

RECOMMENDATION FORM FAQ



Q. When should my committee/senate use the recommendation form?

Your committee/senate should use the recommendation form when requesting another committee/senate or the College President take action on a particular item. For example:

- Your committee has developed a work plan or resource allocation recommendation that requires action by another committee
- Your senate has adopted a resolution that requires action by the College President

When appropriate, a recommendation form may be sent simultaneously to various Shared Governance bodies and/or in a relevant sequence to various Shared Governance bodies and/or the College President. When doing so, considerations for meeting timelines should be taken into account. Visit www.chabotcollege.edu/governance for the schedule of meetings and www.chabotcollege.edu/BusServ for Board Agenda deadlines.

Q. What should be included in the Summary section of the recommendation form?

Describe your committee/senate's recommendation. The summary should include the following information:

- Your committee/senate's reason for developing the recommendation (e.g., improve institutional effectiveness, the state requires that our college develop this work plan, or college processes must be changed to better align with legislative changes/college values)
- A description of the committee/senate's process for coming to the recommendation including any consultation had with constituency groups/stakeholders

Q. What should be included in the Supporting Documents section of the recommendation form?

If applicable, indicate which supporting documents are attached to the recommendation form or available online. If documents are available online, include the link (URL) where the documents can be found.

Q. What should be included in the Accreditation Standard section of the recommendation form?

If applicable, indicate the accreditation standard(s) your committee/senate's recommendation addresses. Visit www.chabotcollege.edu/accreditation for ACCJC accreditation standards.

Q. What should be included in the Committee Recommendation section of the recommendation form?

State the requested action that your committee/senate recommends be taken by the receiving committee/senate or the College President. For example:

- SASE Committee recommends that PRAC supports their 2017-19 Integrated Plan
- PRAC requests that the College President approves their 2018-19 FY resource allocation plan as prioritized for implementation July 1, 2018

Q. What should be included in the Fiscal Implication section of the recommendation form?

If applicable, describe the actual or estimated fiscal impact.

Q. What should be included in the Minority Opinion section of the recommendation form?

If applicable and if desired by committee/senate members who expressed dissenting views during the discussions leading to the adoption of your committee/senate's recommendation, you should describe the minority opinion.