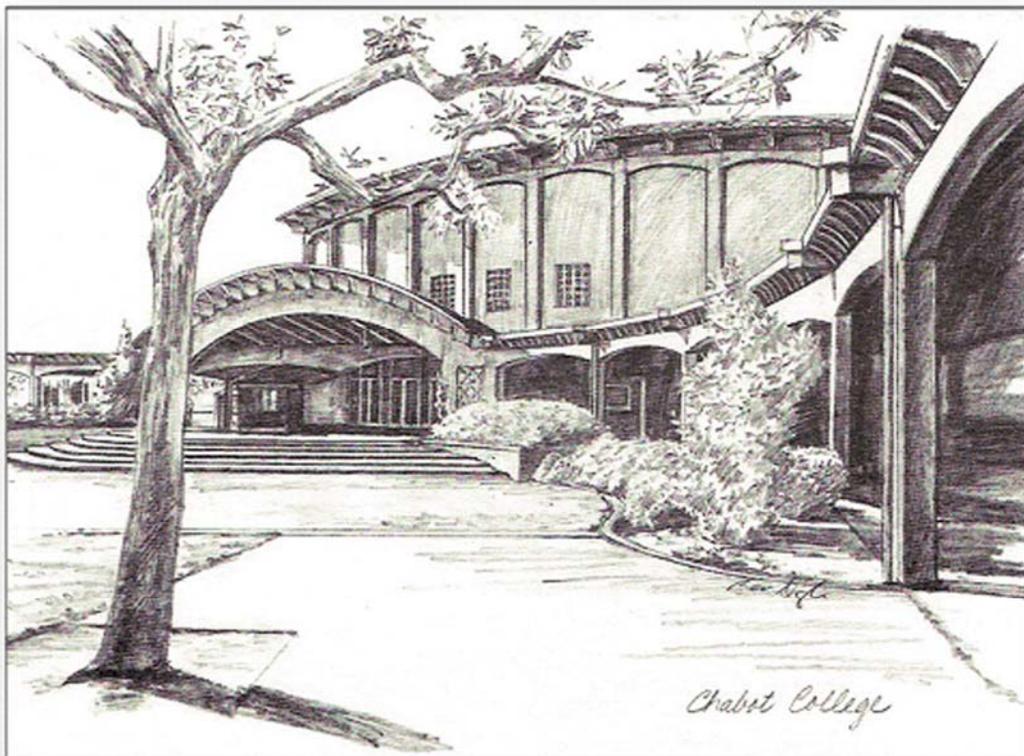


Chabot College

Shared Governance and Collegial Consultation Process



Adopted August 2004

Revised August 2006

CHABOT COLLEGE

SHARED GOVERNANCE AND COLLEGIAL CONSULTATION PROCESS

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INTRODUCTION AND PHILOSOPHY

TITLE 5 AND SHARED GOVERNANCE

Title 5 of the *California Code of Regulations*, which implements the legislature's intent in passing AB 1725, established relationships among the constituencies within California's community colleges to "ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards." The Chabot-Las Positas Community college District Board adopted policies 2015, 2016, 2017, and 2018 to further define the relationship.

In addition, Title 5 states that colleges are to rely on the recommendations of their academic senates on the development and implementation of academic and professional matters. (Title 5, Article 2, §53200) Board policy further states that the Board of Trustees will "rely primarily" on the recommendations of the Academic Senate in the areas of:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports.

Board policy provides that other academic and professional matters like:

- Educational program development;
- Standards and policies regarding student preparation and success;
- District and College governance structures, as related to faculty roles;
- Policies for faculty professional development activities;
- Process for program review;
- Process for institutional planning and budget development; and
- Other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate.

are to be reached through a *process* "mutually agreed" to by the College President and the Academic Senate. "Mutual Agreement" means that the policy and procedures will be established jointly with the Academic Senate and ratified by the Academic Senate and the Board of Trustees.

This shared governance *process*, "mutually agreed" to by the College President and the Academic Senate, honors the State and Board of Trustees requirements while providing an open and inclusive process by which the future of the College, and implementing strategies, can be mutually agreed upon and developed. This shared governance process, and process for reaching mutual agreement, has Chabot Academic Senate, Classified Senate, Associated Students, College President, and Board of Trustees approval.

APPROACHES TO SHARED GOVERNANCE

Colleges may approach shared governance in these fundamental ways:

1. Administration operates the college with advice from the college's constituents. The input of the constituents is received via a committee structure.
2. The college divides itself into areas of responsibility, each of which is exclusively managed and controlled by certain constituencies.
3. Everyone governs the entire college.

Chabot College chooses to utilize the third approach, where everyone governs the college. The fundamental philosophy is one of openness. This means that all governance committees and councils conduct open meetings. Each body has a core group of representatives who are appointed in the ways described below. Anyone, however, may attend most governance meetings and participate.

FORMATS FOR ADMINISTRATION AND MANAGEMENT

There are two classic schools of administration and management:

1. Traditional organization is a hierarchical order with subordinates. This model is often described as a pyramid and has the advantages of maintaining a central focus on goals and making decisions rapidly.
2. An open model encourages broad participation and ownership. At times, participants in this model can lose focus, and decision-making can be slow.

Chabot College merges these models, resulting in a structure somewhat like an hourglass. The top of the hourglass represents the governance structure, forming a funnel for ideas and recommendations. The ideas and recommendations, gathered at the top, filter to the middle of the hourglass.

The middle, or “waist” of the hourglass, consists of the College Council, the College President, and the Board of Trustees.

The base of the hourglass consists of the traditional administrative structure of the college. It is used to carry out the decisions reached. On occasion, the administrative structure may wholly develop and carry out a decision due to the need to respond quickly. When this occurs, the College Council will be informed and given the rationale for the action.

OPERATING PRINCIPLES AND GUIDELINES

The basic rules/principles/guidelines for operation of Chabot College’s shared governance and administrative structure include the following:

1. All constituencies have the right and opportunity to express their opinions. Anyone may bring forth a position or idea that will be treated with respect and given reasonable consideration. Ideally, the position or idea would be presented first to the appropriate committee, council, senate or other deliberative body that seems most germane to the issue at hand. In presenting the position or idea, it is essential to share all available information with the appropriate governance body, so all elements of the proposal can be considered thoroughly.
2. Anyone having an opinion about a position or idea brought to a committee, council, senate, etc. meeting is expected to express it in the open forum. It is not appropriate to grumble about decisions from the sidelines and remain silent in the open forum.
3. Many College committees, councils, etc. operate on the principle of consensus (please see the following section). These Committees do not record votes and, in fact, usually do not take votes at all, except for the occasional straw poll. It is up to the committee Chair to determine and report the consensus of the governance body.
4. When a committee or constituency is given the responsibility for developing a recommendation, or if a committee or constituency is generating a recommendation of its own, it will be done with the following understandings:

- a. All recommendations must focus on how Chabot College can serve more students and serve them more effectively.
 - b. Decisions anywhere in the organization affect the college's quality and resources. Governance groups who are providing recommendations must give due consideration to the resources available to implement the recommendation with quality results.
 - c. Governance bodies must establish a timeline for reaching their recommendations. The timeline must be responsive to the needs of the college. If recommendations are not produced in a timely manner, then responsibility for the recommendation may be placed elsewhere in the organization.
 - d. The governance body will identify the stakeholders of the issues under consideration and actively invite their participation in forming any recommendation. Stakeholders must be given the opportunity to participate in discussions that will form the basis for making recommendations affecting them.
 - e. The President will normally review the recommendations of governance bodies and constituencies with College Council prior to final action.
5. Credit or blame for decisions or recommendations need not be assigned. While not wanting to repeat mistakes, the important thing is to concentrate on what needs to be done and to repair or eliminate those things that do not function well.
 6. While open meetings are a key element in this structure of governance, there are some instances where the meetings of the governance body may be restricted to core members. This would be particularly true when discussing individuals, faculty, staff or students, under consideration for advancement or discipline. These committees will follow college policy in their operations.
 7. College Council, Senates, and Governance Bodies must provide a list of core representatives, including name, office number, extension, discipline, and division to the College President, Vice President of Academic Services, Vice President of Student Services, President of the Academic Senate, President of Classified Senate, and President of Associated Students by the last Monday every April. The list is to be kept current with updated versions sent to the above constituency leadership on a regular basis.
 8. While unions and the Chabot College Foundation are not part of the governance structure, communication with these groups occurs through the College Council.

DECISIONS BY CONSENSUS AT CHABOT COLLEGE

Consensus decision-making is a process that does not involve Robert's Rules of Order or other such rules for committee work. Because of this, consensus decision-making may be unfamiliar to committee representatives. Therefore each committee should begin their year's work with a discussion of the decision-making principles and processes using consensus. Governance bodies must realize that consensus decision-making takes time and requires a commitment to open discussions.

The following describes some of the essential characteristics of successful consensus decision-making:

- **Speaking Up:** Everyone in the group bears the responsibility of sharing their ideas, opinions, and feelings.
- **Consensus Does not Mean Unanimity:** As long as all representatives of the governance body have had a chance to speak their minds, a few holdouts do not keep the group from achieving consensus. However, if only a few representatives find the decision acceptable, more dialogue is necessary.

- **Silence is not Consensus:** It is best to ask each person to respond to the issue, if only by nodding. To prevent this from becoming a voting process, it is useful to ask a question like, “Are we all on board?” Also, the Chair might go around the group and elicit responses from everyone.
- **Holdouts:** Holdouts bear extra responsibility for making their positions and feelings clear to the group. When holdouts have difficulty expressing their ideas, objections, or opinions in rational terms -- ask them to share their thoughts and feelings. This leads to greater clarity about their specific objections and/or concerns. Once holdouts have shared their positions or feelings, if general consensus is not changed, they should recognize and accept the fact that the group has heard them respectfully but does not agree with their positions or their point of view. It is not appropriate for the holdouts and the rest of the group to accuse each other of not listening to their points of view when both have had adequate opportunity to present these points of view within the discussion.
- **Solidarity:** When consensus is used, all governance body representatives must agree to support the decisions of the group, even if they personally disagree with those decisions. This means that they must work to carry out the decisions of the governance body and speak in favor of these decisions when talking to others in the organization. Staying silent in the group, then speaking against the group’s decisions undermines the process.

GUIDELINES FOR GENERATING CONSENSUS

1. Clarify the problem or question being addressed.
2. Determine the criteria for a good solution (cost, scale, scope, acceptance, etc.). Ensure that everyone agrees on the criteria.
3. Brainstorm a range of alternative solutions.
 - a. Generate a thorough list of alternatives.
 - b. Do not evaluate the alternatives as they are being generated
 - c. Write the alternatives in a format that can be seen by everyone.
4. Take a straw poll to check for the possibility of early agreement. If there is only a little disagreement, determine the reasons for the disagreement.
5. Evaluate alternatives according to the criteria you developed. Rule out any alternatives that do not meet the criteria or are rejected by the group after reflection. Determine if any alternatives require further research. If so, make a plan to carry out the research.
6. Make a decision. Test ways to combine or modify alternatives to meet the interests of as many people in the group as possible. Select one or more alternatives.

GENERAL OPERATIONAL RULES FOR ALL OPEN COMMITTEES

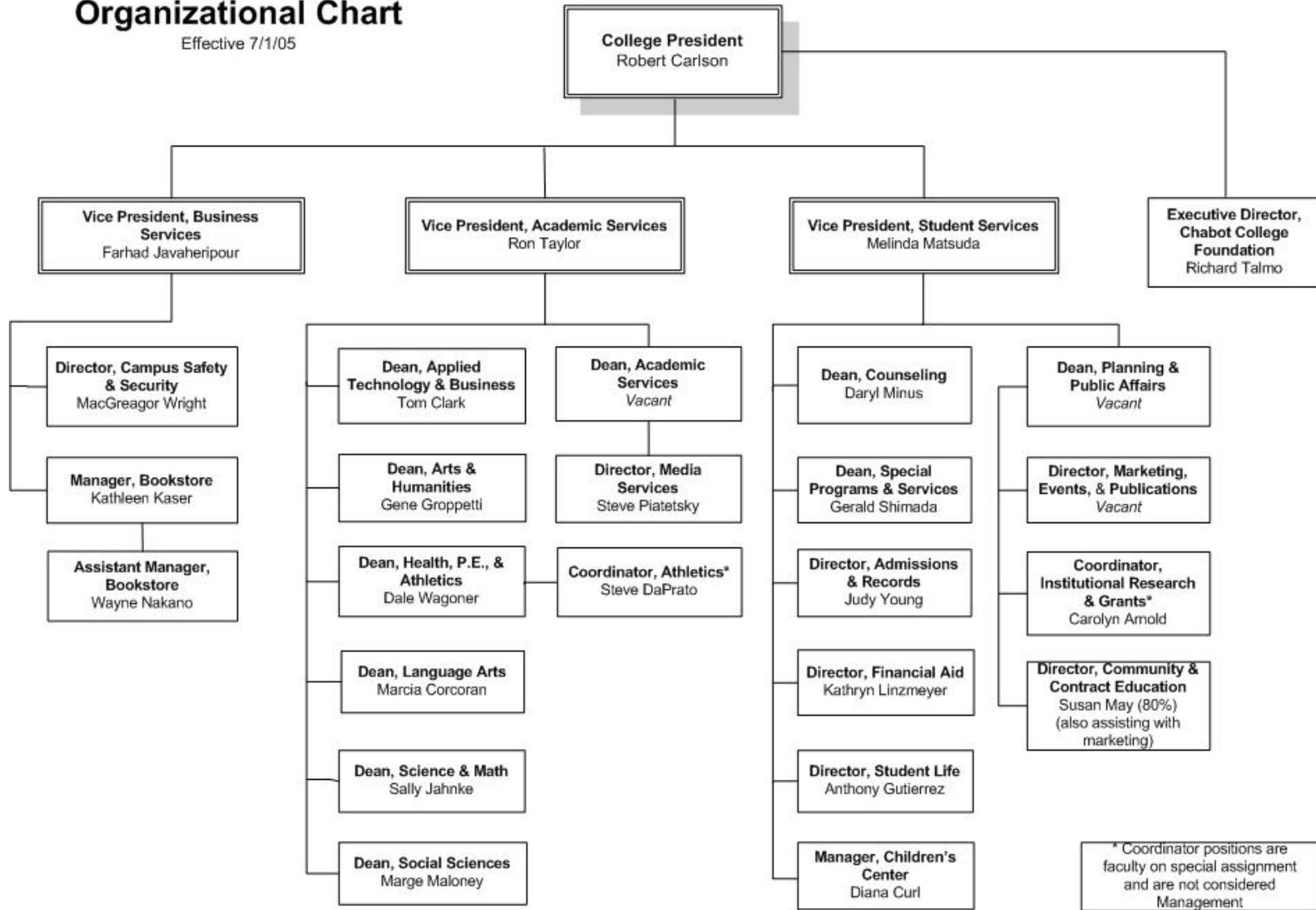
- Open meetings mean that any individual may join and fully participate in the meetings of the Governance groups designated as having open meetings.
- The Committee for the subsequent year will be formed in the spring (approximately April) of the previous academic year. New appointees will take office on July 1.
- The Chair, or co-Chairs, of the Committee, if not designated, will be elected by the core representatives in the spring term and take office on July 1.
- Following the vote for Chair, all open meetings will be conducted via the consensus model.
- Agendas for all open meetings must be posted* and distributed by 9:00 a.m. the day before the meeting.
- Minutes, for meetings that have them, will be distributed* one day after their approval.

- Representatives of various governance groups, identified as core representatives, bear the primary responsibility for both informing their constituency of the committees' work and informing the committee of the constituency's position on matters under deliberation. It is not the Committee Chair or College Administration's responsibility to inform constituency groups of matters under deliberation by the governance structure.
- Chairs of Committees, unless designated, shall not normally serve for more than three consecutive years.
- Chair may mean Chair or co-Chair.
- Changes to this document must be proposed to the College Council and ultimately approved by the College President and President of the Academic/Faculty Senate. Specifically if a committee wishes to change its charge, representation, or reporting responsibilities, this process must be followed.

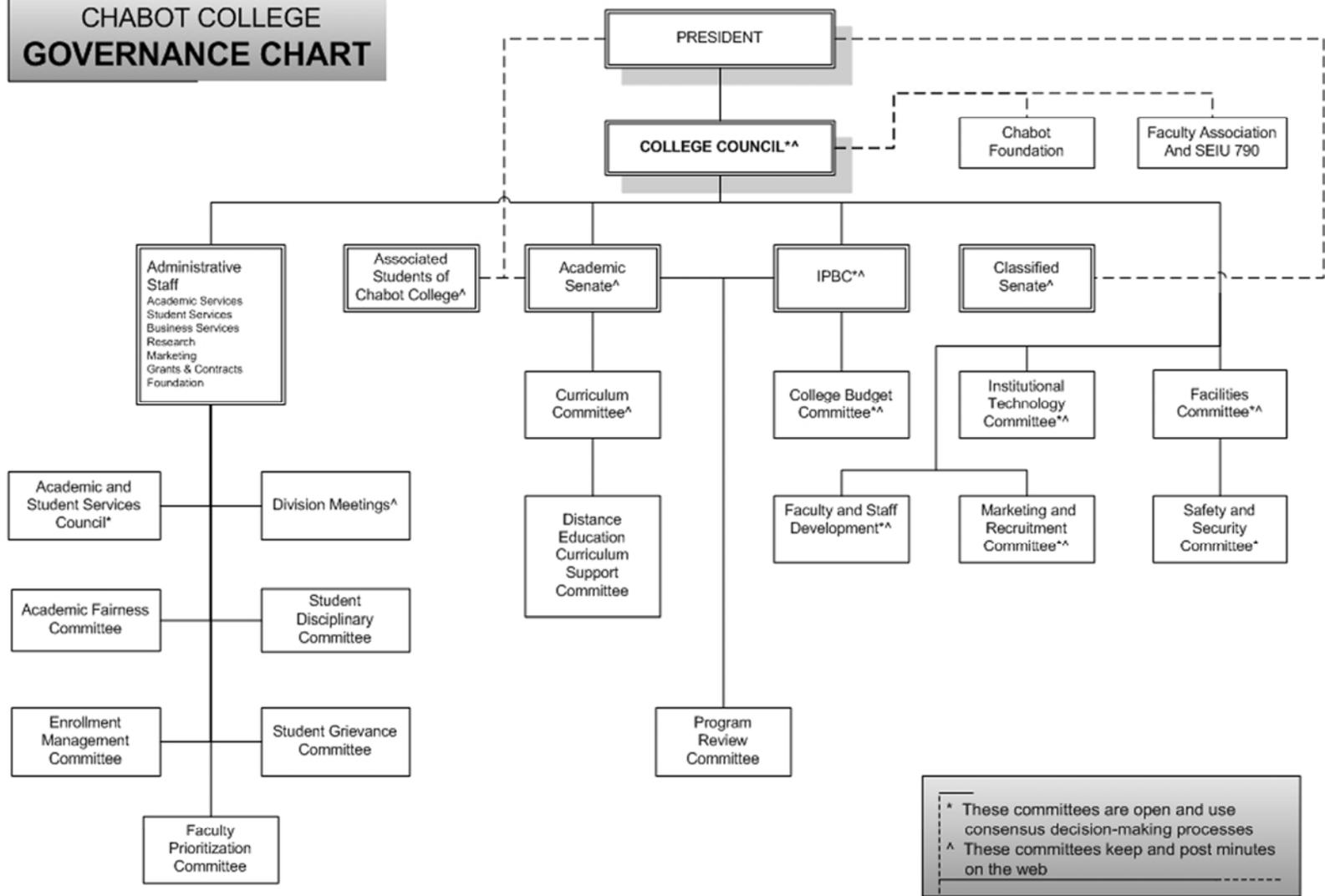
*Posted and distributed means that the committee's website has these items available for review. In addition, College Council minutes will be distributed College-wide.

CHABOT COLLEGE Organizational Chart

Effective 7/1/05



CHABOT COLLEGE GOVERNANCE CHART



* These committees are open and use consensus decision-making processes
 ^ These committees keep and post minutes on the web

GOVERNANCE GROUPS AND THEIR FUNCTIONS

College Council

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
For meeting dates, time and location go to: www.chabotcollege.edu/council

Charge:

- Provide college-wide input on shared governance issues through review and discussion.
- Serve as Chabot's main policy body that forwards recommendations on shared governance issues.
- Disseminate and interpret policies and procedures to the appropriate constituent groups.
- Make recommendations to the College President on proposals from major shared governance groups (Institutional Planning Budget Council, Academic Senate, Classified Senate, Associated Students, Bargaining Agents).
- Organize, track, and exchange information among college governance groups.
- Facilitate communication and appropriate involvement of all representatives of the college community in the governance of the institution.

Chair: College President

Core Representatives:

Administration:	All College Administrators.
Academic Senate:	President. Immediate Past President and/or others who may be appointed.
Classified Senate:	President, Immediate Past President and/or others who may be appointed.
Associated Students:	President and/or others who may be appointed.
Association Participants:	President and/or others who may be appointed from CLPFA, classified union & SEIU Local 790.
Committee Chairs:	Chair of College Enrollment Management Committee. Chair of Staff Development.

Reporting/Recommending Responsibilities:

Primary – College President

Other –

- Board of Trustees
- Governance Groups
- College Administration

Academic/Faculty Senate

Membership of the Academic Senate is not open, however its meetings are; and interested parties are encouraged to be present and contribute to the items under discussion when recognized by Academic Senate President. Keeps and posts minutes on the web.

For meeting dates, time and location go to: www.chabotcollege.edu/FacultySenate

Charge:

- Recommend curriculum, including establishing prerequisites and placing courses into disciplines.
- Recommend degree and certificate requirements.
- Recommend grading policies.
- Coordinate with the Institutional Planning and Budget Council (IPBC) the Institutional Self-Study for accreditation.
- Represent Chabot faculty at District meetings and taskforces established to develop District policy when faculty participation is needed or requested.
- Recommend and maintain faculty roles and involvement in accreditation processes including self-study and annual reports.
- Collaborate through the shared governance process on:
 - Educational Program development;
 - Standards and policies regarding student preparation and success;
 - District and College governance structures as related to faculty roles;
 - Policies for faculty professional development activities;
 - Process for program review;
 - Process for institutional planning and budget development; and
 - Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.
- Examine program review documents and make recommendations.

Members:

Officers (4): President, Academic Senate (elected at large by faculty).
Vice President, Academic Senate.
Secretary, Academic Senate.
Immediate Past-President of Academic Senate.

Faculty: (*) Representatives selected by each Academic Division,
Counseling, Library, and adjunct faculty.

Representatives:

Faculty Association (1): (Ex-officio).
Associated Students (1): President or Designee, Associated Students (Ex-officio).

* Varies – The number of senators per division is defined by the Academic Senate Constitution.

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Academic/Faculty Senate (cont.)

Reporting/Recommending Responsibilities

Primary – College Council and Board of Trustees

Other –

- Chancellor
- College President
- Associated Students
- Classified Senate

Curriculum Committee

Membership of the Curriculum Committee is not open, however its meetings are; and interested parties are encouraged to be present and contribute to the items under discussion when recognized by Curriculum Committee Chair. Keeps and posts minutes on the web.

For meeting dates, time and location go to: www.chabotcollege.edu/curriculum

Charge:

- Apply Title 5 and Board policies in review of course and program proposals.
- Recommend and oversee the development of new courses and programs.
- Recommend course outlines of record and new program applications for those courses and programs.
- Recommend requirements for the associate degree and certificate programs to the Academic Senate for approval.
- Recommend and oversee course proposals for transmittal to CSU and UC to meet General Education Breadth and IGETC requirements.
- Recommend prerequisites, co-requisites, and advisory preparation for courses and programs to the Academic Senate for approval.
- Recommend and oversee courses taught by distance learning.
- Assist the Office of Academic Services with the development of the catalog and class schedules.
- Recommend and oversee regulations and policy for Distance Education.

Chair: A faculty member appointed by Academic Senate.

Members:

Administration (3):	Vice President of Academic Services (Ex-officio). Dean of Counseling (Ex-officio). Dean appointed by President (Ex-officio).
Academic Senate (*):	One representative selected from each Academic Division (Recommended by Academic Divisions, Library, and Counseling. Approved by the Academic Senate).
Faculty Association (1):	
Classified Senate (2):	Transcript Evaluator (Ex-officio). Articulation Technician (Ex-officio).
Associated Students (1):	Appointed by Associated Students.

* Varies

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CURRICULUM COMMITTEE (cont.)

Reporting/Recommending Responsibilities:

Primary – Academic Senate

Other –

- Vice President of Academic Services
- Associated Students

Distance Education Curriculum Support Committee

Membership of the Distance Education Curriculum Support Committee is not open; however its meetings are, and interested parties are encouraged to be present and contribute to the items under discussion when recognized by the Committee Chair. Keeps and posts minutes on the web.

For meeting dates, time and location go to: www.chabotcollege.edu/DECSC
Online discussions moderated by the DECSC Chair.

Charge:

- Support faculty DE delivery ventures and development of DE delivery plan proposals.
- Administer Academic Senate, Board-Approved DE Review and Approval Process (in Curriculum Handbook and on DECSC website).
- Recommend DE delivery plan to the Curriculum Committee.
- Make recommendations as appropriate and called for to Academic Senate, Faculty Association, college-wide committees, and college and district administration on issues related to DE.
- Coordinates with the Institutional Technology Committee.

Chair: One faculty member appointed by the Curriculum Committee.

Members:

Administration (1):	Dean appointed by Vice President of Academic Services.
Classified Senate (1):	Immediate Past President or other designee.
Academic Senate (9):	One counselor, preferably DSRC counselor. One librarian. A minimum of two, maximum of three faculty experienced in DE delivery at Chabot College. At least one of the three faculty must be experienced in online education at Chabot. A minimum of one, maximum of two faculty informed about DE principles and practices as demonstrated through completion of degree or certificate program, participation in statewide Academic Senate DE activities, or equivalent. Up to two additional faculty with an interest in DE.

Reporting/Recommending Responsibilities:

Primary –

- Curriculum Committee
- Academic Senate
- Institutional Technology Committee

Program Review Committee

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
Meets the 1st and 3rd Monday, 2:00-4:00 p.m., and as needed otherwise to accomplish objectives, Room 706

Charge:

- Establish and monitor the program review process.
- Recommend revisions to the program review process.
- Schedule program reviews and activities; coordinate and monitor completion of program reviews.
- Report progress on program review to Institutional Planning and Budget Council.
- Interpret program review results and make recommendations.
- Coordinate training related to program review and program-level planning.
- Coordinate with CEMC concerning research needs and program for institutional research to support program review and program-level planning.

Co-Chairs: Faculty Co-Chair is Academic Senate President or his or her designee appointed from among the faculty representatives on the Committee; administrative Co-Chair is Vice President of Academic Services or designee.

Core Representatives:

Administration (2):	Vice President of Academic Services or designee. One division dean.
Academic Senate (6):	Curriculum Committee Chair or designee Coordinator of Institutional Research. Two instructional faculty representatives—one from a vocational discipline, one from the traditional liberal arts. One counselor. One librarian or other non-instructional faculty member. All appointed by Academic Senate.
Faculty Association (1):	
Classified Senate (1):	
Classified Union (1):	
Associated Students (1):	
Others:	Other individuals may be called upon by the Committee to provide expert advice concerning effective program review practices and for individual program reviews. The college community is welcome to contribute to the deliberations of this group; however, it is intended to function as a small, tight work group

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Program Review Committee (cont.)

Reporting/Recommending Responsibilities:

Primary – Institutional Planning and Budget Council and Academic Senate

Other –

- President
- Vice President of Academic Services
- Vice President of Student Services
- Vice President of Business Services
- Enrollment Management Committee

Associated Students of Chabot College (ASCC)

Membership of the Associated Students of Chabot College is not open; however its meetings are, and interested parties are encouraged to be present and contribute to the items under discussion when recognized by ASCC President. Members of the audience need to complete "comment cards" if they wish to speak. Keeps and posts minutes on the web.

For meeting dates, time and location go to: www.chabotcollege.edu/ASCC

Charge:

- Review grading policies.
- Establish codes of student conduct.
- Review academic disciplinary policies and make recommendations.
- Assist with curriculum development.
- Recommend courses, or programs, which should be initiated or discontinued.
- Participate in institutional planning and budget development.
- Review standards and policies regarding student preparation and success.
- Assist with student services planning and development.
- Recommend student fees for adoption within the authority of the district.
- Review any other district and college policy, procedure, or related matter determined to have a significant effect on the student body.

Members:

Executive Branch (9):
(elected at large)

President.
Vice President.
Inter-Club Council (I.C.C.) Chair.
Activity Director.
Communications Director.
Financial Director.
Legislative Director.
Marketing Director.
Student Trustee (Ex-officio).

Senators (*):

One Senator will be appointed by the Senate to represent every 1,000 students.
One Senator will be appointed by the Senate to serve at large.

ASCC Representatives:

Any student who meets the eligibility requirements as defined by the Associated Students of Chabot College constitution (Ex-officio).

* Varies

Reporting/Recommending Responsibilities:

Primary – College Council and Board of Trustees

Other –

- Chancellor
- College President

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Associated Students of Chabot College (ASCC) (cont.)

Reporting/Recommending Responsibilities:

- Vice President of Student Services
- Director of Student Life
- Academic Senate
- Classified Senate

Classified Senate

Membership of the Classified Senate is not open, however its meetings are, and interested parties are encouraged to be present and contribute to the items under discussion when recognized by Classified Senate President. Keeps and posts minutes on the web.
For meeting dates, time and location go to: www.chabotcollege.edu/ClassifiedSenate

Charge:

- Participate in college/district governance structures.
- Coordinate with the classified union, SEIU Local 790, in the selection of representatives to serve on college/district governance committees.
- Participate in institutional planning.
- Participate in budget planning and development.
- Review regulations and procedures relating to physical safety and make recommendations.
- Participate in selection and evaluation of administrators.
- Recommend staff development activities.
- Enhance student/classified and faculty/classified relations.
- Participate in other areas deemed to impact classified staff as determined by the Board of Trustees or their designee in consultation.
- Advise in academic and professional matters.

Members:

Officers (4):
(elected at large)

President, Classified Senate.
Vice President, Classified Senate.
Secretary-Treasurer, Classified Senate.
Immediate Past-President of Classified Senate
(Ex-officio).

Classified (13):
(elected at large)

Student Services Group (4) Senators.
Academic Services Group (4) Senators.
Business Services Group (4) Senators.
Highest ranking Classified Union, SEIU Local 790
Officer at Chabot (Ex-officio).
*See Classified Handbook for composition of each
group.

Associated Students (1):

(Ex-officio).

Reporting/Recommending Responsibilities:

Primary – College Council and Board of Trustees

Other –

- Chancellor
- College President
- Academic Senate
- Associated Students

Institutional Planning and Budget Council (IPBC)

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
For meeting dates, time and location go to: www.chabotcollege.edu/IPBC

Charge:

- Review and make planning and budget recommendations.
- Oversee the development, implementation, accountability, and evaluation of the College Educational Master Plan, the Strategic Plan, and Annual College Plans.
- Assure all college planning is responsive to the college vision, values, mission, goals, community expectations, and student profiles.
- Ensure the integration of college planning with budget development and resource allocation.
- Oversee the College Budget Committee and Program Review Committee.
- Oversee Institutional Research and Grants Development.
- Oversee the Accreditation process; reporting, and implement Accreditation report recommendations in consultation with Academic Senate.
- Review and coordinate college and unit plans for educational programming, student services, and business services.
- Coordinate with Academic Senate the Institutional Self-Study for accreditation.
- Examine program review documents, establish what other assessments are needed to evaluate institutional effectiveness and make recommendations for improvement.

Chair: The Committee shall select one of their representatives to be Chair.

Core Representatives:

Administration (8):	College President. Vice President of Academic Services. Vice President of Business Services. Vice President of Student Services. Three Deans at-large. One Administrator at-large.
Academic Senate (8):	Six faculty preferably from different divisions (at least one of whom must be a current senator). One Institutional Researcher. One faculty member from the College Budget Committee. Approved by the Academic Senate.
Faculty Association (1):	Appointed by the Faculty Association.
Classified Senate (3):	Appointed by the Classified Senate.
Classified Union (1):	Appointed by the Classified Union, SEIU Local 790.
Associated Students (2):	Appointed by the Associated Students.

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Institutional Planning and Budget Council (IPBC) (cont.)

Reporting/Recommending Responsibilities:

Primary – College Council

Other –

- College President
- Academic Senate
- Classified Senate
- Associated Students

College Budget Committee

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
For meeting dates, time and location go to: www.chabotcollege.edu/budget

Charge:

- Recommend the annual college budget.
- Assists and supports College planning process as needed or requested
- Review and make recommendations to the Institutional Planning and Budget Council, College Council, Academic Senate, Classified Senate.
- Oversee the development and revision of the college and district allocation models and/or processes in consultation with the Institutional Planning and Budget Council.
- Oversee the development of the annual college budget in relation to the planning priorities established by the Institutional Planning and Budget Council.
- Coordinate the college budget and planning with the District Budget Study Group.
- Review monthly financial reports.
- Advise the College President on the following topics: a) review and adjustments of the college budget allocation model; b) funding levels between the centers; c) consensus agreements; d) redirected revenues; and e) any special funds.

Chair: The Committee shall select one of their representatives to be Chair.

Core Representatives:

Administration (2):	Vice President of Business Services. Others as appointed by the College President.
Academic Senate (2):	At least one of who must be a current Senator.
Faculty Association (1):	
Classified Senate (1):	
Classified Union (1):	
Associated Students (1):	Associated Students Financial Director.
IPBC (1):	

Reporting/Recommending Responsibilities:

Primary – Institutional Planning and Budget Council

Other –

- College Council
- College President
- Academic Senate
- Classified Senate
- Associated Students

Institutional Technology Committee

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
For meeting dates, time and location go to: www.chabotcollege.edu/tech

Charge:

- Study, review, advise and recommend regulations and procedures relating to institutional technology.
- Identify, prioritize, and review technology needs with regard to network infrastructure, staffing, funding, and equipment capacities.
- Develop a college-wide technology plan, including deployment of technology equipment, and coordination of services with ITS.
- Provide guidelines and leadership in the development of technology for computer-assisted instruction, including curriculum, and assessment of instructional computer use.
- Coordinate with the Distance Education Curriculum Support Committee.
- Assists and supports College planning process as needed or requested.

Chair: The Committee shall select one of their representatives to be Chair.

Core Representatives:

Administration (5):	Vice President of Academic Services. Administrator responsible for Information and Technology Services. Director of Media Services. Two administrators at-large appointed by the College President.
Academic Senate (*):	One representative selected from each Academic Division (recommended by Academic Divisions, Library, and Counseling. Approved by the Academic Senate).
Faculty Association (1):	
Classified Senate (1):	
Classified Union (1):	
Associated Students (2):	
* Varies	

Reporting/Recommending Responsibilities:

Primary – College Council

Other –

- Institutional Planning and Budget Council
- College President
- Vice President of Academic Services
- Academic Senate
- Distance Education Curriculum Support Committee
- Classified Senate

Facilities Committee

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
For meeting dates, time and location go to: www.chabotcollege.edu/facilities

Charge:

- Recommend construction, modification, and allocation of facilities across campus.
- Recommend sequencing and priority of renovation and construction of projects.
- Coordinate with the Citizens' Oversight Committee.
- Review and adjust facilities planning documents.
- Coordinate with Institutional Planning and Budget Council in development of Chabot's Facilities Master Plan.
- Review facilities utilization to increase efficiency.
- Assign responsibility of space to divisions or individuals.
- Coordinate with District Maintenance and Operations College physical plant maintenance and upgrades.
- Assists and supports College planning process as needed or requested.

Chair: The Committee shall select one of their representatives to be Chair.

Core Representatives:

Administration:	Open to all college administrators.
Academic Senate (*):	One representative selected from each Academic Division (recommended by Academic Divisions, Library, and Counseling. Approved by the Academic Senate).
Classified Senate (5):	
Classified Union (1):	
Associated Students (1):	

* Varies

Reporting/Recommending Responsibilities:

Primary – Vice President of Business Services and College Council

Other –

- Institutional Planning and Budget Council
- College President
- Academic Senate

College Safety & Security Committee

Open and uses consensus decision-making processes.
For meeting dates, time and location go to: www.chabotcollege.edu/SafetyCom

Charge:

- Study, review, advise and recommend regulations and procedures relating to the safety and security of persons and of District facilities.
- Review safety, health and environmental issues that affect the campus.
- Advise the College President on safety issues.
- Develop and post the campus emergency plan and college safety plan.
- Make recommendations regarding parking and traffic control.
- Make recommendations regarding hazardous waste management.
- Make recommendations regarding equipment and other issues affecting classroom safety.
- Assists and supports College planning process as needed or requested.

Chair: The Committee shall select one of their representatives to be Chair.

Core Representatives:

Administration (4):	Vice President of Business Services. Director of Safety and Security. One administrator at-large appointed by the College President. District Human Resources Worker's Compensation Administrator.
Academic Senate (3):	
Faculty Association (1):	
Classified Staff (3):	
Classified Union (1):	
Associated Students (1):	
Skilled Appointments (4):	Appointed by the Committee to bring particular expertise to serve the mission of the committee.

Reporting/Recommending Responsibilities:

Primary –College Facilities Committee

Other –

- College Council
- College President

Academic Division Meetings

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
Meets the 1st Thursday, 12:00 – 12:50 p.m., Division Conference Rooms

(Check with division offices for alternate meeting locations.)

Charge:

- Maintain communication on issues important to division operations.
- Planning, training and implementation of division goals.
- Exchange ideas regarding faculty, division, and college initiatives.
- Inform Division on programs, events and activities around the campus including curriculum updates and Institutional Planning and Budget Council issues.
- Encourage campus personnel to be involved in task forces.
- Discuss division responses and initiatives related to enrollment management and discipline planning.
- Inform staff of funding possibilities for developing initiatives.

Chair: Division Dean

Reporting/Recommending Responsibilities:

Primary – Division Dean

Other –

- Vice President of Academic Services
- College community

College Enrollment Management Committee

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
Meets the 2nd and 4th Monday, 2:00 – 4:00 p.m., Board Room, Building 200

Charge:

- Facilitate the improvement of student access, success, and equity in the schedule of classes.
- Facilitate productivity improvement.
- Recommend the allocation of FTEF to disciplines.
- Predict FTES.
- Set timelines for discipline plan and schedule development.
- Analyze discipline plans and class schedules and make appropriate recommendations.
- Support program review activities.
- Assists and supports College planning process as needed or requested and produces an annual report of activities to the Institutional Planning and Budget Council.

Co-Chairs: The Committee shall select a faculty member and an administrative person ^ from among the Core Representatives to serve as Chair.

Core Representatives:

Administration (*):	All Academic Deans. Vice President of Academic Services^. Vice President of Student Services^. Dean of Counseling^. Dean of Special Programs. Director of Admissions and Records.
Faculty (*):	One selected from each academic division. One selected from counseling. Institutional Research/Grants Coordinator. Four appointed by the Faculty Association^.
Classified Senate (1):	
Classified Union (1):	
Associated Students (1):	Appointed by Associated Students President.

* Varies

^ Votes if impasse exists in committee following attempt to reach consensus

Reporting/Recommending Responsibilities:

Primary – Vice President of Academic Services and Institutional Planning and Budget Council

Other –

- College Council
- College President
- Deans of Academic Divisions

Staff Development Committee

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
For meeting dates, time and location go: www.chabotcollege.edu/StaffDevel

Charge:

- Coordinate the professional development activities of the college.
- Distribute Staff Development funds following established criteria.
- Plan, implement and evaluate the college's flex day programs.
- Assist and support College planning process as needed or requested.

Chair: The Committee shall select one of their representatives to be Chair.

Core Representatives:

Administration (3):	Appointed by College President.
Academic Senate (6):	One of who serves as a faculty coordinator of Staff Development.
Classified Senate (5):	
Classified Union (1):	

Reporting/Recommending Responsibilities:

Primary – College Council

Other –

- College President
- Academic Senate
- Classified Senate
- Associated Students

Marketing and Recruitment Committee

Open and uses consensus decision-making processes.
For meeting dates, time and location go: www.chabotcollege.edu/marketing

Charge:

- Creates the image of who and what Chabot College is.
- Develop, maintain, evaluate, and coordinate the marketing plan.
- Assess and improve customer services practices.
- Develop and coordinate campaigns to engage the community, creating awareness of Chabot's services.
- Help those we serve see the advantages of Chabot being a member of the community.
- Increase enrollment through marketing and recruitment.
- Conduct and analyze marketing and recruitment research identifying target markets and strategies.
- Recommend process improvements to encourage enrollment and retention.

Chair: The Committee shall select one of their representatives to be Chair.

Core Representatives:

Administration:	President appointee.
Academic Senate:	One faculty.
Classified Senate:	One classified staff.
Associated Students:	One student.
EMC:	One representative.
College Marketing:	Responsible Administrator
District Marketing:	Responsible Administrator

Representatives with knowledge or interest in the following areas:

- image and presentation of the college
- marketing
- recruitment
- customer service
- community involvement
- communications
- enrollment management

Reporting/Recommending Responsibilities:

Primary – Director of Marketing and College Council

Other –

- Institutional Planning and Budget Council
- College Enrollment Management Committee
- College President

Faculty Prioritization Committee

Meets as necessary when faculty positions are available and when called by the Vice President of Academic Services.

Charge:

- Review College vision and goals, Presidential priorities, program enrollment/growth and program needs.
- Prioritize program requests for vacant faculty positions.

Co-Chair: Vice President of Academic Services and Vice President of Student Services.

Members:

Academic Senate (1):	Senate President.
Faculty (*):	Two representatives from each academic division. Two from Student Services. One from Library. One from Faculty association.
Administration (*):	Vice President of Academic Services. Vice President of Student Services. All Deans overseeing faculty including Deans of Instructional Divisions, Counseling, Library, & Special Programs.

* Determined by organizational structure

Reporting/Recommending Responsibilities:

Primary – College President

Academic and Student Services Council

Open and uses consensus decision-making processes. Keeps and posts minutes on the web.
Meets 3rd Monday of September, October, November, February, March and April,
3:00-4:30 p.m., Board Room, Building 200

Charge:

- Make recommendations to the College Council concerning policies, operational procedures, and practices affecting instruction and student services, especially those that require coordination between managers, faculty and staff of the academic divisions and student services.
- Coordinate activities between Academic Services and Student Services.
- Review or develop Board Policy and Administrative Rules and Procedures for Instruction (6000) and Student Services (5000) in collaboration with Las Positas College.
- Assists and supports College planning process as needed or requested.

Co-Chairs: Vice President of Academic Services, Vice President of Student Services.

Core Representatives:

Administration:	Vice President of Academic Services. Vice President of Student Services. Academic and Student Services Managers from each unit.
Academic Senate:	Senate President and his/her designee. Faculty representative from each division appointed by the Academic Senate.
Faculty Association (1):	
Classified Senate (3):	
Classified Union (1):	
Associated Students (2):	Appointed by the Associated Students President.

Reporting/Recommending Responsibilities:

Primary – Vice Presidents of Student and Academic Services

Other –

- College Council
- College President
- Academic Senate, when any policy or procedure is related to "academic and/or professional matters"

Student Conduct and Due Process Formal Hearing Committee

Meets as necessary when called by the Vice President of Student Services. Follow-up meetings determined by committee as needed for a particular case.

Charge:

- Conduct a formal hearing if requested by a student who does not accept the decision of the Vice President, Student Services, for disciplinary action of a verbal or written reprimand, probation, temporary exclusion, suspension, or recommendation for expulsion.
- Hear, render findings of fact and make recommendations.
- Adhere to process timelines

Chair: The Committee shall select one representative to serve as Chair.

Members:

Faculty (2):	Standing representatives for a one-year period. Should one of the standing representatives be a party to the grievance, an alternate will be named. Appointed by the Academic Senate President.
Associated Students (2):	Standing representatives for a one-year period. Should one of the standing representatives be a party to the grievance, an alternate will be named. Appointed by the Associated Students.
One additional:	An administrator, faculty, classified staff or student. Appointed by the College President.

Reporting/Recommending Responsibilities:

Primary – Vice President of Student Services

Other –

- College President

Student Grievance Committee

Meets as necessary when called by the Vice President of Student Services
for a particular case.

Charge:

- Hear a student grievance that has not been resolved by conferences with the (a) person against whom the grievance is directed, (b) the appropriate dean or manager, and (c) the appropriate Vice President.
- Hear all student grievances except for those involving prejudiced or capricious decisions in the academic evaluation of a student's performance.
- Render findings of fact and make recommendations.

Chair: The Committee shall select one representative to serve as Chair.

Members:

- | | |
|--------------------------|--|
| Associated Students (2): | Standing representatives for a one-year period. Should one of the standing representatives be a party to the grievance, an alternate will be named. Appointed by the Associated Students. |
| Faculty (2): | Standing representatives for a one-year period. Should one of the standing representatives be a party to the grievance, an alternate will be named. Appointed by the Academic Senate President. |
| One additional: | An instructor, a member of the classified staff, or an administrator other than the Vice President of Student Services or a member of the Vice President's administrative staff. Appointed by the College President. |

Reporting/Recommending Responsibilities:

- Primary – Vice President of Student Services
- Other –
- College President

Academic Fairness Committee

Meets as necessary when called by the Vice President of Academic Services when a grievance is filed concerning the academic evaluation of a student's performance.

Charge:

- Hear a student grievance that has not been resolved by conferences with (a) the person against whom the grievance is directed, (b) the appropriate dean or manager, and (c) the appropriate Vice President.
- Hear all student grievances involving prejudiced or capricious decisions in the academic evaluation of a student's performance.
- Render findings of fact and make recommendations.

Chair: The Committee shall select one of their representatives to be Chair.

Members:

Academic Senate (2):	Appointed by the Academic Senate to be standing members for a one-year period. Should one of the standing members be a party to the grievance, an alternate will be named.
Faculty (1):	Appointed by the Academic Senate at the time of grievance, to ensure involvement of faculty with specific knowledge of the academic discipline.
Associated Students (1):	Appointed by the Associated Students as a standing member for a one-year period. Should the standing member be a party to the grievance, an alternate will be named.
One additional:	Appointed by the College President who may be an instructor, a member of the classified staff, or an administrator.

Reporting/Recommending Responsibilities:

Primary – Vice President of Academic Services

Other –

- College President

Meetings Summary Table

Committee	Convene	Time	Place	Chair
Academic and Student Services Council	3 rd Monday of September, October, November, February, March & April	3:30 - 5 p.m.	Board Room, Bldg. 200	V.P. of Academic Services and V.P. of Student Services
Academic Division Meetings	1 st Thursday	12:00 noon - 12:50 p.m.	Division Conf. Rooms	Dean of each Division
Academic Fairness Committee	Meets as necessary, when a grievance is filed concerning an academic matter	TBA	TBA	Committee shall select one of their representatives to serve as Chair
Academic/Faculty Senate	2 nd & 4 th Thursday	2:15 - 4:00 p.m.	Board Room, Bldg. 200	Senate President
Associated Students of Chabot College (ASCC)	1 st & 3 rd Wednesday	3:00 - 5:00 p.m.	Board Room, Bldg. 200	ASCC President
Classified Senate	3 rd Thursday	2:00 - 4:00 p.m.	Green Room, 1413	Senate President
College Budget Committee	2 nd & 4 th Tuesday	2:00 - 3:30 p.m.	Room 2345	Committee shall select one of their representatives to serve as Chair
College Council	1 st & 3 rd Friday	2:00 - 3:30 p.m.	Board Room, Bldg. 200	College President
College Enrollment Management Committee	2 nd & 4 th Monday	2:00 - 4:00 p.m.	Board Room, Bldg. 200	Committee shall select one of their representatives to serve as Chair
College Safety & Security Committee	2 nd Tuesday	1:00 - 3:00 p.m.	Room 2340	Committee shall select one of their representatives to serve as Chair
Curriculum Committee	Each Tuesday in the Fall and the 1 st & 3 rd Tuesday in the Spring	2:00 - 4:00 p.m.	Room 824	Faculty member appointed by Academic Senate
Distance Education Curriculum Support Committee	3 rd Thursday	12:00 noon - 12:50 p.m.	DSRC Conference Room, 2408	Faculty member appointed by the Curriculum Committee

Meetings Summary Table

Committee	Convene	Time	Place	Chair
Facilities Committee	2 nd & 4 th Tuesday	Noon at College Hour and 11:00 a.m. as needed during summer	Room 1506	Committee shall select one of their representatives to serve as Chair
Institutional Planning and Budget Council (IPBC)	2 nd & 4 th Wednesday	3:00 - 5:00 p.m.	Board Room, Bldg. 200	Committee shall select one of their representatives to serve as Chair
Institutional Technology Committee	Last Tuesday of each month of Instruction	1:00 p.m.	Room 3902	Committee shall select one of their representatives to serve as Chair
Program Review Committee	1 st & 3 rd Monday	2:00 - 3:30 p.m.	Room 706	Faculty Co-Chair appointed by Academic Senate President; Administrative Co-Chair is V.P. of Academic Services or designee
Staff Development Committee	2 nd Thursday	1:30 - 3:00 p.m.	Room 1104	Committee shall select one of their representatives to serve as Chair
Student Grievance Committee	Meets as necessary when called by Vice President of Academic Services or Vice President of Student Services	TBA	TBA	Committee shall select one of their representatives to serve as Chair
Student Conduct and Due Process Formal Hearing Committee	Meets as necessary, when a grievance is filed concerning an academic matter	TBA	TBA	Committee shall select one of their representatives to serve as Chair

GOVERNANCE SUMMARY MEETING CALENDAR

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
1 Program Review Committee 2-3:30p.m., Room 706	2 Curriculum Committee 2-4p.m., Room 824	3 Associated Students CC 3-5p.m., Board Room, Building 200	4 Academic Division Mtgs. 12 noon-12:50p.m. Division Conference Rooms	5 College Council 2-3:30p.m. Board Room, Bldg. 200
8 College Enrollment Management Committee 2-4p.m., Board Room, Building 200	9 Facilities Committee 12 noon, Room 1506 College Safety & Security Committee 1-3p.m., Room 2340 College Budget Committee 2-3:30p.m., Room 2345 Curriculum Committee 2-4p.m., Room 824	10 IPBC 3-5p.m., Board Room, Building 200	11 Staff Development Committee 1:30-3p.m., Room 1104 Academic Senate 2:15-4:15p.m., Board Room, Building 200	12
15 Program Review Committee 2-3:30p.m., Room 706 Academic & Student Services Council 3:30-5p.m., Board Room, Building 200	16 Curriculum Committee 2-4p.m., Room 824	17 Associated Students of Chabot College 3-5p.m., Board Room, Building 200	18 Distance Education Curriculum Support Committee 12 noon-12:50p.m. DSRC Conference Room 2408 Classified Senate, 2-4 p.m., Green Room, 1413	19 College Council 2-3:30p.m. Board Room, Bldg. 200
22 College Enrollment Management Committee 2-4p.m., Board Room, Building 200	23 Facilities Committee 12 noon, Room 1506 College Budget Committee 2-3:30p.m., Room 2345 Curriculum Committee 2-4p.m., Room 824	24 IPBC 3-5p.m., Board Room, Building 200	25 Staff Development Virtual Meeting 1:30-3p.m. Academic Senate 2:15-4:15p.m., Board Room, Building 200	26
29	30 Institutional Tech. Committee 1p.m., Room 3902 Curriculum Committee 2-4p.m., Room 824	31		

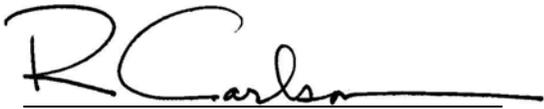
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August 15, 2006

To: Board of Trustees, Faculty, Staff and Administrators of Chabot College

This governance document represents a process “mutually agreed” to by the College President and the Academic Senate as specified in Board policy. It respects the rights of faculty, staff, and students while establishing an open and inclusive process by which the future of the College, and implementing strategies, can be mutually developed and agreed upon. This version is a 2006 revision of the College Governance and Collegial Consultation Process first adopted in 2004.

A handwritten signature in black ink, appearing to read "Robert Carlson", with a horizontal line underneath.

Robert Carlson
President
Chabot College

A handwritten signature in black ink, appearing to read "Chad Mark Glen", with a horizontal line underneath.

Chad Mark Glen
President, Academic/Faculty Senate
Chabot College