1.0 Senate-Led District Committees

1.1 Senate-Led District Committees (Curriculum Coordinating Committee and Matriculation Committee) - these committees are under the direction of the District Academic Senate and report back to the District Senate on a regular basis. Proposals on regulations, policies and procedures from the following committees will come first to the District Senate for review. The District Senate will send its recommendations to the Board of Trustees and/or its representative. The Board and/or its representative will rely primarily on those recommendations.

1.2 District Curriculum Coordinating Committee (DCCC)

1.2.1 Purpose: This committee will make recommendations to the Board of Trustees and/or its representative on district-wide curriculum matters, and the Board of Trustees will rely primarily on those recommendations.

1.2.2 Areas of Responsibility:

(a) Review college proposals for new and deleted courses/programs prior to their recommendation to the Board or its representatives;

(b) Review initial ideas for new programs and/or program options;

(c) Coordinate the review of district-wide graduation competencies prior to making recommendations to the Board and its representative;

(d) Review district-wide general education requirements for associate's degrees;

(e) Work toward consensus on those curriculum issues having implications for two (2) or more colleges;

(f) Develop and review District grading procedures;

(g) Place courses into disciplines; and

(h) Perform other duties related to curriculum.
1.2.3 Committee Composition:

1.2.3.1 Three (3) faculty members from each college recommended for appointment by the college. Academic Senate President
1.2.3.2 One (1) District Senate representative appointed by the District Senate President.
1.2.3.3 The Vice President of Instruction from each college.
1.2.3.4 The Vice Chancellor, Education and Technology, who serves as Administrative Liaison Officer.
1.2.3.5 One (1) student representative from each college, to be selected by the college Student Government President
1.2.3.6 One (1) Articulation Officer appointed by the District Senate President.

1.2.4 The Chair shall serve for two academic years from June 1 through May 31 in an order of rotation by college that progresses as indicated below:

2002-2004 SCC
2004-2006 FLC
2006-2008 CRC
2008-2010 ARC

1.2.4.1 The Chair shall serve for two academic years from June 1 through May 31 in an order of rotation by college that is repetitive as indicated below:

1998-2000 CRC
2000-2002 ARC
2002-2004 SCC
2004-2006 FLC

1.2.4.2 The Chair will serve as an ex officio member of the District Academic Senate
1.2.4.3 The Chair will serve as an ex officio member of the District Senate.

1.2.5 The Chair-Elect of the Committee will be a faculty member recommended by the Curriculum Committee and the local Academic Senate President of the college next in line to chair the DCCC, and appointed by the District Academic Senate President.

1.2.5.1 The Chair-elect will be appointed by September of the second year of the Chair’s term.
1.2.5.2 The Chair-elect shall be trained by the Chair during the second year of the Chair’s term.

1.2.6 All members of the Committee are voting members except the Chair and the Chair-elect, unless the Chair-elect is a current voting member.

1.2.7 DCCC agendas and minutes shall be routinely forwarded to the District Senate President.

1.2.8 Competency Committees:

1.2.8.1 The District Curriculum Coordinating Committee will call for a review of Reading, Writing and Mathematics competencies triennially in May 2003 to begin in the fall term of the same year, or on an interim basis as needed.

1.2.8.2 The DCCC will designate a lead college for each of the three competency committees. The composition of each of the committees is the following:

1.2.8.2.1 One dean or an appropriate administrator from each college (subject area)

1.2.8.2.2 One subject matter faculty member from each college, selected by the Academic Senate Presidents

1.2.8.2.3 One related subject matter faculty member from each college, selected by the Academic Senate Presidents

1.2.8.2.4 One counselor from the lead college, selected by the college Academic Senate President

1.2.8.2.5 One counselor from each college representing assessment issues; these members are non-voting

1.2.8.2.6 The dean selected by management from the lead college will co-chair the committee along with a committee-selected co-chair from the faculty members.

1.2.8.3 Reports from the Competency Committees will be made at the District Curriculum Coordinating Committee and will be taken by each curriculum chair to the college curriculum committees to secure a recommendation.

1.2.8.4 If the recommendations from all college curriculum committees are in agreement, the District Curriculum Coordinating Committee will make this recommendation to the Board of Trustees and/or its representative. If the recommendations from the college curriculum committees differ, the District Curriculum Coordinating Committee will make a recommendation to the Board of Trustees and/or its representative based on the recommendations of
the college curriculum committees and subsequent discussion.

1.2.9 Subcommittees: The committee shall form the appropriate subcommittees necessary to carry out the tasks associated with its responsibilities.

1.3 District Matriculation Committee

1.3.1 Purpose: To advise the Board or its representatives on matters related to District-wide issues of matriculation.

1.3.2 Areas of Responsibility:

(a) Recommend policy related to the components of matriculation reflected in Title 5 regulations, including Admissions, Assessment, Orientation, Counseling, Advisement, Follow-up, Prerequisites, Research and Evaluation, and Coordination and Training;

(b) Examine those areas of matriculation affecting two (2) or more colleges and to work toward consensus;

(c) Convene special task forces to address Board policy pertaining to matriculation; and

(d) Develop recommendations related to matriculation issues assigned to the committee by the District Academic Senate or by the Board or its representatives.

1.3.3 Committee Composition:

1.3.3.1 All appointments are for two-year terms; all members are voting members, except the Chair who will vote in the event of a tie.

1.3.3.2 Membership

(a) The chair is a faculty member appointed by the District Academic Senate President to serve a two-year term following the academic calendar. The Chair shall serve for two academic years from June 1 through May 31 in an order of rotation by college that progresses as indicated below:
2002-2004 SCC
2004-2006 CRC
2006-2008 FLC
2008-2010 ARC

The faculty chair is the representative of the district Academic Senate. When the Chair is selected from among Matriculation Committee members, the resulting vacancy will be filled by an appointment by the appropriate Academic Senate President.

(b) One (1) non-counseling faculty member from each college, appointed by the Academic Senate President of the college. The Senate Presidents will consult before appointment to encourage a balance of disciplines.

(c) One (1) counseling faculty member from each college to provide a balance of disciplines appointed by the Academic Senate President of the college.

(d) The Matriculation Coordinator from each college.

(e) One (1) Designated Counselor representing Assessment appointed by the District Senate President.

(f) The Deputy Vice Chancellor of Education and Technology, who serves as Administrative Liaison Officer.

(g) One (1) student representative from each college, appointed by the college Student Government President.

(h) One (1) classified member associated with matriculation services from each college appointed by the college Classified Senate President.

(i) Two (2) Vice Presidents of Student Services to serve a two year term on a rotational basis.

1.3.4 Subcommittees: The Matriculation Committee shall form the appropriate subcommittees it deems necessary in order to carry out the tasks associated with its responsibilities included in 1.3.2.

1.3.5 Assessment Coordination Subcommittee

1.3.5.1 The Assessment Coordination Subcommittee will include the following membership:
(a) One (1) Designated Counselor representing assessment from each college.
(b) One (1) English, ESL, Reading and Math faculty member to serve for two year terms from each college appointed by the College Academic Senate President.
(c) The appropriate manager for Assessment from each college.

1.3.5.2 The Assessment Coordination Subcommittee will meet as called by the District Matriculation Committee for the purpose of coordinating District-wide assessment issues identified by the Matriculation Committee or by members of the subcommittee.

1.3.5.3 The Assessment Coordination Subcommittee will be chaired by a counselor representing Assessment on a rotating basis in alphabetical order by college beginning with ARC in 2000-2001.

SCC 2003-2004
ARC 2004-2005
CRC 2005-2006
FLC 2006-2007

1.4 Through its representatives on these committees, the District Senate may request assistance from the committee in carrying out the District Senate's task of making broad policy recommendations on academic and professional matters, as outlined in Title 5, Section 53200 (c) (1)-(11).

2.0 Non-Senate Led District Committees

2.1 These committees are under the leadership of the Chancellor's Cabinet. The District Senate and Board of Trustees will accept recommendations from the following committees as mutually-agreed upon recommendations subject to the conditions stated in Section 2.2 below:

2.1.1 International Education Committee
2.1.2 Educational Program Planning Committee
2.1.3 District Budget Committee
2.1.4 Educational Technology Committee
2.1.5 Student and Academic Services Committee
2.2 For recommendations from the committees in Sections 2.1 to be accepted as being mutually agreed upon, these committees must have a District Senate-appointed representative, and the membership of these committees must have a weighted faculty voice.

2.2.1 "Weighted faculty voice" is defined to mean that faculty membership on these committees will exceed by one (1) the number of representatives of any other constituent group having membership on the committee.

2.3 All non-senate led district-wide standing committees are advisory to the Chancellor and will not address matters within the scope of collective bargaining unless otherwise agreed to under the collective bargaining contract.

2.3.1 Each district-wide standing committee will be reviewed periodically by the Chancellor's Cabinet and appropriate recommendations should be made to the Chancellor concerning composition, continuance and charge of the committee. If the recommendation of the Chancellor's Cabinet is not accepted by the Chancellor then the Chancellor will forward a written reply which state the reasons for not accepting the committee's recommendation.

2.3.2 Proposals to establish new, District-wide standing committees will be developed by the constituencies Chancellor's Cabinet. These proposals will include but not be limited to the following elements:

a. Purpose
b. Area(s) of responsibility
c. Committee membership
d. Appointment process for members
e. Procedures for reporting to the representative constituency groups

2.3.2.1 The Chancellor's Cabinet will review each proposal and make a recommendation to the Chancellor.
2.3.2.2 The Chancellor will decide whether to authorize and implement the recommendation of the Cabinet.
2.3.2.3 If the recommendation of the Cabinet is not accepted by the Chancellor, then the Chancellor will forward a written reply which states the reasons for not accepting the committee's recommendation.

2.3.3 Each District-wide committee will have a chairperson elected by the membership unless otherwise specified.

2.3.4 District Committees may establish subcommittees and/or task forces within their charge. The Chancellor's Cabinet must be informed of the
development of any subcommittees and/or task forces. Any proposed change of committee charge or a substantive alteration must be approved by the Chancellor's Cabinet.

2.3.5 The Chancellor's Cabinet may form temporary task forces or subcommittees to address educational issues that are not otherwise addressed by existing Standing Committees.

2.4 The appointment of faculty members to serve on District committees, task forces, or other groups shall be made by the college or district academic senates or, when appropriate, by the collective bargaining representative.

2.5 A District list describing the District Standing Committees and their subcommittees and/or task forces will be updated and published annually by the Chancellor.

2.5.1 The list will include an appendix with the processes for forming, changing or discontinuing District standing committees and task forces.

2.5.2 The list will be widely distributed and all members of the Chancellor's Cabinet will receive copies.

3.0 Support staff will be provided by the District for both Senate-led committees and non-Senate led District Committees.

Adm. Regulation Adopted:
5/6/92
LRCCD
Adm. Regulation Revised: 4/28/97, 6/16/98; 11/6/00; 5/10/04
Reviewed:
Board Policy: P-3412

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