



CLOVIS COMMUNITY COLLEGE
2024-2026 Governance Handbook

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Introduction


Purpose of the Governance Handbook

The *Clovis Community College Governance Handbook* describes the structure and operating agreements for institutional governance and decision-making at Clovis Community College. These descriptions of how groups are formed and how they function are, in essence, descriptions of how Clovis Community College ensures that the voices of the College's constituent groups are heard in making equitable decisions.

By documenting governance and institutional decision-making practices, this handbook promotes a common understanding of processes, helps to ensure consistent application of policies and practices, encourages broad participation in campus matters, and supports the College's continuous quality improvement.

This handbook was developed using sincere and collegial self-reflection by representatives of all college constituent groups who were united by the vision of establishing structures, processes, and communication channels that will support ongoing College growth and continuous institutional improvement. College processes, including those described in this handbook, are periodically reviewed and revised as part of the institutional cycle of continuous quality improvement.

The undersigned Clovis Community College faculty, classified professionals, student, and administrative representatives have agreed upon the contents of this document.


Kim Armstrong (Jul 16, 2024 08:17 PDT)

Kim E. Armstrong, Ph.D., College President



Teresa Mendes, Ed.D., Academic Senate President



Caryss Johnson, Classified Senate President


Jeremiah Lopez (Jul 18, 2024 12:21 PDT)

Jeremiah Lopez, Associated Student Government President

Vision Statement

Clovis Community College is the college of choice for academic excellence, innovation, and student achievement.

Mission Statement

Creating Opportunities – One Student at a Time

- We honor diversity and serve all students of the community.
- We promote opportunities for success and wellness through full access to programs and services, and we provide comprehensive student support to achieve equity.
- We foster critical, creative, and engaged thinking through education based on integrity, generosity, and accountability.
- We support student success along pathways to certificates, degrees, and transfer programs, preparing students for thriving futures.
- We build community partnerships to enhance student learning and success, thereby advancing economic vitality in the community.
- We engage in reflective research and innovation focused on learning and student success.

Clovis Community College Culture

The College's culture impacts decisions in both formal and informal ways. The following points describe the philosophy and practices that define the Clovis Community College culture.

Guiding principles for Clovis Community College planning:

Community Equity Innovation

These are the three primary guiding principles for Clovis Community College's planning. Each contributes to student success. All the objectives in college planning should be designed and evaluated with these principles in mind.

COMMUNITY BUILDING

Our college has a long-standing culture of collegiality that extends across all disciplines and functions and includes our students as members of our community of learning. We plan to continue that collegiality and expand our influence and our utility to the larger community.

Equity

The diversity of the Central Valley is an inspiration and a challenge. We will increase the diversity of our college community, defining *diversity* in its broadest senses, and we commit to providing equitable opportunity to all.

Innovation

Our college prides itself on being in the vanguard of innovation. We are committed to the highest levels of rigor and inspiration, and so we explore innovative practices that will provide the best opportunities for our students.

Roles of Constituents in College Decision Making

SCCCD constituents participate in college-level decision-making as appropriate within their roles. The California Code of regulations describes the roles for each constituency in making decisions. The scope of decision-making for each constituency group is also outlined in SCCC Board Policies, and the practices, procedures and job descriptions within the District. References to SCCC Board Policies and Administrative Regulations are available on the [SCCCD website](#).

Role of Administrators

Clovis Community College's administrative staff includes the president, vice-presidents, deans, directors, and managers. The college organizational charts and specific job descriptions outline the scope of responsibility for each position. Administrators provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the college.

Role of Faculty

Academic Senate

The Academic Senate represents and appoints full and part-time faculty members. Faculty members participate in decision-making at the college in several ways, including participation in committees, councils, and task forces that impact professional and academic matters as outlined in board policies and state regulations. (Board Policy 2510 and Title 5 sections 53200-53204)

State Center Federation of Teachers

Full and part-time faculty are represented by the State Center Federation of Teachers (SCFT), Local 1533, in matters related to working conditions within the scope of collective bargaining. SCFT is responsible for appointing representatives from faculty to specified committees.

Role of Classified Professionals

Classified School Employees Association

Classified School Employees Association Chapter 379 (CSEA) represents members in matters related to working conditions within the scope of collective bargaining. As the exclusive representative of State Center Community College District classified professional employees, CSEA is responsible for appointing representatives from the classified professionals to specified committees [Ed Code 70901.2].

Classified Senate

Classified Senate represents all classified professionals, including permanent full-time, part-time, and permanent hourly classified employees and classified confidential and classified supervisory employees. Classified professionals are appointed by Classified Senate to serve in an advisory and recommendation role through participation of its elected and appointed classified professional members in college and district planning, policy, and decision-making processes. Classified Senate members provide input on areas that are outside the scope of collective bargaining and that have or will have a significant effect on classified professionals. (Title 5, section 51023.5(a) (4))

Role of Students

The Associated Student Government is the representative body of the students and appoints students to specific committees. ASG is responsible for serving as a liaison between the students, faculty, and administrators. ASG members participate in decision-making at the college by participating in committees, councils, and task forces. ASG members provide input on college policies and procedures that have or will have a significant effect on students.

GOVERNANCE BODIES

Definition

Governance bodies are those whose authority is derived from law and regulation, either as written expressly in the law or regulation or as delegated by another group that possesses said authority. Governance groups assess, discuss and make recommendations to the President on topics appropriate to that group as defined in regulations, such as California Code of Regulations Title 5 § 53200. Governance groups often rely on subcommittees and ad-hocs to complete their work.

The members of governance bodies represent specific constituencies. Each member is responsible to bring information and perspectives from the constituent group into the governance group dialogue as well as to bring information and perspectives from the governance group back to the constituent group.

The governance bodies are:

Academic Senate (Brown Act)

Associated Student Government (Brown Act)

Classified Senate

College Council

Academic Senate

Operating Agreement

Governance Body

Brown Act

Purpose

The purpose of the Academic Senate shall be to represent faculty as a vital element of a system of participatory governance with regard to curriculum and academic standards, as specified in Section 70901 of the California State Education Code.

The Academic Senate or its representatives shall consult collegially with and make recommendations to the College President or their designee and the Board of Trustees. The college recognizes that the Academic Senate is representative of faculty and will seek the advice and judgment of the Academic Senate on the following academic and professional matters in accordance with the SCCC Administrative Regulation 2510 and Title 5, sections 53200-53204.

The Academic Senate will consult collegially with administration and other appropriate constituency groups on all academic and professional matters as defined by Title 5 53200 and Education Code 70901. The areas underlined below (items 1-5) are those that are within the “rely primarily upon” as defined in SCCC’s AR 2510. The areas not underlined (6-10 + 1) are areas that require mutual written agreement between the President and the Senate. These items are collectively referred to as “10+1”:

- 1. Curriculum, including establishing prerequisites & placing courses within disciplines
- 2. Degree & certificate requirements
- 3. Grading policies
- 4. Educational program development
- 5. Standards or policies regarding student preparation & success
- 6. District & college governance structures, as related to faculty roles
- 7. Faculty roles in accreditation processes
- 8. Policies for faculty professional development activities
- 9. Processes for program review
- 10. Processes for institutional planning & budget development
- +1. Other academic & professional matters, as are mutually agreed upon between the governing board and the academic senate.

Consulting collegially means that all of the responsible people and groups will make every effort to resolve conflicts, so the decision reflects the mission and values of the college and serves student learning. If there is an impasse between the College President and the academic senate on items 6-10, the SCCC Board of Trustees is the ultimate decision-maker.

Standing Committees:

Academic Standards

Curriculum

Distance Education

Equivalency

Flex Day

Open Education Resources (OER)

Membership:

President*

Vice President*

Past President*

Secretary*

Curriculum Chair*

Two faculty from each department that are elected by the members of that department (one-year appointment).

Two part-time faculty members.

Senators are chosen during Opening Day of the fall semester.

Meets: 2nd and 4th Tuesday during the academic year from 4:00-5:30 p.m.

**Academic Senate Executive Committee members who are elected for two-year terms by college faculty*

Academic Standards Committee

Operating Agreement
Academic Senate Standing Committee
Brown Act

Purpose

The Academic Standards Committee will ensure that the academic policies and procedures of the college will be upheld fairly and uniformly in accordance with California statutes and State Center Community College board policies. The Academic Standards Committee has the authority to waive or suspend these academic policies and procedures and shall do so only rarely and then consistently with statutes, policies and committee precedents.

- Review and approve or deny student petitions on academic matters, including, but not restricted to, academic renewal; disqualification and suspension; program, major, and degree requirements; appeal of waiver of course prerequisites; and transcript evaluations
- Initiate, review, and make recommendations regarding changes to policies and guidelines relevant to academic matters within its authority and jurisdiction.

Reports to the Academic Senate

Membership

Co-Chairs:

Vice-President of Student Services or designee
Faculty member appointed by Academic Senate

Members:

Three additional faculty members appointed by the Academic Senate. In appointing these faculty representatives, every effort shall be made to include a range of faculty representing mathematics, English, counseling, and a primarily academic or vocational discipline.
Admissions and Records Manager or designee (non-voting)

Meets: Every 2nd Wednesday during the academic year from 1:00-2:00 p.m. The first meeting of each semester is held on Opening Day. Special meetings may be called as necessary in accordance with the Brown Act.

Curriculum Committee
Operating Agreement
Academic Senate Standing Committee
Brown Act

Purpose

The Curriculum Committee reviews and recommends new and existing courses and programs to meet the needs of students and legislative requirements for transfer, career technical education, and basic skills education through credit and non-credit pathways.

- Define local standards
- Determine GE status of courses
- Align ADT transfer degree requirements
- Determine AA/AS and transfer degree requirements
- Recommend to receiving institutions courses and programs for transfer/articulation
- Review new and existing curriculum to ensure that each course meets standards for quality and follows guidelines defined in Title 5, Division 6, Chapter 6 of the California Code of Regulations
- Submit approved curriculum to the Educational Planning and Coordinating Committee (ECPC) for review
- Recommend approval of new courses and programs to the SCCC Board of Trustees
- Carry out other locally defined duties as articulated in SCCC Board Policy, Administrative Regulations, and Clovis Community College Academic Senate resolutions.

Reports to the Academic Senate

Membership

Chair:

Curriculum Chair is a faculty member elected by the faculty at large (two-year term) who serves concurrently on the Academic Senate Executive Committee

Members:

Vice President of Instruction, or designee (non-voting)

Eight additional faculty members appointed by the Academic Senate: one per department (two-year terms)

SLO Coordinator

Articulation Officer

One student representative appointed by the Associated Student Government

Resources:

Admissions and Records representative (non-voting)

Curriculum Analyst (non-voting)

Financial Aid representative (non-voting)

Librarian (non-voting)

Meets: Every Monday from 3:30 – 5:00 p.m. during the academic year

Distance Education Committee

Operating Agreement

Academic Senate Standing Committee

Brown Act

Purpose

The Distance Education Committee is charged by the Clovis Community College Academic Senate with the tasks to

- Monitor and recommend campus-wide issues and initiatives related to distance education, including the development of distance education courses, distance education faculty, and distance education students.
- Monitor and give recommended revisions to the Distance Education Handbook.
- Review best practices in distance education technology, and recommend technology usage to the Technology Advisory Committee
- Recommend professional development for distance education instructors, including the online teaching certification to the Center for Teaching and Learning.
- Oversee Online Student Readiness Modules.

Reports to the Academic Senate after every meeting.

Membership

Co-Chairs

Dean of Instruction – Physical & Computational Sciences and Distance Education

Faculty member appointed by Academic Senate

Members:

Three additional faculty members appointed by the Academic Senate. In appointing these faculty representatives, every effort shall be made to include a range of faculty in different disciplines, including student services.

Distance Education Coordinator

Instructional Designer

Peer Online Course Review Lead

Meets: The fourth Tuesday of the month from 3:00-4:00 pm.

Equivalency Committee

Operating Agreement
Academic Senate Standing Committee
Brown Act

Purpose

The Equivalency Committee is charged by the Clovis Community College Academic Senate with the responsibility of ensuring that all potential faculty members meet or exceed the minimum qualifications as specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook. As specified in California Education Code (§ 87359) and Title 5 of the California Code of Regulations (§53430), equivalency committees at the various California Community Colleges shall have the primary responsibility to approve or deny petitions for equivalency submitted by potential full-time or part-time faculty members.

- Approve or deny petitions for equivalency
- Create and maintain forms/grids/matrices that are needed for the process of petitioning for equivalency as approved by the Academic Senate.
- Reports to the Academic Senate as needed or requested.
- Stay informed regarding changes to the minimum qualifications defined by the state chancellor's office.
- Deadline to submit a petition for equivalency is two weeks prior to next regularly scheduled meeting.

Reports to the Academic Senate

Membership

- The Equivalency Committee shall have a total of five (5) members, including the Chair. The President of the Academic Senate, with the advice of the Academic Senate Executive Committee, shall appoint the Equivalency Committee membership. The Equivalency Committee membership should include certificated full-time faculty representatives of academic and vocational programs.
- Equivalency Committee members shall serve a two academic year term and be available for committee work during the summer as needed. A member may serve multiple consecutive terms, although rotating membership is encouraged. No more than four new members should be added at the beginning of a new academic year.

Meets: 1st Monday of each month, 2:30 – 3:30 p.m.

Flex Day Committee
Operating Agreement
Academic Senate Standing Committee
Brown Act

Purpose

To solicit and coordinate flex activities for Clovis Community College faculty as per contract.

Purpose statement

- Schedule Flex Day activities for both Fall and Spring semester
- Work to secure location and presenters to present
- Create and collect flex activity evaluation form
- Consult with Professional Development Committee

Reports to the Academic Senate

Membership

Two faculty appointed by the Academic Senate executive committee

Meets: Monthly, TBD

Open Educational Resources (OER) Committee

Operating Agreement
Academic Senate Standing Committee
Brown Act

Purpose

The OER Committee is charged by the Clovis Community College Academic Senate with the tasks to

- Inform full-time and adjunct faculty, counselors, librarians, coordinators, and students of OER texts, software, and practices.
- Support and evaluate the creation and distribution of OER texts, software, and practices
- Keep track of legislative issues and challenges with OER
- Advise on or provide professional development opportunities for faculty
- Maintain a catalog of texts, software, and practices

Reports to the Academic Senate once yearly in April or as needed

Membership

The OER Committee will have a membership of

One librarian

One student (non-voting)

One adjunct faculty (can be the AS representative)

One faculty member from each department

One administrator (non-voting)

ASCCC OERI Liaison or designee

Resources: counselors, librarians, articulation officer

Meets: The first Tuesday of the month from 3:00 – 4:00 p.m.

Associated Student Government

Operating Agreement

Governance Body

Brown Act

Purpose:

The Clovis Community College Associated Student Government is responsible for serving as a liaison between the students and faculty and administration.

- Advocate on behalf of students' issues
- Participate in the shared governance of the college
- Develop projects, programs, workshops, etc., to meet the needs of the student body
- Host activities and festivities to foster student interaction and community
- Oversee, to some extent, all student-run organizations on campus
- Represent the college's students' voices at the district, region, and state levels

Standing Committees

- Personnel
 - Responsible for ensuring all members of the ASG are in compliance with their duties as outlined in the Constitution, Bylaws, and Policy Manual and working in coordination with the Student Court in reprimanding those who do not perform said duties.
- Legislative
 - Responsible for representing, serving, and protecting the collective interests of students at the College with any local, state, and federal legislature concerning issues affecting the student body.
- Finance
 - Responsible for preparing and reviewing the ASG annual budget and suggesting recommendations as necessary as well as reviewing all bills regarding funding before being presented in front of Student Senate for approval.
- Activities
 - Responsible for planning and administering campus events and activities
- Public Relations
 - Responsible for advertising all ASG related events including activities, workshops, town halls, etc., as well as updating the ASG website and all social media.

Reports to the College President

Membership

Executive Board:

President

Vice President

Student Trustee

Vice President of Finance

Secretary

Vice President of Legislative Affairs

**All members must meet Student Ed Code 76061 and serve one-year terms, either through election or appointment.*

Meets: Once per week for two hours. Day and time determined every semester.

Classified Senate

Operating Agreement

Governance Body

Purpose

The purpose of the Classified Senate is to serve in an advisory and recommendation role through participation of its elected and appointed classified professional members in college and district planning, policy, and decision-making processes. Title 5, section 51023.5(a) (4) states that “staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures that...have or will have a significant effect on staff.”

Participation in local decision-making affirms that recommendations and positions developed by classified professionals will be given every reasonable consideration prior to action on a matter having a significant effect on them. This aligns with *The District Making-Decisions Handbook*.

The Classified Senate, or its representatives, shall consult collegially as members of college committees to make recommendations to the College President or his/her designee.

Standing Committee(s)

Events Sub-Committee

Membership

President*

Vice President*

Secretary*

Treasurer*

Eight Area Senators elected by classified staff in their areas (two-year terms)

Meets: 4th Thursday of the month from 2:00-3:00 p.m.

**Executive Committee members who are elected for two-year terms by college classified staff*

College Council

Operating Agreement Governance Body

Purpose

College Council is the overarching participatory governance group of Clovis Community College. Its authority as a governance group is derived from the President and Board of Trustees. The purpose of the College Council is to provide a venue for constituency groups to participate in developing recommendations that have College-wide and District-wide impact. The College Council provides the President with varied perspectives by which to evaluate recommendations and make final decisions.

- Make recommendations to the president regarding the design, implementation, and progress of major college-wide planning and initiatives according to a regular schedule of review or as necessary to meet college needs. This function includes, but is not limited to, the following items:
 - Educational Master Plan
 - Strategic plan and annual reports on the strategic plan
 - College Mission and Vision statements
 - College model of integrated planning
 - 6-year planning cycle
 - College budget and the integration of planning and resource allocation
 - Board of Trustees policies and administrative regulations
 - Accreditation preparation and reporting
 - Other planning documents (Technology, Distance Education, Facilities, Guided Pathways, etc.)
 - Responses to legislation and CCCCCO directives
 - Other college-wide and district-wide matters as required
- Receive and review recommendations, periodic updates, and reports from committees and coordinators
- Develop or suspend college committees as needed through the use of *ad hoc* groups to research, analyze, and make recommendations to the college council
- Promote communication and foster awareness among students, faculty, classified professionals, and administration concerning the welfare, growth, and sustainable quality improvement of the college.

Note: College Council may create ad-hocs to carry out specific projects or data-gathering tasks as needed. Ad hocs may include members from College Council and/or non-members to ensure those with the appropriate expertise are included. Once the college president has developed a charge, College Council approves the ad hoc and determines the appropriate number of members from constituent groups. The College President, Academic Senate President, Classified Senate President, CSEA site representative, and ASG President or their designees as appropriate will appoint members from their constituent groups.

Reports to the President

Membership

Co-chairs:

College President

Vice President of Administrative Services

Members:

5 Additional administrators appointed by the President

Academic Senate President

Immediate Past Academic Senate President

5 additional faculty members, including 1 adjunct faculty member appointed by the Academic Senate

1 faculty appointed by the SCFT

Classified Senate President or designee

3 classified professionals appointed by the CSEA

1 additional classified professional appointed by the Classified Senate

ASG President or designee

Assistant to the President (resource, non-voting)

Note: Overall membership should reflect a mixture of instruction, student services, and administrative services.

Note: Additional, non-voting resources may be included as necessary.

Meets: 1st and 3rd Thursdays during the academic year from 2:30-4:30 p.m.

Additional meetings may be added, with approval of the council, to conduct college business in a timely manner.

COLLEGE COMMITTEES

Definition

College Committees assist the President in fulfilling the chancellor's and Board's plans, procedures, and policies as well as state mandates. The authority for College Committees is derived from the college and district as the President, Chancellor, and/or Board of Trustees assign specific responsibilities to committees.

College Committees are formed to ensure broad participation in planning and completing tasks that have college-wide impact, such as unit/program planning, accreditation, safety, facilities, and assessment.

Members are assigned or appointed to serve as College Committee members as representatives of specific constituencies as well as by virtue of their unique expertise or position.

The College Committees Are:

- Accreditation Steering Committee
- Dual Enrollment Committee
- Environmental Health & Safety, and Facilities Committee
- Faculty Professional Development Funding Committee
- Guided Pathways Steering Committee
- Outcomes & Assessment Committee
- Professional Development Committee
- Sabbatical Committee
- Salary Advancement Committee
- Student Success & Equity Committee
- Technology Committee
- Unit/Program Planning Committee

Accreditation Steering Committee

Operating Agreement
College Committee

Purpose

The Clovis Community College Accreditation Steering Committee is responsible for making recommendations on college accreditation and guiding and monitoring on-going accreditation activities.

- Develop, monitor, evaluate, and document progress on self-evaluation plans prepared by the College as well as recommendations from ACCJC, including the *Self Evaluation*, the Annual Report, Quality Focus Essay, mid-term report, follow-up reports, and substantive change reports.
- Monitor changes in accreditation standards and requirements and recommend changes in institutional processes as needed to ensure continued College-wide compliance
- Provide training on accreditation standards to the College community as needed
- Provide opportunities for broad participation in accreditation processes.

Note:

* Committee members will engage in accreditation training workshops to become knowledgeable about accreditation standards and processes.

* As needed, ad-hocs with representatives from administration, faculty and classified professionals may be formed. Student representatives will be added as needed.

Reports to the President via College Council

Membership

Tri-Chairs:

Vice-President of Instruction

Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Classified member appointed by the Classified Senate

Members:

Four additional administrators appointed by the President

Four additional faculty members appointed by the Academic Senate

Two classified professionals appointed by the CSEA

Two additional classified professionals appointed by the Classified Senate

One Student representative appointed by the Associated Student Government

Office of Institutional Research representative appointed by the President

Meets: Every 2nd Friday during the academic year from 1:00-2:00 p.m.

Dual Enrollment Committee

Operating Agreement College Committee

Purpose

Facilitates Clovis Community College procedures and structures that provide technical and administrative guidance to implement dual enrollment and high school enrichment programming and coursework. Ensuring state regulations (i.e., AB 288, AB 30) and established district-wide policies and regulations are maintained and followed.

- Provide guidance to the college on potential Dual Enrollment growth areas and the development of Dual Enrollment pathways.
- Establish and monitor processes to ensure Dual Enrollment programming and courses align with Clovis Community College (CCC) educational pathways through College and Career Access Pathways (CCAP) agreements, including partnerships between discipline faculty.
- Evaluate, analyze, and disseminate dual enrollment data.
- Evaluate and monitor onboarding practices and training for instructors of dual enrollment courses.
- Support professional development opportunities between CCC discipline faculty liaisons and high school instructors of Dual enrollment courses.
- Make college wide recommendations for processes pertaining to enrollment and onboarding for Dual enrollment students.
- Develop policies and procedures for any CCC course offered through Dual Enrollment that will ensure student success.
- Responsible for identifying and producing dual enrollment documents and materials, including but not limited to, procedures, structures, marketing, etc.

Reports to the President via College Council

Membership

Co-Chairs:

Administrator appointed by the President

Faculty member appointed by the Academic Senate and chosen as co-chair by the faculty on the committee

Members:

Three additional administrators appointed by the president

Three additional faculty members appointed by the Academic Senate

Two Classified Professionals appointed by the Classified Senate

Two classified professionals appointed by the CSEA

One-two Student representatives appointed by the Associated Student Government

*Recommend that when possible, areas represented include a variety of faculty disciplines, including counseling; in addition, DSPS and Admissions and Records should be represented

Committee Resources as Needed:

Dual Enrollment Faculty Liaison(s)
Dual Enrollment Counselor
DSPS Representative
Institutional Research or designee
Outreach

Meets: Every 3rd Tuesday from 3:00-4:00 p.m.

Environmental Health & Safety and Facilities Committee

Operating Agreement College Committee

Purpose

The committee is established by Clovis Community 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); Board Policy 6800; Administrative Regulations 6800; and the State Center Community College District Injury and Illness Prevention Program (IIPP). The Environmental Health & Safety and Facilities Committee also makes recommendations on college-wide planning related to facilities.

- Create and disseminate reports on the safety and health issues reviewed by the committee.
- Review the results of scheduled periodic safety inspections.
- Review 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.
- Review alleged hazardous conditions reported to the committee or any committee member .
- Consider employee safety suggestions.
- Review and report action taken by the district to abate citations issued by the Division of Occupational Safety and Health.
- Participate in the development of and implementation of the District Facilities Master Plan by establishing college priorities based on the Educational Master Plan and Strategic Plan
- Support implementation of the college Emergency Preparedness Plan
- Participate in the development of the district five-year construction plan
- Monitor and document development of new facilities
- Monitor and document progress on facilities goals included in the college Strategic Plan
- Review and prioritize facilities requests identified in action plans and unit/program planning
- Review plans and schedules for ongoing maintenance, grounds, and building services and recommend revisions if needed

Reports to the President via College Council

Membership

Co-Chairs:

Vice-President of Administrative Services

Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Members:

Three additional administrators appointed by the President

Three additional faculty members appointed by the Academic Senate, (recommend at least one from a student services program)

Two classified professionals appointed by the CSEA*

Two classified professionals appointed by the Classified Senate*

One Student representative appointed by the Associated Student Government

**Recommend at least one Classified professional member from a student services program*

Committee Resources, as needed:

Health Services Coordinator (non-voting) **

DSPS Director(non-voting) **

Basic Needs & Retention Services (non-voting)

Building Services (non-voting) **

District Office representatives, as needed (non-voting)

***Unless appointed by respective constituency as one of their voting members*

Meets: Every 3rd Wednesday during the academic year from 2:00-3:00 p.m.

Faculty Professional Development Funding Committee

Operating Agreement
College Committee

Purpose

The Faculty Professional Development Funding Committee supports the continued development of faculty through the approval of professional development funds for travel and conferences. This funding is allotted for faculty to use for discipline-specific opportunities such as conferences.

- Respond promptly to Faculty requests: requests will be reviewed by the committee on an as-needed basis. Every funding request will have a maximum timeline of two weeks from submission to funding decision.
- Evaluate and approve faculty requests for travel and conference attendance: each committee member will use a scored rubric that evaluates the accuracy of the forms and that they meet the funding criteria. Each category is assigned a maximum point value. All funding requests that meet the minimum rubric score will be approved for funding. Funds will be given on a first come, first served basis. The scoring rubric is attached.
- Monitor funding balance and evaluate ongoing need for funding: the Co-chair administrator appointed by the president will be responsible for monitoring funds and keeping the committee informed of the ongoing balance.
- Consult with the VPAS to find alternate sources of funding for applications e.g. grants or other district or college funding opportunities.
- Yearly, evaluate the total amount of funding requests and recommend additional funding requests to the Budget Ad Hoc.

Reports to the President via College Council

Membership

Co-Chairs:

Administrator appointed by the President

Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Members:

One additional administrator appointed by the president.

Four additional faculty members appointed by the Academic Senate representing a variety of divisions.

Committee Resources, as needed:

Representative from Administrative Services

Meets: As needed

Guided Pathways Steering Committee

Operating Agreement

College Committee

Purpose

The Guided Pathways Steering Committee promotes college-wide understanding of Guided Pathways and makes recommendations on college-wide planning related to guided pathway activities.

- Develop, implement, evaluate, and document progress on the CRUSH guided pathways plan
- Provide guidance and training on guided pathways to the college community as needed
- Provide opportunities for broad awareness and participation in guided pathways processes
- Review and evaluate key performance indicators for student success and equity and conduct a gap analysis related to student completion
- Monitor state initiatives related to guided pathways
- Provide an annual summary of guided pathways outcomes/achievements to the College Council
- Inform Professional Development Committee of needs for equity related professional development

Note:

*As needed *ad-hocs* will be formed for specific parts of the plan, as well as work with existing committees to implement the plan

Reports to the President via College Council

Membership

Co-Chairs:

Vice President of Instruction or designee appointed by the President

Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Members:

Four additional administrators appointed by the President

Four-six additional faculty members appointed by the Academic Senate

One classified professional appointed by the CSEA

One classified professional appointed by the Classified Senate

One-two Student representatives appointed by the Associated Student Government

Committee Resources, as needed:

Distance Education Coordinator (non-voting)

Administrative Co-chair of Student Success and Equity Committee

Meets: Every 2nd and 4th Wednesday from 2:00-3:30 p.m.

Outcomes and Assessment Committee

Operating Agreement

College Committee

Purpose

The Outcomes and Assessment Committee promotes college-wide understanding of assessment and robust dialogue to enhance institutional effectiveness and continuous improvement across the college. It facilitates the development, implementation, and assessment of course, program, institutional, and service unit outcomes across all areas of the college and makes recommendations on college-wide initiatives related to outcomes assessment.

- Develop, monitor, and evaluate the process and timeline for assessing outcomes for courses, institutional programs and student support services,
- Monitor and document outcome efforts and results
- Monitor and update the outcomes and assessment handbook
- Provide guidance and feedback in writing, assessing, and analyzing outcomes
- Review reports related to outcomes and assessment
- Monitor accreditation standard changes related to outcomes and recommend changes to ensure the college assessment process is aligned with revised standards
- Advise and support college-wide assessment issues and opportunities
- Provide opportunities for broad participation in discussion related to outcomes and assessment
- Advise and support the Outcomes Coordinators.

Reports to the President via College Council

Membership

Co-Chairs:

- Dean or Director appointed by the President
- Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Members:

- Three additional administrators appointed by the President
- Service Unit Outcomes Coordinator*
- Student Learning Outcomes Coordinator*
- Four additional faculty members appointed by the Academic Senate
- One classified professional appointed by the CSEA
- One classified professional appointed by the Classified Senate
- One Student representative appointed by the Associated Student Government
- Office of Institutional Research representative appointed by the President

*Outcomes Coordinators may be appointed as representatives of Academic Senate.

Overall membership should reflect a mixture of instruction including CTE, student services, and administrative services.

| Note: Committee members will organize and support outcomes and assessment training workshops

Meets: Every 3rd Wednesday during the academic year from 3:00-4:00 p.m.

Professional Development Committee

Operating Agreement College Committee

Purpose

The Professional Development Committee makes recommendations on the direction of college-wide professional development activities that support the college's strategic goals and the professional development goals of employees.

- Plan, implement, and assess college-wide professional development opportunities that support employee professional development needs and college-wide activities
- Collaborate with and support the Guided Pathways and Student Success and Equity Committee in developing activities
- Monitor college and district professional development activities and make recommendations on activities to support the college's strategic goals
- Advise and support the Academic Senate FLEX committee, in developing FLEX Day activities
- Advise and support Classified Senate in developing professional development activities
- Advise and support District-wide professional development opportunities.

Reports to the President via College Council

Membership

Co-Chairs:

Vice President of Instruction or Designee appointed by the President

Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Members:

One additional administrator appointed by the President

One additional faculty member appointed by the Academic Senate

One classified professional appointed by the CSEA

One classified professional appointed by the Classified Senate

Committee Resources, as needed:

Professional Development Coordinator*

Dean of Student Services, Student Success, Equity, and Outreach or representative from the Student Success and Equity Committee (non-voting, as needed)*

Grants/Initiatives Coordinators (non-voting, as needed)*

Instructional Designer (non-voting, as needed)*

Guided Pathways Committee member (non-voting)

**Unless appointed by respective constituency as one of their voting members*

Meets: Every 2nd Thursday during the academic year from 3:00-4:00 p.m.

Sabbatical Committee

Operating Agreement
College Committee

Purpose

The Sabbatical Committee is responsible for reviewing all sabbatical applications and providing the College President with a recommended rank order of leave applications.

Reports to the College President

Membership

Chair:

Vice President of Instruction (non-voting)

Members:

All Deans, appointed by the President

Equal Number of Faculty members, appointed by the Academic Senate President (per SCFT contract)

Note: The committee at each institution shall provide the College President with a recommended rank order of leave applications, which shall be submitted, to the Chancellor, along with the President's recommendations, if any, for subsequent presentation to the Board of Trustees.

[Contract Agreement Final 2018-2021](#)

Meets: TBD to meet contractual deadlines.

Salary Advancement Committee

Operating Agreement
College Committee

Purpose

Evaluate requests for education and make recommendations for salary class advancement by faculty to the College President.

Reports to the College President

Membership

Chair:

Faculty member*

Members:

Administrator, appointed by the College President

One faculty member from four different disciplines selected by the Academic Senate President

*Committee shall elect a faculty member to serve as chairperson

Meets: TBD to meet contractual deadlines.

Student Success and Equity Committee

Operating Agreement College Committee

Purpose

The Student Success and Equity Committee coordinates initiatives and makes recommendations on college-wide planning related to such activities.

- Develop, monitor, and evaluate the effectiveness of the Student Equity and Achievement Plan.
- Review and evaluate annual student success and equity data to determine if college goals are being met.
- Develop, recommend, and implement strategies and activities that improve student retention and success, with a special focus on disproportionately impacted students.
- Recommend support programs, training, services and strategies that promote student equity.
- Following the expenditure report deadline of the State Chancellor's Office, review an annual summary of funding usage, outcomes, and achievements to present to College Council.
- Review and evaluate Institutional Set-Standards each spring.
- Collaborate with Professional Development Committee on college-wide professional development opportunities focused on diversity, equity, and inclusion.

Note: This committee will rely on *ad-hocs* for various efforts.

Reports to the President via College Council

Membership

Co-Chairs:

Vice President of Student Services or designee

Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Members:

Three additional administrators appointed by the President*

**Recommend one of these administrators is the person who oversees the Student Equity and Achievement Plan and funds.*

Three to five additional faculty members appointed by the Academic Senate – one of these faculty members should be from Counseling.

Two to three classified professionals appointed by the CSEA

Two to three classified professionals appointed by the Classified Senate

Up to three Student representatives appointed by the Associated Student Government

One Guided Pathways faculty lead

Committee Resources, as needed:

Up to three additional students, as available (non-voting) (i.e.: Student Ambassador, Tutor, Peer Mentor, Student Athlete)

Tutorial Center representative*

Admissions & Records representative*
Institutional Research representative*
Financial Aid representative*
Student Activities representative*
Student Health and Wellness representative*
DSP&S representative*
Basic Needs representative*
Other resources to be invited as needed

**Unless appointed by respective constituency as one of their voting members*

Overall membership should reflect a mixture of instruction including CTE, student services, and administrative services when possible.

Meets: Every 1st and 3rd Thursday during the academic year from 1:00-2:30 p.m.

Technology Committee

Operating Agreement
College Committee

Purpose

The Technology Committee makes recommendations on college-wide planning related to technology infrastructure, training, and support.

- Participate in the development and implementation of the District Technology Master Plan
- Develop and monitor the College Technology Plan, including an assessment of technology needs
- Recommend and evaluate technology initiatives outlined in the College Strategic Plan
- Review technology requests identified in action plans
- Coordinate and deliver technology-related training
- Ensure technology purchases are Section 508 compliant and meet accessibility standards and requirements
- Research and evaluate new technology to support student success
- Review and monitor technology updates across campus groups

Reports to the President via College Council

Membership

Co-Chairs:

Director of College Technology Services

Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Members:

Administrator appointed by the president

Vice-President of Administrative Services or designee

One additional faculty member appointed by the Academic Senate

One classified professional appointed by the CSEA

One classified professional appointed by the Classified Senate

One Student representative appointed by the Associated Student Government

Committee Resources, as needed:

Distance Education Coordinator (non-voting, as needed)

Instructional Designer (non-voting)

Network Administrator (non-voting, as needed)

Director of Marketing and Communications (non-voting, as needed)

Web Content Engineer (non-voting, as needed)

Director of DSP&S or representative (non-voting, as needed)

Librarian (non-voting, as needed)

Meets: Every 4th Wednesday during the academic year from 3:00-4:00 p.m.

Unit/Program Plan Committee

Operating Agreement
College Committee

Purpose

The Unit/Program (UP) Planning Committee oversees the college's unit and program review process in order to facilitate intentional self-evaluation and planning, and to assist programs in completing the UP Planning process according to the timeline.

- Review and evaluate the effectiveness of the UP Planning and Review process, policies, and procedures; make recommendations for improvement to College Council
- Review and evaluate the UP-Planning template(s); make recommendations for improvement to College Council
- Provide support and feedback to the programs and units in the planning process
- Provide an annual UP Planning report to College Council

Reports to the President via College Council

Membership

All members, other than the responsible administrators and students, serve two-year terms on a rotating basis.

Co-Chairs:

Administrator appointed by the President

Faculty member appointed by the Academic Senate, and chosen as co-chair by the faculty on the committee

Members:

Three additional administrators appointed by the President

Three additional faculty members appointed by the Academic Senate

One classified professional appointed by the CSEA

One classified professional appointed by the Classified Senate

One Student representative appointed by the Associated Student Government

Overall membership should reflect a mixture of instruction including CTE, student services, and administrative services.

Committee Resources, as needed:

Outcomes and Assessment Coordinator(s)

Curriculum Committee Chair or Designee

Institutional Research representative

Meets: Every 1st Wednesday during the academic year from 2:00-3:00 p.m.

COLLEGE ADVISORIES

Definition

College Advisories are venues for college-wide conversations on topics chosen by the College as important and worthy of concentrated focus and attention. These groups are not required by law or regulation and generally have a focus on a single area or program. College Advisories are charged by the President or designee with performing specific functions that benefit specific College programs and may be dissolved upon completion of purpose. Membership is voluntary. Advisories make recommendations to the appropriate administrator.

These Advisories are to be differentiated from Career Technical Education Advisory Committees, which support career-technical instructional programs as mandated in Title 5.

Asian American, Native Hawaiian, Pacific Islander (AANHPI) College Advisory

Purpose: Advocate with and support AANHPI students, faculty, classified professionals, and administrators to promote a welcoming and inclusive environment that advances student success and a sense of belonging for the AANHPI community.

Reports to the Vice President of Student Services

Chair: Dean of Student Services (Student Success, Equity, and Outreach)

Members: Faculty, classified professionals, students, administrators representing instruction, student services, and administrative services.

Meeting: Monthly and as needed

Black and African American Student Engagement (BAASE) Advisory

Purpose: Advocate for and support Black and African American students and promote a welcoming and inclusive environment that fosters student success.

Reports to the Vice President of Student Services

Chair: Dean of Student Services (Student Success, Equity, and Outreach)

Members: Faculty, classified professionals, students, administrators representing instruction, student services.

Meeting: Monthly and as needed

Bookstore Advisory

Purpose: The Bookstore Advisory reviews bookstore operations and make recommendations to the bookstore management to develop and improve bookstore programs, merchandise selection, services, and policies.

Reports to the President

Chair: Vice President of Administrative Services

Members: Faculty, staff, students, administrators representing instruction and student services, and bookstore representatives.

Meeting: Four times per year

Career and Technical Education (CTE) Advisory

Purpose: The CTE Advisory monitors campus-wide issues related to Career Technical Education initiatives. It reviews labor market information, trends in the regional economy, and data resources available to CTE faculty and administration. It tracks CTE program student success data and promotes best practices and provides guidance to the college on potential CTE growth areas, dual enrollment, and career pathways. It also makes recommendations for Perkins and Strong Workforce (SWP) funding.

Reports to the Vice President of Instruction

Chair: Dean of Instruction, Natural and Health Sciences

Members: Faculty and staff representing CTE programs

Meeting: Monthly

Commencement Advisory

Purpose: The Commencement Advisory organizes the annual commencement event.

Reports to the President

Chair: Dean of Student Services (Student Success, Equity, and Outreach)

Members: Faculty, classified professionals, students, and administrators representing instruction, student services, and administrative services

Meeting: As needed with emphasis in the spring semester

Disabled Student Program and Services (DSP&S) Advisory

Purpose: The Disabled Student Programs and Services (DSP&S) Advisory serves to review and make recommendations to the program, assist in new DSP&S program development, maintain liaison with various agencies, support DSP&S activities, campus events, and outreach for students who may benefit from DSP&S, and provide consultation on campus committees representing DSP&S.

Reports to the Dean of Students Services, A&R, Counseling, Categorical Programs, & Student Conduct.

Chair: DSP&S Director

Members: Categorical program faculty and community members and at a minimum, one student with disabilities

Meeting: As needed, at least annually

Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) Advisory

Purpose: The Extended Opportunity Programs and Services (EOPS) and the Cooperative Agencies Resources for Education (CARE) Advisory serves to assist the college in developing and maintaining effective programs and services.

Reports to the Dean of Students Services, A&R, Counseling, Categorical Programs, & Student Conduct.

Chair: EOPS Director

Members: Categorical program faculty, classified professionals, community members, and students from EOPS/CARE programs

Meeting: As needed, at least two times annually

Honors Program Advisory

Purpose: The Honors Program Advisory develops criteria by which student eligibility is determined, handles any problems or decisions of continuing student eligibility, selects Honors seminar titles and instructors, and recruits new students. The Advisory group meets monthly to review marketing materials, develop a program application, discuss scheduling and recruit potential instructors for the honors courses. The committee also decides who will review the applications submitted for admission and ultimately make the decisions on who will be admitted to the program.

Reports to the Vice President of Instruction

Chair: Honors Coordinator

Members: Dean of Instruction for Humanities & Humanities; Honors Faculty Coordinator, and faculty interested in the honors program

Meeting: Once per month

Institutional Effectiveness Advisory

Purpose: The Institutional Effectiveness Advisory reviews and evaluates institutional data, with a focus on equity, to advance educational quality and institutional improvement. It defines standards and institutional goals for student achievement and regularly assesses the college's performance against those standards and goals. It monitors and guides research and evaluation efforts to ensure that units, programs, initiatives, and planning efforts are supporting the college in carrying out its mission.

Reports to the President

Chair: Director of Institutional Research, Evaluation, and Planning

Members: Faculty, classified professionals, students, and administrators representing instruction, student services, and administration services

Meeting: Twice per month

LGBTQ+ College Advisory

Purpose: Advocate with and support LGBTQ+ students, faculty, classified professionals, and administrators to promote a welcoming and inclusive environment that advances student success and a sense of belonging for the LGBTQ+ community.

Reports to the Vice President of Student Services

Chair: Dean of Student Services (Student Success, Equity, and Outreach)

Members: Faculty, classified professionals, students, administrators representing instruction, student services, and administrative services.

Meeting: Monthly and as needed

Library Liaison Advisory

Purpose: The Library Liaison Advisory is a consultative body of faculty, staff, and students who work with the Clovis Community College librarian and library staff in the support and development of the library collections and services.

Reports to the Dean of Instruction, Humanities and Athletics

Chair: Librarians

Members: Faculty, classified professionals, and students representing instruction and student services

Meeting: At least once per semester

Literary Art Journal Advisory

Purpose: The Art Journal Advisory develops and publishes the annual faculty and student Art Journal.

Reports to the Dean of Instruction, Humanities and Athletics

Chair: Selected by the members

Members: Faculty, classified professionals, and students representing instruction and student services

Meeting: As needed with emphasis in the spring semester

Scholarship Advisory

Purpose: The Scholarship Advisory reviews scholarship applications and selects student award winners.

Reports to the Vice President of Administrative Services

Chair: Vice President of Student Services or designee

Members: Faculty, classified professionals, and administrators representing instruction and student services

Meeting: Only meets to select candidates.

Student Activities and Programs Advisory

Purpose: The Student Activities and Programs Advisory provides guidance and support for the development, implementation, and evaluation of student activities and programs. Classified Professionals, faculty, administrators, and student representatives collaborate to enhance the overall student experience, promote student engagement, and foster a vibrant campus community. The group may advise on event planning, policy development, student leadership opportunities, and more to ensure a well-rounded and enriching campus life for students.

Reports to the Vice President of Student Services

Chair: Dean of Student Services (Student Success, Equity, and Outreach)

Members: Administration, faculty, classified professionals, and student representatives.

Meeting: As needed, at least twice per semester

Tutorial Advisory

Purpose: The Tutorial Advisory is a consultative body of faculty, classified professionals, and students who work with the Clovis Community College Tutoring Center staff to support and provide these services.

Reports to the Dean of Instruction, Student Services, Outreach, Student Success, & Student Activities

Chair: Tutorial Center Coordinator

Members: Faculty and classified professionals representing instruction and student services

Meeting: Once per year, or as needed

Administrative Councils

Definition

Administrative councils assist the College's senior administration in coordinating the institutional logistics that implement the President's, Chancellor's, and Board's plans, procedures, and policies. The authority for organizational groups is derived from the President, Chancellor, and Board of Trustees who assign specific responsibilities to positions through job descriptions.

Administrative councils assess, discuss and make recommendations to a senior administrator about the general management and oversight of the College on a wide range of topics, such as resource allocation, personnel, staffing, instructional or student services issues, unit/program planning, safety, and emergency planning.

Administrative councils' membership is determined by the position held within the College.

President's Council

The President meets bi-monthly with all College managers to review Board actions, discuss college-wide issues, review comments, concerns, and endorsements regarding recommendations by the College Committees, as well as to coordinate the general management and oversight of the College on a wide range of topics.

The President also meets bi-monthly with the Vice Presidents and Deans to discuss college-wide issues affecting the instructional and student services programs.

Vice Presidents' Council

The President and Vice Presidents meet weekly to prepare Board actions, discuss issues of college-wide impact, and coordinate activities from various areas of responsibility.

Deans' Council

The Vice President of Instruction and Vice President of Student Services, and Deans meet weekly to discuss operational issues and share news from various areas of responsibility.

Department Chairs' Council

The Vice President of Instruction and Vice President of Student Services, Deans, Department Chairs, and Academic Senate President meet bi-monthly to provide recommendations on new staffing needs, operational issues, and budget allocations affecting the instructional and student services programs.

Note: Councils may meet more frequently, if necessary, to complete the work of the college.

Career Technical Education Advisory Groups

All CTE Programs are required by Title 5 to hold CTE Advisory Group meetings annually. These groups include local employers, community, faculty, and university representatives. They provide input and feedback to discipline faculty and programs regarding curriculum and workforce needs. (Title 5 55601)

These Advisories are to be differentiated from College Advisories, which are charged by the President and typically focus on a specific function or program.

Clovis Community College CTE Advisory Groups include:

- Accounting
- Art/Graphic Design
- Business Administration
- Commerical Music
- Computer Science and Network Technology
- Criminology
- Early Childhood Education
- Environmental Science/Plant Science/GIS
- Fitness Training
- Hospitality Management
- Industrial Automation
- Kinesiology
- Occupational Therapy Assistant
- Water Treatment and Distribution

District Councils, Committees, and Workgroups

Clovis Community College constituents participate in district-level decision-making as appropriate within their roles to inform district-wide planning and coordination committees.

The State Center Community College District Participatory Governance Model outlines the communication flow for Districtwide planning and decision-making.

Councils:

- Chancellor's Cabinet
- Communications Council

Committees:

- District Budget Resource Allocation Advisory Committee (DBRAAC)
- District Facilities and Safety Advisory Committee (DRSAC)
- District Legislative Committee
- District Staffing Advisory Committee
- District Strategic Planning Committee (DSPC)
- District Technology Advisory Committee (DTAC)
- Educational Coordinating and Planning Committee (ECPC)
- Equal Employment Opportunity Advisory Committee (EEO)

Workgroups:

- District Canvas Workgroup
- District Dual-Enrollment Workgroup
- District Guided Pathways Workgroup
- Matriculation Workgroup
- Student Access Workgroup

Note: See Appendix A for more detailed description and membership of each district group.

NORMS FOR PARTICIPATORY GOVERNANCE

These norms are established for all participatory governance groups (councils, committees, advisories, etc.) and enable a regular pattern of reporting, recording, and conducting business. By establishing these norms, we increase collegiality, communication, equity, and reporting structures that are essential for good conduct of business.

College Committee Membership

College Committee membership is generally limited to 16 faculty, classified professionals, administrators, and students. All members of the College Council and all College Committees, other than student representatives, generally serve two-year terms and members may be selected for additional terms. Each fall, college committee co-chairs will be selected by their respective constituent groups at the first meeting. Classified professional membership on College Committees includes appropriate CSEA representation.

Group Member Responsibilities

Members of all Clovis Community College Participatory Governance groups serve as representatives of their constituencies and are responsible for voice the perspectives of those they represent as well as provide feedback to their colleagues. All members of participatory governance groups are asked to fulfill the following responsibilities of group membership:

- Attend meetings
- Clearly articulate constituent views
- Introduce items, issues, or comments on behalf of constituents
- Function as a team member with other members of the group
- Follow through on tasks
- Report meeting outcomes back to constituent groups
- Work toward common understanding and consensus in an atmosphere of respect
- Support the implementation of recommendations once group consensus is reached
- If unavailable to attend a meeting, send an informed designee

The Academic Senate appoints faculty to committees. Appointees may include faculty coordinators. Faculty co-chairs are determined by the faculty sitting on each committee.

In the event a committee member is not able to perform the necessary responsibilities, co-chairs may recommend finding a replacement to the appropriate constituency president.

Resource Personnel

Clovis Community College Participatory Governance groups may enlist the assistance of persons with specialized knowledge or expertise to address specific agenda items. These persons will be identified as "Resource Personnel" on the agenda and in the committee minutes. People identified in operating agreements as resource personnel can be appointed to membership by the appropriate constituency group. It is the responsibility of the participatory governance group chair(s) to include all resource personnel on their distribution lists for agendas, minutes, and supporting documents.

Ad-hoc Group

Any participatory governance group chair with consensus of the group may convene an ad-hoc group. Ad-hoc groups are defined as a small group assigned by a recommending group (governance, committee, advisory, or organizational group) to complete a short-term task and report back to the group for further review, discussion, or action.

Beginning of Academic Year

The first meeting annually of each Clovis Community College Participatory Governance group includes:

- A detailed review of the operating agreement for the specific committee on which members are serving
- A detailed review of the Norms for Participatory Governance Groups
- Establishment of goals for the academic year that align with the Purpose of the Group.
- Review current membership (each semester)

End of the Academic Year

The last meeting annually of each Clovis Community College Participatory Governance group includes:

- A review and assessment of the group's goals and accomplishments
- Committee co-chairs submit a report of the group's annual goals and accomplishments to College Council

Procedures for Developing Recommendations

Recommendations to the President developed by College Council and college committees will be developed by consensus. Consensus is defined as the group's general agreement and does not require unanimous agreement. Consensus requires that representatives from faculty, administration, and classified professionals as applicable, be in attendance.

Recommendations made in college committees should be forwarded to College Council co-chairs. The college committee chair or designee should attend the meeting when the item is agendaized as a resource for the recommendation.

Procedures for Presidential Responses to Recommendations

- For recommendations related to an operational issue or other area of responsibility delegated to the President by the Chancellor, the President will review the recommendations and will do one of the following:
 - If in agreement with the recommendation, the President will approve the recommendation and direct implementation or make minor modifications, direct implementation, notify the governance group about the minor modification, and document the decision;
 - If not in agreement with the recommendation, the President will return the recommendation to the group with the President's feedback for further consideration or will deny the recommendation.

- For recommendations that require action by another College or District group, the President will do one of the following:
 - If in agreement with the recommendation, the President will forward the recommendation to responsible College or District individual or group for their consideration or action.
 - If not in agreement with the recommendation, the President will return the recommendation to the group with the President's feedback for further consideration.

In all instances, the President will notify the originating group about the status of the recommendation.

Meeting Records

Minutes of meetings are recorded on a standardized, accessible template (See appendix B/C). When appropriate, email exchanges may take the place of a face-to-face meeting. In this case, committee business should be included on a template and may include documentation of the email exchange or other electronic discussion.

Meeting summaries are distributed for corrections and are posted online after approval. To support college-wide communication, draft minutes for each Governance Body and standing committee should be posted online within one week of the meeting. Approved minutes should be posted online no later than three working days following the meeting.

Meeting Schedule

To encourage broad participation and awareness of the flow of recommendations, a master schedule of Governance Group, College Committee, College Advisory, and Administrative Council meetings is distributed college-wide and posted on the website.

Brown Act

The Ralph M. Brown Act is an act that guarantees the public's right to attend and participate in meetings of local legislative bodies. Within the Brown Act, legislative bodies include governing bodies and their subsidiary bodies. Subsidiary bodies are defined as "any board, commission, committee or other body of a local agency created by charter, ordinance, resolution or formal action of a legislative body itself". At Clovis Community College, groups subject to the Brown Act are:

- Academic Senate
- Academic Standards Committee
- Associated Student Government
- Curriculum Committee
- Distance Education Committee
- Equivalency Committee
- Flex Committee
- Open Educational Resources (OER) Committee

For more information on the Brown Act, please visit: <https://leginfo.legislature.ca.gov/>.

Open Meetings

All Governance Body and College Committee meetings are open to the public with the exception of Academic Standards, Equivalency, Sabbatical, and Salary Advancement.

District and College Decision-Making Processes

District and College decision making processes are consistent with the guidelines in Board Policies 2510 and 5400 and Administrative Regulations 2510 and 5400 as described in the district *Roles of Constituents in District Decision-Making*. These decision-making processes ensure opportunities for meaningful collaboration and that constituent groups have the opportunity to participate and provide input.

Continuous Cycle of Improvement

At Clovis Community College, three guiding principles for our college planning are: Community, Equity, and Innovation. Each of these guiding principles contribute to student success, and each piece of our integrated planning model is designed and evaluated with these principles in mind. This document was developed as part of our Integrated Planning process (See Figure 1)

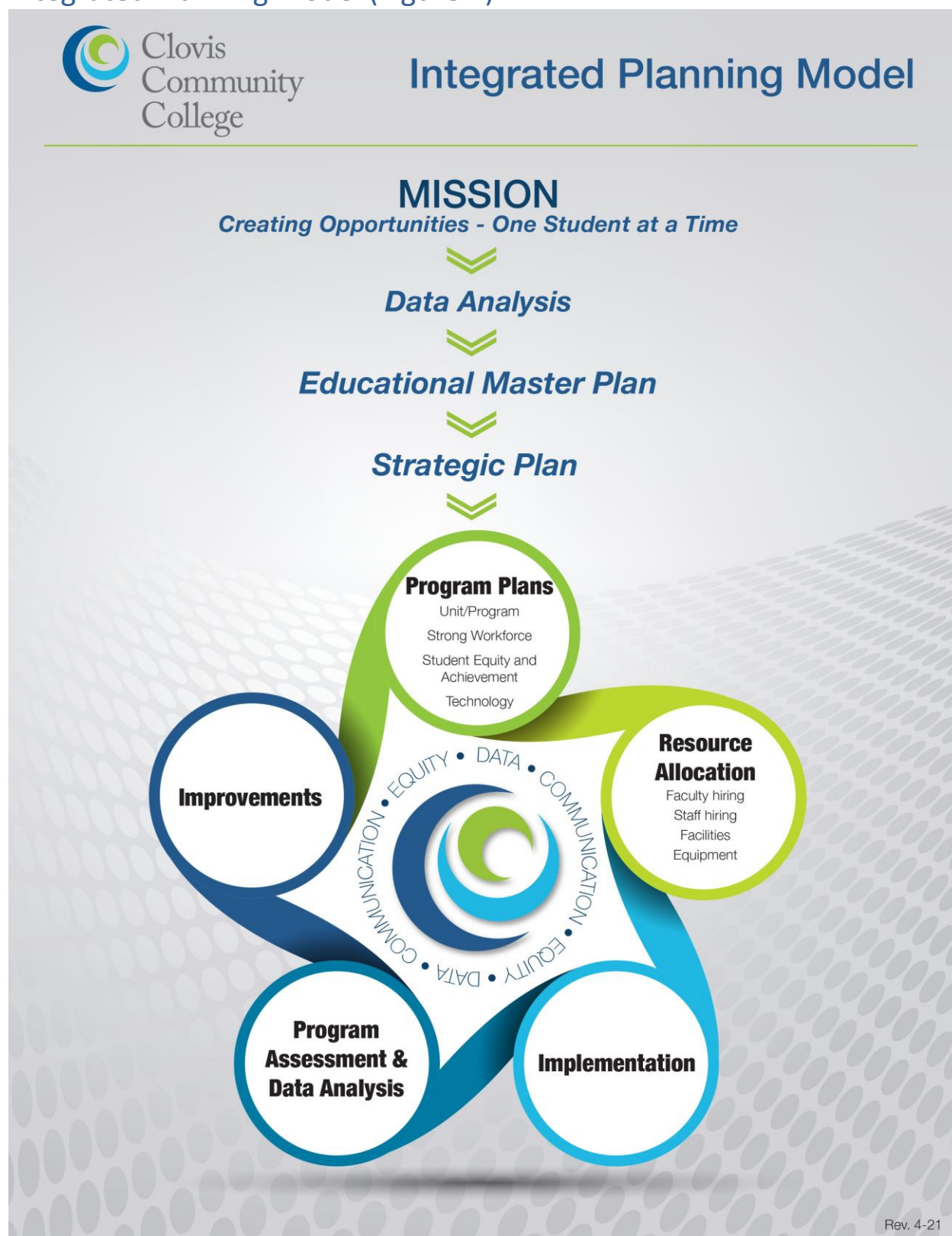
As the college grew from a center to an independent college, members of the college community began to notice that the original participatory governance structure no longer met our decision-making and communication needs. Based on this input, and as the overarching participatory governance group, College Council agreed that it was time to review and revise the governance structure to meet the needs of our growing, independent college.

The participatory governance and communication structures outlined in the Governance Handbook 2017-2018 supported the College's recently updated Integrated Planning model and the college mission. The College Council assessed this college participatory governance structure during spring 2018 and implemented revisions for the 2018-2019 Governance Handbook.

As part of the ongoing cycle of improvement, the college assessed the participatory governance structure during the spring semester of 2019, 2020, 2021, 2022, and 2024. Since the college implemented a new structure in 2019, we were constantly re-evaluating our structure. In 2022, we were able to return to our two-year review cycle of participatory governance.

The Governance Handbook was updated each spring with changes effective the following fall semester. The current Governance Handbook 2024-2026 reflects the most recent modifications. The next formal review will be during spring 2026. However, this being a living document, updates will be made as needed to support the needs of the college. Any changes to the Governance Handbook will be noted in Appendix D.

Integrated Planning Model (Figure 1)



Appendix A: District Committee & Workgroup Information

Chancellor's Cabinet

Purpose: Solve administrative problems of districtwide concern that are not solved elsewhere in the organization; share administrative information of districtwide interest/concern; Coordinate/guide districtwide planning and budgeting for districtwide attention and input; clarify and/or define districtwide operational policies and procedures and make recommendations to the Chancellor as appropriate; define standards of fairness and equity among the colleges/district office regarding resource allocations; make management decisions or recommendations to the Chancellor regarding personnel, litigation or collective bargaining matters; clarify or interpret, from a management perspective, union contracts for districtwide consistency in implementation

Chair: Chancellor

Members: Chancellor, College Presidents, District Administrators

Meets: Every Monday at 2:00 p.m.

Communications Council

Purpose: The Communications Council was formed to provide a venue for college/district constituency groups to participate in local decision-making. The Communications Council reviews the Board agenda and discusses items on the agenda as well as other topics regarding participatory governance.

Chair: Chancellor

Members: District Administrators, College Presidents, Academic Senate Presidents, Classified Senate Presidents, Associated Student Government Presidents, Student Trustees

Meets: Tuesdays prior to Board of Trustees meetings at 9:00 a.m.

Data Governance Committee

District Budget and Resource Allocation Advisory Committee (DBRAAC)

Purpose: The DBRAAC is the district's highest-level financial resource planning body. Its purpose is to recommend an allocation plan for the distribution of district resources and to provide input into financial matters of the district. This includes, but is not limited to, cost savings strategies, revenue generation strategies, and resource allocation modifications.

Chair: Vice Chancellor of Finance and Administration

Members: Two Academic Senate Representatives from each college, One AFT Representative, Three CSEA Representatives, Three ASG Representatives, One administrator from each college, Vice Chancellor of Finance and Administration, and the Director of Finance

Meets: Every 1st and 3rd Friday of the month

District Legislative Committee

Purpose: The District Legislative Committee coordinates legislative action and proposals for the District where possible. Its purpose is to provide information on pending legislation and act as a legislative advocate in general for Community Colleges. The recommendations of this committee are not binding on all the representative groups unless agreed to in advance. The District recognizes and respects that some of the organizations represented have their own legislative agendas that may be in conflict with other member's agendas. Chair: Executive Director of Public & Legislative Relations

Members: College Public Information Officers, a trustee, and a student representative

Meets: Once per semester

District Strategic Planning Committee (DSPC)

Purpose: The DSPC is the district's planning body. Its purpose is to recommend district goals and objectives that align with the districts' Strategic Plan; to recommend guidelines and measurements by which to monitor progress towards the completion of these goals and objectives; to coordinate planning between the district and colleges/centers; to ensure that the colleges'/centers' strategic plans align with the district's Strategic Plan.

Chair: Vice Chancellor of Educational Services & Institutional Effectiveness

Members: Academic Senate Representative from each college, AFT Representative, Two CSEA, TWO Classified Senate Representatives, One administrator from each college, District Administrator

Meets: 2nd Fridays at 3:30 p.m.

District Technology Advisory Committee (DTAC)

Purpose: The Districtwide Technology Advisory Committee (DTAC) is the District's policy and planning body for areas involving technology. Its purpose is to recommend District initiatives to the Chancellor's Cabinet regarding technology that aligns with the District's Strategic Plan.

Chair: District Chief Technology Officer

Members: Vice Chancellor of Educational Services & Institutional Effectiveness, District Director of Information Systems, District Enrollment Management Manager (non-voting), District Director of Enrollment Management (non-voting), District Director of Enterprise Technology Architecture (non-voting), District Senior Applications Developer (non-voting), CCC/MCC Director of Technology Services, FCC Director of College Technology Services, RC Director of College Technology Services, one faculty representative selected by Academic Senate, one faculty union representative, two classified representatives selected by the CSEA, two classified representatives selected by Classified Senate, one student representative from each college, one administrator from each college

Meets: 1st Friday from 9:00 a.m. – 10:30 a.m.

Educational Coordination and Planning Committee (ECPC)

Purpose: Review and recommend to the Board of Trustees new and revised curriculum proposals, including courses, programs and degrees. The Committee will also be in charge of district wide common catalog language.

Chair: Vice Chancellor of Educational Services & Institutional Effectiveness

Members: Vice Chancellor of Educational Services & Institutional Effectiveness, President of each college, Vice President of Instruction from each college, Academic Senate President from each college, Curriculum Chair from each college, Curriculum Analyst from each college, Articulation Officers from each college (non-voting), Vice President of Student Services from each college (non-voting)

Meets: 3rd Friday of each month at 8:30 a.m.

Equal Employment Opportunity Advisory Committee (EEO)

Purpose: To assist in developing and implementing the district's Equal Opportunity Plan. The committee may also assist in promoting understanding and support of equal employment opportunity and nondiscrimination policies and procedures. The committee may sponsor events, trainings, or other activities that promote equal employment opportunity, nondiscrimination, retention, or diversity.

Chair: Elected by committee

Members: Vice Chancellor of Finance and Administration or designee, Vice Chancellor of Educational Services and Institutional Effectiveness or designee, Vice Chancellor of Human Resources, Director of Classified Personnel, Director of Human Resources, One Administrator from each college and the Madera and Oakhurst Centers, One Academic Senate representative from each college and the Madera and Oakhurst Centers, One Classified representative from each college and the Madera and Oakhurst Centers, SCFT president or designee.

Meets: Two meetings per year with additional meetings if needed

District Facilities and Safety Committee

Purpose: In accordance with Board Policy 2510, the Districtwide Facilities & Safety Committee will operate on a collaborative and communicative level to assist in meeting the mission, vision, and values of the college/centers and the district through safe and effective facilities that support excellence in education.

Chair: Vice Chancellor of Operations and Information Systems

Members: Vice Chancellor of Operations & Information Systems, Two Academic Senate Representatives from each college, One Classified Senate Representative from each college, Three CSEA representatives, Vice President of Administrative Services from each college, Chief of Police, Director of Environmental Health & Safety, Chancellor (non-voting), Vice Chancellor of Finance & Administration (non-voting)

Meets: 2nd Thursdays at 9:00 a.m.

District Dual-Enrollment Workgroup

Purpose: The Dual Enrollment Advisory/workgroup reviews best practices, mainstreams timelines, provides suggestions for districtwide changes and works with instruction and student services onboarding of students to programs within the SCCC.

Chair: Vice Chancellor of Educational Services and Institutional Effectiveness or Designee, Vice President of Student Services/Instruction/Educational Services

Members: TBD

Meets: 2nd Friday of each month

District Guided Pathways Workgroup

Purpose: The SCCC Guided Pathways Workgroup promotes collegial understanding and collaboration on topics and activities related to strategies that support the colleges' effort to implement guided pathways. The workgroup also makes recommendations on district-wide coordination of design principles.

Chair: Vice Chancellor of Educational Services and College Vice President selected by the Chancellor

Members: Guided Pathways leads from each college, District Executive Director of Institutional Research, Chief Technology Officer, District Director of Enrollment Management, Vice Chancellor of Human Resources or designee, five students determined by campus Guided Pathways leads

Meets: 3rd Wednesday of each month

Matriculation Workgroup

Purpose: The District wide Matriculation work group is composed of faculty, staff, and administrators, whose common goal is to develop and implement practices that will enhance the student's matriculation process at State Center Community College District (SCCCD) campuses and centers. A key goal of the workgroup is to review resources allocated to the district wide matriculation process and develop a plan for the effective distribution of resources in accordance with district outreach efforts. The workgroup will review enrollment trends in the District and develop a comprehensive set of processes for the efficient

matriculation of students into SCCC campuses and centers. The work group will solicit and review input from local high schools and community constituency groups to ensure broad dialogue regarding the matriculation process at SCCC. The work group will focus on improving student access to SCCC campuses and centers, while emphasizing student success and educational goal completion through the quality of services delivered.

Chair: District Dean of Admissions and Records

Members: Assistant to the Chancellor, Dean of Students or designee from each college, Dean of Student Services responsible for Outreach or similar position from each college, Matriculation Coordinator from each college, Counselor from each college

Meets: 2nd Tuesday of each month

Student Access Workgroup

Purpose: The Districtwide Student Access Workgroup will operate on a strategic level focusing on districtwide topics and activities related to student access. This workgroup will provide guidance for districtwide access strategies; however, it is not intended to influence the schedule development process, program and course offerings, and student success initiatives. Those matters are in the hands of local committees and process at each college.

Chair: District Dean of Admissions and Records, Vice President of Instruction & Student Services, CCC

Members: One Dean of Instruction from each college, Dean/Director of Outreach from each college, Enrollment Management lead from each college, Vice President of Student Services from each college, One faculty member from each college, One student from each college

Meets: 1st Wednesday of each month

Appendix B: Agenda Template (Accessible Format)

College Committees Meeting

Agenda Template

Date/Location/Time

Creating Opportunities – One Student at a Time

Mission Statement

- We honor diversity and serve all students of our community.
- We promote opportunities for success and wellness through full access to programs and services, and we provide comprehensive student support to achieve equity.
- We foster critical, creative, and engaged thinking through education, based on integrity, generosity, and accountability.
- We support student success along pathways to certificates, degrees, and transfer programs, preparing students for thriving futures.
- We build community partnerships to enhance student learning and success, thereby advancing economic vitality in the community.
- We engage in reflective research and innovation focused on learning and student success.

Vision Statement

Clovis Community College is the college of choice for academic excellence, innovation, and student achievement.

Purpose

College Council is the overarching participatory governance group of Clovis Community College. Its authority as a governance group is derived from the President and Board of Trustees. The purpose of the College Council is to provide a venue for constituency groups to participate in developing recommendations that have College-wide and District-wide impact. The College Council provides the President with varied perspectives by which to evaluate recommendations and make final decisions.

I. Welcome/Call to Order

II. Review of Minutes

III. New Business

IV. Old Business

V. Future Agenda Items/Other

Next Meeting:

Appendix C: Minutes Template (Accessible Format)

College Committee Meetings

Minutes Template

Date/Location/Time

Creating Opportunities – One Student at a Time

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I. Welcome/Call to Order

II. Attendance

Present:

Absent:

Guests:

III. Review of Minutes

IV. New Business

V. Old Business

VI. Future Agenda Items/ Other

Appendix D: Continuous Cycle of Improvement

Curriculum Committee

There are eight departments now, so the membership was changed from seven additional faculty to eight additional faculty appointed by Academic Senate. This change was made on 03/16/2023.

Equivalency Committee

Operating Agreement updated to reflect the most recent version. This change was made on 03/28/2023.

Amendment to Governance Handbook 2024-2026

Following the approval of the Governance Handbook 2024-2026 by the College Council at the 05/02/2024 meeting, the following additions were made. A consensus from the College Council at the 08/22/2024 meeting to move forward the additions.

- Added meeting times to the Faculty Professional Development Funding Committee
- Added the Mission, Vision, and Values statement to the Agenda and Minutes Templates (Appendix B and C)