



College Planning Council Handbook & Bylaws

(Approved 4/1/2010)

Table of Contents

By-Laws Philosophy.....	2
Purpose.....	2 & 3
Planning & Budget Process.....	4
Organization	5 & 6
Meetings.....	7 & 8
Bylaws Changes.....	8
Appendices	
• Appendix A	
Education Code Section 70901 (B) (1) € of AB 1725	i & ii
• Appendix B	
Agenda Item Request.....	iii

I. Philosophy

Shared governance, or collegial consultation, is a decision-making process committed to the best interest of our students and our institution. It is based upon participation of those affected by decisions in an environment of cooperation and trust.

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.

The actions of the CPC are guided by the following:

- Members of the College Planning Council represent the diversity of the college community as a whole and will strive to keep the needs of our students at the forefront during decision-making deliberations.
- The College Planning Council will maintain objectivity and a global viewpoint in its processes.
- The College Planning Council will maintain a clear relationship and communicate effectively with all campus groups.
- The meetings of the College Planning Council are open and public.

II. Purpose of the College Planning Council

1. Mission Statement

College Planning Council is the committee of the College that oversees and facilitates planning processes and makes recommendations to the President.

2. Role

The College Planning Council:

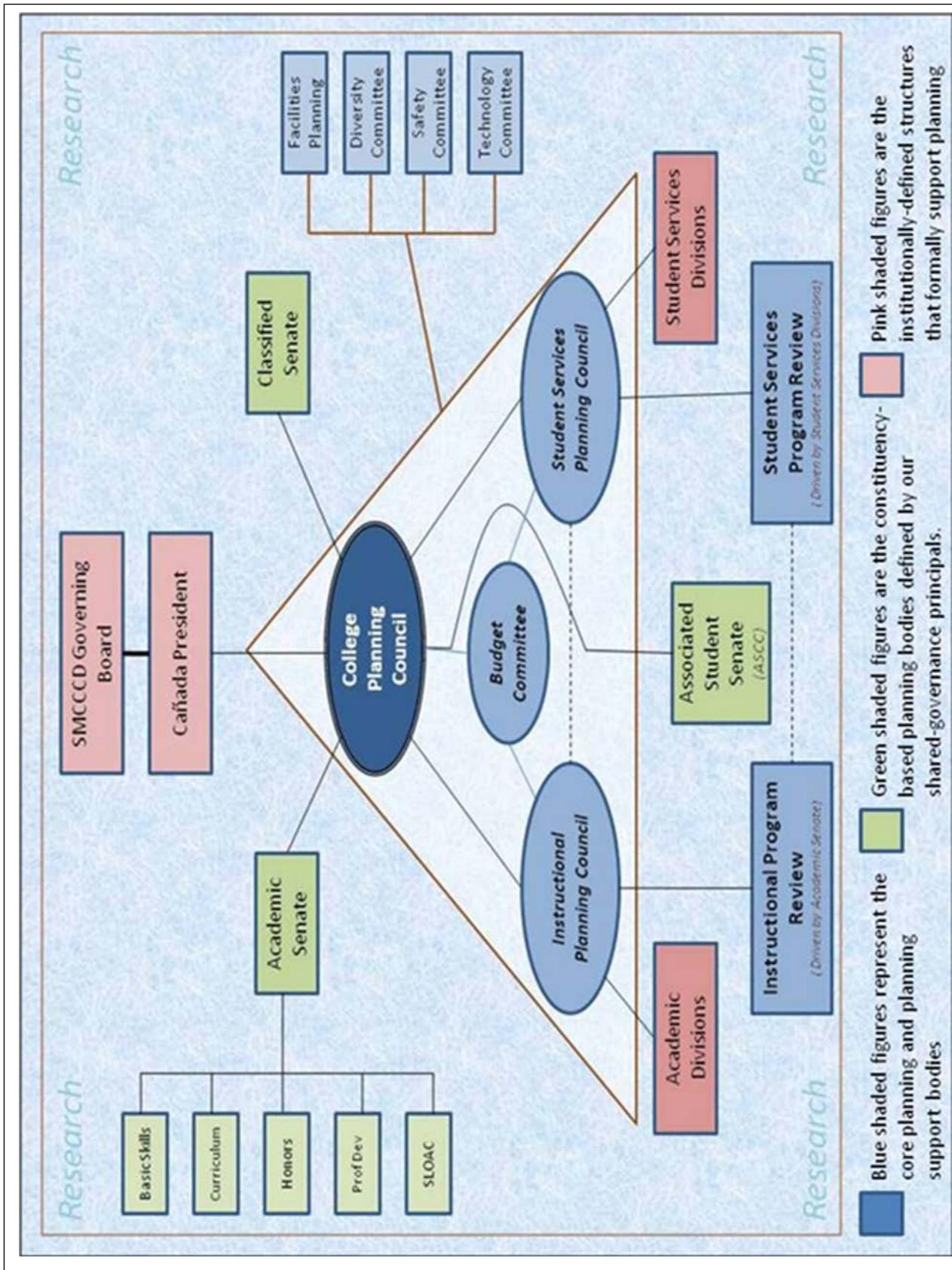
- A. advises the College President on matters pertaining to:
 - i. prioritizing expenditures to advance the College goals,

- ii. planning,
 - iii. governance issues,
 - iv. issues regarding college facilities, maintenance, and operations,
 - v. issues regarding campus climate,
 - vi. any other issue affecting the well-being of the College at large.
- B. oversees and drives institutional planning agendas for each academic year,
 - C. integrates and synthesizes planning and assessment of all college wide plans, including the Strategic Plan, the Educational Master Plan, the Instructional Program Plan, the Student Services Program Plan, ACCJC Recommendations, Accreditation Planning Agendas, and the Facilities Plan,
 - D. reviews College and District policies and develops procedures to implement policy,
 - E. provides Accreditation Oversight,
 - F. establishes Ad-hoc workgroups and subcommittees to address college planning needs and priorities, as needed.

3. Outcomes

Specific ongoing outcomes of the work of CPC are:

- Development and review of the Educational Master Plan
- Educational Master Plan Progress Reports-monitoring strategic goals and priorities as enumerated in the Educational Master Plan
- Development of criteria for annual evaluation of the planning outcomes and process
- Prioritizes list of expenditures to advance the College's strategic goals
- Policies and procedures recommendations



III. Organization of College Planning Council

1. Composition

Academic Senate President
Classified Senate President or VP of Classified Senate
Student Senate President
IPC Permanent Co-Chair (VPI)
IPC - Faculty Member
SSPC Permanent Co-Chair (VPSS)
SSPC - Classified Member
Adjunct or Full-Time Faculty Representative at Large
Classified Representative at Large
Student Representative at Large
Director of Planning, Research and Student Success
College President (non-presiding, non-voting)

Voting Members	11
Total Members	12

2. Selection

Each college constituency (Academic Senate, Classified Senate, ASCC, Instructional Planning Council and Student Services Planning Council) will appoint its council members. Student representative may appoint a voting alternate to attend a meeting.

3. Expectations of Service

- Members will commit to attend and prepare for CPC meetings.
- Members will notify co-chairs if unable to attend scheduled meetings.
- Meetings will start on time.
- Members will provide information to and solicit feedback from constituent groups.

4. Removal

Members may be removed or asked to resign by consensus of the other members, after 3 absences in one semester.

5. Term

Terms for appointed positions will be for two years (August-June) except for initial appointments and any mid-term replacements, which will result in staggered terms, and for any ex-officio holders, whatever their position terms of office may be. Appointments will be made by June preceding the terms of appointment.

Student terms will be for one year (August 15 - June 30) with appointments made in August.

6. Co-Chairs

At the first College Planning Council meeting of each academic year, the Council will select one Faculty and one Classified member from its current membership to serve as Co-Chairs for one year. Each Co-Chair may be re-appointed for a maximum of two consecutive years.

7. Administrative Support

The President's Office will provide appropriate administrative support to the Council. Assistance will include: designating a person to take notes, preparing and distributing agendas, attending meetings and preparing minutes, and providing a depository of the meeting notes and materials. Video support will be provided by the District.

8. Orientation

An orientation meeting will be held with the outgoing and newly elected Council members at the beginning of the academic year, to include (but not be limited to) a review of:

- a. AB 1725 provisions (Appendix A)
- b. Procedures/Decision-Making
- c. Scope of Membership
- d. Handbook and Operating Procedures
- e. Relationship to District-Shared Governance

9. Dissemination of Information

Agendas and Minutes will be distributed at least three days prior to the next regularly scheduled meeting via email by the President's Office and posted online on the CPC web page. Items under discussion that are still in draft form may be posted to the CPC SharePoint site to maintain confidentiality.

IV. Meetings

1. Rules of Procedure for Conduct of Meetings

a. Consensus Method:

The College Planning Council makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:

- i. I support the recommendation completely.
- ii. I support the recommendation with reservations.
- iii. I cannot support the recommendation.

Recommendations will be made by consensus. If consensus is not reached, Roberts' Rules of Order will be followed in order to reach a decision by conducting a vote. A motion will be made, seconded, and passed by the majority of voting members in attendance. A roll call vote may be called by any voting member.

Abstentions will be noted in the minutes.

b. Recommendations:

A recommendation will be forwarded to the President when at least 60% of members present is/are at any one level. Any member of CPC can submit a brief rationale for his or her vote which will accompany the recommendation to the President.

Recommendations will be recorded in the meeting minutes

c. Quorum:

A quorum must be present in order to forward a specific recommendation to the President. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as six (6) voting members which constitutes more than 50% of the voting members.

2. Actions

The College Planning Council has been established to ensure faculty, staff, and students the right to participate effectively in a consultative environment. All actions and decisions made by the College Planning Council are formal recommendations made to the President. If the President does not follow the recommendation of the College Planning Council, he/she must explain to the College Planning Council his/her position.

3. Agenda

a. Distribution:

Agenda packets will be distributed via email by the President's Office in advance of meetings to the College community (administration, faculty, classified staff, and Associated Students). Agendas will also be posted in various locations throughout the College.

b. Agenda Building:

The College President and College Planning Council Co-Chairs will be responsible for developing and approving College Planning Council agendas. Agendas are prepared the week prior to a scheduled meeting. Council members may request that an item be included on the agenda by completing the agenda item request form or by email. All agenda requests must be submitted to the co-chairs 10 days prior to the scheduled meeting.

(Appendix B Agenda Item Request). The President and Co-Chairs will review with Council all requests not approved for agendas. The Council may decide by consensus to include items on a future agenda not approved by the President and College Planning Council Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.

4. Bylaws Change

Any member of the Council may propose a bylaws change.

The Bylaws may be amended by consensus of the members of the College Planning Council. The Bylaws may be adopted by the unanimous consent of all the members of the College Planning Council in consultation with their respective constituents.

APPENDICES

APPENDIX A

EDUCATION CODE SECTION 70901 (B) (1) (E) of AB 1725

A. Education Code 70901 (b)(1)(E) of AB 1725 requires that the board of governors establish "Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration and the right of the academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards."

B. The scope of the academic senate is in the area of academic and professional matters. Students have rights with regard to matters that have or will have a significant effect on students. Staff have rights in areas that have or will have a significant effect on students. Staff have rights in areas that have or will have a significant effect on staff. In particular, staff have governance rights in regard to the definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its colleges and the participation structures and procedures for the staff positions defined and categorized.

1. Faculty

53200(c) Academic and Professional matters mean the following policy development and implementation matters.

- (a) Curriculum, including, establish prerequisites and placing courses within disciplines.
- (b) Degree and certificate requirements
- (c) Grading policies
- (d) Educational program development
- (e) Standards or policies regarding student preparation and success
- (f) District and college governance structures, as related to faculty roles
- (g) Faculty roles and involvement in accreditation processes, including self study and annual reports
- (h) Policies for faculty professional development activities

- (i) Process for program review
- (j) Processes for institutional planning and budget development, and
- (k) Other academic and professional matters as mutually agreed upon between governing board and academic senate

2. Students

51025(b) Students, for the purpose of this section, means the following district and college policies and procedures that have or will have a significant effect on students:

- (a) Grading policies
- (b) Codes of student conduct
- (c) Academic disciplinary policies
- (d) Curriculum development
- (e) Courses or programs which should be initiated or discontinued
- (f) Processes for institutional planning and budget development
- (g) Standards and policies regarding student preparation and success
- (h) Student services planning and development
- (i) Student fees within the authority of the district to adopt
- (j) Any other district and college policy, procedure or related matter that the district governing board determines will have a significant effect on students.

3. Staff

Matters having a significant effect on staff are not defined in the regulations except that there is a requirement that a district governing board “reasonably determines, in consultation with staff: that the matter has significant effect on staff (51023.5 (A)(4).

APPENDIX B

AGENDA ITEM REQUEST

ORIGINATOR (Please Type/Print):

ITEM: _____

- ACTION
- INFORMATION
- DISCUSSION FOR FUTURE ACTION

SIGNED: _____ **DATE:** _____
Council Member

- APPROVED FOR _____ MEETING
- APPROVED FOR CONSIDERATION (for placement on Agenda)
- NOT APPROVED (reason given under comments)

COMMENTS:

APPROVAL: _____ **DATE:** _____
College Planning Council Chairperson

APPROVAL: _____ **DATE:** _____
President

Deadline for submission of agenda items is ten days before the meeting. Forms should be submitted to the President's Secretary.