul>	<b>IPC</b>

Related Committee	Roles & Responsibilities	Membership	Reports to
	General oversight of the HTP is provided by the Honors Transfer Program Advisory Committee, which meets at least twice per semester.	<ul style="list-style-type: none"> <li>• Articulation Officer</li> <li>• 1 Student, appointed by the PTK leadership</li> </ul>	
Professional Learning Committee	<p>The intention of the Cañada Professional Learning Framework is to provide the foundation for a comprehensive professional learning program that meets the college's needs through supporting existing campus-wide professional learning opportunities and creating a path for further campus-wide professional efforts.</p> <p><b>Mission:</b></p> <p>To actively engage faculty, staff, and administrators in Professional Learning that supports our changing student population, strengthens our diverse campus community, and promotes personal growth and professional learning,</p> <p><b>Vision:</b></p> <p>Our vision is to foster an ongoing community of lifelong learning that embraces and responds to change through promoting innovative and equitable practices campus wide.</p> <p>NOTE: Short term and long term professional development resources for faculty are evaluated jointly by the Vice President of Instruction and the AFT (this is clarified in the College's IEPI report of 2016). This is not under the purview of participatory governance.</p>	Committee members include two faculty, two Classified Professionals, two Associated Students of Cañada College (ASCC) representatives, and one administrator.	APC
Safety Committee	<p><b>Safety Committee</b> – A subcommittee of APC. Website <b>needs updating</b>: <a href="https://www.canadacollege.edu/safetycommittee/">https://www.canadacollege.edu/safetycommittee/</a></p> <p>The Health and Safety Committee promotes a healthful and safe environment for staff and students, educating and training personnel in safe work practices.</p>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• VPSS</li> <li>• Instructional Dean</li> <li>• Public Safety Sergeant</li> <li>• Faculty Representative (1)</li> <li>• Classified Representative (2)</li> <li>• Student Representative (1)</li> <li>• College Business Officer</li> <li>• Public Information Officer</li> <li>• Health Services Director</li> <li>• Superintendent of Custodians and Grounds Ops</li> <li>• Groundskeeper</li> <li>• Student Activities Coordinator</li> </ul>	APC

Related Committee	Roles & Responsibilities	Membership	Reports to
Environmental Sustainability Committee	<p><b><i>Cañada College's Sustainability Vision:</i></b></p> <p><i>"Cañada College will be a model for environmental sustainability, inspiring and empowering our community to implement sustainable practices and promote social equity."</i></p> <p><b>Mission:</b> The mission of the Cañada College Environmental Sustainability Committee is to develop, implement, and maintain the Cañada College Environmental Sustainability Plan and provide leadership in the development of policies, practices, and resources that promote environmental sustainability.</p> <p><b>Values:</b> The Environmental Sustainability Committee values respect, appreciation of differences, trust, equity, thoughtful inquiry, dialogue, advocacy, and reflection as we pursue environmental sustainability.</p> <p><b>Vision:</b> The Environmental Sustainability Committee's vision is to lead Cañada College to environmental sustainability.</p> <p>Sustainability Committee <a href="#">bylaws</a>.</p>	<p>Constituent members shall serve a minimum term of two years (August – June), except for midterm replacements. Appointments shall be made by August.</p> <p>Voting Members:</p> <ul style="list-style-type: none"> <li>• Four faculty representatives preferably one from each division.</li> <li>• A facilities department representative.</li> <li>• A management representative.</li> <li>• Two classified representatives.</li> <li>• A student representative</li> </ul> <p>Non-voting members: Additional representatives from Section 3 categories.</p>	APC
Strategic Enrollment Management Committee	<p>A sub-committee of the PBC. In the fall of 2018, it set the following goals:</p> <ul style="list-style-type: none"> <li>• Establish Comprehensive Enrollment Goals</li> <li>• Promote Institutional Success</li> <li>• Strengthen Internal and External Communications</li> <li>• Increase Campus Collaboration</li> </ul>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Academic Senate President</li> <li>• Classified Senate President</li> <li>• Faculty: 1 from STEM, 1 from CE, and DE Coordinator/Humanities</li> <li>• Promise Scholars Program Coordinator</li> <li>• VPI</li> <li>• VPSS</li> <li>• All Instructional Deans</li> <li>• Dean of Counseling</li> <li>• Registrar</li> <li>• Assessment &amp; Placement Office</li> <li>• Marketing &amp; Outreach</li> <li>• Dean of PRIE</li> </ul>	PBC

Related Committee	Roles & Responsibilities	Membership	Reports to
Technology Committee	<p>The Technology Committee is advisory to the Instructional Planning Council on a range of issues related to technology. These advisory tasks include:</p> <ol style="list-style-type: none"> <li>1. Develop the two-year Technology Plan that (a) summarizes the work the committee has accomplished, (b) sets forth the goals and objectives for the coming two years, (c) aligns with college and district plans, goals and objectives, (d) integrates into institutional planning at all levels, and (e) provides direction for the College's technology vision.</li> <li>2. Prepare annual progress reports on the committee's work on the goals and objectives set forth in the Technology Plan and on the committee's work in the following areas.</li> <li>3. Assess &amp; Evaluate <ul style="list-style-type: none"> <li>o Technology usage and needs annually with assistance from the Office of Planning, Research and Institutional Effectiveness;</li> <li>o Technology resource requests by participating in the Planning and Budgeting Council's annual resource request prioritization meeting.</li> </ul> </li> <li>4. Develop Procedures and Policies for <ul style="list-style-type: none"> <li>o Educational technology and online instruction in consultation with the Accreditation Liaison Officer, Disability Resource Center (DRC) and Vice President of Instruction regarding compliance with external mandates, including specifications articulated by Title 5, the Accrediting Commission for Community and Junior Colleges (ACCJC), and Section 508 of the Federal Rehabilitation Act;</li> <li>o Minimum campus technological standards in collaboration with Information Technology Services (ITS);</li> </ul> </li> <li>5. Make Recommendations for <ul style="list-style-type: none"> <li>o The implementation of centralized online student support services;</li> <li>o The appropriate use of educational technology, in particular the use of proprietary applications (e.g. textbook publisher's online resources) that support teaching and learning;</li> <li>o Technology needs and policies for the Instructional Planning Council (IPC) and the Planning and Budgeting Council (PBC);</li> </ul> </li> </ol>	<p>The Committee is led by a tri-chair made up of</p> <ul style="list-style-type: none"> <li>• The Dean of Academic Support &amp; Learning Technologies</li> <li>• The Online Education Faculty Coordinator</li> <li>• The Instructional Technologist</li> </ul> <p>Voting members include the tri-chairs, a technology-focused faculty member, a District ITS representative, a local ITS representative, a student services representative, an Associated Students of Cañada College representative, the Vice President of Instruction and the Vice President of Student Services. Resource members include a Professional Learning Committee representative, a Guided Pathways Steering Committee Representative, a Disability Resource Center Representative, the Vice President of Administrative Services, all members of the Distance Education Advisory Committee, and a faculty representative from each unrepresented division.</p>	IPC

Related Committee	Roles & Responsibilities	Membership	Reports to
	<ol style="list-style-type: none"> <li>6. Review &amp; Approve annual campus technology inventory, replacement cycle and replacement criteria drafted in collaboration with Information Technology Services (ITS);</li> <li>7. Collaborate with the Professional Learning Committee to determine campus professional development needs related to technology.</li> <li>8. Consult with Academic Senate when committee work may impact academic and professional matters that fall within the 10 + 1 area.</li> <li>9. Consult, advise, and collaborate with, as appropriate, other college and district colleagues concerned with the effective use of technology.</li> <li>10. Continuously improve the Technology Committee structure, mission, plan, goals and objectives in order to adapt to the changing technology needs for instruction, student services, and business operations.</li> </ol>		