

## LPC GOVERNANCE WORKSHEET

**Committee Name:**

**Academic Year:**

**Form completed by:**

**Position:**

### Instructions

The purpose of this worksheet is to allow each committee, Senate, Union, Task Force or User Group to review its charge and membership yearly. It is important to review the current charge and responsibilities in the LPC Governance Handbook. If the structure is satisfactory, please mark accordingly on this document and send to the President's Office. If changes are needed, please make changes on this document, receive approval from any constituency groups involved, and send to the President's Office. Once changes are received, the document will be brought to College Council to request approval.

- **Are the group's charge and membership satisfactory?**

\_\_\_ YES, there are no changes to the committee structure or charge.

\_\_\_ NO, there are changes to the committee structure or charge shown below.

Remember to have all committee members sign the document before submitting.

### Proposed Changes

#### **1. Charge:**

\_\_\_ Charge remains the same.

\_\_\_ Recommended changes to charge are indicated below.

#### **2. Reporting Relationship:**

Committee currently reports to \_\_\_\_\_.

\_\_\_ It is recommended the reporting relationship remain the same.

\_\_\_ It is recommended to change the reporting relationship.

The committee will report to:

\_\_\_ Academic Senate

\_\_\_ College Council

\_\_\_ Faculty Association

\_\_\_ President

\_\_\_ Vice President of \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

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### 3. Chairmanship:

The chair is currently selected by:

\_\_\_\_ Committee vote

\_\_\_\_ Office or Position indicated here: \_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_

It is recommended that the chair:

\_\_\_\_ Selection remains the same

\_\_\_\_ Selection method changes to: \_\_\_\_\_

### 4. Membership:

\_\_\_\_ Membership remains the same

\_\_\_\_ It is recommended to change membership to:

Voting Members: (e.g., V.P. of Student Services, 4 Classified, 1 faculty from each Division, etc.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

Total Voting Members: \_\_\_\_\_

Quorum (50% +1): \_\_\_\_\_

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Non-Voting Members: (e.g., President, 2 students, 1 faculty from each Division, etc.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**5. Members appointed by: (check all that apply)**

\_\_\_\_ Academic Senate

\_\_\_\_ Faculty Association

\_\_\_\_ Classified Senate

\_\_\_\_ SEIU

\_\_\_\_ Administration

\_\_\_\_ Student Senate

**6. Term: (check one)**

\_\_\_\_ 1 year

\_\_\_\_ 2 years

\_\_\_\_ Other

## **PROPOSED CHANGES**

### **1. Charge of Committee/Group**

#### Charge:

The Basic Skills Committee is responsible for the following in Basic Skills:

- Gathering, reviewing, and assessing data on student success
- Identifying, coordinating, and publicizing best practices for meeting students' educational needs
- Planning and creating strategies for removing barriers and addressing educational gaps
- Supporting innovation in process and instruction
- ~~Facilitating the implementation and evaluation of Senate-approved proposals~~

**Explanation: The committee was unclear to what the last bullet referred, so it was decided to strike this from the charge.**

4. **Membership**    \_\_\_ Current Membership remains the same  
   \_\_\_X\_\_\_ **OR:** It is recommended **Membership change TO:**

**Voting Members**

*(Example: Vice President of Student Services, 4 Classified; 2 Students, 1 Faculty from each division)*

1. 3 Faculty, from any division
2. 1 Librarian.
3. 1 Counselor.

**Total Voting Members:**      5  

**Quorum (50% + 1) :**          3  

**Non-Voting Members – Current** *(Example: 1 faculty representative from each division, 4 Classified, 2 Students)*

1. Chair *(votes only in the event of a tie).*
2. 1 Student Representative
3. 1 Part-Time Faculty
4. VP of Academic Services
5. 1 **Academic** Division Dean
6. 1 **Student Services** Dean
7. **Adult Education/Non-Credit Specialist**

***Attach documentation to support this recommendation.***

**Rationale for changing membership:**

The committee felt it was important to have both Academic and Student Services represented on the committee (as non-voting members), since support of Basic Skills courses requires the input from both groups.

As the college moves toward adult education and incorporating non-credit courses, the committee decided to also make the Adult Education/Non-Credit Specialist a non-voting member.

