

Planning and Budget Committee Task Force, Fall 2019

Meeting: Monday - October 7, 2019
12:15pm to 1:55pm
Building 3 - Room 142

Attendees: James Carranza, Jessica Kaven, Loretta Davis Rascon

DRAFT: Loretta Davis Rascon, James Carranza, Jessica Kaven

REVIEW OF CAÑADA COLLEGE COMMITTEE STRUCTURE

RESEARCH

Review of Cañada College IPC, SSPC, Academic Senate, Classified Senate, Council By-Laws
ACCJC committees, sub-committee, task force definitions
CSM and Skyline College Committee Definitions, Compendium of Committees, committee structure.

ACCJC Definitions:

Standing
Content
Ad Hoc
Task Force
Subcommittee (of a Committee)

PURPOSE OF TASK FORCE

Consider process to clarify how college subcommittees get assigned to report to one of the Planning Councils.

COMMITTEE REVIEW:

Questions, observations, suggestions for PBC consideration:

- How do we currently define a Council?
- How do we currently define "subcommittee"? What determines membership, for example? Participatory governance maintains at least representation of the four college constituency groups--faculty, students, classified staff, and administrators.
- Do subcommittees require a participatory governance membership or as a subcommittee do they operate under the participatory governance membership of the committee they are "sub" to?
- Must a committee be "sub" to a Planning Council? (What is the reasoning for this approach?)

- Review committee purpose (function), membership (roles and responsibilities), documentation (agendas and mtg summaries), committee reporting/connectivity (plans aligned to college goals and themes, web presence)
- Review how a committee communicates its actions as a committee--reports to Councils, committee plan, website.
- Review how a committee communicates to constituents. An email may be sent to constituents with the link to the minutes? Only a one-time set up task with a group distribution list.
- Define Task Force--task, membership, timeline, purpose, deliverables.
- Observation: Participatory Governance requires clear reporting to constituencies/members of the campus community.
- Review process for designating reporting: Given participatory governance committee structure, for example, why would the Professional Learning Committee report to APC when PD plans and decisions are implemented by Academic Senate and Classified Senate?
- Question: Should all committees report to ONE of the Planning Councils as stated in the Task Force Purpose assigned by PBC?
- Recommendation: Determine the connection of each committee to college-wide goals, college-wide plans while reviewing committee purpose and processes with connection to accreditation standards, and SLO's and SAO's so that campus Faculty, Staff, Administrators understand the committee's connection to the big picture plan for the college.
- Recommendation: State in the committee's purpose its responsibility to college planning, referring to the appropriate college plan:
 - Distance Education Plan
 - Facilities Master Plan
 - Guided Pathways Plan
 - Professional Learning Plan
 - Research Plan
 - Strategic Enrollment Plan
 - Strong Workforce Plan
 - Student Equity Plan (Basic Skills, SSSP, Student Equity)
 - Sustainability Plan
 - Technology Plan
- Question: What is the structure for committee reporting?
- Question: Can a subcommittee be a subcommittee of a council or of a committee, and what's the difference, if any?
- Question: Is there a deadline for reporting after committee meetings?

- Question: Do we want to tie to College Plans, College Councils to committees?
Some committees complete plans--DE plan, Professional Learning Plan, etc.
- Question: How are committee plans vetted and connected to EMP college goals?
- Observation: Chancellor/State Initiatives do not necessitate forming a committee. A task force may be more appropriate for ease of disbanding after task completion.
- Should an executive summary type of reporting structure be established so that information is consistently provided to college community members?

PRELIMINARY RECOMMENDATIONS:

- More uniform/standard definitions and committee operation:
 - Purpose/expectations of committees clearly stated
 - Committee recommendations/presentations to college community not only at PBC but at Academic Senate, Classified Senate, IPC, SSPC, ASCC
 - Committee relationship to college decision-making process
 - Roles & Responsibilities of members
 - Membership - clear representation, term of representation
 - Reporting Structure
 - Committee decision-making process--consensus, voting, quorum
 - Membership--governance structure or other by appointment
 - Website Information Requirements
- Establish consistent/structured template for each committee: committee website, establishing/updating committee tasks, goals, or plans, processes, membership, reporting requirements
 - Create a simplified meeting summary template and have a deadline for summary completion
 - Establish committee connection to College Education Master Plan then to other College Plans, following a model of promoting college goals--create a simplified committee planning template
- Update/revise Cañada College Compendium of Committees to include committee definitions/requirements, terms, overall guidelines for committees and members
 - Establish reporting-out requirements and deadlines for representatives to the constituency they represent--is it casual at their Academic Senate, Classified Senate, Division Meeting or should it be more standardized and formalized?

Information on APC, IPC, SSPC purpose

Administrative Planning Council

Mission

The purpose of APC is to ensure effective operation of all things fiscal and operational for Cañada College. The primary responsibility of APC is to insure the creation, implementation, distribution and assessing of fiscal and operational services throughout the college. The participatory governance governing body, PBC, reviews and approves work of the APC before recommendations are taken to the President, Chancellor and Board of Trustees (if needed).

APC primarily achieves its purpose through: collaboration and communication with SSPC and IPC, overseeing the implementation of a comprehensive process for planning and assessing administrative services [instruction/student services] based on program review, effective integration of student learning outcomes into program activities and services, and alignment with the college's mission and strategic goals. Furthermore, APC develops, implements, and evaluates an Administrative Program Plan cycle (including staffing) and makes recommendations about policy.

Instructional Planning Council

The Instructional Planning Council (IPC) is advisory to the Planning & Budgeting Council on a range of issues related to instruction:

1. Development of a calendar for program review, staffing, equipment and facilities needs as they pertain to instruction.
2. Development of an evaluation process for the program review cycle.
3. Recommendations about policies and procedures as they relate to instruction.
4. Recommendations about prioritization of resources as they relate to Strategic Goals regarding instruction and review of Instructional Strategic Goals yearly.
5. Evaluation of proposals for new instructional programs and instructional program discontinuance.
6. Support of accreditation review process and self-study.
7. Completion of a yearly review of the mission statement and roles of this Planning Council.

Student Services Planning Council

III. Purpose of the Student Services Planning Council

The Student Services Planning Council is advisory to the College Planning and Budgeting Council. The roles of the Student Services Planning Council include:

1. Develop, implement, and evaluate a Student Services planning cycle (including staffing, equipment, facilities and budgetary needs).
2. Integrate Student Services Division plans.
3. Make recommendations about policies and procedures related to Student Services.
4. Make recommendations to College Planning and Budgeting Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services.
5. Meet at least once a year with the Instructional Planning Council (IPC) through the Planning & Budget Council hiring process.
6. Evaluates proposals for adding, modifying, and discontinuing Student Services programs.

7. Develop ongoing communication strategy with IPC by designating a Student Services Planning Council member representative(s) to report to IPC on SSPC matters and to report back to SSPC on IPC matters.
8. Form subcommittees, work groups and task forces as needed.

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