

District Planning Committee
College Governance Handbook Template
(Table of Contents)

DRAFT

9/23/2009

- I. Message from the College President
- II. Table of Contents
- III. Introduction
 - A. Purpose of this document (Why produced? What it's meant to do for college.)
 - B. Synopsis of contents (Decision-making processes, committees with charges, memberships, etc, relationships & linkages.)
 - C. Assembled by whom?
 - D. Date of expected revision?
- IV. District Governance
 - A. The Governing Board (one paragraph general description)
 - 1. The Role of the Governing Board (one paragraph + bullet points)
 - a. General Duties and Responsibilities
 - b. Role in Participatory Governance
 - c. Academic Oversight
 - d. Fiscal Integrity and Stability
 - e. Accountability and Accreditation
 - f. Delegation of Authority
 - 2. The Committees of the Governing Board (one paragraph + bullet points)
 - a. Budget and Finance
 - b. Economic and Workforce Development
 - c. External Affairs
 - d. Infrastructure
 - e. Legislative Affairs
 - f. Planning and Student Success
 - g. Student Affairs
 - h. Public/Private Partnerships
 - 3. Board's Delegation of Authority (one paragraph)
 - B. District-wide Participatory Governance (one paragraph overview)
 - 1. The College/District Relationship (1-2 pages)
 - 2. The District Consultation Process (one paragraph)
 - 3. District Administrative Organization (1-2 Org Charts)
 - 4. Key District Governance Committees (one paragraph overview)
 - a. Administrative Committees
 - i. The Chancellor's Cabinet
 - ii. The Council of Academic Affairs
 - iii. The Council of Student Services
 - iv. The District Administrative Council
 - b. The District Academic Senate

- i The District Curriculum Committee
 - The Curriculum Process for New Courses
 - The Curriculum Process for Course Changes
- ii The District Educational Policy Advisory Committee
- iii District Discipline Committees
- c. District-wide Governance Committees
 - i The District Budget Committee
 - The District Budget Planning Process
 - ii The District Planning Committee
 - Relation between District & College Planning
 - Summary of DSP Goals
 - iii The District Bond Oversight Committee
 - iv The Joint Labor/Management Benefits Committee
- d. The Personnel Commission (one paragraph)

V. College Governance

- A. College Governance Vision & Philosophy (“We are committed to...”)
- B. College Governance Principles (Participatory Vision, Transparency, Accountability, Respect, etc.)
- C. Statutory Authority
 - 1. Title V
 - 2. AB 1725
 - 3. Board Rules
 - 4. AFT Contract, etc.
- D. Definition of Consultation (1 page: includes “recommendations” not decisions, etc.)
 - 1. Role of the Academic Senate
 - a. Rely primarily upon
 - b. Mutually agree upon
 - 2. Role of Associated Students
 - 3. Roles of Organized Labor
 - 4. Role of the College Administration
 - 5. Direct Consultation (with Senate, AFT, ASO, etc.)
 - 6. Responsibility of President when rejecting a recommendation
- E. Types of Committees (One paragraph)
 - 1. Standing Committees
 - 2. Subcommittees
 - 3. Taskforces & ad hoc committees
- F. College Vision & Mission Statements
- G. College Strategic Planning Goals (Bullet points)
- H. College Planning Cycle (Paragraph and diagram)
- I. College Budget Prioritization Cycle (Paragraph and diagram)

J. College Participatory Governance Committees (One page template for each.)

1. College Council
2. Budget & Planning Committee
3. Accreditation Steering Committee
4. State Equipment Instructional Fund Allocation Committee
5. Information Technology Committee
6. Facilities Planning Committee
7. Bond Oversight Committee
8. Student Success Initiative Committee
9. Basic Skills Initiative Committee
10. Satellite/Off-Site Committee
11. Diversity Committee
12. Graduation Committee
13. Calendar Committee
14. Travel/Conference Committee

K. College Senate Committees (One page template for each.)

1. Academic Senate
2. Senate Executive Committee
3. Academic Rank Committee
4. Curriculum Committee
 - a. Technical Review Committee
5. Educational Planning Committee
6. Educational Policy Committee
7. Program Review Committee
8. Program Viability Review Committee
9. Faculty Position Prioritization Committee
10. Professional Development Committee
11. Student Learning Outcomes Committee
12. Distance Learning Committee
13. Enrollment Management Committee

L. College Administrative Councils & Committees (One page template for each.)

1. Academic Affairs Council
2. Department/Division Chairs Council
3. Administrative Services Council
4. Student Services Council
5. Staff Development & Position Prioritization
6. Facilities & Maintenance Committee
7. Marketing Committee
8. Matriculation Advisory Committee
9. Work Environment Committee

M. Auxiliary Groups

1. College Foundations?
2. 501C3s

N. Annual Committee Self Evaluation & Goal Setting Process

VI. Appendices