

MT. SAN JACINTO COLLEGE SHARED GOVERNANCE DOCUMENT



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MT. SAN JACINTO COLLEGE SHARED GOVERNANCE STRUCTURE

I. PHILOSOPHY

Shared governance is the mechanism whereby employees and students participate equitably and collegially in the decision-making processes of the college. The goal of shared governance is to include, within the decision-making processes, representatives of all college constituencies affected by these decisions.

II. SHARED GOVERNANCE ROLES AND RESPONSIBILITIES

In the spirit of collegiality, and in accordance with California Education Code Sections (70902(b)(7)) and California Title 5 Administrative Code, Sections 53200 to 53204, shared governance attempts to ensure that campus Constituent Groups are represented on the College Council and, where appropriate, on standing committees. Mt. San Jacinto College defines the shared roles of faculty, students, the classified staff and management as follows:

A. Faculty Participation

The faculty is provided the opportunity to participate in the formulation and development of district and college policies and procedures that will have an effect on teaching, learning, or faculty responsibilities. These policies and procedures include Academic and Professional Matters defined in the Title 5 California Administrative Code 53200 as follows:

- * 1. Curriculum - including establishing prerequisites and placing courses within disciplines;
- * 2. Degree and certificate requirements;
- * 3. Grading policies;
- 4. Educational program development;
- 5. Standards of policies regarding student preparation and success;
- * 6. District and college governance structures, as related to faculty roles;
- * 7. Faculty roles and involvement in accreditation processes, including self study and annual reports;
- * 8. Policies for faculty professional development activities;

- * 9. Processes for program review;
- * 10. Processes for institutional planning and budget development; and
- 11. Other academic and professional matters as mutually agreed upon between the Board of Trustees (Board) and the Academic Senate.

For each of these items, the Academic Senate faculty agree to consult collegially. Consult collegially means that the district board shall develop policies on **academic and professional** matters through either of the following:

1. Rely primarily upon the advice and judgment of the **Academic Senate**, OR
2. The governing board, or its designees, and the **Academic Senate** shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

An asterisk (*) preceding an item indicates that the District will rely primarily upon the advice and judgment of the Academic Senate. For those items with no asterisk, the governing board or its designees shall reach mutual agreement in accordance with Title 5 Administrative Code – Section 53202. d. (2).

In instances where the governing board elects to provide for mutual agreement with the academic senate, and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons and those reasons should be put in writing.

B. Classified Staff Participation

The Classified Senate of Mt. San Jacinto College shall represent classified professionals in the shared governance structure. Classified professionals are provided the opportunity to participate in the formulation and development of policies and procedures that have a direct effect on the classified staff. Classified representatives, as identified, will be included in the shared governance process, which includes, but is not limited to, the list that follows:

1. Participation in committees identified in the shared governance document;
2. Setting policy for Classified professional and development activities, specifically for Classified Professionals;

3. Participation with Classified roles and involvement in the accreditation process, including self study, master plan, and reporting;
4. Provide recommendations and advise on academic and professional matters related to Classified shared governance structures.

As provided for in Title 5 Regulations, Section 51023. 5(a)(5), "except in unforeseeable, emergency situations, the Governing Board shall not take action on matters significantly affecting Classified Professionals until it has provided Classified an opportunity to participate in the formation and development of those matters through appropriate structures and procedures as determined by the Governing Board" or its designee(s).

C. Student Participation

Students are provided an opportunity to participate in the formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the Board regarding such policies and procedures. Elected and appointed members of the Student Government Association represent students in the shared governance process.

Except in unforeseeable, emergency situations, the Board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

Board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration. Student representation on shared governance committees shall be appointed and assigned by the Student Government Association.

D. Management Participation (i. e. Administrators and Managers)

Management is provided the opportunity to participate in the formulation and development of district and college policies and procedures that will have an effect on their responsibilities.

It is incumbent upon management to provide meaningful input for all eleven areas of the Education Code Section 70902(b)(7) stated earlier. It is particularly noteworthy that management's participation with faculty to work collegially by mutual consent of the following items:

4. Educational program development;
5. Standards of policies regarding student preparation and success;

11. Other academic and professional matters as mutually agreed upon between the Board of Trustees (Board) and the Academic Senate.

III. GENERAL STRUCTURE

The structure of collegial consultation at Mt. San Jacinto College is a committee structure. This committee structure includes representation from the four campus constituencies (Faculty, Classified, Students, and Management) and is organized to allow consideration of ideas from every area of the College and, where appropriate, of proposals to be recommended for action. Unless otherwise specified, the term for each member of the standing committees is 2 years, with the terms of half of the members expiring each year. There is no limit to the number of 2-year terms a member may serve.

IV. SPECIFIC COMMITTEE STRUCTURE and FUNCTION

The College Council, Mutual Agreement Council, and standing committees have specific charges with defined tasks. According to the specific issue being handled, these standing committees submit their recommendations to College Council or, if needed, Mutual Agreement Council (MAC). If the co-chairs submit a recommendation to College Council and College Council does not consider the recommendation to be within the committee's purview, the recommendation is returned to the co-chairs to be resubmitted to the appropriate committee.

A. College Council

College Council Membership (12)

1. Superintendent/President
The Superintendent/President is the designated representative of the Board. The Superintendent/President is the non-voting chair of the College Council and acts as liaison between the Council and the Board. As chair of the Council, the Superintendent/President functions as a facilitator for the discussions at hand and assists the group in resolving of issues under consideration by the Council.
2. Academic Senate/Faculty (3)
2 representatives from the Academic Senate and 1 CTA representative
3. Management (3)
Three representatives from Management
4. Classified Senate/Classified (3)
2 representatives from the Classified Senate and 1 CSEA representative

5. Students (3)
Three representatives from the Student Government Association
6. Association Participants
Included above in Academic Senate and Classified Senate membership are the respective association representatives. While it is understood that union issues are a matter for negotiations and cannot be considered a part of shared governance, the leaders of these two groups have insights which are valuable to the overall process.
7. Each constituent group represented should name the individuals each year who will serve as members of the College Council. Regular attendance for those members is encouraged, and each constituency will also identify members who may substitute for a regular member who is absent. These substitute members are referred to as ex-officio and need to be identified to the College Council at the time the membership of the Council is determined. A quorum is determined by a simple majority of voting members in attendance. Unless previously agreed upon by all the representative groups, the College Council will not be held during the months of June or July.

College Council Structure

The College Council is the decision-making body that forwards recommendations on shared governance issues that do not require mutual agreement between the Academic Senate and Board to the Superintendent/President for action or for presentation to the Board for action. The College Council provides the means for the combined thinking of faculty, staff, students, and management to be included in the formation of all these recommendations except curriculum issues. The College Council may also review and provide input for all items that require MAC consideration with the exception of Curriculum Committee issues.

The majority of the members of any representative group (Students, Faculty, Classified, or Management) on the College Council may defer a vote on an issue until it has time to confer with its constituency. This delay must be accomplished within a specific time period not to exceed twenty regular days of instruction.

The College Council establishes rules of order and other processes to be used by the College Council in the deliberation over college issues related to shared governance. Any member of College Council may submit an item for the agenda.

When the College Council receives proposals or accepts identified issues from any individual or group within the College, the College Council may act in the following manner:

1. Redirect the issue or proposal to one or more other committees or constituent groups for further review and recommendations before considering the issue or proposal in College Council.
2. Formulate appropriate recommendations for submission to the Superintendent/President for consideration by the Board of Trustees, where no additional information or participation is needed.
3. Determine that the issue is not within the scope of shared governance, or is not appropriate for consideration by the College Council.
4. Reject the issue or proposal.
5. Accept information and request action items from the standing committees to ensure that issues before the College Council either have had or will have appropriate committee attention prior to full College Council review.
6. Establish ad hoc committees to deal with specific issues.
7. Ensure that issues affecting more than one constituent group or committee are dealt with by each affected group or committee before formulating a final recommendation.

In the case of "3" or "4" above, the individual or group presenting the issue or proposal is permitted time to present the issue/proposal to the College Council. The Superintendent/President may return the recommendation for further study, review, and/or revision. When a recommendation is returned, a written and clearly related rationale shall be provided by the Superintendent/President.

B. Mutual Agreement Council

Mutual Agreement Council Membership (4)

1. Superintendent/President
2. President of the Academic Senate
3. Vice President of Instruction
4. Vice President of the Academic Senate

A quorum is considered to be all four members present.

Any member of MAC may invite a single non-voting guest to supply expert knowledge and advice.

Mutual Agreement Council Function

1. MAC may function in two ways: First, it may respond to actions initiated by the co-chairs of standing committees or by the College Council. Second, it may initiate actions, introducing them into the shared governance committee structure for consideration.
2. The MAC receives recommendations from the co-chairs of standing committees on issues of shared governance requiring mutual agreement between the Academic Senate and the Board. The issues addressed by MAC are defined as those within Academic and Professional matters or the scope of shared governance. If MAC issues receive mutual agreement, MAC recommendations are then implemented or submitted to the Board, depending upon the nature of the issues and recommendations. If mutual agreement cannot be reached, then the policy or procedure in place at the time cannot be changed unless conditions exist as outlined in Section IIA of this document. The MAC may refer items back to the College Council or other shared governance committees or other appropriate groups for further study and revisions. In addition, the MAC's decision on a proposal related to "academic and professional matters" submitted by a standing committee or the College Council stands until a new or related decision on the issue is made by MAC.
3. The Superintendent/President or the Academic Senate President may call a meeting of this council. All members must be present to establish a quorum to consider mutual agreement items. Mutual agreement on an issue will require a unanimous vote of all four members.
4. An item considered by the College Council will go to the MAC if either the Superintendent/President or the President of the Academic Senate deems it appropriate. The Academic or Professional Matter to which the item pertains must be clearly identified.
5. The MAC will still consider the item and work for mutual agreement even when either the Superintendent/President or the President of the Academic Senate believes that an item recommended by the other president does not qualify as a MAC issue.

C. Standing Committees

Standing committees consist of faculty, classified, management, and where appropriate, students. Except as noted in this document, committee members are appointed by the respective constituent groups (Superintendent/President for management, Academic Senate for faculty members, Classified Senate for classified members, and the Student

Government Association for students). Members of each group are expected to serve as a part of their professional responsibilities at Mt. San Jacinto College. Standing committees are required by law to follow the guidelines and applicable rules of the Brown Act. The Brown Act provides specific rules and regulations for the posting of agendas, minutes and public disclosure. Annually, it is the duty of each standing committee to review the committee charge, list of duties, and description of membership and to formulate objectives to be accomplished during the coming year and report these to the College Council on an annual basis.

1. Standing committees have a sustained life and are created by the College Council with a defined membership, a statement of purpose, and responsibilities.
2. Standing committees work with each other and with the constituent groups to ensure that issues receive appropriate, college-wide review.
3. Standing committees propose action as well as new or revised policies to the College Council.
4. Standing committees maintain a schedule of regular meetings. A yearly calendar of meetings will be submitted at the beginning of each academic year to the College Council file (Administrative Associate – President’s Office).
5. Standing committees may establish task forces or other small groups to handle specific issues being considered by the standing committees.
6. All standing committees must publish agendas (a minimum of 3 business days prior) and minutes of their meetings by distributing these documents to the College Council file for posting in locations available to the constituent groups and the college website.
7. All standing committees will evaluate and assess yearly outcomes. A written year-end review, developed by the Institutional Planning Committee, will be filed in April for review by College Council. Committee Chairs will be expected to attend the review meeting.

Standing committees include the following:

- Basic Skills
- Budget
- Career Education Advisory
- District Professional Development
- Diversity
- Educational Technology
- Information, Communication, and Technology

Institutional Planning
Institutional Assessment and Program Review
Safety
Student Equity
Student Services
Student Success and Support Programs

**Revised on August 11, 2014 to remove Curriculum as a standing committee. Curriculum will fall under the purview of Academic Senate from that date forward.*

The details of each standing committee are found in the appendix and include information regarding membership and charge. It is expected that these committees will evolve naturally through the years and that changes in the standing committees do not necessitate a major rewrite or board approval unless determined by the College Council or Mutual Agreement Council.

D. Ad Hoc Committees

1. Ad hoc committees are created by the College Council or standing committees with a statement of responsibilities, charge, and a time line for completing their work. They are generally established to address a single issue or set of issues. Ad hoc committees are not designed for the adoption of policy or procedures but provide recommendation to standing committees or the College Council for consideration. Ad hoc committees that contain less than the majority of the standing committee do not fall under the Brown Act requirements of public and open meetings. Therefore, there is no need to follow agendas, minutes and public commentary as with the standing committees, College Council and Mutual Agreement Council. The ad hoc committee is to report back to the original committee unless otherwise directed by the original standing committee.
2. The area of responsibility for each ad hoc committee is generally outside the scope of the standing committees, and/or it is a committee where different membership is thought to be important to the work assigned to the ad hoc committee.
3. Ad hoc committees generally deal with issues that appear on an occasional basis or, once resolved, are not expected to recur.
4. Minority Opinions: An educated community is bound to generate many points of view. Where a constituent group disagrees with the final recommendation of College Council, that group may file a minority opinion to be forwarded to the committee that constituted that group and College Council.

V. SHARED GOVERNANCE REVIEW

- A. The College Council is the central governance body whereby college-wide activities should be reported and documented on a regular basis. The intent of such reporting is to allow the various constituents and their collective committees a voice for continuous improvement and feedback in an integrative and inclusive environment that welcomes effective and meaningful change. Within each academic year the college-wide shared governance standing committees are expected to report to the College Council. The standing committee may address a strategic plan and suggest changes to the charge and/or membership of the committee.

- B. The College Council and, when appropriate, the Mutual Agreement Council (MAC), will conduct an annual evaluation of the overall shared governance process. The College Council will coordinate this evaluation with full input from all constituencies and standing committees.

Evaluation items relating to required areas of mutual agreement, including all items relating to faculty roles in shared governance, will be sent to MAC for follow-up and action. The College Council will handle other items, either by taking action on the items or by referring the items to an appropriate group.

APPENDIX

STANDING COMMITTEES

BASIC SKILLS

Co-Chairs: Instructional Dean
Basic Skills Coordinator

Membership:

- Instructional Dean (1)
- Student Services Dean (2)
- Basic Skills Coordinator (1)
- SI Coordinator (1)
- Learning Communities Coordinator (1)
- Faculty (7)
 - ♦ SJC Counselor
 - ♦ MVC Counselor
 - ♦ SJC Instructional Faculty
 - ♦ MVC Instructional Faculty
 - ♦ CTE
 - ♦ English
 - ♦ Math
 - ♦ ESL
 - ♦ Reading
 - ♦ DSPS
 - ♦ EOPS
 - ♦ LSP
- Classified (2)
- Students (2)

Charge:

This committee shall serve to organize, coordinate, assess, and recommend programs and services related to Basic Skills students and programs to increase student success. The committee shall also decide matters of dispersal of funds such as those from the Basic Skills Initiative and track yearly expenditures related to that funding and/or other funding designated for basic skills use.

BUDGET

Membership:

- Management (4) including (1) Co-Chair
- Faculty (4) including (1) Co-Chair
- Classified (4)
- Students (2)

Members are appointed by the four constituent groups and serve for a term of two fiscal years.

The Committee may invite resource persons to speak on any item.

- 1) The Mt. San Jacinto College Budget Development Committee is a participatory governance committee that is charged with:
 - a) recommending the parameters, process, and documentation for developing the annual budget;
 - b) reviewing and recommending the process by which the District's discretionary funds are allocated;
 - c) assessing the effectiveness of the allocation process in the prior and current years.
- 2) The scope of work of the Budget Development Committee is determined by the annual institutional goals that are identified by the Superintendent/President and approved by the Board of Trustees. These annual institutional goals are expressed in the:
 - a) State Strategic Plan
 - b) MSJC Annual Strategic Plan
 - c) MSJC Educational Plan and Program Reviews
 - d) MSJC Facility Plan
- 3) The recommendations of the Budget Development Committee are sent directly to the Superintendent/President prior to the issue of the budget development documentation in March. Information copies of the recommendations are published on the Budget Committee web page and are sent to the College Council.

CAREER EDUCATION ADVISORY

Co-Chairs: Instructional Dean
Faculty

Membership:

- Full Time Faculty (6)
- Associate Faculty (2)
- Instructional Deans (2)
- Classified (2)
- Students (2) – preferably 1 from each campus

Full Time and Associate Faculty members are drawn in equal numbers from each campus. If there are no takers at a campus, then they can be filled from the other side.

Charge:

The Career Education Advisory Committee will study the needs for career education, workforce development, and professional training programs in the Mt. San Jacinto College District. The committee will make recommendations to the Career Technical Education department, administration, and the Curriculum Committee as they relate to the planning and improvement of new and existing programs.

Roles of the Career Education Advisory are to:

- 1) Serve as advisory to the Curriculum Committee on Career Technical Education programs, courses, and awards.
- 2) Serve as advisory to Annual Institutional Goals as they pertain to Career Technical Education issues.
- 3) Review Career Technical Education program articulation efforts at both the Secondary/ROP and Post-Secondary Levels, assist in the identification of courses in need of completion and revision of articulation agreements.
- 4) Identify and assist in development and maintenance of business/industry partnerships.
- 5) Provide the Academic Senate and Equivalency Committee the criteria for equivalency for specialized Career Technical Education department faculty.

Revisions approved by College Council: October 10, 2016

DISTRICT PROFESSIONAL DEVELOPMENT

Co-Chairs: Administration (1)
Faculty Flex Chair (1)
Classified (1)

Membership:

- Faculty (6)
- Classified (6)
- Management (4)

Charge:

- 1) To advocate for and coordinate for the critical professional development needs of faculty, associate faculty, classified, and management employees.
- 2) To produce the district staff development yearly plan. This includes the faculty Flex calendar, classified staff development calendar, and the management professional development calendar.
- 3) To uncover, explore and research through survey and various other tools, staff development needs within all constituents at MSJC: faculty, associate faculty, classified and management.
- 4) To develop an operating budget for professional development projects throughout the year.
- 5) To ensure that staff development funds are used to support the professional development needs of faculty, classified, and management employees.
- 6) To produce an end-of-year report that includes an executive summary of the current year budget and goals for the following academic year.
- 7) To develop and maintain a professional development website.

Approved by College Council: March 12, 2012

DIVERSITY ADVISORY

Co-Chairs: Elected from Membership

Membership:

The committee shall include a diverse membership whenever possible.

- Faculty (15)
- Associate faculty (3)
- Classified (3)
- Administrators (3)
- Students (3)
- Community members (3)

Participation is open to anyone interested in furthering the goals of the diversity advisory committee.

Members are responsible for contributing to the goals of the committee and attending at least three out of four meetings per semester, unless otherwise agreed upon by the committee.

The appointed members of the committee are active participants in the planning and implementation of Diversity events and projects.

Charge:

The Diversity Advisory Committee shall engage in an ongoing, active process that creates, celebrates, and promotes knowledge and respect for the diversity of the human experience within the District and surrounding communities.

Active engagement involves the creation, promotion, and maintenance of programs/activities that further the understanding of diversity and programs/activities that discourage discrimination and intolerance.

The Diversity Advisory Committee shall work toward the incorporation of its Charge in every aspect of the college experience, including student life, curriculum, teaching, programs, staffing, personnel training practices, research, community services and events.

The Diversity Advisory Committee shall assist the District in developing and implementing the Equal Employment Opportunity Plan consistent with Title 5, section 53005.

EDUCATIONAL TECHNOLOGY

Co-Chairs: Faculty Distance Education Coordinator (if there is no DE Coordinator, the committee will elect a Faculty Co-Chair from the membership)
Dean of Library and Technology

Membership:

- Administration (1)
- Distance Education Network Coordinator (Classified)
- Classified at large (1)
- Instructional Technology Services Network Supervisor
- Faculty (6)
- Students (2)

The committee recognizes the input from non-voting faculty members appointed by the Academic Senate not to exceed 5 additional faculty members.

Charge:

- 1) The committee will address the evolving technology needs of Mt. San Jacinto College in a variety of areas related to the use of technology for instructional purposes.
- 2) The committee will be the recommending body for curriculum, policies, procedures, systems and purchases that relate to distance education and technology used for teaching and learning.

As a shared governance body the Educational Technology Committee shall:

- 1) Meet once per month and submit an agenda and minutes for each meeting to each of the ETC Committee members and to the Academic Senate
- 2) Assist in the development and deployment of curriculum for distance education including review of distance education addenda for both fully online and hybrid courses either through selecting a liaison to serve on the Curriculum Committee or through full committee review of addenda, as requested by the Curriculum Committee.
- 3) Work cooperatively with administration and the bargaining unit as appropriate in the recommendation and development of policies related to the MSJC distance education program.
- 4) Work cooperatively with other pertinent committees in developing and implementing staff development activities for the use of instructional technology.
- 5) Work cooperatively with other pertinent committees in developing and maintaining a comprehensive Technology Plan for MSJC.
- 6) Work cooperatively with other pertinent committees in the development and integration of the MSJC Technology Plan with the College's Educational Master Plan.

- 7) Identify potential needs for technology as they relate to instruction.
- 8) Develop a list of recommendations for purchases and utilization of technology as it relates to instruction.
- 9) Develop long term goals for MSJC's utilization of technology in instructional venues.

INFORMATION, COMMUNICATION AND TECHNOLOGY

Co-Chairs: Dean of Information Technology
Faculty
Classified

Membership:

- Faculty (3)
- Classified (3)
- Students (2)
- Management (2) (1 of whom is the Dean of Information Technology)

Charge:

- 1) To identify and evaluate the existing District technological structure on campus.
- 2) To develop, monitor, and update the Technology Master Plan for the District and incorporate a process for continuous replacement and upgrading as appropriate.
- 3) To evaluate benefits and applications of current and planned technology through continuous assessment and maintain state-of-the-art awareness in educational technology.
- 4) To compile budgetary information and provide purchasing specifications as requested and to identify areas in which grant funding may be appropriate.
- 5) To recommend goals and priorities.

INSTITUTIONAL PLANNING

Membership:

Administration:	Superintendent/President and 3 administrators
Faculty:	Academic Senate President and 3 faculty members
Classified:	Classified Senate President and 3 classified members
Students:	Student Trustee and SGA President or representative

Ex-officio Non-voting Members: Associate Dean of Research, Director of Grants, Human Resources Supervisor

Membership will include four members from each constituency plus 2 students, no alternates, and a request for those on the committee to participate. It is also understood that if members do not attend meetings that their respective area leader can ask them to step down and replace them with a member that will be able to attend the committee meetings.

Quorum: A super majority of those present (2/3 or 60%)

The IPC will make recommendations through the College Council.

Charge:

The Institutional Planning Committee shall oversee and coordinate district-wide strategic planning through the following:

The committee shall review and provide advice to the groups on campus that develop plans and the budget development committee.

The committee shall review and endorse the Integrated Institutional Plan, Education Master Plan, Facilities Master Plan, Strategic Master Plan, Staffing Plan and Technology Plan.

The committee will review critical data needed for planning, including analysis of internal and external trends, and publish its findings to assist planning throughout the college. The committee shall review the results of department and division program reviews and assessments, preparing from them an Annual Master Planning Accountability Report.

The committee shall contribute to the development of District annual strategic and multi-year planning goals.

The committee will review forecasts and recommend planned growth, program development parameters for Education Planning, and staffing allocation levels.

The committee will complete an annual review of the IPC charge to confirm that the committee is working to meet internal expectations and accreditation standards.

INSTITUTIONAL ASSESSMENT AND PROGRAM REVIEW

Co-Chairs: Vice President of Instructional Services
Assessment/Program Review Coordinator

Membership:

- Students (2)
- Academic Programs: Faculty (3), Classified (3), Management (2)*
- Career and Technical Education/Allied Health: Faculty (3), Classified (3), Management (1)*
- Student Services: Faculty (2), Classified (2), Management (2)*
- Administrative Units (Business, HR, President): Classified (2), Management (2)*
- Ex-Officio Members: President and Vice President of the Academic Senate

*: or designee(s)

Quorum will be considered when 9 members are present: Management (3), Faculty (3), Classified (3).

Charge:

The Institutional Assessment and Program Review Committee will oversee assessment and program review throughout the district. The IAPRC will ensure practices and processes support high-quality, efficient programs and services. Recommendations will go to the senates and appropriate shared governance committees. The committee will recommend improvements to the assessment model and program review process as needed.

SAFETY

Chair: Chief of Police

Membership:

- Faculty – 2 representing areas with significant potential safety issues (i.e. Chemistry and/or Biology).
- Classified – 2 representing areas with significant potential safety issues.
- Management – 3 (including the Dean of Human Resources and the Director of Maintenance and Operations)
- The District Risk Management representative
- Safety Consultant

Charge:

The Safety Committee shall assume the responsibility of overseeing and promoting safety throughout the College. In assuming this responsibility, the Safety Committee shall concern themselves with all Local, State, and Federal laws and regulations as they pertain to the facilities and their occupants. Included in the charge of this committee is the responsibility of conducting periodic inspections of all facilities and work sites. When appropriate, the Safety Committee will plan safety-training opportunities for all College employees.

STUDENT EQUITY

Co-Chairs: VP of Student Services (Co-Chair)
Faculty (Co-Chair)

Membership:

- Dean of Business Services
- Dean of Student Services
- Enrollment Services
- Dean of Instruction (responsible for basic skills) – MVC & SJC
- Counselors (2) (one from each campus)
- Instructional Faculty (3-5)
- Director of Student Equity
- Dean of Institutional Effectiveness
- Students (2)
- Classified (2) (in areas reasonably related to Student Equity) – MVC & SJC

Resources:

- Vice President of Instruction
- Academic Senate President
- Director of Research
- Director SSSP
- Basic Skills Coordinator
- Professional Development Coordinator
- Enrollment Services
- CalWORKs

Charge:

Works to advance institutional equity at Mt San Jacinto College. The committee acts as the oversight of the Student Equity Plan and all components of the plan. The committee will develop goals and oversee the implementation of activities addressing Student Equity populations and indicators as defined in statute and Title 5 based on the disproportionate impact data as described in MSJC's Student Equity Plan.

Advocates for the development and implementation of policies and procedures that facilitate the success of our diverse student body, faculty and staff. Specifically, the committee works to identify existing or emerging equal opportunity and equity issues, advising college leadership in the development of responsive policies, and analyzing and recommending action based on relevant research and practices.

Committee membership and charge revised effective 10-5-15.

STUDENT SERVICES

Co-Chairs: Vice President of Student Services – Co-Chair
Faculty – Co-Chair

Membership:

- Faculty members (3) (1 counselor MVC, 1 counselor SJC, 1 or 2 Instructional)
- Enrollment Services Directors (2) (MVC & SJC)
- Dean of Counseling (1)
- Students (2) (1 from each campus)
- Classified (2)

Charge:

The Student Services Committee studies the support needs of students and recommends changes in policy and procedures to the College Council. The areas of concern are primarily admissions and records; registration procedures; attendance; grading policies; athletics; academic and career counseling; articulation; disabled student programs; EOPS; student activities; financial aid and academic standards. Select committee members, not to include student members, also functions as the appeals committee for academic standards and financial aid petitions. Recommendations will be made to College Council or the appropriate steering committee.

Revisions approved by College Council: October 10, 2016

STUDENT SUCCESS AND SUPPORT PROGRAMS

Tri-Chair Structure:

Administrative Co-Chair: Director of Student Success (1)

Faculty Co-Chair (1)

Classified Co-Chair: Assessment Specialist/SSSP Coordinator (1)

Membership (12):

- Instructional Basic Skills Coordinator (1)
- Director of Equity (1)
- Enrollment Services Administrator (1)
- Faculty Member (2)
- Counselor (2 – preferably from different campuses)
- Research Analyst/Evaluator (1)
- Student (1)

Ex-Officio/Resource (non-voting):

- Dean of Student Services
- Academic Senate President
- Academic Senate Vice President
- At-Large Classified Staff Member

Assessment Ad-Hoc Committee:

- Assessment Specialist
- Faculty, Math or English (2)
- Counselor

Charge:

The Student Success and Support Program Committee in collaboration with the Student Equity Committee is responsible for guiding the development, implementation, and evaluation of matriculation services. These services include the processes of admissions, orientation, assessment, advisement, and follow-up to ensure that students receive the educational services necessary to optimize their opportunities for success. Recommendations will be sent to College Council or MAC.

Committee Name revised effective 6-10-13.

Committee Membership revised effective 11-9-15.