

SANTA ANA COLLEGE



A Decade of Renewal

PARTICIPATORY GOVERNANCE STRUCTURE

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SANTA ANA COLLEGE

Participatory Governance Structure

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Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

COLLEGIAL GOVERNANCE

Goal

To fully implement the AB 1725 participatory governance regulations in a spirit of collegiality, Santa Ana College has developed a structure of councils, committees, ad hoc groups, and task forces. The constituent groups will be the Faculty (Academic Senate), Administration, Classified (CSEA), and Students (ASG).

Design of the Structure

The structure is designed to ensure the constituent groups the right to participate effectively in the Rancho Santiago Community College District and Santa Ana College governance, the opportunity to express their opinions at the college level, and assurance that these opinions are given every reasonable consideration.

Duties of the Constituent Groups

The councils and committees will gather information, deliberate, report, and formulate recommendations regarding policies and procedures, which will be forwarded to the Academic Senate, the President of Santa Ana College, and the Board of Trustees.

None of the decisions of the groups shall be construed to impinge upon the statutory rights granted by Title 5 sections governing the participation rights of any group, including collective bargaining, faculty, staff, students, community members, or trustees.

Purpose of the Manual

The purpose of this manual is to explain and maintain the principles, organizational structure, reporting relationships, operating procedures, mission, duties, and membership composition of the Santa Ana College constituency groups. This living document undergoes periodic review and revision.

PRINCIPLES

1. All members of the college constituency groups are allowed equal and ample opportunity to participate fully in governance activities.
2. All members of the college constituency groups are encouraged to participate in the governance activities.
3. The number and size of councils and committees is to be kept as small as possible.
4. It is essential that the schedule of meeting times for all councils and committees accommodate the schedules of faculty, staff and student members.
5. Each council and committee will review its goal(s) annually in spring in relation to the college mission. Each committee will issue a progress report to its respective council, and each council will then make an annual progress report.
6. Each appointing body will choose its representative(s) and a named alternate to the councils, committees, and task forces. The names alternate shall receive all agendas and minutes and shall be kept informed about council actions and discussion.
7. All meetings of all governance councils, committees, ad hoc groups, and task forces are to be open and allow for “public” comments.
8. The formation and/or modification of any permanent committees within the governance structure are the responsibility of the College President and the Academic Senate with approval. Individual councils may form ad hoc groups and task forces for specific purposes and timeframe as needed.
9. All councils/committees will be provided with adequate clerical support by the responsible manager or administrator.
10. All councils and committees will operate on a consensus basis. Quorum is made up of a simple majority.
11. At the beginning of each academic year, newly elected council chairs will attend a committee orientation and coordinate a calendar of meeting dates.
12. All councils and committees will publish agendas prior to each meeting and distribute minutes in a timely manner. To insure that information on councils be made public within two weeks, when necessary, minutes marked “DRAFT” will be distributed until the officially approved minutes can be made available. Copies of current agendas and minutes will be kept on file on the college web site.
13. The President’s office will assure that all councils and committees forward agendas and minutes to the President and the webmaster for publication and archival collection on the website.

STAFFING OF COUNCILS AND COMMITTEES

By the end of the spring semester of each academic year, constituent groups will have solicited interest, made appointments, and notified representatives and alternates of their council and committee memberships for the following academic year.

The appointing groups, Academic Senate, CSEA, ASG, and administration will provide written notification to the current councils and committees of all appointments where appropriate.

All chairs with the exception of the President (ex-officio) are voting members of that council or committee.

It is the responsibility of the current chairs of councils and committees to convene the first meeting as early as possible in the next academic year and hold annual elections.

It is the responsibility of the chairs to notify the appointing group(s) of a need for a replacement in the case of excessive nonattendance or resignation of any designated council/committee member.

ORGANIZATION

Relationships

The Participatory Governance Structure represents the official Collegial Governance structure of Santa Ana College and reflects the relationships between the various entities.

Recommendations or advice from any other district or program advisory committee must be forwarded through the appropriate entity.

Council Functions

The primary functions of a council are to assemble comprehensive recommendations for that council's area of responsibility, charge its committees, and assist those committees in their work.

Each council shall monitor committees assigned to it and propose the creation of new committees as needed, as well as the creation and duration of ad hoc groups or task forces, which shall deal with specialized issues on an as-needed basis.

TITLE 5

The Academic Senate and the Board of Trustees have agreed that the Board will rely on the Academic Senate for primary advice in five areas:

Primary advice

- Curriculum, including establishing prerequisites and placing courses within disciplines (1)
- Degree and certificate requirements (2)
- Grading policies (3)
- Standards regarding student preparation and success (5)
- Policies for faculty professional development activities (8)

The Board will reach mutual agreement in six additional areas:

Mutual agreement

- Educational program development (4)
- District and college governance structures as related to faculty roles (6)
- Faculty roles and involvement in accreditation processes, including self-study and annual report (7)
- Processes for program review (9)
- Processes for institutional planning and budget development (10)
- Other academic and professional matters as mutually agreed upon (11)

College Council

The College Council is the participatory governance communication tool for all constituent groups. The council provides advice to the president on college issues, reviews board docket items, reviews and considers recommendations from other committees as needed, reviews and considers requests from council members for special consideration, and reviews board of trustees' policies and administrative regulations as needed.

Membership: President, Chair
 Vice President, Academic Affairs
 Vice President, Administrative Services
 Vice President, Continuing Education
 Vice President, Student Services
 1 Academic Manager, (selected by managers or deans)
 2 Classified Representatives (appointed by CSEA)
 Academic Senate President
 Plus one additional faculty member (appointed by Academic Senate)
 ASG President
 Plus one additional student (appointed by ASG)

The College Council meets on a regular basis on the second and fourth Wednesday of each month.

(Committee members will have designated substitutes. The committee will operate on a consensus basis and reports to the President.)

District Liaison: College President
Staff Support: President's Office

Accreditation Committee

Within the Santa Ana College participatory governance structure is an ongoing Accreditation Committee, which reports to the President's Council.

The Accreditation Committee oversees and coordinates institutional self-studies interim reports, and any exigency of the Accreditation Commission for accreditation visits and ensures the coordination of ongoing college planning process, self-study, and research. During self-study years, meeting dates are established by each Standards Committee chair.

During non-self-study years, the committee ensures that the recommendations of the prior accreditation visiting team are addressed, and it responds to other accreditation and planning issues.

Membership: Accreditation Chairs
 Accreditation liaison officer
 1 Student representative (appointed by ASG)
 College staff and employee group representatives

During self-study and accreditation visit years, two co-chairs from each Accreditation Standards Committee (evaluate membership each year) are added to the Accreditation Steering Committee

Accreditation Visit: Fall 2008

The accreditation committee meets on an as needed basis.

District Liaison: Assistant Vice Chancellor, Educational Services
Staff Support: Academic Affairs

Planning and Budget Committee

The Planning and Budget Committee is the participatory governance committee responsible for recommending budget priorities, procedures, and processes to the College Council. The Planning and Budget Committee also functions as a community liaison for fiscal affairs with the college community.

The Planning and Budget Committee:

- ◆ reviews the college budget and district resource allocation model and recommends overall budget priorities, procedures, and processes for the annual budget, including appropriations and priorities for facilities modifications;
- ◆ recommends and monitors a long-range fiscal plan with consideration of priorities consistent with district and college planning;
- ◆ reviews state and federal legislation for local budget impact;
- ◆ on a quarterly basis reviews revenues, expenditures, and proposed budget adjustments;
- ◆ reviews and recommends a budget calendar and processes for resource allocation, including guidelines for developing tentative, and adopted budgets; and
- ◆ communicates, through its members, with the college community on fiscal issues, the committee's work, and recommendations.

Membership: Vice President, Administrative Services Co-Chair
Academic Senate Co-Chair (two-year term appointed by academic senate in even year)
Vice President, Academic Affairs or designee
Vice President, Continuing Education or designee
Vice President, Student Services or designee
Up to 4 Classified representatives (appointed by CSEA)
Academic Senate President and Vice President, or designees plus 6 additional faculty, if desired (three appointed in even years and three appointed in odd years)
Student representative (appointed by ASG)

The Planning and Budget Committee meets on the first Tuesday each month at 1:30 p.m.

District Liaison: Members of Budget Committee
Staff Support: Administrative Services

Facilities Committee

The Facilities Committee is the participatory governance committee responsible for identifying and prioritizing capital projects including scheduled maintenance projects. It serves as an information and exchange body on facilities projects that are in construction or that are being planned.

The Facilities Committee:

- ◆ Identifies and prioritizes projects including potential hazards, operational effectiveness and appearance.
- ◆ Communicates through its members, with the college community on facilities issues, the committee's work and recommendations.
- ◆ Identifies potential secondary effects due to the construction of new facilities or the remodeling of existing ones.

Membership: Vice President, Administrative Services, Co-chair
Academic Senate Co-chair (two-year term appointed by academic senate in odd year)
Vice President, Academic Affairs or designee
Vice President, Continuing Education or designee
Vice President, Student Services or designee
Plant Manager
Security Supervisor
Director of Auxiliary Services
2 Additional Administrators
6 Academic Senate representatives (three appointed in even years and three appointed in odd years)
Associate Dean, Disabled Students Programs and Services
Up to 3 Classified representatives (appointed by CSEA)
Student representative (appointed by ASG)

The Facilities Committee meets on the third Tuesday each month at 1:30 p.m.

District Liaison(s): Director of District Construction and Support Services
Staff Support: Administrative Services

Safety and Security Committee

The purpose of the Santa Ana College Safety and Security Committee is to involve representatives from all college constituencies, as a part of the shared governance process, to address concerns about safety and security at SAC and its sites and centers.

The committee will meet regularly to review accident and injury reports, crime reports, training schedules and complaints relating to the health and safety of students, staff and guests of the College.

The committee will review policies and procedures relating to health and safety, such as emergency preparedness, to ensure they are updated to prescribe safe practices in a changing environment.

The goal of the committee is to ensure that continuous attention is given to issues of safety and security at SAC and that communication on all related matters is on-going among and between SAC-based stakeholders, district office partners, and others.

Membership:

- Vice President of Administrative Services, Co-Chair
- Academic Senate Co-Chair (two-year term appointed by academic senate in odd year)
- Vice President, Academic Affairs or designee
- Vice President, Continuing Education or designee
- Vice President, Student Services or designee
- Academic Senate President or designee
- Academic Senate Co-Chair Facilities Committee or designee
- 1 Adjunct Faculty
- Lieutenant, Campus Safety and Security
- Environmental Safety and Emergency Services Manager
- Principal/Safety Officers/Designee, Middle College High School
- Health Center Designee
- Plant Manager
- Up to 2 Classified representatives (*appointed by CSEA*)
- 1 Student representative (*appointed by ASG*)
- Centennial Education Center Representative
- Child Development Center Representative
- Digital Media Center Representative
- Sheriff's Training Academy Representative

The Safety and Security Committee meets twice a semester and on an "as need" basis.

District Liaison: Director of Safety
 Risk Manager

Staff Support: Administrative Services

Institutional Effectiveness and Assessment Committee

The Institutional Effectiveness and Assessment Committee is the participatory governance committee responsible for oversight of institutional effectiveness and coordination of all college plans. As such, the committee will:

- ◆ Develop and coordinate the *Strategic Planning* cycle of the college;
- ◆ Coordinate the *Student Services Plan*, *Technology Plan*, *Facilities Plan* and *Strategic Plan* into the *Educational Master Plan*
- ◆ Develop and monitor the *Planning Calendar* of the college;
- ◆ Keep abreast of accreditation exigencies regarding planning, mission statements and institutional effectiveness;
- ◆ Maintain oversight of SLOs and Assessment at the program/institutional levels including program review; keep in close contact with the Teaching Learning Committee regarding course-level and program level SLOs.

Membership: Faculty Representative (designated coordinator), Co-Chair (two-year term appointed by academic senate in even year effective fiscal year 2010-2011)
Vice President, Academic Affairs, Co-Chair
Vice President, Student Services
Vice President, Continuing Education or designee
Administrative co-chair Accreditation Committee
Administrative co-chair SACTAC
Academic Dean or designee
Academic Senate President
1 Additional Senate Representative
1-2 Classified Representatives (appointed by CSEA)
Assistant Vice Chancellor Educational Services

The Institutional Effectiveness and Assessment Committee meets bi-monthly.

District Liaison: Assistant Vice Chancellor, Educational Services
Staff Support: Academic Affairs

Student Success Committee

The purpose of the Student Success Committee is to positively impact the academic achievement and success of SAC students by linking matriculation, student equity, and related student success initiatives at the college. In addition, the SAC Basic Skills Task Force is linked to the Student Success Committee. Consultation items are incorporated into the on-going work of the Student Success Committee. The joining of these important initiatives will improve the college's participatory governance system; bring involved leaders from all constituency groups together for student-centered planning, analysis, dialog, and policy review.

The goals of the committee are:

- ◆ to coordinate and plan implementation activities related to student success initiatives;
- ◆ to review success, equity, and achievement data and set goals for improvement on an annual basis;
- ◆ to plan enhancements and interventions with the potential to address achievement/outcome gaps, assist students, and strengthen the institution;
- ◆ to develop, review, and strengthen related policies, as well as monitor implementation efforts underway;
- ◆ to communicate results of committee work to the college at large and create incentives for broad involvement in implementation activities as appropriate; and
- ◆ to support related resource development.

The committee shall be composed of representatives from the college administration, faculty, classified, and student body. The committee will be led by representatives from each core initiative who will meet regularly to handle the operational business of the committee; plan agendas, and develop written summative and resource materials necessary to further the work of the committee.

Membership: Vice President, Student Services, Co-Chair (Sara Lundquist)
Academic Senate, Co-Chair (Sandra Wood)

Faculty (Up to 14) to be appointed by the Academic Senate in these recommended areas:

English
ESL (1 credit; 1 non-credit)
Math
Assessment
Student Services
Reading
Transfer
Counseling
Professional Development
Basic Skills Coordinator
Vocational Education

Administrators (9) in these recommended areas:

Dean of Counseling (advisement, follow-up)
Dean of Student Affairs (outreach/orientation)
Dean of Enrollment Services (admissions)
Non-credit Matriculation Director
Vice President, Academic Affairs
Director of Research
Vocational Education

Classified Representatives (Up to 4) in these recommended areas:

Outreach
Scholarship
Transfer Center
Matriculation

Student Representatives (Up to 2) appointed by ASG

The underlined areas above indicate that a committee or task force is associated with that area and a representative should be appointed with that affiliation if at all possible.

The committee meets once in the fall, winter, and spring.

Existing sub-committees/task forces include:

- The Basic Skills Task Force
- The Matriculation Committee
- The Transfer Task Force
- The Student Success Scholarship Task Force

The student success committee meets three times a year (fall, winter and spring) or as needed.

District Liaison: None
Staff Support: Student Services

Technology Advisory Committee

The purpose of the Santa Ana College Technology Advisory Committee (SACTAC) is to serve as a hub for academic and administrative technology planning at the college. As such, the committee will:

- ◆ develop, monitor, and update a comprehensive technology plan for SAC overall, including infrastructure review, related training and replacement schedules;
- ◆ explore, recommend, and prioritize the most appropriate and feasible technological solutions for the many college computing environments;
- ◆ serve as a two-way conduit through which related technology input may be funneled and committee work and recommendations communicated college-wide;
- ◆ create work groups and/or sub-committees as needed to explore, plan, and recommend policies and procedures as appropriate for such technologies as the WWW/Internet, distance education (including remote access to college computing resources), and applications for faculty, staff, and students.

Membership: Administrative Co-Chair
 Academic Senate designee Co-Chair (two-year term appointed by academic senate in even year effective fiscal year 2010-2011)
 Classified Representatives (4) appointed by CSEA
 Faculty Representatives (1) appointed by the Academic Senate from each academic division
 Academic Senate Representative (1) at large
 Administrators (4) from the following areas:
 Academic Affairs
 Student Services
 Continuing Education
 Administrative Services
 ITS representative (1) appointed by ITS
 Student representative (1) appointed by ASG
 Distance Education Coordinator
 Faculty Development Coordinator

The Committee meets monthly on Wednesdays, 2:00 p.m.–3:30 p.m.

District Liaison: Members of Technology Advisory Committee
Staff Support: Information & Learning Resources

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College Council
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