



COLLEGE OF THE DESERT
Opening the Door...

COLLEGE COUNCIL HANDBOOK

DECISION MAKING
Through
COLLEGIAL CONSULTATION

Fall 2008

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I. COLLEGIAL CONSULTATION

The official title of the College's collegial consultation body shall be the College of the Desert College Council.

II. PHILOSOPHY OF COLLEGIAL CONSULTATION

Collegial consultation is a method of college management in which decision makers, whether with primary or delegated authority, are committed to involving affected constituencies in decisions as much as possible. Collegial consultation is based upon individuals having a voice in decisions that affect them.

Collegial consultation is carefully planned, instituted and evaluated. It is designed to lead to effective participation in decision making that unites constituencies, produces an improved college environment, and draws upon the strength of diversity. Collegial consultation includes the structures and processes for decision making that engage students, staff, faculty and administrators in reaching and implementing decisions that further the primary mission of the college—to educate students and place learning at our core of existence. The groups formed to address college matters are properly charged and empowered, the members carefully selected, and processes clearly structured. The structures and processes for collegial consultation vary according to task.

In order for collegial consultation to work, there must exist a covenant of mutual trust, honesty, open agendas, equity, and respect for differing views. Essential to maintaining this covenant are open communications and feedback from all constituencies. All parties must commit to and take responsibility for fostering and maintaining an environment in which collegial consultation can occur, as well as being well informed regarding issues. The underlying structure is building community. By living, learning and teaching the principles of community, we serve as a catalyst for individuals and groups to:

- Communicate with authenticity
- Deal with difficult issues
- Welcome and affirm diversity
- Bridge differences with integrity
- Relate with respect

in our decision making processes. Members of the constituent groups must commit to participating in the implementation of decisions made through

collegial consultation processes and to working within legal and pragmatic parameters of decision makers. The partners in collegial consultation acknowledge that traditional and legally mandated roles continue within the context of collegial consultation; e.g., the publicly elected members of the Board of Trustees have the ultimate legal and ethical responsibility for setting policy and making decisions regarding the District's operations.

One of the ways collegial consultation is implemented is through the College Council. The purpose and operations of the Council are carefully defined in this charter and bylaws. Membership for the Council is broad-based and is representative of the College community. The Council actively participates in decision making regarding major College issues. The Council is the primary decision making group for the College, thereby establishing the criteria and processes to be used by other units and committees in accomplishing specific tasks. Although the purpose of the Council is broad-based, it is not intended that the Council deal with all issues nor micro-manage individual units. The meetings of the Council are open and public.

College Council shall provide a forum where representatives from all segments of the college will bring issues of college-wide interest. The accompanying diagram, which is part of this document, delineates the members of the College Council, and outlines the way in which the governance process works.

Another way collegial consultation is implemented is through the Academic Senate in areas of "academic and professional" matters. There are ten areas defined as academic and professional matters:

1. Degree and certificate requirements
2. Curriculum, including establishing prerequisites and placing courses within disciplines
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Process for program review
10. Processes for institutional planning and budget development

The Board of Trustees and the Academic Senate have agreed that academic and professional matters 1 through 9 are to be processed as "rely primarily upon" and academic and professional matter 10 as "mutually agreed." See

attached procedures for handling these 10 academic and professional matters. (See Appendix F)

III. FUNCTIONS

The functions of College Council shall be as follows:

1. To discuss all issues brought to it.
2. For matters reserved to the respective consultative groups by AB1725, Title 5 regulations, and/or the College of the Desert Board of Trustees' Policy 2000, such matters will be discussed for informational purposes only. The President may use the Council for input and advice in these areas.
3. For collective bargaining issues, these will likewise be discussed for informational purposes only.
4. For matters not covered in 2 and 3 above, College Council will determine which college organization, committee, and/or administrator will be responsible for the matter. Should no such means exist for handling an issue, College Council may set up an ad-hoc committee with representatives from groups whose domain is affected.

IV. PURPOSE

College Council is an Advisory Committee to the President on college-wide issues, and serves as the primary policy recommendation group for the College, thereby establishing the charges to other units and committees in accomplishing specific tasks including but not limited to, the following areas: classified staff development, Datatel implementation, diversity, health & welfare, safety, non-instructional programs, student equity, accreditation, bookstore, food service, and facilities. The Council is responsible for reviewing the progress and accomplishments of the units and committees. The Council serves as the umbrella collegial consultation committee for the College and is a major participant in decision making for the College.

V. MEMBERSHIP

1. Members: The College Council will consist of:

- a. President of the College (1)
- b. President of the Academic Senate (1)
- c. Full-time Faculty Representative (1)
- d. Part-time Faculty Representative (1)
- e. Vice Presidents: Administrative Services, Human Resource Services, Academic Affairs, and Student Services (4)
- f. Instructional Deans (2)
- g. Student Services Dean (1)
- h. President of the Faculty Association (1)
- i. Faculty Association Representative (1)
- j. President of CODAA (1)
- k. President of Classified Bargaining Unit (1)
- l. CSEA Representative (1)
- m. Representative for Confidentials (1)
- n. Representative for Classified Supervisors (1)
- o. Student Trustee (1)
- p. President of ASCOD (1)

TOTAL: 20 Faculty: 6 Staff: 12 Students: 2

In cases of absence, the member's representative or designee will attend the meeting. (This should be the exception, rather than the rule).

2. Removal/Replacement of Members: Members may be removed only by the group that selected them. Any vacancies created by members resigning, changing office, or being removed shall be filled by the original designating group.

3. Expectations of College Council Members: Among the expectations for members of College Council are the following:

- a. Members possess an open-mind and are willing to develop a college-wide perspective and an understanding of constituencies other than their own.
- b. Members are willing to commit to active and regular participation in College Council meetings and activities.
- c. Members keep lines of communication open by informing those outside the College Council of issues and developments.

d. Members observe standards of ethical conduct.

4. Guests: Guests are encouraged to attend Council meetings and to participate in the discussion of agenda items. Guests are expected to follow the guidelines for meetings and will not be included in any polling for consensus.

5. Term

a. Terms will be for two years (July-June) except for initial appointments and any midterm 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 term of appointment. One additional year may be added to a term by mutual consent of member and appointing body.

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

6. Chair and Vice-Chair

a. Chairperson

The President shall serve as chair.

b. Vice-chairperson

The Academic Senate President shall serve as the Vice-Chairperson and shall serve in the absence of the President.

7. Clerical Support

The Office of the President will provide appropriate clerical support to the Council. Clerical assistance will include: designating a person to take notes, preparing and distributing agendas, attending meetings and preparing minutes, and providing a depository of the meetings' notes and materials.

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
- b. Procedures/Decision-Making
- c. Scope of Membership
- d. Handbook and Operating Procedures
- e. Relationship to District-Collegial consultation

VI. MEETINGS

1. Quorum: A quorum for meetings will be 50% of the Council members plus one. A quorum does not require attendance of member(s) from each designated unit. In cases of absence, the member's representative or designee will attend the meeting.
2. Open Meetings: All meetings of College Council will be open and public.
3. Meeting Times: Regular meeting times will be the third Monday of each month from 3:00 to 4:30 pm. Special meetings may be called as needed.
4. Conduct of Meetings: Meetings of College Council will be conducted in a flexible manner which promotes open discussions and full participation of all members and takes into account the nature of the agenda items. The President will serve as chair of the College Council.

VII. AGENDAS

1. Agenda Building: Items may be placed on the agenda in the following ways:
 - a. Items for discussion will usually be determined at the close of the previous meeting of the Council.
 - b. A Council member may request that an item be placed on the agenda by submitting it to the President's Office at least one week prior to the next regularly scheduled meeting. See Appendix B for the Agenda Item Request form.
 - c. At the outset of a meeting, a Council member may request the inclusion of an item for discussion. The item will be placed last on the agenda unless otherwise agreed to by the members present. If there is not sufficient time to discuss the item, it will be carried over to the next agenda or a special meeting may be called.

- d. Members of the College of the Desert community may request that an item of College concern be placed on the agenda by contacting their representative at least seven working days prior to the next regularly scheduled meeting.
- e. The College Council Chair and Vice-Chair will be responsible for developing and approving College Council agendas. Council members may request that an item be included on the agenda by completing the agenda item request form (Appendix B). The President and Vice-Chair 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 Council Vice-Chair. All agenda items will be given a time allotment as appropriate for the item.

2. Agenda Order:

The normal order of the agenda for Council meetings will be

- a) Approve minutes
- b) To prioritize the agenda for that meeting;
- c) To consider the various agenda items;
- d) To develop the next agenda.

3. Agenda Format: When items are submitted for the agenda, the member will include the purpose—reporting, problem solving, planning, reacting, decision making¹--and the approximate time needed. The member will also recommend the process to be used for that agenda item and if a facilitator is needed. (See Agenda Item Request Form in Appendix B).

4. Distribution: Agenda packets will be distributed by the President's office in advance of meetings to the college community (administration, faculty (FT & PT), classified staff, and ASCOD). Agendas will also be posted on the college portal.

VIII. DECISION-MAKING / RECOMMENDATIONS

The College 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 Council are formal recommendations made to the President.

1. Decision Making: As the President relies upon the advice and judgment of the College Council, the consensus method relies upon general agreement of opinion based on reports, data and information presented;

recommendation arrived at through discussion and agreement of all of the constituents represented in College Council. If consensus cannot be reached, Roberts' Rules of Order will be followed in reaching a recommendation.

2. Recommendations: If the President or other primary decision maker rejects a recommendation of the College Council, the President or other primary decision maker will provide a written explanation to the Council members explaining the rationale for the rejection.
3. 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 50% plus one (1) of the Council's voting members with, ideally, at least one member from each of the governance constituencies present.

IX. COMMUNICATIONS

1. Notification: A clearly labeled agenda will be distributed to Council members 1 week prior to each meeting. The agenda will show the time and location of the meeting with an invitation for all interested parties to attend. A clearly labeled meeting summary or minutes will be distributed to Council members. Council members are responsible for posting agendas and meeting summaries in prominent areas where their constituents have access to the agendas and summaries. In addition, a website will be constructed where meeting agendas and minutes will be posted.
2. Reporting to Constituents: Members will be responsible for keeping their respective groups informed regarding activities of College Council by reporting back to those bodies and eliciting input regarding items under consideration.
3. Annual Report: An annual report summarizing the work of College Council will be distributed to the College community.

X. COMMITTEES

College Council may appoint one or more Council subcommittees, consisting of one or more Council members and any number of non-members, with such duties and responsibilities as the Council shall deem appropriate. The committee structure is shown in Appendix C, the committee names are listed in Appendix D, and the individual committees are described in Appendix E.

XI. PLANNING COUNCIL

The Planning Council has responsibility for developing, implementing and monitoring the Strategic Planning Process.

The College Council will honor the Strategic Plan, processes and procedures developed by the Planning Council and will not make any revisions or changes unless there are unusual or exceptional circumstances for the good of faculty, students and staff.

XII. AMENDMENTS

This Charter and Bylaws may be amended by consensus or a vote in the absence of consensus of the members of the College Council. A new Charter and Bylaws may be adopted by the unanimous consent of all the members of the College Council in consultation with their respective constituents.

¹ Sources: How to Make Meetings Work, Doyle and Straus.

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 has rights in areas that have or will have a significant effect on students. Staff has rights in areas that have or will have a significant effect on staff. In particular, staff has 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

_____ *Complete to this line and submit to Office of the President*

APPROVED FOR MEETING

APPROVED FOR CONSIDERATION (for placement on Agenda)

NOT APPROVED (reason given under comments & copy to Council)

COMMENTS: _____

APPROVAL: _____ DATE: _____

Council Vice Chair

APPROVAL: _____ DATE: _____

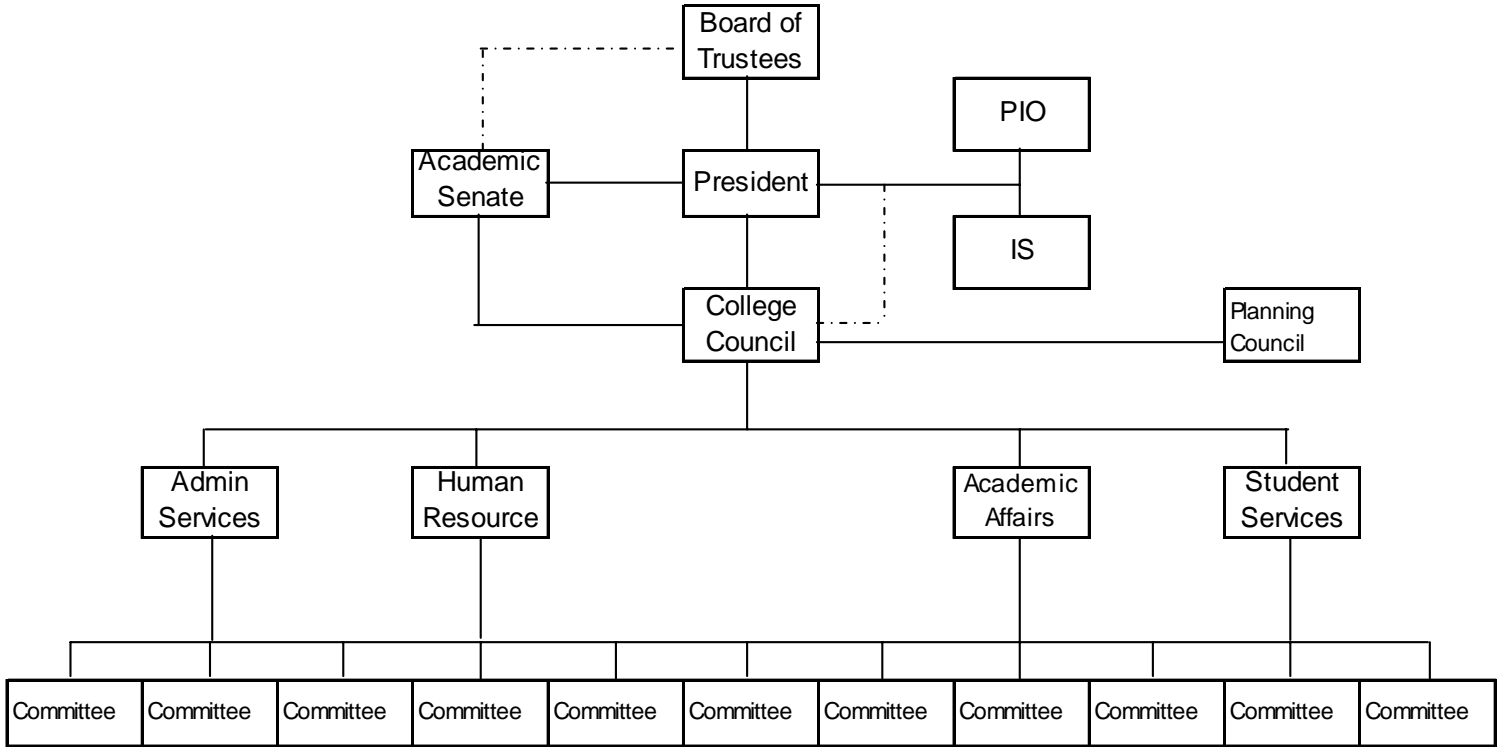
Council Chair (President)

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

APPENDIX C

COMMITTEE STRUCTURE DIAGRAM

College of the Desert
Operational Model #1



APPENDIX D

COLLEGE OF THE DESERT COMMITTEE LIST

ACADEMIC SENATE COMMITTEES

Executive Committee
Curriculum Committee
Educational Policies & Practices Committee
Educational Technology Committee
Faculty Development Committee
Professional Standards and Ethics Committee

OPERATIONAL COMMITTEES

President

Academic Calendar Committee
College Council
 Budget Taskforce
 Planning Council

Administrative Services

Bookstore Advisory Committee
Citizens' Bond Oversight Committee
Facilities Master Planning Committee
Safety Committee

Human Resources

College Staff Development Committee
Diversity Council
Health and Welfare Committee
Management Personnel Committee (Leadership)
Market Basket Committee
Professional Growth Committee (Classified)
Reclassification Committee

Academic Affairs

Gender Equity in Athletics Committee
Student Success Initiative Committee

Student Services

CORE Committee (Datatel)
Disabled Students Program & Services Advisory Committee (DSPS)
EOPS/CARE Advisory Committee
Matriculation Advisory Committee
Transfer Advisory Committee

APPENDIX E

INDIVIDUAL COMMITTEE DESCRIPTIONS

The following pages contain descriptions of each individual committee. The committees are listed alphabetically, by organizational unit: Academic Senate, President, Administrative Services, Human Resources, Academic Affairs, and Student Services. The descriptions include:

Name	The name of the committee
Type	There are 6 categories of committees: Academic Senate, Presidential, Administrative Services, Human Resources, Academic Affairs, Student Services, and an additional category for "other."
Mandate	Some committees are required by law or regulation, such as AB1725 or California Education Code, etc.
Role	This section describes the purpose of the committee.
Products	The end result of a committee's work is its product(s) which are described in this section.
Meeting Schedule	Most committees meet on a regular basis weekly, monthly, or quarterly, for example. This section describes the amount of time required of participants on a specific committee.
Reporting Relationship	The Product(s) of a committee are reported to someone or to another committee as indicated in this section.
Chair	The Chair of the committee is listed.
Membership	The titles of individuals are listed. Over time, committee membership may change, but the representation from across the campus is consistent.

COLLEGE OF THE DESERT – COMMITTEES

Name Senate Executive Committee

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role
The organizing body of the Academic Senate leadership

Products
Develop agenda for All Faculty Senate Meetings
Develop Academic Senate Resolutions

Meeting Schedule Twice monthly for 90 minutes, August - May

Reporting Relationship President, COD

Chair President, Academic Senate

Membership (titles, not names)
Chair – Curriculum Committee
Chair – Ed Policies & Practices Committee
Chair – Ed Technologies Committee
Chair – Professional Standards & Ethics Committee
Chair – Faculty Development Committee
Adjunct Representative
Adjunct Representative

COLLEGE OF THE DESERT – COMMITTEES

Name	Curriculum Committee	Type	<input checked="" type="checkbox"/>	Academic Senate
			<input type="checkbox"/>	President
Mandate	<input checked="" type="checkbox"/> AB1725		<input type="checkbox"/>	Admin. Services
	<input type="checkbox"/> Ed Code		<input type="checkbox"/>	Human Resources
	<input type="checkbox"/> Other: _____		<input type="checkbox"/>	Academic Affairs
			<input type="checkbox"/>	Student Services
			<input type="checkbox"/>	Other: _____

Role

- maintain the integrity and the quality of the District curriculum
- secure curriculum consistency and balance
- ensure transferability of courses where appropriate
- play a progressive and proactive role in curriculum development
- promote critical thinking
- encourage a multicultural and global approach to education
- respond to the educational needs of the community

Products

- Approved course outlines per agreement with Chancellor’s office
- Approved stand alone courses per agreement with Chancellor’s office
- Approved prerequisites
- Approved general education course status
- Approved transfer requests – subject to articulation agreements
- Approved certificates – new and modified – subject to Chancellor’s office approval
- Approved degree programs – new and modified – subject to Chancellor’s office approval
- Approved program reviews
- Approved course and program SLOs
- Curriculum handbook
- Program Review procedures
- General Education philosophy (still in progress)
- Prerequisite verification (in progress)
- Prerequisite philosophy (in progress)

Meeting Schedule Twice monthly for 75 minutes, September - May

Reporting Relationship Academic Senate; Vice President, Academic Affairs

Chair Elected Full Time Faculty Member;
 Vice President Academic Affairs (co-chairs)

Membership (titles, not names)

- One representative from each academic Unit
- One representative from adjunct faculty
- One curriculum specialist
- One articulation officer

COLLEGE OF THE DESERT – COMMITTEES

Name	Ed Policies & Practices		Type	<input checked="" type="checkbox"/>	Academic Senate
				<input type="checkbox"/>	President
Mandate	<input checked="" type="checkbox"/>	AB1725		<input type="checkbox"/>	Admin. Services
	<input type="checkbox"/>	Ed Code		<input type="checkbox"/>	Human Resources
	<input type="checkbox"/>	Other: _____		<input type="checkbox"/>	Academic Affairs
				<input type="checkbox"/>	Student Services
				<input type="checkbox"/>	Other: _____

Role

Serves as the primary recommending body on educational issues relating to students, such as academic standards, grading, assessment and matriculation, calendar, and enrollment management.

Products

- Adopt and revise educational policies and practices to fulfill the needs of our students, faculty and administration.
- Respond to the educational needs of the community.
- Ascertain legality of educational polices and practices.
- Support policies and practices that promote student access and growth.
- Ensure consistency and fairness among policies and practices.

Meeting Schedule Once monthly for 90 minutes, September - May

Reporting Relationship Academic Senate

Chair Elected Full Time Faculty Member

Membership (titles, not names)

- One representative from each academic Division or Unit
- One representative from adjunct faculty
- One administrative representative

COLLEGE OF THE DESERT – COMMITTEES

Name Educational Technologies

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role

- Master planning for campus-wide development in educational technologies
- Represent faculty and division technology needs to the Senate
- Communicate technology issues to faculty and divisions
- Facilitate the development of new educational technology projects Facilitate communication between Information Systems and the divisions and faculty
- Work with Information Systems on developing various education technology standards
- Develop policies related to campus-wide technology issues
- Provide consultation forum on ed. tech. issues for faculty, I.S., student services, the business office, and the administration

Products: Adoption of New Technologies
Usage Guidelines

Meeting Schedule: Once monthly for 90 minutes, September - May

Reporting Relationship: Academic Senate

Chair: Elected Full Time Faculty Member

Membership (titles, not names):

- One representative from each academic unit
- One representative from adjunct faculty
- Two representatives from Information Systems
- Two representatives from Administration
- Additional members from Student Services (2)

COLLEGE OF THE DESERT – COMMITTEES

Name Faculty Development

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role

To provide faculty with activities and experiences that translate into successful learning for our diverse student population. In order to support such an environment, the Faculty Development committee is charged with designing the flexible calendar schedule, promoting professional development activities, and responsibility overseeing the distribution of the Academic Enrichment Fund in support of these opportunities for faculty learning and toward the goal of fostering student success.

Products * Approve Academic Enrichment Fund requests
* Produce Flexible Schedule

Meeting Schedule Once monthly for one hour, August – May

Reporting Relationship Academic Senate

Chair Elected Full Time Faculty Member

Membership (titles, not names)

One representative from each academic unit
One representative from adjunct faculty

COLLEGE OF THE DESERT – COMMITTEES

Name Professional Standards & Ethics

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role

Serves as the primary recommending body on matters of academic standards, ethics, evaluation, rank, professional advancement and sabbatical leaves.

Products

Review of Sabbatical Leave Applications
Review of Professional Advancement Applications
Faculty Ethics Statement
Academic Rank Policy

Meeting Schedule Once monthly for 1.5 hours, September - May

Reporting Relationship Academic Senate

Chair Elected Full Time Faculty Member

Membership (titles, not names)

One representative from each academic unit
One representative from adjunct faculty
One representative from Administration

COLLEGE OF THE DESERT – COMMITTEES

Name Academic Calendar Committee

- Type**
- Academic Senate
 - President
 - Admin. Services
 - Human Resources
 - Academic Affairs
 - Student Services
 - Other: _____

Mandate

- AB1725
- Ed Code
- Other: _____

Role

The Academic Calendar Committee convenes annually to propose a calendar to the various campus constituency groups. The Academic Senate is required to recommend an approved calendar in consultation with the following groups: The California School Employees' Association, the Faculty Association, the Office of Academic Affairs, the Office of Student Services, and CODAA.

The Dean of Enrollment Services will present the previous year's calendar and a proposed calendar for the coming year for review by each representative. Members of the committee will meet with their constituency groups and a final meeting of the Calendar Committee will be held in October. The approved calendar will be recommended to the Board of Trustees no later than December of each year. This committee may also develop multi-year calendars for consideration by the constituencies.

Products

Proposes academic calendar for campus approval. Calendar must satisfy all state requirements and collective bargaining contracts.

Meeting Schedule

As necessary, beginning Spring semester. Calendar must be approved by the Board of Trustees the following December.

Reporting Relationship

President of the College sends proposed calendar to the Academic Senate

Chair

President of the College

Membership (titles, not names)

- President of the Academic Senate (1)
- Faculty Union President (or designee - 1)
- CSEA President (1)
- CODAA President (1)
- Vice President Human Resources and Employee Relations (or designee - 1)
- Vice President Student Services (or designee - 1)
- Vice President Academic Affairs (or designee - 1)
- Dean of Enrollment Services (1)

COLLEGE OF THE DESERT – COMMITTEES

Name College Council

- Type**
- Academic Senate
 - President
 - Admin. Services
 - Human Resources
 - Academic Affairs
 - Student Services
 - Other: _____

Mandate

- AB1725
- Ed Code
- Other: _____

Role

College Council is an Advisory Committee to the President on college-wide issues, and serves as the primary policy recommendation group, thereby establishing the charges to other units and committees including, but not limited to: classified staff development, Datatel implementation, diversity, health & welfare, safety, non-instructional programs, student equity, accreditation, bookstore, food service, and facilities.

The Council is responsible for reviewing the progress and accomplishments of the other units. College Council shall provide a forum where representatives from all segments of the College will bring issues of college-wide interest. The Council serves as the umbrella collegial consultation committee for the College and is a major participant in decision making for the College.

Products

- College operational recommendations to the President.
- Feedback to President for matters reserved to the respective consultative groups by AB1725, Title 5 regulations, and/or the College of the Desert Board of Trustees' Policy 2000.
- Feedback to President for collective bargaining issues.
- For other matters, College Council will determine which college organization, committee, and/or administrator will be responsible for the matter. Should no such means exist for handling an issue, College Council may set up an ad-hoc committee with representatives from groups whose domain is affected.

Meeting Schedule Monthly, 1.5 hours, September-May.

Reporting Relationship President of the College

Chair President of the College

Membership (titles, not names)

- President of the Academic Senate (1)
- Full-time Faculty Representative (1)
- Part-time Faculty Representative (1)
- Vice Pres.: Admin. Services, Human Resources, Academic Affairs, and Student Services (4)
- Instructional Deans (2)
- Student Services Dean (1)
- President Faculty Association (1)
- Faculty Association Representative (1)
- President CODAA (1)
- President Classified Bargaining Unit (1)
- CSEA Representative (1)
- Representative for Confidentials (1)
- Representative for Classified Supervisors (1)
- Student Trustee (1)
- President ASCOD (1)

COLLEGE OF THE DESERT – COMMITTEES

Name **Budget Taskforce**

- Type**
- Academic Senate
 - President
 - Admin. Services
 - Human Resources
 - Academic Affairs
 - Student Services
 - Other: Reports to College Council

Mandate

- AB1725
- Ed Code
- Other: _____

Role

The Budget Taskforce establishes the guidelines and timelines for the preparation of the unrestricted and designated budgets. The taskforce will review the estimated revenue projections for the upcoming fiscal year to determine total funds available as well as projections for future years. The taskforce will identify funds which can be used for prioritized funding requests.

Products

- Maintaining an open and easily understood multiple year budget and process that increases efficiency and decreases waste.
- Budget planning and reports including the whole picture (all sources of funding – restricted and unrestricted).
- Maximizing state funding possibilities while seeking alternate sources of funding.
- Maintaining Reserve of 5%.
- Maintaining the best level of benefits possible within financial constraints.
- Compliance with the 50% Rule.

Meeting Schedule

Taskforce meets the first Monday of each month September thru June (except for January)

Reporting Relationship

College Council

Chair

Vice President Administrative Services

Membership (titles, not names)

- | | |
|---|------------------------------|
| College President | CSEA Representative |
| Vice President of Administrative Services | CODAA Representative |
| Vice President of Human Resources | Confidentials Representative |
| Vice President of Academic Affairs | Supervisor Representative |
| Vice President of Student Services | Dean Representative |
| Academic Senate President | |
| CCA President | |

COLLEGE OF THE DESERT – COMMITTEES

Name **Planning Council**

- Type**
- Academic Senate
 - President
 - Admin. Services
 - Human Resources
 - Academic Affairs
 - Student Services
 - Other: Reports to College Council

- Mandate**
- AB1725
 - Ed Code
 - Other: _____

Role

To assist in developing and maintaining a Five-Year Strategic Master Plan including College Mission, Goals, and Objectives, and make recommendations to the President. To assist in developing and maintaining an annual Master Plan including Unit Goals, Objectives, and Action Plans. To adopt policies and practices that enable College of the Desert to become a learning-centered college. To identify learning objectives and assess learning outcomes at course, program, and institutional levels. To implement an annual planning process that determines college priorities and drives the college’s “learning” and “delivery” plans. To employ flexible delivery strategies, with an effective balance of physical and virtual methods, partnerships, and community collaboration. To expand the college’s extramural resources to supplement traditional state (public) funding. To foster a positive staff environment. To gather, analyze, and structure information that effectively supports the college’s marketing, advocacy, community-relations, and overall communications.

Products

Strategic Educational Master Plan for the college

Meeting Schedule

Varies, but generally once/month for 2 hours, September-May.

Reporting Relationship

College Council

Chair

Co-Chairs: Academic Senate President, Vice President Academic Affairs

Membership (titles, not names)

- | | |
|------------------------------------|--|
| President (1) | Instruction Division Reps (7) |
| Student Services Reps (2) | Director of Institutional Research (1) |
| Academic Senate Rep (1) | Adjunct Instructors (2) |
| Student Reps (2) | Staff Reps (2) |
| CSEA President (1) | Instruction Deans (4) |
| Student Services Dean (1) | Information Systems Dean (1) |
| Vice President Human Resources (1) | Vice President Student Services (1) |
| Vice President Admin. Services (1) | Classified Supervisor (1) |
| Confidential (1) | |

COLLEGE OF THE DESERT – COMMITTEES

Name Bookstore Advisory Committee

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Contents on this page may change after the first meeting in October 2008.

Role

To provide direction and guidance to the contracted bookstore operations for quality bookstore service to students, faculty and staff.

Products

- * Receive and discuss the annual review.
- * Recommend policies related to the Bookstore.
- * Help to ensure effective textbook adoption
- * Help to ensure timely and comprehensive textbook inventory is available for sale.
- * Advise on other matters conducive to an effective Bookstore operation including:
 - Provide lowest cost textbooks to students through used book sales, negotiations with publishers, competitive textbook sources and any other means
 - Provide a retail bookstore facility that is comparable to retail bookstores for convenience and functionality
 - Encourage retail marketing of goods in demand by students, faculty and staff
 - Ensure friendly, courteous service to students, faculty and staff

Meeting Schedule

Once per Semester

Reporting Relationship

College Council

Chair

Vice President, Administrative Services

Membership (titles, not names)

Vice President, Administrative Services
Vice President, Student Services
Bookstore Manager
Dean, Enrollment Services
Dean, Information Systems & Educational Technology
Faculty Representation (2)
Director, Student Life
Student Representation (2)

COLLEGE OF THE DESERT – COMMITTEES

Name Citizens' Bond Oversight Committee **Type** Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: Proposition 39

Role

Proposition 39, approved by California voters on November 7, 2000, requires strict public accountability standards for all approved school and community college bond measures, including the establishment of an independent Citizens' Bond Oversight Committee.

Products

To review bond project expenditures reports to ensure that bond proceeds are expended only for the purposes set forth in Measure B, and that no bond monies are used for teacher or administrative salaries or other operating expenses.

Meeting Schedule Quarterly

Reporting Relationship Vice President Administrative Services

Chair Oversight Committee Chair

Membership (titles, not names)

- Senior Citizen Group Representative
- Member At-Large – West Valley Representative
- Member At-Large – East Valley Representative
- Taxpayers' Association Representative
- Business Representative
- College Foundation Representative
- Student Representative

COLLEGE OF THE DESERT – COMMITTEES

Name Facilities Master Planning Committee Type Academic Senate
 President
Mandate AB1725 Admin. Services
 Ed Code Human Resources
 Other: _____ Academic Affairs
 Student Services
 Other: _____

Role

To provide guidance, review and input for implementation of the Facilities Master Plan and Measure B Bond funded projects.

Products

- Receive information from various consultants concerning the campus plan, including Design Guidelines and Standards and Individual building design.
- Present information to the campus community concerning the campus plan, Facilities Master Plan and Measure B Bond projects.
- Solicit input from various campus constituents to interface with the campus plan.
- Provide guidance to the various consultants for implementing the Facilities Master Plan.

Meeting Schedule Third Tuesday of each month

Reporting Relationship Vice President Administrative Services, then to College Council

Chair Director of Maintenance & Operations

Membership (titles, not names)

- College President
- Vice President Administrative Services
- Vice President Human Resources
- Vice President Student Services
- Vice President Academic Affairs
- Director of Maintenance and Operations
- Director of Business Services
- Institutional Researcher
- Academic Senate President
- Faculty (one from each Division)
- Program Manager for Measure B

COLLEGE OF THE DESERT – COMMITTEES

Name	Safety Committee	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> President <input checked="" type="checkbox"/> Admin. Services <input type="checkbox"/> Human Resources <input type="checkbox"/> Academic Affairs <input type="checkbox"/> Student Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Collective Bargaining Committee</u>		

Role

The Safety Committee is to oversee all roles of the College in relation to the safety of its students, faculty and staff. Its role is to coordinate activities to achieve this goal with In-Classroom Safety, Emergency Preparedness, Risk Management, Workers Compensation, Security, Inter-disciplinary Crisis Resource Committee (ICRC) and on-going facilities safety concerns.

Products

- Current classroom laboratories that meet all applicable safety standards.
- Develop training recommendations for the College Staff Development Committee in relation to safety.
- Identify facility safety issues.
- Review Workers Compensation issues and provide training if necessary.
- Review Risk Management issues and make appropriate recommendations.
- Review Security issues and make appropriate recommendations.
- Emergency Preparedness Plan, keeping it updated, and provide training.
- Develop training in relation to the Inter-Disciplinary Crisis Resource Committee.

Meeting Schedule

Meets as needed

Reporting Relationship

Vice President Admin. Services and College Council

Chair

Assistant Director Maintenance and Operations

Membership (titles, not names)

Vice President Human Resources and Employee Relations or Vice President Admin. Services
 Assistant Director Maintenance and Operations (Facilities Issues) (co-chair)
 Human Resources Specialist (Workers Compensation)
 Director Fiscal Services (Risk Management)
 Security Representative (Director or Advisor)
 Faculty Association appointment (preferably faculty who deals with classroom laboratories)
 CSEA appointment (preferably a classified member who deals with classroom laboratories)
 Inter-disciplinary Crisis Resource Committee (ICRC) Representative
 ASCOD appointment

COLLEGE OF THE DESERT – COMMITTEES

Name College Staff Development Committee **Type** Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role
 To review the needs of staff and faculty and provide training opportunities to improve their skills to better serve the students, faculty, and staff of the District. (Evaluation on every event – include how applicable was this to your job.)

The process is:

1. Research the needs of all employees in areas of training and development. (Measure: Identify and develop staff development activities; utilize surveys; review of surveys; work in collaboration with Academic Senate Faculty Development Committee; develop a profile of needed skills with supervisors; survey employees and ask what they need.)
2. Develop training and development programs which will be on-site training at College of the Desert. (Measure: Number of events scheduled; attendance; topics meet survey's need.)
3. Use cost effective methods of training. (Measure: Stay within budget; cost per person trained.)

Products

- Funding for student development, college wide staff development programs, faculty development (other than the Academic Senate Faculty Development Committee funding, staff development, and leadership development)
- Coordination of college wide training, on-site training, and group training

Meeting Schedule Once per semester

Reporting Relationship Auxiliary Board of Directors and College Council

Chair Vice President Human Resources and Employee Relations

Membership (titles, not names)

- Vice President Human Resources
- Chair, Academic Senate Faculty Development Committee
- Classified Staff member (appointed by CSEA)
- Dean
- Classified Supervisor

COLLEGE OF THE DESERT – COMMITTEES

Name Diversity Council

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role

- To promote an institutional learning culture of respect, understanding and acceptance for all
- To address issues of respectful treatment and educational equity for all campus constituents
- To support and celebrate the varied cultural contributions of all campus constituents and community
- To support efforts to seek resources for diversity programs and activities
- To create safe environment for open/constructive/ongoing discussion of diversity and respect
- To collaborate with and respond to the community in implementing the mission of this council
- To act as an advisory body to Human Resources on equity and diversity issues

Products

- Annual review of the Office of Human Resources recruiting and hiring procedures
- Assist the Office of Human Resources in the development of an Equal Employment Opportunity plan to comply with the requirements of the Chancellor's Office.
- Act as Equal Employment Opportunity Advisory Committee as identified in model EEO Plan.
- Identify program(s) targeting respectful treatment and educational equity
- Invite groups that engage in diversity and cultural awareness to speak to the Diversity Council
- Seek out opportunities to discuss diversity issues and ideals.
- Present a motivational speaker(s) via workshops, seminars etc.
- Develop and implement a Calendar of Institutional events celebrating diversity.
- Continue to seek out funding for diversity activities.
- Support SEED groups and other similar proactive groups

Meeting Schedule Meets monthly during the school year and as needed

Reporting Relationship Vice President Human Resources and Employee Relations, college President, College Council

Chair Faculty Member (Co-Chair)
Vice President Human Resources and Employee Relations (Co-Chair)

Membership (titles, not names)

Vice President Human Resources and Employee Relations (Co-Chair)
Faculty Member (Co-Chair)
Human Resources and EEO Analyst (EEDEC Representative)
Senior Human Resources Technician (recorder)
Student Services representative
Academic Senate Representative
SEED Representative
CSEA Representative
Open Committee - others are welcome to participate

COLLEGE OF THE DESERT – COMMITTEES

Name Health and Welfare Committee

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: Collective Bargaining Committee

Role

- To research group insurance information;
- Arrange competitive group insurance proposals as deemed appropriate;
- Arrange insurance meeting for district staff to ask questions of Insurance Committee members invited insurance brokers and other insurance representatives;
- Poll District staff about insurance coverage preferences as needed;
- Recommend insurance coverage, brokers and carriers to the membership of their constituencies;
- To make a recommendation for Health & Welfare coverage to the President;
- Provide input from collective bargaining groups regarding Health and Welfare Benefits.

Products

- Recommendations to the District regarding different changes that would benefit the District
- Develop a consensus opinion if possible regarding Health and Welfare Benefits for the all employee groups

Meeting Schedule

Once fall semester and several times in the spring semester as needed.

Reporting Relationship President and College Council

Chair Vice President Human Resources and Employee Relations

Membership (titles, not names)

Vice President Human Resources and Employee Relations
Two Representatives appointed by the Faculty Association
Two Representatives appointed by the CSEA
One Representative appointed by CODAA
One Representative appointed by Pres. to represent Supervisory and Confidential employees

COLLEGE OF THE DESERT – COMMITTEES

Name Management Personnel Committee Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: Collective Bargaining Committee

Role

The Management Personnel Committee is to administer all portions of the Leadership Handbook including classification structure, salary structure, classification review and compensation.

Products

- Review and approve all job descriptions in relation to classification review and salary placement on the Leadership Salary Schedule.
- Review and approval changes to the Leadership Handbook.

Meeting Schedule

Meets at least once per semester and as needed

Reporting Relationship

President and College Council

Chair

Vice President Human Resources and Employee Relations

Membership (titles, not names)

- President (ex-officio)
- Vice President Human Resources and Employee Relations
- Leadership appointment from Confidential Staff
- Leadership appointment from Classified Supervisors
- Leadership Appointment from Deans

COLLEGE OF THE DESERT – COMMITTEES

Name	<u>Market Basket Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> President <input type="checkbox"/> Admin. Services <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Academic Affairs <input type="checkbox"/> Student Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Collective Bargaining Committee</u>		

Role

The Market Basket Committee was established to develop a format for comparative information from colleges with similar demographics to review information on key comparative revenue and cost components of our College as they relate to other similar-sized districts. The twenty-one colleges in which we compare ourselves provide information we use to compare our own salary and other characteristics to enhance our own portfolio of benefits and salaries

Products

- An understanding and agreement on where are in relation to comparable colleges on salaries and benefits.
- Identification of where comparable colleges are in relation to our College in various salaries and benefits.
- Development of alternatives (where necessary) in the areas of salaries and benefits.
- Present strategies for implementation of potential changes.
- Mechanisms for follow through and evaluation of progress of recommended changes and changes that are in progress

Meeting Schedule Meets as needed

Reporting Relationship College President and College Council

Chair Vice President Human Resources and Employee Relations (Co-Chair)
 Faculty Association appointment (Co-Chair)

Membership (titles, not names)

- Vice President Human Resources and Employee Relations (Co-Chair)
- Faculty Association appointment (Co-Chair)
- CSEA appointment
- Leadership appointment from Confidential Staff
- Leadership appointment from Classified Supervisors
- Academic Senate appointment
- CODAA appointment
- Division Deans
- ASCOD appointment
- Representatives from functional areas

COLLEGE OF THE DESERT – COMMITTEES

Name Professional Growth Committee **Type** Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: Collective Bargaining Committee

Role

The Classified Professional Growth Program is designed to provide an incentive for unit members to further their education, skills and training as it relates to their current work assignment. This educational program will enhance job performances as well as services for the student, the District and the community by doing the following:

1. Improve the standard of service;
2. Improve on-the-job performance;
3. Promote technological advancements;
4. Provide opportunities for personal growth;
5. Provide opportunities for advancement.

Products

- Receive approval of the Professional Growth Committee for a planned course of study leading to improving skills related to the unit member's present position or which prepares the unit member for advancement to a position with the District, or prepares the unit member for a new career;
- To review applications for Professional Growth from members of classified staff for reimbursement in accordance with the collective bargaining agreement.

Meeting Schedule Meets at least once each semester.

Reporting Relationship President and College Council

Chair Vice President Human Resources and Employee Relations

Membership (titles, not names)

Vice President Human Resources and Employee Relations
Senior Human Resource Technician (recorder)
CSEA appointment (3)
Administrative rep (Leadership Group) (1)

COLLEGE OF THE DESERT – COMMITTEES

Name	Reclassification Committee	Type	<input type="checkbox"/>	Academic Senate
			<input type="checkbox"/>	President
Mandate	<input type="checkbox"/> AB1725		<input type="checkbox"/>	Admin. Services
	<input type="checkbox"/> Ed Code		<input checked="" type="checkbox"/>	Human Resources
	<input checked="" type="checkbox"/> Other: <u>Collective Bargaining Committee</u>		<input type="checkbox"/>	Academic Affairs
			<input type="checkbox"/>	Student Services
			<input type="checkbox"/>	Other: _____

Role

To make recommendations regarding reclassification requests from either classified staff members or administration. After careful review of the requests according to the Classified collective bargaining agreement, recommendations are made to the District’s President and CSEA. These recommendations may be regarding:

- Proper job classification for authorized new position.
- Requests for reclassification by classified employees and their supervisors.
- The review and maintenance of the District’s classification system.

Products

- Recommendations for reclassification request by the employee submitting the request
- Recommendations for reclassification request by the administrator
- Recommendations for new classifications and salary placement

Meeting Schedule

Meetings are held in the spring semester each year and occur as needed to fulfill obligations as defined within the collective bargaining agreement.

Reporting Relationship

CSEA President, College President

Chair

Vice President Human Resources and Employee Relations

Membership (titles, not names)

- Vice President Human Resources and Employee Relations (non-voting)
- Human Resources and EEO Analyst (non-voting)
- Three Representatives from Administration (Leadership Group)
- Two Representatives from CSEA

COLLEGE OF THE DESERT – COMMITTEES

Name Gender Equity in Athletics Committee **Type** Academic Senate
 President
Mandate AB1725 Admin. Services
 Ed Code Human Resources
 Other: _____ Academic Affairs
 Student Services
 Other: _____

Role

To examine the athletic programs available to students at COD. The committee will evaluate the athletic programs available to students at COD and whether they effectively accommodate the interests and abilities of students. It provides recommendations that will allow for equal opportunities in the selection of sports and levels of competition available to members of both sexes, per OCR U.S. Department of Education Regulation. Additionally, the committee will provide recommendations to the Director of Athletics based upon the findings of the annual Federally-mandated Equity in Athletics Report mandated by the Equity in Athletics Disclosure Act of 1994 that is submitted by COD to the State Athletics Office.

Products

- Recommendations to the Director of Athletics regarding gender equity of athletic opportunities to students.
- Recommendations to the Director of Athletics regarding the annual Equity in Athletics Report that is submitted by COD to the State Athletics Office.

Meeting Schedule Once per semester

Reporting Relationship Director of Athletics, VP Academic Affairs, College Council

Chair Director of Athletics

Membership (titles, not names)

- Athletic Division Dean
- HR Representative
- Member
- Member
- Member

COLLEGE OF THE DESERT – COMMITTEES

Name Student Success Initiative (DRAFT)

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: State Initiative

Role

The role of the Student Success Initiative Committee is to work to change the image of the "under-prepared student" to that of a successful student by virtue of his/her enrollment at COD, develop common nomenclature as it relates to Basic Skills, examine campus procedures to enhance first-time student experience, expend funds of SSI according to a thoughtfully developed plan, identify the desired outcomes of the Basic Skills program, and create a cross-discipline consistency in these desired outcomes.

Products

Recommendations in the areas of: Organization/Leadership, Research, Curriculum and Instruction, Student Services (Assessment/Placement), and Academic Support Services, which support and promote the goals of the Student Success Initiative.

Meeting Schedule

??

Reporting Relationship

Committee reports to Vice President Academic Affairs and Vice President Student Services, who report to College Council.

Chair

Co-Chairs: Vice President Academic Affairs, Vice President Student Services
Steering Committee: Dustin Culhan, Kim Dozier, Chris Nelson, Christen Smith

Membership (titles, not names)

All Deans
Counselors (2)
Chair, Ed Policies and Procedures
Institutional Researcher
VP Academic Affairs
VP Student Services
Chair, Curriculum
Chair, Faculty Development
Library Director
EOPS Coordinator
Senate President
Academic Skills Center Coordinator
College President
Faculty Representatives (20) from Various Disciplines

COLLEGE OF THE DESERT – COMMITTEES

Name CORE (Datatel) Committee

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role
To routinely transition, monitor, problem-solve and make recommendations to the President regarding the Datatel IS system

Goals/Objectives

To keep all IS Teams informed and involved in problem solving and decision making regarding the comprehensive Datatel IS system and its evolvement

Products

Meeting Schedule

Reporting Relationship

Chair

Membership (titles, not names)

COLLEGE OF THE DESERT – COMMITTEES

Name Disabled Students Programs & Services Advisory Committee

Mandate	<input type="checkbox"/>	AB1725	Type	<input type="checkbox"/>	Academic Senate
	<input checked="" type="checkbox"/>	Ed Code		<input type="checkbox"/>	President
	<input type="checkbox"/>	Other: _____		<input type="checkbox"/>	Admin. Services
				<input type="checkbox"/>	Human Resources
				<input type="checkbox"/>	Academic Affairs
				<input checked="" type="checkbox"/>	Student Services
				<input type="checkbox"/>	Other: _____

Role

The Disabled Students Programs & Services (DSPS) Advisory Committee provides guidance and direction to the DSPS Program and to the College of the Desert as it relates to the needs of individuals with disabilities within the local community. The DSPS Advisory Committee provides for the exchange of information between public agencies, private business, disability and advocacy groups and DSPS. The Committee provides expertise on matters brought forward for consultation.

Products

The DSPS Advisory Committee is not charged with nor established for the creation of specific outcomes. The Committee is designed to exchange information and ideas related to the needs of individuals with disabilities and to advise the DSPS program. There are times when the Committee must formally approve agenda items. One such example was the Committees required approval of the College of the Desert "Access Compliance Survey Report". The Committee approved this prior to it being sent to the Board of Trustees for approval.

Meeting Schedule

One (1) meeting in the Fall Semester & one (1) meeting in the Spring Semester. Depending on need an additional meeting is sometimes held in the summer.

Reporting Relationship Vice President Student Services

Chair Director Student Health & Disability Services

Membership (titles, not names):

- Regional Director, Braille Institute
- Four (4) Independent Business Owners
- Palm Springs City Disability Compliance, Supervisor
- Department of Mental Health, Supervisor
- Program Manager, Community Center
- California State Department of Rehabilitation Supervisor
- California State Department of Rehabilitation Counselor
- Student Representative
- Foundation for Blindness representative
- Alternative Media Specialist/Counselor at COD
- Counselor/Specialist at COD
- Work Experience Faculty at COD
- Adaptive PE Instructor at COD
- Faculty Employment Specialist at COD

COLLEGE OF THE DESERT – COMMITTEES

Name EOPS/CARE Advisory Committee **Type** Academic Senate
 President
Mandate AB1725 Admin. Services
 Ed Code Human Resources
 Other: _____ Academic Affairs
 Student Services
 Other: _____

Role

Each EOPS program shall have an Advisory Committee appointed by the president of the college upon recommendation of the EOPS Director. The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. The term of each committee member shall be for two years, July of the year of appointment to June 30 of the second succeeding year. Members may serve more than one term. The committee shall consist of no fewer members than the members of the local Board of Trustees. Members shall serve without compensation. Members may be reimbursed for necessary expenses incurred in performing their duties. The Advisory Committee should include representation from college personnel, EOPS students, local or feeder high schools, community and business sectors, and four-year colleges where possible. The Advisory Committee shall meet at least once during each academic year.

NOTE: Authority cited: Sections 69648, 69648.7 and 71020 Education Code. Reference: Sections 69640 through 69655 Education Code.

Products

Discuss EOPS/CARE program issues in depth and assist in future program planning, problem solving, and program information dissemination.

Meeting Schedule

Meet once each semester.

Reporting Relationship

EOPS/CARE Coordinator to Dean of Student Services, Support Programs, VP Student Services

Chair

Community Member and EOPS/CARE Coordinator

Membership (titles, not names):

- EOPS/CARE Coordinator
- EOPS/CARE Counselor(s)
- EOPS/CARE Staff Members
- EOPS/CARE Student(s)
- Dean of Student Services and Support Programs

Community Members(s)

- Admissions Manager, Chapman University and adjunct professor COD
- Admissions Representative, Cal State University San Bernardino
- Coachella Valley High School Counselor
- Department of Public Social Services, CalWORKs Representative
- EOP Representative, Cal State University San Bernardino
- Former EOPS students from the community

(continued...)

Other EOPS/CARE Advisory Committee Members:

ACES Coordinator
Academic Skills Center Director
A & R Representative
CalWORKs Assistant
Career Center Coordinator
Child Development Center Coordinator
Communications Division Faculty Member
Dean of Off-Campus Programs
Director of Matriculation and Articulation
Director of Student Life (*new*)
DSPS Counselor
EVC Counselor
Financial Aid Representative
General Counselor(s)
Math Division Faculty Member (*new*)
MESA Director
Transfer Center Coordinator
Tutoring Coordinator

COLLEGE OF THE DESERT – COMMITTEES

Name Matriculation Advisory Committee

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Instruction
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role

The role of the Matriculation Advisory Committee (MAC) is to advise the campus community on policies and procedures as they relate to the implementation of the required matriculation components, which include: admissions, orientation, assessment, counseling/advisement, student follow-up, coordination and training, research and evaluation, and pre-/co-requisites and advisories.

Products

Recommendations with regard to the above mentioned matriculation components will be made to College Council, the appropriate Academic Senate Committees, and to the appropriate student service areas. Additionally, the MAC will be responsible for updating the College's Matriculation Plan on a periodic basis as prescribed by the Chancellor's Office.

Meeting Schedule

The MAC will be comprised of one large oversight committee and four sub-committees. The large oversight committee will meet at least once per semester and the four sub-committees will meet on a monthly basis to address on-going needs.

Reporting Relationship

The MAC reports to the College Council.

Chair

Co-Chair VP of Student Services
 Co-Chair Director of Matriculation

Membership (titles, not names)

Dean, Student Support Programs & Services
 Dean, Enrollment Services
 Dean, Math & Sciences
 Dean, Communications
 Director, Counseling Services
 Director, Admissions & Records
 Director, Institutional Research
 Coordinator, Academic Skills Center
 Coordinator, Disabled Students Programs & Services
 President, Academic Senate
 Chair, Curriculum Committee
 Chair, Education & Technology Committee
 Chair, Educational Policies Committee
 Chair, Professional Development
 3 Instructional Faculty
 3 Counseling Faculty
 1 Non-credit Instructional Faculty
 1 Non-credit Counseling Faculty
 1 Special Program Counseling Faculty
 2 Student representatives

COLLEGE OF THE DESERT – COMMITTEES

Name Transfer Advisory Committee

Type Academic Senate
 President
 Admin. Services
 Human Resources
 Academic Affairs
 Student Services
 Other: _____

Mandate AB1725
 Ed Code
 Other: _____

Role

The role of the TCAC is to examine the resources available to transfer students at College of the Desert. The committee will evaluate the transfer resources available to COD students and whether they are effective in meeting the needs of our student. The committee will provide recommendations that will allow for greater awareness of the transfer resources to both student and COD faculty. The committee will provide feedback on the current resources with regards to their effectiveness, and make recommendations to improve current services. The Committee will generate new ideas for transfer resources and services for COD students.

Products

- Evaluation of current resources and feedback for improvement
- Recommendation for new or improved resources that will increase the awareness and use of the Transfer Center and its resources.

Meeting Schedule Currently, is meeting once per year and the goal for 2008-2009 is to meet once per semester.

Reporting Relationship Transfer Center Coordinator, Director of Counseling, V.P. Student Services

Chair Transfer Center Coordinator

Membership

Director of Counseling
Dean of Students Support Programs and Services
CSU Representative
UC Representative
Articulation Officer
EOPS/CARE Coordinator
ACES Coordinator
Transfer Center Secretary
(Will seek to expand to include instructional faculty)

APPENDIX F

AB1725 Implementation at College of the Desert

General Information

The spirit and intent of AB1725 is that all constituents affected and constituents with expertise should be involved in decision making. This is to ensure fairness and effective decision-making.

Participating effectively in district and college governance is...

- Shared involvement in the decision-making process.
 - It does not imply total agreement;
 - The same level of involvement by all is not required; and
 - Final decisions rest with the board or designee
- Value:
 - Expertise and analytical skills of many
 - Understanding of objective/decisions
 - Commitment to implementation
 - Leadership opportunities
 - Promotion of trust and cooperation
 - Opportunities for conflict resolution
 - Less dissent
- Challenges:
 - Participation by individuals with limited expertise
 - Time away from other duties
 - Can require considerable time for decision
 - Shared accountability
 - Differing expectations and understanding
 - Potential conflict if board/designee rejects recommendation

"... not a simple process to implement – goodwill, thoughtful people, a willingness to take risks and the ability to admit problems exist – can go far toward establishing a positive environment..."

The central objective should be creation of a climate where energy is devoted to solving crucial educational tasks and not to turf battles over governance."

Regulation Students:

The DCCD Governing Board adopts policies and procedures that provide students opportunity to participate effectively in district and college governance.

- formulation and development policies and procedures and

- processes for jointly developing recommendations that have or will have a significant effect on students.

Board shall not take action on a matter having a significant effect on students until:

- recommendations and positions by students are given every reasonable consideration.

Policies and procedure that have a “significant effect on students” include:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic disciplinary policies;
- (4) curriculum development
- (5) courses or programs which should be initiated or discontinued;
- (6) processes for institutional planning and budget development;
- (7) standards and policies regarding student preparation and success;
- (8) student services planning and development;
- (9) student fees within the authority of the district to adopt;
- (10) any other district and college policy, procedure or related matter that the district governing board determines will have a significant effect on students and

Regulation Staff:

Governing board adopts policies and procedures that provide staff opportunity to participate effectively in district and college governance.

- formulation and development of policies and procedures, and
- processes for jointly developing recommendations
- that has or will have a significant effect on staff.

Board shall not take action on matters significantly affecting staff until

- the recommendations and opinions of staff are given every reasonable consideration.

Recommendation for Faculty Appointments to Committees:

When there is a need for a faculty member on a non-Senate committee (or task force, etc.), then the College President will contact the Senate President who will, in a timely manner and working with the Senate Executive Committee, provide the name(s) of faculty candidates for the committee.

AB 1725 "Academic and Professional Matters" (policy development and implementation)

AB1725 Area:	Senate Committee(s):	Other constituents involved:
1. Degree and certificate requirements	Ed Policies, Curriculum	Students Matriculation Officer Enrollment Services Dean
2. Curriculum, including establishing prerequisites and placing course within disciplines	Curriculum	Students Matriculation Officer
3. Grading policies	Ed Policies	Students? Enrollment Services Dean?
4. Educational program development	Curriculum	Planning Council, Students, Advisory committees, Matriculation Officer
5. Standards or policies regarding student preparation and success	Ed Policies	Matriculation Officer? Students
6. District and college governance structures as related to faculty roles	Full Senate? – Task Force as needed	
7. Faculty roles and involvement in accreditation processes, including self study and annual reports	Full Senate? – Task force as needed?	
8. Policies for faculty professional development activities	Faculty Development	
9. Processes for program review	Curriculum	Planning Council
10. Processes for institutional planning and budget development	Full Senate? Task force as needed?	Planning Council Students

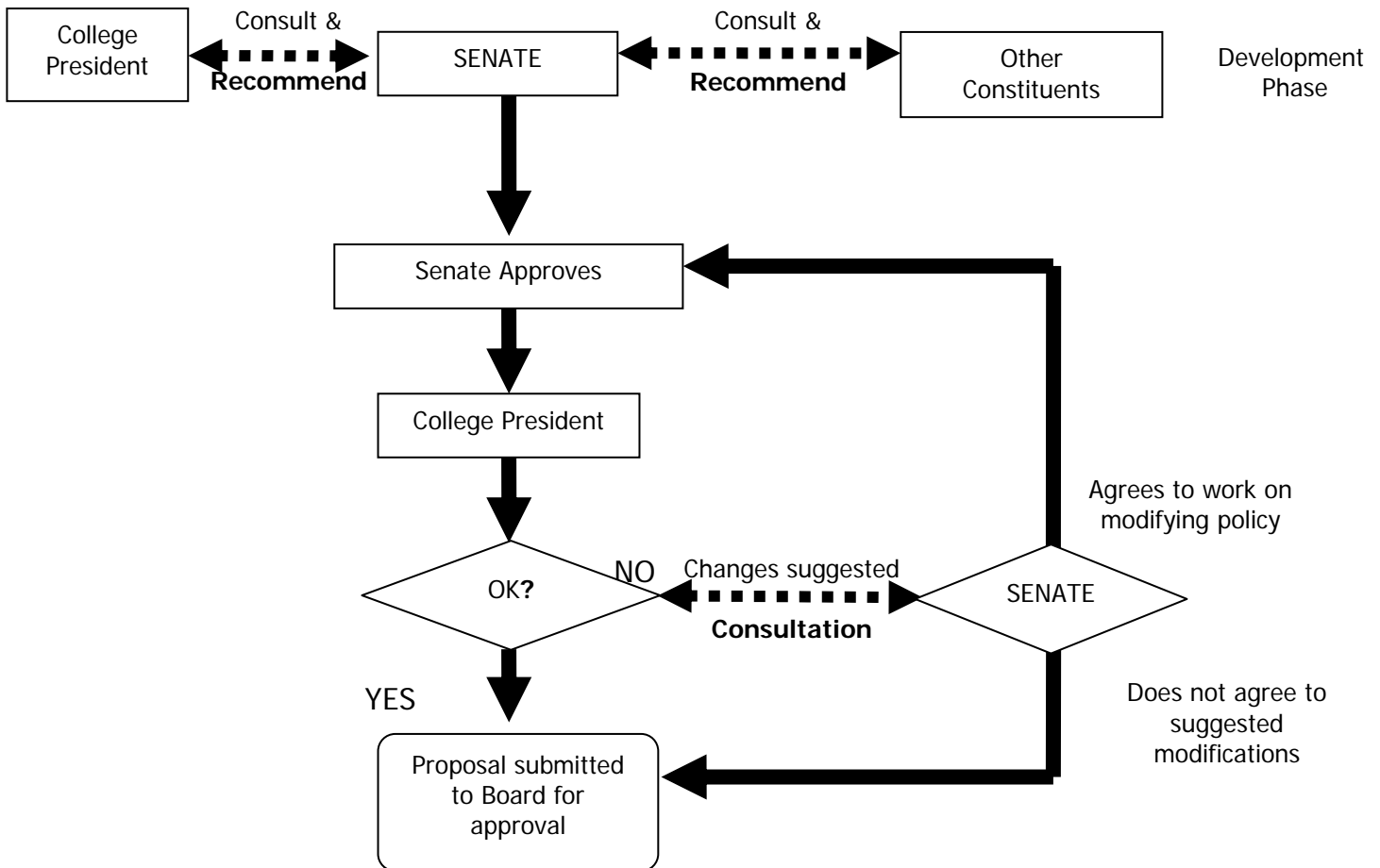
Detailed Decision Making Processes for the 10 Areas

Matters 1 – 9: Rely Primarily Upon

Decision Process: Rely Primarily Upon (A)

Decision making steps:

1. Senate will work with students, staff and administration - those with expertise and those affected - in the development of policies and implementations. Senate President will keep College President informed/apprised.
2. Solution proposed to full Senate for vote
3. Senate President informs College President of Senate approved policy:
 - a. If College President concurs, sent along to Board
 - b. If disagreement, College President suggests changes to the Policy. Senate President takes these suggestions back to the Senate. Senate then decides either that:
 - i. Senate and College President will work together on modifying the solution.
 - ii. Senate always has option of presenting directly to the Board. College President has the option to provide his/her endorsements or comments to the Board

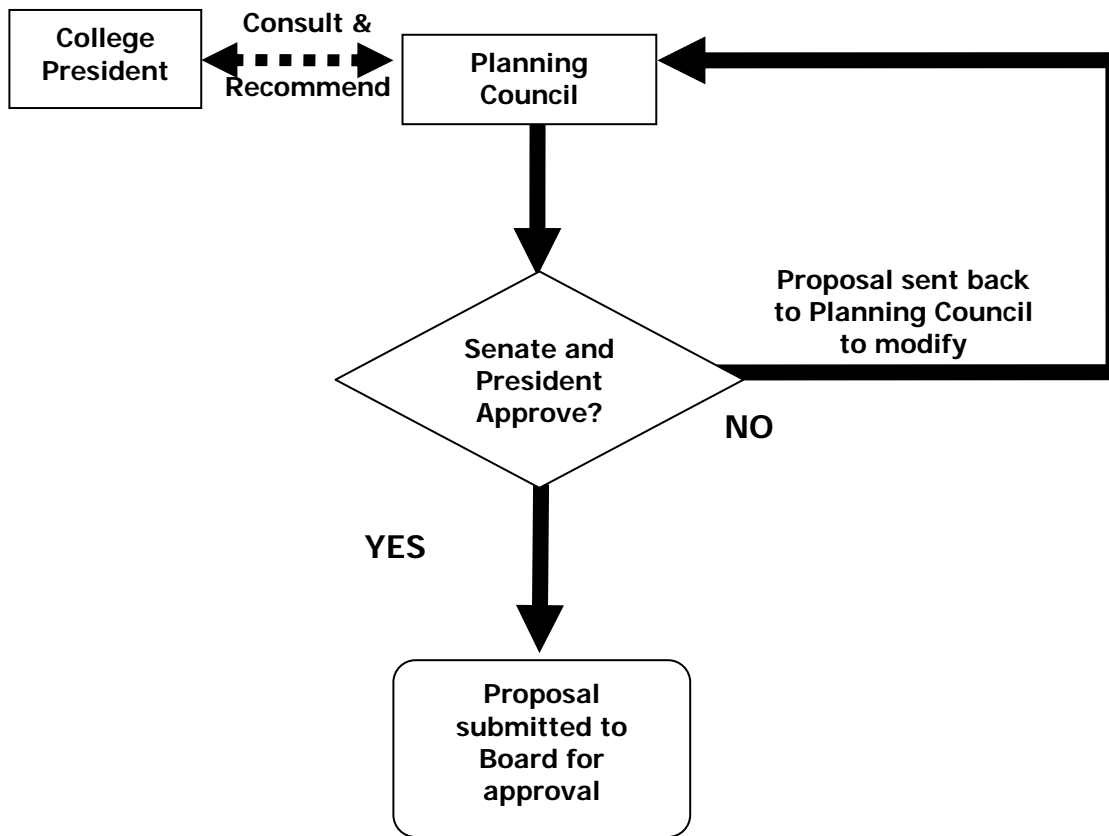


Matter 10. Processes for institutional planning and budget development

Decision Process: Mutually Agree

Decision making steps:

1. Planning Council will create proposal for modification of existing or creation of new policy, procedure or implementation for planning and budget development. Planning Council will keep College President apprised of proposal
2. Solution proposed to Senate and College President for approval
 - a. If College President and Senate approve, proposal sent to Board for approval
 - b. If College President or Senate do not approve, proposal is sent back to Planning Council for modifications



APPENDIX G

Committee/Task Force Meetings

Task Force: *A temporary grouping of individuals and resources for the accomplishment of a specific objective.*

Task Forces are often used in private and public organizations. A task force actively pursues the achievement of its mission, after which it is disbanded. A task force is a temporary organization created to solve a particular problem. It is considered to be a more formal ad-hoc [committee](#).

A task force is a temporary [unit or formation](#) established to work on a single defined task or activity. Originally introduced by the [United States Navy](#), the term has now caught on for general usage and is a standard part of [NATO](#) terminology. Many non-military organizations now create "task forces" or task groups for temporary activities that might have once been performed by ad hoc committees.

Committee: *A group of people officially delegated to perform a function, such as investigating, considering, reporting, or acting on a matter.*

Committees are a necessary aspect of organizations of any significant size (say, more than 15 or 20 people). They keep the number of participants manageable; with larger groups, either many people do not get to speak (and feel left out), or discussions are quite lengthy (and many participants find them duplicative and often boring).

Committees are a way to formally draw together people of relevant expertise from different parts of an organization who otherwise would not have a good way to share information and coordinate actions. They may have the advantage of widening viewpoints and sharing out responsibilities.

Their disadvantages appear in the possibilities for [procrastination](#), undesirable [compromises](#) in order to build consensus, and [groupthink](#), where (valid) objections or disconfirming evidence is either not voiced or is ignored. Moreover, the need to schedule a [meeting](#), get enough committee members together to have a [quorum](#), and debate until a [majority](#) agrees on a course of action, can result in undesirable delays in taking action. (A common joke, in organizations, is that when someone doesn't want to make an unpopular decision, he/she creates a committee to study the question.)

Ways to Make Committees Work Effectively

1. *Make sure that the committee has a real purpose for existence.*
2. *Make sure that everyone on the committee knows what the purpose is, and agrees with it.*
3. *Have only the right people on the committee: interested, capable, and willing to work.*
4. *Remove committee members who are not right for the committee or who do not participate.*
5. *Don't hold meetings without a clear reason. Call a full committee meeting only when it is the best way to accomplish the task.*
6. *Give advance notice of meetings, complete with a distributed agenda and reading materials.*
7. *Encourage everyone to participate during the meeting. Utilize seating arrangements that encourage equality of participation. Use name cards if attendees do not know one another. Discourage members who monopolize the discussion.*
8. *Set norms for behavior at the first committee meeting, and stick to them.*
9. *Start and end meetings on time. If work isn't done when time is up, negotiate a time for further discussion.*
10. *Have an agenda for each meeting. Schedule important items first on the agenda.*
11. *Allocate time for discussion according to the importance of each issue.*
12. *Send members a summary of the meeting, keying on the decisions made and on the assignments given.*
13. *Don't have more than eight people on a committee without breaking it into subcommittees.*
14. *Be very specific about tasks and deadlines.*
15. *Don't discuss, re-discuss, and continue to discuss items.*
16. *Conclude each meeting with a summary of what is to be done by whom.*
17. *Double-check for agreement on important issues. Seek opposing points of view.*
18. *Don't allow unrelated discussions during meetings.*
19. *Make sure everyone gets credit for the accomplishments of the committee.*
20. *Allow some social time following each meeting.*