



Clovis Community Collge  
**2017/2018 Governance Handbook**

Draft Version 1.0



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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 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, will be periodically reviewed and revised as part of the institutional cycle of continuous quality improvement.

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

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Lori Bennett, Ed.D., College President

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Liz Romero, Academic Senate President

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Jason Mendez, Classified Senate President

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Bryndis Arnasdottir, Associated Student Government President

## Mission Statement

### Creating Opportunities – One Student at a Time

- We embrace diversity and serve all students of the community;
- We believe education is based on integrity, generosity, and accountability;
- We foster critical, creative, and engaged thinking;
- We support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs;
- We cultivate community partnerships to enhance student learning and success;
- We engage in reflective, data-driven cycle of research and innovation focused on learning and student outcomes.

## Vision Statement

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

## 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:



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.

## 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  
Associated Student Government  
Classified Senate  
College Council

**Academic Senate**  
Operating Agreement  
Governance Body

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 his/her 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. The areas underlined below (items 1-5) are those that are within the “rely primarily upon” provisions of Title 5 53200 and the Education Code 70901. 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 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  
Equivalency  
Flex Day

Membership:

President\*

Vice President\*

Past President\*

Secretary\*

Curriculum Chair\*

Two faculty from each department that are elected by the members of that department.

Senators are chosen during opening day of the fall semester.

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

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

**Academic Standards Committee**  
Operating Agreement  
Academic Senate Standing Committee

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 Instruction and 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: The committee shall meet monthly on a specified day at a time not in conflict with the schedules of the committee members. The meeting schedule may be adjusted by the committee co-chairs as needed. The first meeting of each semester is held on opening day.

**Curriculum Committee**  
Operating Agreement  
Academic Senate Standing Committee

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.

- 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:

Academic Chair is a faculty member elected by the faculty at large (two-year term)

Members:

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

Articulation Officer

Curriculum Analyst (non-voting)

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

Meets: Every Monday from 3:30 – 5:00 p.m.

**Equivalency Committee**  
Operating Agreement  
Academic Senate Standing Committee

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 minimum qualifications defined by the state chancellor's office.

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: Monthly as needed

**Flex Day Committee**  
Operating Agreement  
Academic Senate Standing Committee

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

## Associated Student Government

### Operating Agreement Governance Body

#### 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: Every Wednesday from 2:00-3:00 p.m.

**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\*

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

Meets: 4<sup>th</sup> 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.

- Develop and monitor implementation of the College’s educational master plan and strategic plan
- Review the *Annual Report on the Strategic Plan*
- Develop and implement the periodic review of the College Mission and Vision Statements and participatory governance structure
- Assess the College’s model of integrated planning
- Make recommendations to the President on the budget, the integration of planning and resource allocation, and other college-wide and district-wide matters
- Make recommendations to the President regarding board policies and administrative procedures
- Develop or suspend committees as needed through use of ad-hoc groups to research, analyze, and make recommendations
- Make recommendations to the President regarding the implementation and progress of major college-wide planning and initiatives
- Receive and review periodic updates and reports from committees
- Promote communication and foster awareness among the students, faculty, classified staff, 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 College Council has approved an ad hoc, the College President, Academic Senate President, and Classified Senate President or their designees will assist the President in determining the charge and membership of the ad hoc group.

Reports to the President

Membership

Co-chairs:

College President  
Vice President of Administrative Services

Members:

4 Additional administrators appointed by the President  
Academic Senate President  
Immediate Past Academic Senate President

4 additional faculty members, including one adjunct faculty member and one Academic Senate  
SCFT representative appointed by the Academic Senate  
Classified Senate President or designee  
2 additional Classified representatives appointed by the Classified Senate  
1 Classified representative appointed by CSEA  
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 representatives maybe included as necessary.

Meets: 2<sup>nd</sup> and 4<sup>th</sup> Friday during the academic year from 2:00-3:30 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 program review, 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
- Environmental Health & Safety, and Facilities Committee
- Outcomes & Assessment Committee
- Professional Development Committee
- Program Review Committee
- Sabbatical Committee
- Salary Advancement Committee
- Student Success & Equity Committee
- Technology 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 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 process.

\*As needed, *ad-hocs* will be formed for each accreditation standard, and will be led by tri-chairs: one administrator, one faculty member, and one classified staff representative

Reports to the President via College Council

Membership

Tri-Chairs:

Vice-President of Instruction and Student Services  
Faculty member appointed by the Academic Senate  
Classified member appointed by the Classified Senate

Members:

Four additional administrators appointed by the President  
Four additional faculty members appointed by the Academic Senate  
Four additional classified staff appointed by the Classified Senate  
One Student representative appointed by the Associated Student Government

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

**Environmental Health & Safety and Facilities Committee**  
Operating Agreement  
College Committee

Purpose

The Environmental Health & Safety and Facilities Committee makes recommendations on college-wide planning related to facilities. The committee is also responsible for reviewing and making recommendations on issues regarding the health and safety on campus.

- 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
- Participate in the development of the District five-year capital construction plan
- Monitor and document development of new facilities (included in Measure C)
- Monitor and document progress on facilities goals included in the college Strategic Plan
- Review and prioritize facilities requests identified in action plans and program review
- Review reports of accident investigations and safety and health inspections, and recommend corrections of safety hazards if needed
- Review plans and schedules for ongoing maintenance, grounds, and building services and recommend revisions if needed
- Develop, implement, and monitor the college Health & Safety Plan
- Review facility, safety, and health issues/requests.

Reports to the President via College Council

Membership

Co-Chairs:

Vice-President of Administrative Services  
Faculty member appointed by the Academic Senate

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)  
Four classified staff appointed by the Classified Senate, (recommend at least one from a student services program)  
One Student representative appointed by the Associated Student Government

Committee Resources:

Health Services Coordinator (non-voting)\*  
DSPS Counselor/Coordinator (non-voting)\*  
District Office representatives, as needed (non-voting)  
*\*Unless appointed by respective constituency as one of their voting members*

Meets: Every 3<sup>rd</sup> Wednesday during the academic year from 2:00-3:00 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, general education (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 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 Student Learning Outcomes Coordinator.

### Reports to the President via College Council

### Membership

#### Co-Chairs:

Dean or Director appointed by the Vice-President of Instruction and Student Services  
Faculty member appointed by the Academic Senate

#### Members:

Three additional administrators appointed by the Vice President of Instruction and Student Services  
Three additional faculty members appointed by the Academic Senate  
Two classified staff appointed by the Classified Senate  
One Student representative appointed by the Associated Student Government  
Office of Institutional Research representative appointed by the President

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

Note: Committee members will engage outcomes and assessment training workshops.

Meets: Every 1<sup>st</sup> and 3<sup>rd</sup> 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.

- Conduct employee surveys to determine professional development needs
- Plan, implement, and assess college-wide professional development opportunities that support employee professional development needs and college-wide 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, which includes Classified representatives, 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:

Dean or Director appointed by the Vice-President of Instruction and Student Services  
Faculty member appointed by the Academic Senate

#### Members:

One additional administrator appointed by the Vice-President of Instruction and Student Services  
One additional faculty member appointed by the Academic Senate  
Two Classified staff appointed by the Classified Senate

#### Committee Resources:

Director of Student Success, Equity, and Outreach (non-voting, as needed)\*  
Grants/Initiatives Coordinators (non-voting, as needed)\*  
Instructional Designer (non-voting, as needed)\*

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

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

**Program Review Committee**  
Operating Agreement  
College Committee

Purpose

The Program Review Committee oversees the college's Program Review process in order to facilitate intentional self-evaluation and planning, and to assist programs in completing the Program Review process according to the timeline.

- Review and evaluate the effectiveness of the annual and comprehensive program (or unit) review process, policies, and procedures
- Provide guidance and training in developing program review reports and substantiation for goals
- Review and verify the report's substantiation of program review goals, and provide feedback to programs/service units
- Provide an annual program review report to the College Council
- Monitor and update the program review handbook
- Advise and support the Program Review Coordinator.

Reports to the President via College Council

Membership

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

Co-Chairs:

Dean or Director appointed by the Vice-President of Instruction and Student Services  
Faculty member appointed by the Academic Senate

Members:

Three additional administrators appointed by the Vice-President of Instruction and Student Services  
Three additional faculty members appointed by the Academic Senate  
Two Classified staff appointed by the Classified Senate  
One Student representative appointed by the Associated Student Government

Meets: Every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday during the academic year from 2:00-4:00 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 President

Membership

Chairperson:

Vice President of Instruction and Student Services (non-voting)

Members:

Four Deans, appointed by the President

Four 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.

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Meets: TBD

**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 elected by the committee

Members:

Administrator, appointed by the College President

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

Meets: As needed in order to meet the contractual deadline of forwarding recommendations to the President by Wednesday of the first (1<sup>st</sup>) week of instruction during the fall semester.

## **Student Success and Equity Committee**

Operating Agreement  
College Committee

### Purpose

The Student Success Committee coordinates and makes recommendations on college-wide planning related to student success and equity activities.

- Develop, monitor, and evaluate the effectiveness of the Integrated Student Success and Equity Plan
- Review and evaluate annual student success and equity data
- Develop and implement strategies that improve student retention and success, with a special focus on “underprepared” students
- Recommend support programs and services that promote student equity
- Provide an annual summary of outcomes/achievements to the College Council Develop best practices and provide training related to improving student success.

Note: This committee will rely on *ad-hocs* for various efforts. For example: Data, ESL, On Course/Basic Skills/FYE, SSSP/Consolidated Plan, Assessment, etc.

### Reports to the President via College Council

### Membership

#### Co-Chairs:

Vice President of Instruction and Student Services or designee  
Faculty member appointed by the Academic Senate

#### Members:

Three additional administrators appointed by the Vice-President of Instruction and Student Services

Three additional faculty members appointed by the Academic Senate

Four Classified staff appointed by the Classified Senate (including Admissions & Records, Outreach, Institutional Research, and at-large)

Up to three Student representatives appointed by the Associated Student Government

#### Committee Resources:

Up to three additional students, as available (non-voting)

Meets: Every 4<sup>th</sup> Thursday during the academic year from 3:00-4:30 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
- Recommend and evaluate technology initiatives outlined in the College Strategic Plan
- Review and prioritize technology requests identified in action plans and program review
- Coordinate and deliver technology-related training
- Research and pilot new technology to support student success

Reports to the President via College Council

Membership

Co-Chairs:

- Dean of Technology
- Faculty member appointed by the Academic Senate

Members:

- One additional administrator appointed by the Vice-President of Administrative Services
- One additional faculty member appointed by the Academic Senate
- Two Classified staff appointed by the Classified Senate
- One Student representative appointed by the Associated Student Government

Committee Resources:

- Distance Education Coordinator (non-voting, as needed)
- Instructional Designer (non-voting, as needed)
- MCRT, Network Coordinator (non-voting, as needed)
- Director of Marketing and Communications (non-voting, as needed)
- Webmaster (non-voting, as needed)

Meets: Every 3<sup>rd</sup> Wednesday during the academic year from 3:00-4:00 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.

### 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 Social Sciences

Chair: Selected by the members

Members: Faculty, staff, and students representing instruction and student services

Meeting: As needed with emphasis in the spring semester

### 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 and career pathways. It also makes recommendations for Perkins funding allocation.

Reports to the Vice President of Instruction and Student Services

Chair: Dean of Instruction, Career Technical Education

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: TBD (selected by the President)

Members: Faculty, staff, students, and administrators representing instruction, student services, and business services

Meeting: As needed with emphasis in the spring semester

### Disabled Students Programs and Services Advisory

Purpose: The Disabled Students Programs and Services Advisory serves to review and make recommendations to the programs.

Chair: DSPS Coordinator

Members: Categorical program faculty and community members

Meeting: As needed, at least 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, chooses field trips, selects Honors seminar titles and instructors, and recruits new students. The committee meets in October and March 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 Vice President of Instruction and Student Services

Chair: Selected by the members

Members: Deans of Instruction and faculty interested in the honors program

Meeting: Once per semester

### **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 Social Sciences

Chair: Librarian

Members: Faculty, staff, and students representing instruction and student services

Meeting: Once per semester

### **Scholarship Advisory**

Purpose: To review scholarship applications and select student award winners, and to organize the scholarship event.

Reports to the Vice President of Administrative Services

Chair: Director of Financial Aid or designee

Members: Faculty, staff, and administrators representing instruction and student services

Meeting: At least once per semester

### **Tutorial Advisory**

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

Reports to the Dean of Instruction, Humanities and Social Sciences

Members:

Chair: Tutorial Center Coordinator

Members: Faculty and staff representing instruction and student services

Meeting: Once per year, or as needed

## **Administrative Councils**

### **Definition**

Organizational groups 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.

Organizational groups 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, program review, safety, and emergency planning.

Organizational group 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, Deans, and Director of Student Success, Equity, and Outreach 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/Director Council**

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

### **Department Chairs Council**

The Vice President of Instruction and Student Services, Deans, Director of Student Success, Equity, and Outreach, Department Chairs, and Academic Senate President meet 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 employer, 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:

- Arts and Music
- Business Administration
- Child Development
- Criminology
- Food Safety and Quality
- Health Care Interpreter
- Information Systems
- Kinesiology
- Mechtronics (Advanced Manufacturing)
- Medical Assisting
- Occupational Therapy Assistant
- Rehabilitation Aide
- 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 Staffing Advisory Committee  
District Strategic Planning Committee (DSPC)  
Educational Coordinating and Planning Committee (ECPC)  
Equal Employment Opportunity Advisory Committee (EEO)  
District Facilities and Safety Committee  
International Education Committee

### Workgroups:

Curriculum Workgroup  
District Career Technical Deans Workgroup  
District Research Workgroup  
Matriculation Workgroup  
Statewide Common Assessment Workgroup  
Student Access Workgroup  
Vice Presidents Group

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

## **NORMS FOR PARTICIPATORY GOVERNANCE**

### **College Committee Membership**

With the exception of the Accreditation Steering Committee, College Committee membership is generally limited to 15 faculty, staff, administrators, and students. All members of College Council and all College Committees, other than student representatives, serve two-year terms and members may be selected for additional terms. College Committee Co-chairs will be selected by their respective constituent groups prior to the first meeting. Classified 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 to 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

After consultation with the college President, Academic Senate appoints faculty to committees. 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 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.

### **Ad-hoc Group**

Any committee 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 charge 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.

## 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 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 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, he/she 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, she/he 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, he/she will forward the recommendation to responsible College or District individual or group for their consideration or action.
  - If not in agreement with the recommendation, she/he 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 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 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 prior to the beginning of fall semester.

## **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

Associated Student Government

College Council

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**

These 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.

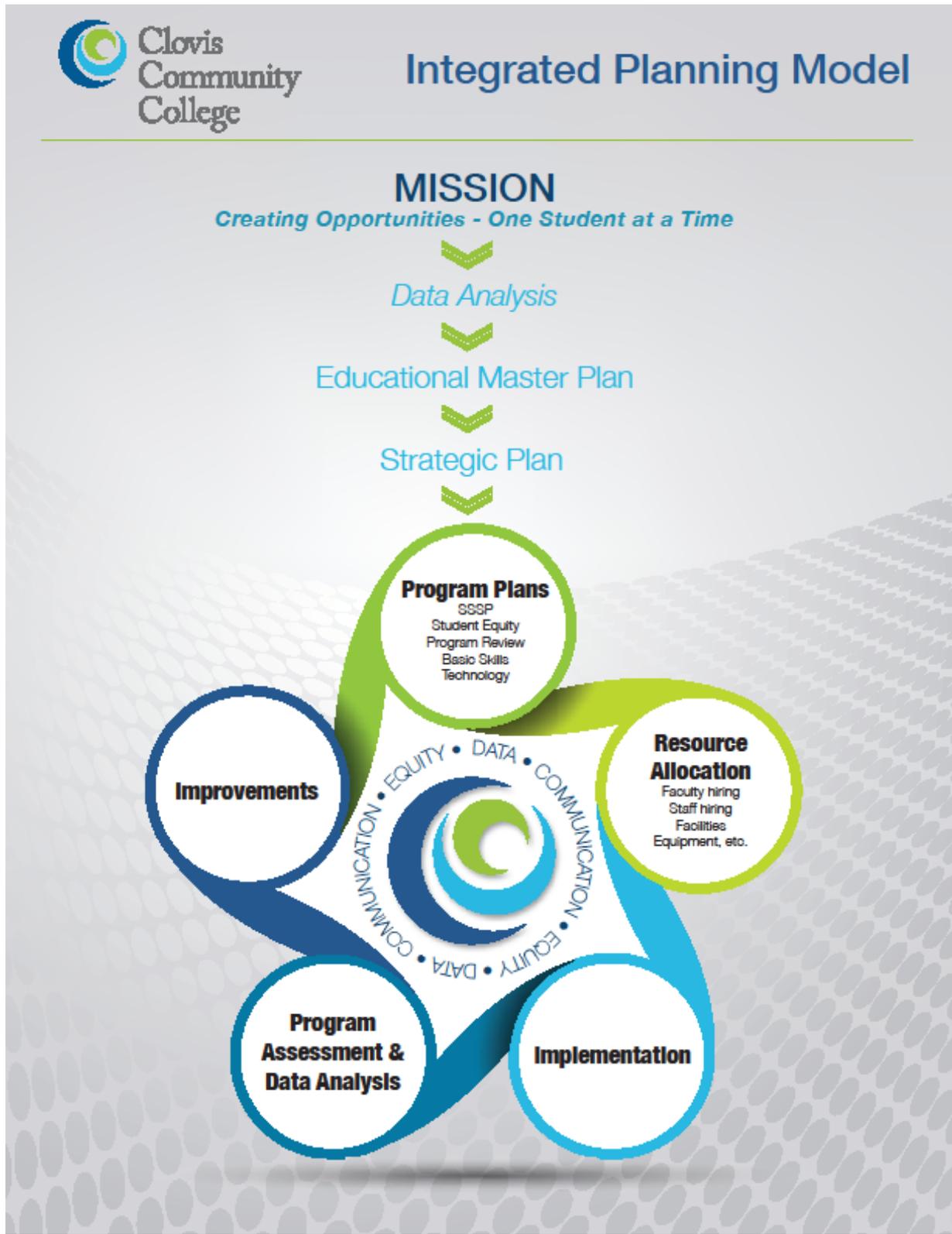
## **Continuous Cycle of Improvement**

At Clovis Community College, three guiding principles for our college planning are: Communication, 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 has grown from a center to an independent college, members of the college community began to notice that the current participatory governance structure was no longer meeting 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 support the College's recently updated Integrated Planning model and the college mission. College Council will assess this college participatory governance structure during spring 2018, and will implement any revisions in the 2018-2021 Governance Handbook.

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.

### 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

### District Staffing Advisory Committee

Purpose: The purpose of the District Staffing Advisory Committee is to:

- Oversee and evaluate implementation of the HR Staffing Plan (Plan)
- Make recommendations to the Chancellor's Cabinet regarding staffing request, and metrics and tools used to inform the decision making process.

Chair: Vice Chancellor of Human Resources

Members: Academic Senate Representative from each college, SCFT Representative, Two CSEA and one Classified Representative with one from each college, One administrator from each college, Vice Chancellor of Human Resources, Vice Chancellor of Finance and Administration or designee, Director of Human Resources, Director of Personnel Commission

### **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: Second Fridays at 3:30 p.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: Third 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: Second Thursdays at 9:00 a.m.

### **International Education Committee**

Purpose:

Chair: Coordinator of International Education

Members:

Meets:

### **Curriculum Workgroup**

Purpose: Review curriculum proposals and identify any potential conflicts or issues before they are forwarded to ECPC.

Chair: Vice Chancellor of Educational Services and Institutional Effectiveness

Members: Curriculum Chairs from each college, Academic Senate Presidents from each college, Curriculum Analysts from each college, Vice Presidents of Student Services from each college, Vice Presidents of Instruction from each college, Vice President of Madera and Oakhurst, Articulations Officers from each college, and any interested faculty.

Meets: First Wednesday of each month alternating between 8:30 a.m. and 3:30 p.m.

### **District Career Technical Deans Workgroup**

Purpose: The primary focus for the SCCCD Career Technical Education (CTE) Deans' Workgroup is to provide a forum to discuss, plan, and coordinate current and future needs for CTE programs in the Central Valley region. Central to this function is improving coordination of CTE strategic planning and coordination of campus efforts throughout the District in areas such as PERKINS funding initiatives and other CTE opportunities as they arise.

Chair: District Dean of Workforce and Adult Education

Members: Vice Chancellor of Educational Services & Institutional Effectiveness, District Dean of Workforce and Adult Education, CTE Deans of Instruction from each college, Contract Education representative, Apprenticeship representative, Central/Mother Lode Regional Consortium Region Chair

Meets: Third Thursday of each month, 8:00-9:30 a.m.

### **District Research Workgroup**

Purpose: Develop a comprehensive plan to increase research capacity districtwide; develop common research definitions that will be used districtwide; develop a district research agenda to advance the district mission and support strategic planning; design a menu of standards/methodologies to guide the production of research studies across the district; develop common data elements of different data files for researchers; establish and evaluate district data warehouse; develop procedures to review and prioritize research requests, not included in the established agenda; develop procedures to review and prioritize research requests, not included in the established agenda; develop accessible online repository of research resources; identify and recommend training and resources to enable faculty and staff to become informed users of research and to successfully undertake basic research projects; review and approve external research study requests.

Chair: Executive Director of Research and Institutional Effectiveness

Members: Directors of Institutional Research, Coordinators of Institutional Research, Research Assistants, Director of Grants, Vice Chancellor, Educational Services & Institutional Effectiveness

Meets: Monthly

### **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, Director of Student Success, Equity and Outreach or similar position from each college, Matriculation Coordinator from each college, Counselor from each college

Meets:

### **Statewide Common Assessment Workgroup**

Purpose:

Chair:

Members:

Meets:

### **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, 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: First Wednesday of each month

### **Vice Presidents' Group (VPG)**

Purpose: The VPG is charged with the responsibility to work collaboratively in order to assist in the planning, implementation and evaluation of educational programs, student services and other activities that support student success district wide in consonance with the mission, vision, and values of the college/centers and the district.

Chair: Vice Chancellor of Educational Services & Institutional Effectiveness

Members: All Vice Presidents of the District, Vice Chancellor of Educational Services & Institutional Effectiveness

Meets:

## Appendix B: Agenda Template

### 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.

### Members

President, Co-Chair  
VP Admin, Co-Chair  
Administrator  
Administrator  
Administrator  
Administrator  
Academic Senate President  
AS Past President  
Academic Senate Rep  
Academic Senate Rep  
Academic Senate Rep  
Academic Senate Rep  
SCFT Representative  
Classified Senate Rep  
Classified Senate Rep  
CSEA Representative  
ASG President or Designee  
Assistant to Pres (Resource)

### Clovis Community College

#### Mission Statement:

Creating Opportunities – One Student at a Time

- We embrace diversity and serve all students of the community;
- we believe education is based on integrity, generosity, and accountability;
- we foster critical, creative, and engaged thinking;
- we support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs;
- we cultivate community partnerships to enhance student learning and success;
- we engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.

## **Clovis Community College College Council Meeting Agenda Template Date/Location/Time**

- I. Review of Minutes
- II. New Business
  1. Information Items
  2. First Read Action Items
- III. Old Business
- IV. Constituent Updates
  1. ASG Update
  2. Academic Senate
  3. Classified Senate
- V. Committee & Grants Updates
  1. Accreditation
  2. DE/Technology
  3. EH&S/Facilities
  4. Program Review & SLO
  5. Student Success
  6. Title V
  7. Districtwide Committees
- VI. Future Agenda Items/Other
- VII. Follow-Up Action Items and Responsible Person
- VIII. Next Meeting:

## Appendix C: Minutes Template

**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.

**Members**

President, Co-Chair  
 VP Admin, Co-Chair  
 Administrator  
 Administrator  
 Administrator  
 Administrator  
 Academic Senate President  
 AS Past President  
 Academic Senate Rep  
 Academic Senate Rep  
 Academic Senate Rep  
 Academic Senate Rep  
 SCFT Representative  
 Classified Senate Rep  
 Classified Senate Rep  
 CSEA Representative  
 ASG President or Designee  
 Assistant to Pres (Resource)

**Clovis Community College**

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- we engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.

### Clovis Community College College Council Meeting Minutes Template Date/Location/Time

- I. Call to Order
- II. Attendance

Name	Representing	Present	Absent
Pres, co-chair			
VPAS, co-chair			
	Administration		
AS President	Acad Senate		
AS Past Pres	Acad Senate		
	SCFT		
	Class Senate		
	Class Senate		
	CSEA		
ASG Pres	ASG		
Assist to Pres	Resource		

- III. Review of Minutes
- IV. New Business
  1. Information Items
  2. First Read Action Items
- V. Old Business
- VI. Constituent Updates
  1. ASG Update
  2. Academic Senate
  3. Classified Senate
- VII. Committee & Grants Updates
  1. Accreditation
  2. DE/Technology
  3. EH&S/Facilities
  4. Program Review & SLO

**Clovis Community College Mission Statement:** Creating Opportunities - One Student at a Time

- We embrace diversity and serve all students of the community;
- we believe education is based on integrity, generosity, and accountability;
- we foster critical, creative, and engaged thinking;
- we support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs;
- we cultivate community partnerships to enhance student learning and success;
- we engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.