

Survey of Committee Chairs – Summary Results

DESCRIPTIONS AND MAJOR ACHIEVEMENTS

Administrative/Classified Hiring Committee: No description found.

The committee has created, within the shared governance, a committee that ensures participation in the recommendation of the hiring process for Classified and Administrative positions. The committee fully vets the recommendations to the President and allows an analysis of the need and fit for the positions within the campus structure.

Budget Committee: The mission of the Budget Committee is to ensure that the college budget supports the college's mission and goals and links the college budget with college planning. The Budget Committee should advocate execution of the budget efficiently and effectively toward the achievement of optimal performance levels across all segments of the college community. Comment - The budget committee does not oversee efficiency

Accomplishments: In coordination with the VP and President, managing enrollment, class size, class offerings to reduce budget.

Educational Master Plan Committee (EMP): The EMP Committee is a shared governance committee that reports to the Academic Senate and is chaired by the Executive Vice-President of the Academic Senate.

Comment - The description is only of process, not what the committee does (oversee the writing, implementation and revision of the EMP). Unclear if chair is still exec VP of Senate.

Committee is currently without chair and thus not operating. In the year before that, the committee oversaw the writing of the EMP, the satellite analysis, and began working on implementation of the EMP. The committee chair brought the EMP to all shared governance committees on campus as well as hosting Town Halls throughout the process to gain input from as many campus constituents as possible

Enrollment Management Committee: The purpose of this committee is to redefine guidelines, develop programs and goals to increase student retention, student success, publish newsletters, and advertise schedules among many other issues that might enhance academic effectiveness.

The Committee was formed to plan an annual (short term) and long term enrollment plan. But then the committee was put on hold under advisement from the Emergency Budget Task Force in Fall , 2009.

The Committee was formed in Fall 2008 and discontinued in Fall 2009. In that time, the Committee submitted an Enrollment Plan for 2008-2009 for the District Budget Committee and then a model for an annual Enrollment Plan.

The Committee also presented a detailed report responsive to the implementation of the Education Master Plan to College Council in Spring 2009.

Facilities Master Plan Committee (FMP): The LAVC Facilities Master Plan Committee (FMP) is comprised of representatives from groups and administrators on campus and reports directly to the president. The charge of the committee is to provide recommendations and consultation to the President in matters of campus facilities design and planning, particularly for all Bond related projects. The FMP shall concern itself with broad based facilities review and analysis and will work with the president and FMP architect to create facilities standards that compliment the educational and environmental needs of the campus residents

Constructed or planned to construct over \$600million in new facilities. Updated Facilities Master Plan to include all bond projects (A, AA, J), Created Energy Master Plan for campus. Established design standards as well as building occupant standards for all new facilities.

Instructional Programs Committee (IPC): . The purpose of IPC is to assign FTE to departments and programs, prioritize requests for probationary faculty positions; oversee Program Review (note that the curriculum review is handled by the Curriculum Committee). IPC's long term goals are to aid and support departments in both the individual and collective activities undertaken for the improvement of the instructional program. Comment - At one point the description mentioned the EMP – a link which makes sense since the Instructional Program is akin to an Educational Master Plan...

We have facilitated faculty hiring as allowed; we have reassigned FTEF allocations (subcommittee); we have encouraged and facilitated more Program Reviews to be finished.

Matriculation Committee: Los Angeles Valley College Matriculation Advisory Committee (VMAC) provides coordination, guidance and leadership at the college with respect to credit and noncredit matriculation programs and services. VMAC enhances student access to the California Community Colleges and promotes and sustains the efforts of credit and non-credit students to be successful in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the matriculation process: admissions, orientation, assessment and testing, counseling, and student follow-up

(1) Maintaining services at the level of the prior year – in the context of the cuts that occurred and with the help of the college (\$200K funded). (2) Working on goals,

institutional planning and program review, e.g., multilingual students and the 9 steps brochure and documents in alternate forms.

Space and Work Committee: The purpose of the Space and Work Committee is to monitor space utilization and work environment matters and make policy recommendations to the College Council. The committee also promotes the goal of improving the quality of the work environment by developing recommendations regarding work environment issues and seeking to reach agreement with the College Administration to implement those recommendations.

Worked on smoking issue – tried to include everyone (all constituencies, smoker and nonsmokers), but had problems with lack of participation

Awareness of ADA compliance issues

Solved space issues, parking issues

Make sure process is followed

Revision of space distribution done in fair way, honor agreements – make recommendations

Information dispersal. In particular the S&W Committee developed a document describing the process for the Bond Construction Project Manager (CPM) to inform the Campus of issues related to Bond projects (altered path of travel, facilities outages, and hazards, *etc.*)

Student Learning Outcomes Steering Committee (SLO): The SLO Steering Committee helps to oversee and coordinate SLO efforts at the campus level, including training, proposing forms and processes, writing and assessing campus-wide SLOs, and reviewing and revising the college's mission and vision statements. The Committee also showcases SLO efforts and promotes the campus-wide understanding and integration of SLOs. Instructional policy items are brought to the Academic Senate and non-instructional policy items are brought to the College Council.

Most of it is accurate, but does not include committee's role in reviewing non-instructional SLOs and all assessment reports.

Major accomplishments:

Writing and getting approval for a campus Institutional Assessment Plan.

Creation of new pathways model for program assessment; beginning indirect assessment of all pathways and direct assessment of CTE.

Working with departments and individuals on completion of writing SLOs and beginning of assessment.

Professional development activities on SLOs and assessment.

Inclusion of SLOs in annual plan and program review surveys.

Review of SLO submissions.

Receiving approval for two new ISA additions to the SLO team.

Student Services Committee:

The Student Services Committee represents and promotes the well-being and success of the students of Valley College. The Committee supports and promotes communication among the multiple student services areas and between student services and other instructional committees. The Committee seeks to develop and maintain a cohesive program wherein all student services reinforce and support each other.

Established an effective Probation Intervention Model; Implemented Counseling Component per Basic Skills Initiative; Facilitated Program Review (ASU, Student Health, Counseling, and Enrollment Management); Coordinated with STARS in the application of interactive online advisement (Eluminate); and developed College Resource Awareness Programs in conjunction with ASU for a more informed student body.

Technology Committee: Provide vision, leadership, planning and coordination for campus-wide computing, telecommunications, and technology in general. Make recommendations to the Council and the college President on computing systems and services, campus network and applications, accessibility and other technology issues as they arise. Develop and implement a comprehensive long-range technology plan addressing the computing and technology needs of the college through the next few years, including: computer systems and services, network development, equipment and training needs, institutional telecommunications and instructional technology applications. Oversee the use of funds related to technology

Accomplishments:

Revision of technology plan

EMP implementation grid

Virtual Valley – members report to Tech Committee on what they are doing, tech committee gives input

Issues around “legal” formation of CDEC committee

Haven’t done much recently in regard to IT because lack of permanent IT manager

Focus on issues in common to campus such as network infrastructure (old example – committee started 10 years ago, internet very slow, committee took some action recommended expenditures to college council; newer example, online education, need for official DE position; issue of outsourcing email, acting as advisory to IT; blade computing – discuss concerns on how might impact instruction)

PLANNING ELEMENTS

Committee	Own a Plan?	Other Planning	EMP/SLOs
Adm Hiring		Long-term staffing plans	Areas have service outcomes
Budget		Only in theory	No connection
EMP	Educational Master Plan	EMP implementation	Is the EMP
Enr Mgmt		Short and long-term enrollment planning	Connected to EMP four goals
FMP	Facilities Master Plan, Energy Plan		In theory, connected to EMP
IPC		Program Review, Faculty hiring prioritization	Chair sits on EMP; IPC functions align with SLO, EMP goals
Matric	Student Educational Equity Plan, Matriculation Plan		Participated in EMP work groups; connect to EMP goals (e.g., access, retention)
S&W	Emergency response plan (subcommittee)	Chair reviews Capital Construction Plan (sign-off); Connections to FMP	Worked on EMP space implications chapter
SLO	Institutional Assessment Plan	Indirectly – SLO assessment results as basis for planning	Establish college-wide SLOs
St. Svcs			Goals of committee tied to EMP
Tech	Technology Plan		Tied plan to EMP goals; did implementation grid

COMMUNICATION AND COORDINATION

Committee	Item Route	Committee Interaction	Reporting Methods
Adm Hiring	Committee reps	Directly to president	To College Council
Budget	IPC chairs brings position request	None	Email to committee members
EMP	To chairs	Academic Senate, College Council; others for input in writing; DPC	Website, report to Senate and College Council, town hall and other presentations
Enr Mgmt	To chair, from committee members	Educational Master Plan Committee	Website – reports, agendas, minutes posted; report to College Council
FMP		Independent committee; directly to president	Members take back to constituencies, emails, Valley Star
IPC	To chair, requests from other committees	Budget, Senate, EMP, Enrollment Management, DPC, Consultation, College Council	Minutes posted, report to Senate; provide highlights at AFT meetings
Matric	AFT, Senate, reps from constituent groups bring to chair	Curriculum, Senate	Report to Student Services committee; minutes to committee members
S&W	From committee members or to chair	FMP committee, DSPS	Report to College Council, Senate, AFT, Consultation; minutes and agenda on website, shared with other chairs
SLO	To chair	Curriculum, CTE, Foundational Skills, Senate, Departmental Council	Items brought to Senate, College Council; website with agenda, minutes, other materials; SLO newsletter
St. Svcs	To chair, from committee members, from other committees		Agenda, minutes on website
Tech	To chair, from committee members; policy issues from Senate, AFT, DE	Curriculum, others as needed	Report to College Council, post minutes; ask appropriate person to send out info

OBSTACLES AND RECOMMENDATIONS

Clarify role of Budget Committee, connection between budget and planning

Clarify role of EMP committee

Fully engaging committee members; active participation; really represent constituencies

Integrate EMP into planning processes

Clarify areas of overlap between IPC and enrollment management (FTEF allocation).

Clarify role of VPs in relation to planning committees

Revise documents (Hiring Handbook, Program Review Handbook, request forms)

Maintain and make easily available accurate data

IPC – more time or split into two committees

Better communication of decisions and processes

More faculty in leadership positions; some suggest term limits

Earlier election, better training for chairs (including how to be managers)

Many chairs feel they have a great deal of responsibility but no power

Make sure plans get executed and don't just sit on shelf

S&W Committee role in advising Sheriff

Build campus knowledge on SLOs, planning, processes

Include appropriate shared governance chairs in planning efforts

CHAIR DUTIES AND TIME

Committee	Time	Ok?	Comments
Adm Hiring	0		
Budget	0.2	Yes	As currently configured
EMP	0.2	Y/N	Depends on where in cycle
Enr Mgmt	0		
FMP	0	No	
IPC	0.2	No	Need co-chair or split committee
Matric	0	No	
S&W	0.2	Yes	Except D-basis work
SLO	0.2	Yes	With reorganization
St. Svcs	0.2	Yes	
Tech	0.2	No	

Comments:

Basically end up as manager

Lots of responsibility with no authority

Lack of contribution of others, chair does all the work