

## Cañada College Planning Structure—DRAFT 9/24/08

Shared governance, or collegial consultation, is a decision-making process committed to the best interest of our students and our institution based upon participation of those affected by decisions in an environment of cooperation and trust. One of the basic principles of academic governance in higher education is that effective decisions derive from the powers vested in governing boards and colleges by law, the faculty, administration, staff and students. Because these sources of information are vital to the development and implementation of sound educational policy, Cañada College wishes to encourage to the greatest extent possible the practice of collegial consultation.

Collegial consultation recognizes and, indeed, is predicated on the sincere commitment on the part of all participants to our students, our professions, and to our institution. It is a complex process of consultation that demands from faculty, administrators, classified staff and students, a respect for divergent opinions, a sense of mutual trust, and a willingness to work together for the good of the instructional enterprise. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and priorities for the well-being of the institution in accordance with its mission. (first two paragraphs are from our current philosophy statement)

The Cañada College planning structure involves faculty, staff, students, and administration. The process of planning supports the mission of the college (insert link) and honors the principle of participatory governance. The planning cycle is designed to meet the ACCJC Standards for Institutional Effectiveness in Planning (insert link). Towards this end, we recognize the Academic Senate authority in academic and professional matters, as well as the rights of classified staff to participate in governance outside of the arena of collective bargaining and the rights of students to have the opportunity to participate in college governance and to make recommendations concerning College policies and procedures that has effects on them (as described in Assembly Bill (AB) 1725 (insert link))—(new)

Appointments to committees, when not designated within the committee structure, are made by:

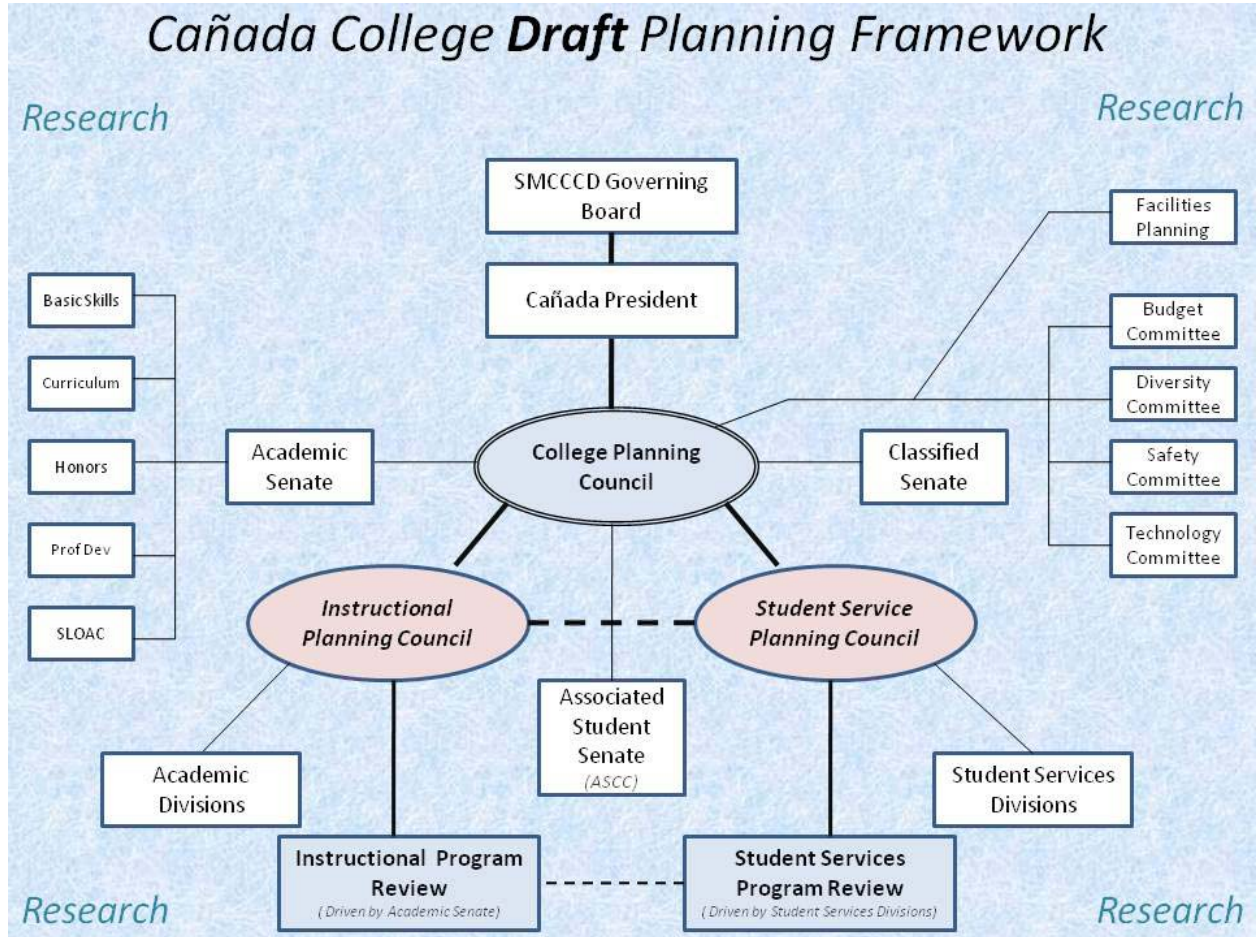
Associated Students of Cañada College	Students
Academic Senate	Faculty
Classified Senate/CSEA	Classified Staff
President	Administration

**The Standing Committees supporting planning at Cañada College are:**

<b><i>Name of Committee/Council</i></b>	<b><i>Web Address for Committee Documents</i></b>
Academic Senate	
ASCC Student Senate	
Basic Skills	
Budget	
Classified Senate	
College and Strategic Planning Council	
Curriculum	
Diversity	
Honor's	
Instructional Program Planning Council	
Professional Development	
Safety Committee	
Student Learning Outcomes Advisory Council	
Student Services Planning Council	
Technology	


All meetings for committees engaging in planning are open to all. Agendas, minutes, plans, assessments and reports emanating from each group will be made available on their website.

**Planning Framework Flow Chart**



## College Planning Council

**Mission** (have everyone adopt a mission statement that supports our College mission)

### Role

1. Oversee and drive institutional planning agendas for each academic year. Integrate and synthesize planning and assessment of all college wide plans, including the Strategic Plan, the Instructional Program Plan, the Student Services Program Plan, ACCJC Recommendations, Accreditation Planning Agendas, and the Facilities Plan;
2. Prioritizes expenditures to advance the College goals;
3. reviews College and District policies and develops procedures to implement policy,
4. advise the president on issues regarding college facilities, maintenance, and operations,
5. provides Accreditation Oversight,
6. advise the President on issues regarding campus climate,
7. advise the President on any other issue affecting the well-being of the College at large.

### Products

Development of the Strategic Plan, Strategic Plan Progress Reports, development of criteria for annual evaluation of the planning outcomes and process, prioritized list of expenditures to advance the 11 Strategic Goals, policies and procedures recommendations.

### Meeting Schedule

First and Third Thursdays 1:30 – 3:30

### Chair(s)

Co-Chairs (one classified and one faculty member)

### Members

- Academic Senate President
- Classified Senate President
- Student Senate President
- One Adjunct Faculty Member
- One Full-time Faculty Member
- Two Classified Staff Members
- Two Student Senate Members
- Director of Planning, Research and Student Success
- College President (non-presiding, non-voting)

## Instructional Planning Council

**Mission** (have everyone adopt a mission statement that supports our College mission)

### Role

1. Develops, implements, and evaluates an Instructional Program Plan cycle (including staffing, instructional equipment and facilities needs)
2. Integrates and synthesizes Instructional Division Plans,
3. Makes recommendations about policies and procedures related to Instruction,
4. Makes recommendations to College Planning Council regarding prioritization of resources advancing the Strategic Goals regarding Instruction,
5. meets twice a semester with Student Services Program Planning Council to communicate and integrate plans,
6. Evaluate proposals for new instructional programs and instructional program discontinuance.

### Products

Development of the Instruction Strategic Plan, development of criteria for annual assessment of the instructional planning outcomes and instructional planning processes, prioritized recommendations to advance the Strategic Goals regarding instruction, policies and procedures recommendations regarding Instruction.

### Meeting Schedule

#### Chair(s)

Co-Chairs: Vice President, Instruction and one Faculty Member

#### Members

- Six faculty
  - Curriculum Chair
  - Honor's Coordinator
  - Professional Development Coordinator
  - Basic Skills Coordinator
  - Student Learning Outcomes and Assessment Coordinator
  - One Counselor
- Two classified staff
  - One from an Instructional Area
  - One from Student Services
- One Student
- Three Instructional Deans
- Director of Planning, Research and Student Success
- Vice President, Instruction

## Student Services Program Planning Council

**Mission** (have everyone adopt a mission statement that supports our College mission)

### Role

1. Develops, implements, and evaluates an Student Services Program Plan cycle (including staffing, equipment and facilities needs)
2. Integrates and synthesizes Student Services Division Plans,
3. Makes recommendations about policies and procedures related to student services,
4. Makes recommendations to College Planning Council regarding prioritization of resources advancing the Strategic Goals regarding Student Services,
5. meets twice a semester with Instructional Program Planning Council to communicate and integrate plans,
6. Evaluate proposals for new student services programs and student service program discontinuance.

### Products

Development of the Student Services Strategic Plan, development of criteria for annual assessment of the Student Services planning outcomes and Student Services planning processes, prioritized recommendations to advance the 11 Strategic Goals regarding Student Services, policies and procedures recommendations regarding Student Services.

### Meeting Schedule

### Chair(s)

Co-Chairs: Vice President, Student Services and one non-administrative member of this council

### Members (I am not sure of all titles)

- Manager of DSPS
- Director of EOPS
- Health Services
- Admissions and Records
- One faculty member from the ASGC
- Coordinator of Student Activities
- One Director of Special Programs
- Director of the Transfer Center
- Director of Financial Aid
- Manager of the Learning Center
- One Librarian
- One Student
- Two Student Services Deans
- Director of Planning, Research and Student Success
- Vice President, Student Services

## Budget Committee

**Mission** (have everyone adopt a mission statement that supports our College mission)

### Role

1. Recommends the process for the development of guidelines for preparation of budgets,
2. Recommends to the College and Strategic Planning Council parameters that align the priorities of the college to budgets and institutional planning,
3. Reviews revenue projections for each upcoming Fiscal Year based on reported and estimated FTES allocations from the District,
4. Promote awareness and understanding of Cañada College budgeting, our district budget and the state budget.

### Products

Process for the development of the Guidelines for Budget Development, Review the Budget Development Timeline, Recommendations regarding alignment of budget to college priorities, Recommends an annual fiscal plan to College and Strategic Planning Council (reminder: budgets are adopted by the Governing Board)

### Meeting Schedule

### Chair(s)

Co-Chairs: Classified Senate President and Academic Senate President

### Members

- Classified Senate President
- CSEA representative
- One classified staff member
- Academic Senate President
- AFT representative
- One faculty member
- College Business Officer
- Director of Marketing
- One Student
- Director of Planning, Research and Student Success
- Vice President, Student Services
- Vice President, Instruction
- President (ex-officio)



