



HARTNELL
C O L L E G E

COMMITTEE
HANDBOOK
SPRING 2008

Acknowledgements

Under the leadership and auspices of the Academic Senate, the college established the Shared Governance Task Force in spring of 2007 for the purpose of assessing the college's shared governance process, committee structure and effectiveness. The shared governance task force represented the following college constituent groups: academic senate, faculty union, student senate, classified senate, CSEA, Local 39, and administration.

The task force and college have been very successful in completing an analysis of the college's former shared governance process and in the development of a new shared governance paradigm. It is anticipated that through the new shared governance process and committee structure; competing demands for resources will be coordinated, prioritized, funded and communicated college wide. Additionally, we believe that through the combined efforts of faculty, staff and students, this new process will integrate program review, institutional planning, budgeting, and hiring. As a result, realistic instructional, student services, and administrative support plans which make up the college's Educational Master Plan will rely on assessment data and continuous improvement processes to set priorities and allocate resources college wide.

Thus, the shared governance task force members recommend that the college community utilize this handbook to implement real change and "share" in the governance of Hartnell College.

Furthermore, we ask that the new paradigm and committee structure be assessed on an ongoing basis.

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Message from Senate President

This handbook is the culmination of collaborative work performed by Hartnell College faculty, staff and students. The process of analyzing and reorganizing the college's shared governance structure and functions involved work by the Academic, Classified and Student Senates, members of HCFA, CSEA, L39, Administrative Staff and Dr. Kathleen Rose. Thank you to everyone who had a part in creating this new **Committee Handbook**.

Dr. Jennifer Lagier Fellguth, President
Academic Senate
April 2008

How to Use This Handbook

Introduction

The write up of each committee consists of eight sections and each section will be described below. The *function* and *membership* sections need to be closely followed by each committee and any change to these sections will require mutual agreement between the Academic Senate and Governing Board. The other sections are meant to be guidelines and not rigid and exclusive. Therefore, as an example, if a committee feels it needs to set a different meeting date or time they are encouraged to do so if it is more convenient for the members. A master committee calendar of meeting dates and times will be maintained electronically in the hopes of eliminating overlap of committee meetings.

Function

This section describes the function and duties of each committee. Each function was carefully thought out to eliminate duplication of effort from other committees. From time to time, some of the duties of a committee may need to be altered, deleted or added to as legislation is enacted or circumstances change. Any alterations, deletions or additions to a committee function will require mutual agreement between the Academic Senate and Governing Board.

Outcomes/Products

This section describes typical reports or recommendations that would be generated as a part of the committee function. The outcomes/products listed for each committee are meant to be illustrative of types of outcomes and not an exclusive list. Any changes in this section would not necessarily require mutual agreement between the Senate and Board. Reports and recommendations need to be attached to the Shared Governance Committee Tracking Form and forwarded to the appropriate group or committee.

Membership

This section describes the members from each college constituent group that are to serve on each committee. Every effort was made in establishing the membership to avoid any “we-they” situations. The membership does not reflect equal numbers of administrators, faculty or staff so each group can keep the other in some sort of check and balance. The administrative and faculty members for each committee were determined for the contribution that person could make to that specific committee.

Administrators serve at the direction of the Superintendent/President and faculty are appointed by and represent the Academic Senate. The CSEA will appoint the classified representatives to each committee. The Classified Senate will appoint Local 39, supervisors and confidential. The Student Senate will appoint student representatives.

The Academic Senate shall approve **all** faculty appointments to **all** committees. As much as possible one-third of faculty membership will come up for review and be approved by the Academic Senate during the month of May of each academic year. That way a full complement of faculty members should be in place for the beginning of each fall semester. The Senate will notify faculty, and the respective administrator, in early April, which faculty appointments are up for review. Each faculty area shall then vote on recommendations for faculty representatives and forward the names to the Senate President. Remember, first year faculty are not required to serve on committees. In fact, participation of all faculty on committees is expected. However, first and second year (non-tenured)

faculty are encouraged to spend any free time becoming more proficient and comfortable in the teaching portion of their profession before they delve into the work of college committees.

The committee chair shall be elected, by the committee, at the first meeting of the academic year. Any change in the membership of any shared governance committee will require mutual agreement between the Academic Senate and Governing Board.

Meeting Schedule

This section describes the date and time each committee is scheduled to meet. Shared governance committees shall only meet during the academic year. A master list of all committee meeting dates and times shall be maintained electronically. As much as possible, committees should select a date and time to meet that does not conflict with other committees. Before any person volunteers to serve on any committee, that individual needs to assure that he/she can regularly attend the scheduled meeting dates. It is important and incumbent on all committee members to regularly attend committee meetings so their constituent groups are fully represented. The appropriate Senate or group may remove a faculty or classified representative if said member misses three consecutive meetings. The committee chair shall notify the Superintendent/President if any administrator misses three consecutive meetings. It will be important for the Academic, Classified, Student Senates and CSEA to be notified of any change in the listed meeting date and time.

Receives Information from

This section describes typical entities from where the committee might receive requests, reports and information. Some of the information received could just be for informational purposes and other information may require the committee to take action and eventually make a recommendation that would be forwarded to appropriate groups.

Makes Recommendations to

This section describes typical entities to which the committee would forward recommendations or information. The committee should forward its recommendations to all campus groups that it feels would be affected by the recommendation regardless of whether the name appears in this section or not. Recommendations must be written on the Shared Governance Committee Tracking Form when forwarded to other committees (see page 33). Any individual needing a report signed by the Academic Senate President needs to remember those reports will be presented to the full Senate as an action item. Action items in the Academic Senate require two readings to allow senators the opportunity to receive input from their constituents.

Decision-Making Protocol

This section describes the process each committee will use to make any decision. The two methods for making decisions are following Robert's Rules of Order and by reaching consensus. A committee may change its method for making decisions at the beginning of a new academic year but must then use that same method for the entire year. Fifty percent of the membership of each committee shall constitute a quorum.

Reaching consensus will mean the process of reaching general agreement by all parties present at a meeting. This process could be more cumbersome than using Robert's Rules because if all parties cannot agree on a recommendation then a logjam may be formed. Following Robert's Rules, a majority

vote can move recommendations forward. Each committee needs to carefully consider which method they will utilize to make decisions.

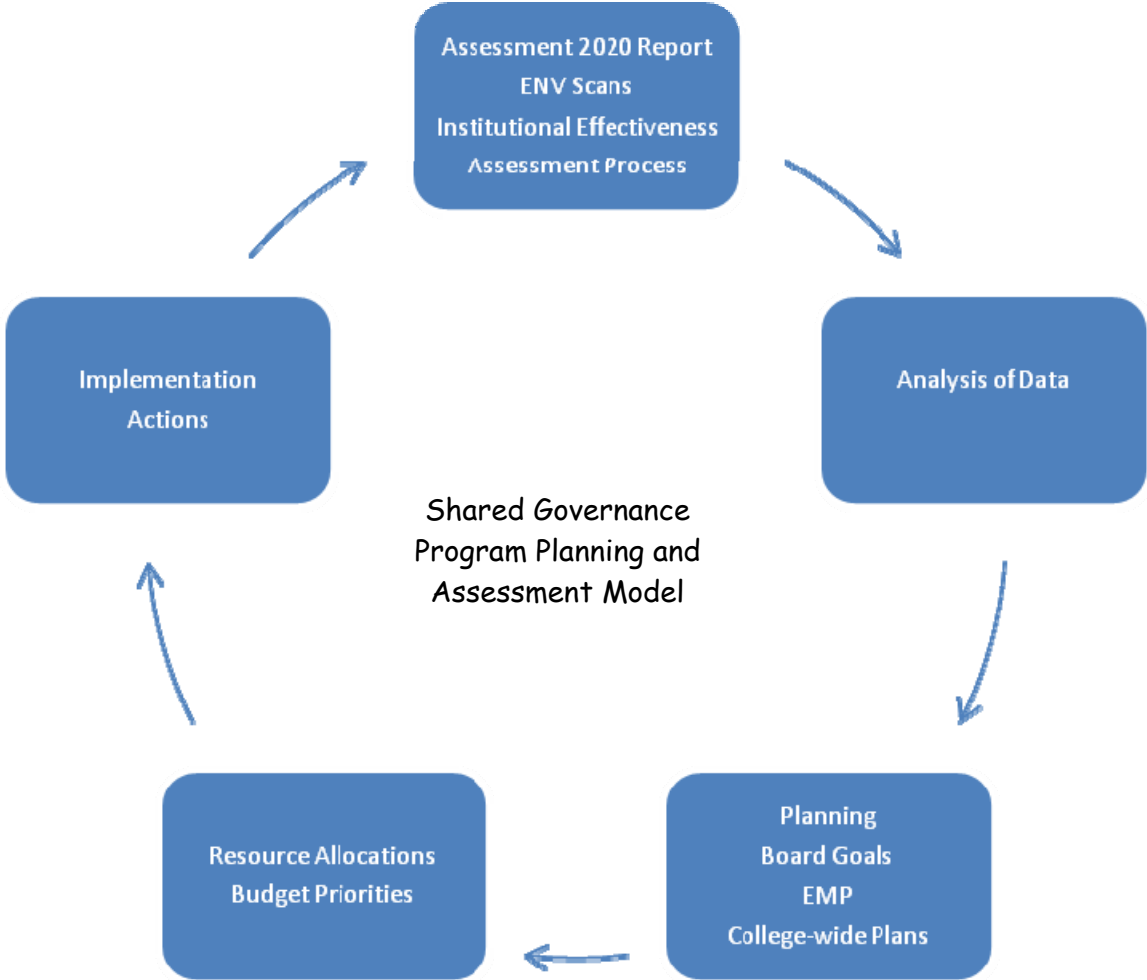
Clerical Support

The college will hire and assign clerical/computer personnel to support the work of all shared governance and academic senate standing committees. Clerical support shall involve taking minutes during the meeting, duplicating any required documents, distributing of meeting reminders and any other necessary clerical tasks required by the committee chair(s).

Hartnell College New Functional Governance Structure



Shared Governance Planning & Assessment Model



Shared Governance Committee Membership

Technology Human Resources Facilities Planning Committee	Enrollment Management Matriculation Student Policy Review Committee	Resource Allocation Committee	Financial Information Subcommittee	Program Planning and Assessment Committee
AVP, Educational Technology & Library Services Director Human Resources Director Facilities Academic Dean Student Senate Academic Senate Classified Senate CSEA Faculty Fine Arts/Social Sciences Math/Science Career and Educational Development Physical Education Counseling Library	Chief Business Officer Chief Student Services Officer Director, Enrollment Management Director Counseling/Matriculation Student Senate Academic Senate Classified Senate CSEA Faculty: Fine Arts/Social Sciences Math/Science Career and Educational Development Physical Education Counseling Library	Superintendent/President Academic Senate President or designee Classified Senate President or designee Hartnell Faculty Association President or designee CSEA President or designee Student Senate President or designee L-39 Chief Steward or designee	Chief Business Officer Administrative Representative Faculty Senate Faculty Union Classified Senate CSEA	Chief Academic Officer or designee Chief Student Services Officer or designee Classified Senate Academic Senate CSEA Student Senate SLO Committee Chair Faculty: Fine Arts/Social Sciences Math/Science Career and Educational Development Physical Education Counseling Library

Shared Governance Committee Products

<p style="text-align: center;">Technology Human Resources Facilities Planning Committee</p>	<p style="text-align: center;">Enrollment Management Matriculation Student Policy Review Committee</p>	<p style="text-align: center;">Resources Allocation Committee</p>	<p style="text-align: center;">Financial Information Subcommittee</p>	<p style="text-align: center;">Program Planning and Assessment Committee</p>
<p>Update Technology Master Plan annually</p> <p>Update Facilities Master Plan with resource identification</p> <p>Update & prioritize proposals for construction projects with resources</p> <p>Review & update Policies & Procedures for facility usage</p> <p>Review & Update Policies & Procedures for technology usage</p> <p>Review & update annual Human Resources Plan with budget</p>	<p>Annual outreach & enrollment management plan</p> <p>Short-term annual FTES projections</p> <p>Annual Matriculation Plan</p> <p>Student Policies & Procedures</p> <p>Student Equity Plan</p>	<p>Assessment of annual college-wide goals</p> <p>Evaluation & recommendations of annual college budget</p> <p>Maintain & update Educational Master Plan</p> <p>Maintain & update Facilities Master Plan</p> <p>Update planning documents</p>	<p>Recommendations for developing 2-year spending plan</p> <p>Recommendations for development of spending estimates for 3, 4 & 5 year plan</p> <p>Recommendations for distribution of grant and one-time funding monies</p> <p>Periodic Review & distribution of over/under budget spending variances on a periodic basis</p>	<p>Annual report of college outcomes</p> <p>Annual report of recommendations for resources and actions to support improved outcomes</p> <p>Accreditation self-study and mid-term report</p>

Committee Descriptions:

► Resource Allocation Committee

Function

- ◆ Will direct and oversee the college's annual plans and goals w/ resources
- ◆ Will utilize data from Salinas Valley 2020, high school enrollments, educational master plan, and program and services assessment to develop annual goals/outcomes
- ◆ Will make decisions based on the priorities of shared governance committee work and implemented back through the shared governance system and to the Governing Board.
- ◆ The *financial information* subcommittee will report to the committee and will act to support the annual budget of the college including technology

Outcomes/Products

- ◆ Development and assessment of the annual college-wide goals
- ◆ Evaluation and recommendation of the annual college-wide budget
- ◆ Monitor the outcomes of decisions made and receive progress reports from the shared governance committees
- ◆ Communicate decisions and outcomes to the campus community
- ◆ Maintain and update the College's Educational and Facilities Master Plan
- ◆ Updates all planning documents after input from all shared governance committees and the campus community

Membership

- ◆ Superintendent/President or designee 1
- ◆ President Academic Senate or designee 1
- ◆ President Classified Senate or designee 1
- ◆ President Student Senate or designee 1
- ◆ President Hartnell Faculty Assoc. or designee 1
- ◆ President CSEA or designee 1
- ◆ Chief Steward L39 or designee 1

Chair: Elected by the committee

Meeting Schedule

This committee will meet twice a month

Receives Information from:

- ◆ The committee will receive information, planning documents and reports from all shared governance committees and will disseminate information and communicate all actions/outcomes to the campus community
- ◆ Program Planning and Assessment
- ◆ Senates (academic, student and classified)

- ◆ Administration
- ◆ Technology, Human Resources & Facilities Planning
- ◆ Financial Information Subcommittee

Makes Recommendations to:

- ◆ Shared Governance Committees
- ◆ Senates (academic, student, classified)
- ◆ Governing Board of Trustees
- ◆ Administration

Decision Making Protocol

- ◆ Robert's Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

Clerical Support

- ◆ Clerical support will be provided to this committee.
- ◆ The institutional research, administrative information systems, the business office, and financial information subcommittee will provide data and information in support of the committee

► **Financial Information Subcommittee** – A subcommittee of the Resource Allocation Committee

Function

- ◆ Will create and maintain the financial transparency of the college.
- ◆ Will be the gathering point and communication point of all financial information on campus. (Business Office Budget Figures, Grant Money, One Time Funds)
- ◆ Will review financial data and recommend resource allocation to the Resource Allocation Committee.
- ◆ Will evaluate budget spending variances on an ongoing basis.

Outcomes

- ◆ Recommendations for the development of a two year spending plan in support of the Educational Master Plan.
- ◆ Recommendations for the development of spending “estimates” for years three, four, and five of the Educational Master Plan.
- ◆ Recommend the distribution of Grant Money and One Time Funding Money.
- ◆ Will review and communicate over/under budget spending variances on a monthly basis.

Membership

- ◆ Chief Business Officer or designee 1
- ◆ Administrative Representative 1
- ◆ Faculty Senate Member or designee 1
- ◆ Faculty Union Member or designee 1
- ◆ Classified Senate Member or designee 1
- ◆ CSEA Member or designee 1

Meeting Schedule

The committee will meet at least once a month or more given work load/time period

Receives Information from:

- ◆ The Business Office in relationship to all financial resources available to the college.
- ◆ The Business Office financial estimate of Educational Master Plan.
- ◆ Requests, by personal presentation, for any Grant Money.
- ◆ Requests, by personal presentation, for any One Time Money.

Makes Recommendations to:

- ◆ Resource Allocation Committee
- ◆ Grant recipients.
- ◆ One time money recipients

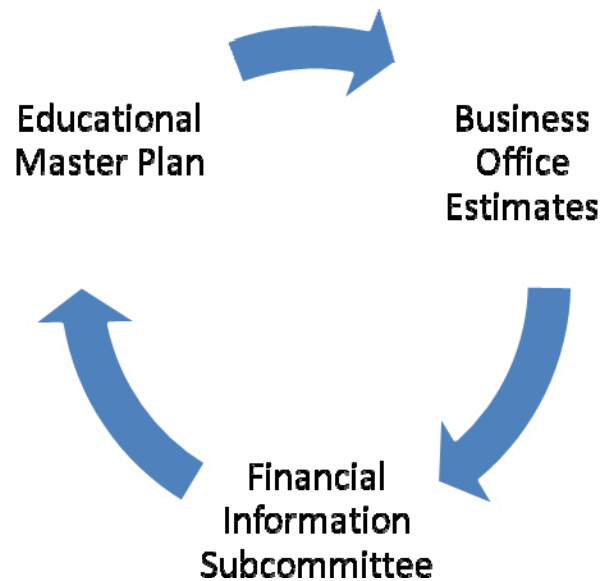
Decision Making Protocol

- ◆ Robert’s Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

Clerical Support

- ◆ Clerical Support will be provided to this committee.
- ◆ The Business Office and Administrative Information System will provide data and information in support of the subcommittee.

Operational Diagram



► Program Planning & Assessment

Function

- ◆ Will direct and oversee the college's assessment and planning for instructional departments, student services units, and administrative units
- ◆ Will direct and oversee the production of the college's self-study and midterm reports for the accreditation process
- ◆ Will ensure a formative and systemic process by which faculty and staff conduct analysis of assessment data and planning to accomplish goals
- ◆ Will validate and forward recommendations for resources and recommendations for actions to campus governance groups

Outcomes/Products

- ◆ Annual report of the college's outcomes (programs, services, degrees, certificates, courses)
- ◆ Annual report of recommendations for resources and actions to support improved outcomes
- ◆ Self-study and midterm reports for the accreditation process

Membership

- ◆ Chief Academic Officer or designee 1
- ◆ Chief Student Services Officer or designee 1
- ◆ Academic Senate 1
- ◆ Classified Senate 1
- ◆ *CSEA* 1
- ◆ Student Senate 1
- ◆ Chair of the Student Learning Outcomes and Assessment Committee 1
- ◆ Faculty Members: 6
 - Fine Arts/Social Sciences
 - Math/Science/Nursing
 - Occupational Education
 - Physical Education
 - Counseling
 - Library

Chair: Elected by the committee

Meeting Schedule

This committee will meet twice a month

Receives Information from:

- ◆ The committee will receive planning and assessment self-studies from instructional departments, student services units, and administrative units
- ◆ The committee will receive information from institutional research and administrative information systems offices
- ◆ Senates (academic, student and classified)

Makes Recommendations to:

- ◆ Instructional Departments, Student Services Departments, and Administrative Units
- ◆ Shared Governance Committees
- ◆ Senates (academic, student, classified)
- ◆ Resource Allocation Committee
- ◆ Governing Board of Trustees
- ◆ Technology, Human Resources & Facilities Planning Committee

Decision Making Protocol

- ◆ Robert's Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

Support

- ◆ Clerical support will be provided to this committee.
- ◆ The institutional research, administrative information systems and the business office will provide data and information in support of the committee

► Enrollment Management/Matriculation/Student Policy

Function

- ◆ Will develop, update, and oversee the college's annual plan for student outreach, enrollment, matriculation, retention and graduation
- ◆ Will utilize data from Salinas Valley 2020, high school enrollments, educational master plan, state enrollment reports and program and services assessment to develop short-term and long-term goals, FTES projections and outcomes
- ◆ Will develop and implement effective strategies for student recruitment, retention, and graduation
- ◆ Will provide direction for the college's student assessment program and the additional matriculation components (admission, testing, placement, and research)
- ◆ Will provide direction for the establishment of policies and procedures that affect students

Outcomes/Products

- ◆ Development and assessment of short-term, long-term, and annual FTES projections
- ◆ Development and assessment of the annual college **outreach and enrollment management plan**
- ◆ Development and assessment of the annual college **matriculation plan**
- ◆ Development and assessment of student policies and procedures
- ◆ Development and assessment of the *Student Equity Plan*

Membership

- ◆ Chief Business Officer 1
- ◆ Chief Student Services Officer 1
- ◆ Director Enrollment Services 1
- ◆ Director of Counseling/Matriculation 1
- ◆ Academic Senate 1
- ◆ Classified Senate 1
- ◆ CSEA 1
- ◆ Student Senate 1
- ◆ Faculty Members: 6
 - Fine Arts/Social Sciences
 - Math/Science/Nursing
 - Occupational Education
 - Physical Education
 - Counseling
 - Library

Chair: Elected by the committee

Meeting Schedule

- ◆ This committee will meet twice a month

Receives Information from:

- ◆ The committee will receive information, and planning information from instructional departments, student services departments, admissions, business office, administrative information systems and institutional research
- ◆ Senates (academic, student and classified)
- ◆ Resource Allocation Committee
- ◆ Program Planning & Assessment

Makes Recommendations to:

- ◆ Shared Governance Committees
- ◆ Senates (academic, student, classified)
- ◆ Instructional departments, Student Services departments and Administrative Units
- ◆ Resource Allocation Committee
- ◆ Chief Business Officer (FTES projections)

Decision Making Protocol

- ◆ Robert's Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

Support

- ◆ Clerical support will be provided to this committee.
- ◆ The institutional research, administrative information systems, admissions and the business office will provide data and information in support of the committee

Technology, *Human Resources* and Facilities Planning Committee

Function

- ◆ Will provide planning and direction for the technological support of instructional departments, library, student and administrative services in support of the Educational Master Plan
- ◆ Will provide planning and direction for the facilities needs of the college in support of the Educational Master Plan
- ◆ Will provide planning and direction for meeting the human resource needs of the college
- ◆ Will recommend the hiring of technology and construction consultants as needed

Outcomes/Products

- ◆ Review/update/prioritize and monitor the annual Technology Plan w/ resource identification (budget)
- ◆ Review/update/prioritize and monitor Five Year Facilities Plan w/ resource identification (budget)
- ◆ Review/update/prioritize and monitor proposals for construction projects w/ resource identification (budget)
- ◆ Review and recommend policies and procedures for technology and facilities usage
- ◆ Review/update/prioritize and monitor the annual human resources plan with resource identification (budget)

Membership

- ◆ Associate Vice President for Educational Technology & Library Services 1
- ◆ Human Resources Director 1
- ◆ Instructional Administrator 1
- ◆ Director of Facilities 1
- ◆ Academic Senate 1
- ◆ Classified Senate 1
- ◆ *CSEA* 1
- ◆ Student Senate 1
- ◆ Faculty Members: 6
 - Fine Arts/Social Sciences
 - Math/Science
 - Occupational Education
 - Physical Education
 - Counseling
 - Library

Chair: Elected by the committee

Meeting Schedule

- ◆ This committee will meet twice a month

Receives Information from:

- ◆ The committee will receive technology, *human resources* and facilities planning information from instructional departments, student and administrative services
- ◆ Senates (academic, student and classified)
- ◆ Program Planning & Assessment

Makes Recommendations to:

- ◆ Shared Governance Committees
- ◆ Instructional departments, Student Services departments and Administrative Units
- ◆ Senates (academic, student, classified)
- ◆ Resource Allocation Committee

Decision Making Protocol

- ◆ Robert's Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

Support

- ◆ Clerical support will be provided to this committee.
- ◆ The institutional research, administrative information systems, and the business office will provide data and information in support of the committee



ACADEMIC SENATE

Shared Governance Standing Committees

In accordance with Board Policy 2005 Academic Senate-Shared Governance and pursuant to Title V, section 53200, the Hartnell College Academic Senate’s “...primary function, as the representative of the faculty, is to make recommendations to the administration of the college and the Governing Board with respect to academic and professional matters.” Furthermore, the Governing Board and the Administration of Hartnell College will consult collegially by relying primarily upon the advice and judgment of the Academic Senate when developing policies and procedures on academic and professional matters as defined in Title V regulations.

Thus, in order to offer advice, judgment and provide direction to the College on academic and professional matters, the Academic Senate establishes the following Standing Committees:

- Curriculum Committee
- Faculty Full-Time Hiring Committee
- Faculty Tenure Committee
- Faculty Sabbatical Committee
- Faculty Development Committee
- Student Learning Outcomes and Assessment Committee

The college will provide the resources (personnel, time, training, materials, etc.) so that the senate can effectively fulfill its governance role. The standing committees of the senate are described in detail on the following pages

► Curriculum Committee

Function

The primary responsibility of the Curriculum Committee is the development, renewal and recommendation of curriculum to be approved by the Academic Senate and Board of Trustees. The Curriculum Committee oversees the development of new courses and programs, and modification of existing courses and programs, and approves, for recommendation the course outlines of record and new program applications for those courses and programs.

In order to meet its responsibilities, the Curriculum Committee will perform the following:

- ◆ Review and approve degree-applicable credit courses for recommendation to the Academic Senate and Governing Board
- ◆ Review and approve non-degree credit courses for recommendation to the Academic Senate and Governing Board
- ◆ Review and approve non-credit courses for recommendation to the Academic Senate and Governing Board
- ◆ Ensure that each proposed or existing course, delivered by distance learning, shall be reviewed and approved separately according to the District's certified course approval procedures
- ◆ Ensure compliance with standards for course and program approval set forth in the *Curriculum Standards Handbook*
- ◆ Recommend prerequisites, co-requisites and advisories that are approved in a separate action from the course approval
- ◆ Ensure that credits (units) awarded are commensurate with hours required
- ◆ Review and approve the requirements for educational programs for recommendation to the Academic Senate and Governing Board
- ◆ Recommend submissions for the Hartnell college Associate Degree General Education patterns, CSU and IGETC
- ◆ Serve as a resource for the transfer and articulation of courses and programs regarding curriculum issues
- ◆ Serve as a resource for the catalog and class schedule
- ◆ Serve as a resource regarding curriculum issues for the campus
- ◆ Ensure documentation of curriculum committee activities
- ◆ Ensure that all members of the Curriculum Committee are knowledgeable concerning State standards and requirements for curriculum review and approval
- ◆ Develop curriculum policies and procedures for recommendation to the Academic Senate

Outcomes/Products

- ◆ Recommendations for curricula and programs go to the Academic Senate and submitted to the Governing Board for approval
- ◆ Recommendation of policy and procedures related to curricular and programmatic matters go to the Academic Senate and submit to the Governing Board for approval

- ◆ Recommendations for submission on Hartnell College associates degree, guaranteed educational pattern, CSU and IGETC

Membership

- ◆ Faculty chairperson (Elected by committee for a 2-year term) 1
- ◆ Instructional Administrator 2
- ◆ Faculty members:
 - Fine Arts/Social Science 2
 - Math/Science/Nursing 2
 - Occupational Education 2
 - Physical Education 1
 - Counseling 1
 - Library 1
- ◆ Articulation Officer 1
- ◆ Director of Enrollment Services 1
- ◆ Ex Officio: Student

Chair: Including the Faculty Chair, the Curriculum Committee will be comprised of the above listed individuals. The Senate, in accordance with Title V, will appoint all faculty. Faculty terms will be three years, with one third of the positions replaced each year. The instructional administrators will select the two administrators and determine the length of their term.

Meeting Schedule

The curriculum Committee will meet on the first and third Thursday of each month from 2:00-4:00 p.m. during academic year. Additional meetings may be called when necessary.

Receives Information from:

- ◆ Faculty and administrators through the academic discipline or division

Makes Recommendations to:

- ◆ The Academic Senate
- ◆ The Governing Board

Decision-Making Protocol

- ◆ This committee will follow Robert's Rules of Order. Fifty percent of the membership will constitute a quorum.

Clerical Support

- ◆ Clerical support will be provided for this standing committee

► Full-Time Faculty Hiring Committee

Function

To establish criteria for the hiring of full-time faculty based on the educational needs of the student population as identified by the Resource Allocation Committee. Further, the committee will judge all requests for the filling of full-time faculty positions against the identified needs and make recommendations to fill specific positions to the Academic Senate and Governing Board.

Outcomes/Products

- ◆ Recommendations to fill specific full-time faculty positions based upon the college's educational needs as identified by Resource Allocation Committee:

Membership

- ◆ Instructional Administrator 2
- ◆ Director of Human Resources 1
- ◆ Six faculty:
 - Math/Science 1
 - Fine Arts/Social Science 1
 - Occupational Education 1
 - Physical Education 1
 - Counseling 1
 - Library 1
 - Student 1

Chair: Faculty Member elected by committee

Faculty shall be elected by each division, and approved by the Senate, to serve three-year terms with one third being reviewed by the Senate each year.

Meeting Schedule

This committee will meet each semester as determined.

Receives Information from:

- ◆ This committee receives information and requests for faculty hiring from each academic area. The Resource Allocation committee shall provide institutional priorities based on the Educational Mater Plan. Budgetary information will be provided by the business office.

Makes Recommendations to:

- ◆ Academic Senate, Resource Allocation Committee and Board

Decision Making Protocol

- ◆ Robert's Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

Clerical Support

- ◆ Clerical support will be provided to this committee.

► Tenure Committee

Function

To review tenure status recommendations and make recommendations to the Academic Senate and Governing Board as to the disposition of the tenure of all non-tenured faculty members. The contract between the Hartnell College Faculty Association and the District (Article) requires that probationary or non-tenured faculty undergo yearly evaluation. At the conclusion of the evaluation process, the supervisor and faculty peer of the probationary faculty member will forward to the Tenure Committee a recommendation on the individual's tenure status.

Outcomes/Products

- ◆ Recommendations to the Academic Senate and Governing Board for the tenure status of all non-tenured faculty members.
- ◆ Develop criteria and process for the tenure of faculty in accordance with Title V and state regulations

Membership

- ◆ Instructional Administrator
- ◆ Academic Senate President (or designee)
- ◆ Six Faculty representing the instructional areas

Chair: The Academic Senate President shall serve as chair.

Meeting Schedule

This committee shall meet each fall and spring semesters, to make recommendations

Receives Information from:

- ◆ The committee receives the recommendations from the supervisor and faculty peer of the non-tenured faculty members. (Article)

Makes Recommendations to:

- ◆ Academic Senate and Governing Board

Decision Making Protocol

- ◆ The committee will reach consensus to make recommendations. If consensus cannot be reached, more than one recommendation may be forwarded to the Academic Senate and Governing Board.

Clerical Support

- ◆ Clerical support will be provided to the committee

Sabbatical Leave Committee

Function

To review all applications for sabbatical leaves and make recommendations to the academic senate and governing board for approval or disapproval of each leave application (Article). Article of the contract between the Hartnell College faculty Association and the District sets forth the criteria and procedures by which faculty members can apply for a sabbatical leave. All such applications shall be submitted to the Sabbatical Leave Committee.

Outcomes/Products

- ◆ Recommendations on sabbatical leave applications.

Membership

- ◆ Instructional Administrator
- ◆ Six faculty members appointed by the Academic Senate
 - Math/Science 1
 - Fine Arts/Social Science 1
 - Occupational Education 1
 - Physical Education 1
 - Counseling 1
 - Library 1

Chair: Faculty Member

Faculty terms shall serve for three years with one-third of them members being ratified by the Senate each year.

Meeting Schedule

This committee shall meet as necessary each semester.

Receives Information from;

- ◆ Applicants for sabbatical leave

Makes Recommendation to:

- ◆ Academic Senate and Governing Board

Decision-Making Protocol:

- ◆ Robert's Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

Clerical Support

- ◆ Clerical support will be provided for the committee.

► Student Learning Outcomes and Assessment Committee

Function:

The primary responsibility of the Student Learning Outcomes and Assessment Committee is to promote and facilitate the development, implementation, and assessment of SLOAs at the course, program and institutional level.

In order to meet its responsibilities, the SLOA Committee will perform the following:

- ◆ Facilitate discipline, division, and college-wide discussions on the development and implementation of Student Learning Outcomes Assessment
- ◆ Review course, program-level, and institutional level SLOAs developed by faculty and staff
- ◆ Review faculty and staff developed SLO Assessment methods
- ◆ Track SLOA status and report these out to the campus community as requested
- ◆ Serve as a resource regarding SLOA issues for the campus
- ◆ Ensure documentation of SLOA Committee activities
- ◆ Ensure that all members of the SLOA Committee are knowledgeable concerning WASC standards and State Academic Senate positions regarding
- ◆ Student Learning Outcomes and Assessment
- ◆ Maintain repository of SLOA campus activities and resources

Outcomes/Products:

- ◆ Recommendations for construction of SLOA statements and tools
- ◆ Training workshops for faculty and staff
- ◆ SLOA website

Membership:

- ◆ Faculty chairperson 1
- ◆ Instructional Administrator 2
- ◆ Faculty Members:
 - Fine Arts/Social Science 1
 - Math/Science 1
 - Occupational Education 1
 - Physical Education 1
 - Counseling 1
 - Library 1
- ◆ Curriculum Committee representative 1
- ◆ Student Senate representative 1
- ◆ Classified Senate representative 1
- ◆ Academic Senate representative 1

Meeting Schedule:

The SLOA Committee will meet on the first and third Monday of each month from 3:00 – 4:00 p.m. during the academic year. Other meetings may be called when necessary.

Receives Information From:

- ◆ Faculty, staff and administrators through the academic discipline/division and programs
- ◆ CCC Academic Senate
- ◆ WASC - Accrediting Commission

Makes Recommendations to:

Any and all College constituencies, such as:

- ◆ Academic Senate
- ◆ Classified Senate
- ◆ Student Senate
- ◆ Resource Allocation Committee
- ◆ Financial Information Subcommittee
- ◆ Curriculum Committee
- ◆ Distance Education Pilot Review Committee
- ◆ Program Planning & Assessment
- ◆ Student Services
- ◆ The Governing Board

Decision-Making Protocol:

- ◆ A quorum is 50 percent of the membership plus 1. Simple majority of those present at a meeting which makes quorum will constitute a decision.

Clerical Support:

- ◆ Clerical support will be provided to this committee.

► Faculty Development Committee

Function

To encourage and further the professional development of faculty which in turn promotes the college's Mission and goals. This will be accomplished by assisting in the establishment of a faculty development budget, reviewing and allocating faculty development funds, planning flex activities, making recommendations for trustee Grant funds and annually reviewing the faculty development plan. The recommendations for approval of faculty development funds should be based on established criteria identified in the Faculty Development Plan. Additionally, the committee will provide input for the college's faculty and staff awards night.

Outcomes/Products

- ◆ Plan for faculty development activities
- ◆ Allocation of faculty development funds
- ◆ Recommendations for approval of Trustee Grant funds
- ◆ Plan for Flex Days

Membership

- ◆ Six faculty members from the instructional areas
- ◆ Instructional Administrator
- ◆ Director of Human Resources

Chair: Faculty chair is selected by the committee

Meeting Schedule

- ◆ This committee shall meet on during the academic year. Additional meetings will be called by the chair as needed.

Receives Information from:

- ◆ Faculty making requests for staff development funds

Make Recommendations to:

- ◆ Academic Senate
- ◆ Faculty member

Decision Making Protocol

- ◆ The committee will adopt a decision making process at it first meeting of the academic year. Fifty percent of the membership shall constitute a quorum.

Clerical Support

- ◆ Clerical support will be provided to this committee

Code of Ethics



Inherent in the Hartnell College Code of Ethics, developed with input from faculty, staff and management, is the belief that each employee has the right to dignity and respect.

Hartnell College Professional Code of Ethics

The Hartnell College Code of Ethics was developed with input from representatives of each constituent group at Hartnell including faculty, staff and management.

We, the employees of Hartnell College, agree to act in a responsible and ethical manner by adhering to the principles listed below, by modeling those principles in our everyday lives, and by acting in a way that allows our peers, students, and colleagues to do the same.

We support the following principles:

- *Excellence*
- *Fairness*
- *Transparency*

We are individually accountable for our own actions and as members of the college community are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and regulations.

Committee Member Roles & Terms of Office

The following summarizes your role as a member of a shared governance committee:

- You represent the appointing senate or campus group
- You come prepared to each meeting to give input and participate in discussions and recommendations
- You give a report on committee discussions, recommendations and actions on an on-going basis to your respective appointing senate or group and discipline if a faculty member
- You are objective, inquisitive and assess all data and information before making a recommendation or voting on an issue
- You work collaboratively with committee members to address issues
- You agree to disagree
- You abide by the Professional Code of Ethics

In order to ensure that committees function with a full compliment of members to conduct business and maintain continuity, the following are the terms of office for committee appointments. You may elect to serve and be appointed to a:

- One year
- Two Year or a
- Three year term

Timeline for Appointments and Orientation

April

Recruit volunteers to explain purpose and structure of individual committees, duties and responsibilities of committee members, and application process. Hold a “committee fair” and provide handouts explaining the role of each committee as well as the responsibilities of committee membership. Unions negotiate appropriate flex, reassign, or release time for committee participation.

May

Send out notice to area faculty/faculty chairs/deans listing vacancies and job details for each opening. Divisions hold elections to select committee members. Names are sent to the Senates for approval. Shared Governance Committee Assignment web page updated with new information. Clerical support staff assigned to each committee.

September

The Senates collaborate to organize and offer orientation for new committee members. Committees meet, elect chairs, set up meeting schedule. Shared Governance Committee Assignment web page updated with new information.

Ongoing

Committee members communicate shared governance committee information to Senates and faculty in their areas.

Each April, committee chairs will identify upcoming vacancies and notify Senates. Senate Presidents will send out notices to disciplines to recruit new committee members. Disciplines will elect committee members and forward names to Senates for approval.

Master Meeting Calendar

College			
Committee/Team	Chairperson/Co-Chair	Meeting Date/Time	Support Staff
Board of Trustees	Pat Donohue	1 st . Tuesday of each Month 5:00 p.m.	Lucy Serrano
Resources and Allocation	Ann Wright, Pro tem	2 nd & 4 th Wednesday of each Month 3:00 p.m.	Rachell Summers
Financial Information Subcommittee	Barbara Yesnosky, Co-Chair	1 st & 3 rd Thursday of each Month 3:00 p.m.	Rachell Summers
Program Planning & Assessment	Kelly Locke/Kathleen Rose	2 nd & 4 th Monday of each Month 3:00 p.m.	Lourdes Sanchez/Ruby Garcia/Langston Johnson
Enrollment Management/Matriculation/Student Policy	Greg Peterson, Co-Chair	1 st & 3 rd Wednesday of each Month 3:00 p.m.	Joanne Trevino/Valerie Berthiaume/Langston Johnson
Technology, Human Resources & Facilities Planning		2 nd & 4 th Wednesday of each Month 3:00 p.m.	Joanne Pleak
Academic Senate			
Committee/Team	Chairperson/Co-Chair	Meeting Date/Time	Support Staff
Academic Senate	Kelly Locke	2 nd & 4 th Tuesday of each Month 3:00 p.m.	Karen Denning
Curriculum	Kathy Mendelsohn	1 st & 3 rd Thursday of each Month 2:00 p.m.	Linda Gutierrez/Ruby Garcia Langston Johnson
Full-Time Hiring			Patty McEfee
Tenure			Lucy Serrano
Student Learning Outcomes & Assessment	Cheryl O'Donnell	1 st & 3 rd Monday of each Month 3:00 p.m.	Ruby Garcia/Langston Johnson
Faculty/Staff Development			Patty McEfee

HARTNELL COLLEGE SHARED GOVERNANCE COMMITTEE TRACKING FORM

Subject/Issue: _____

Date Initiated: _____

From: _____

Recommended Action:

Send to (check one):

Copies have also been sent to (check as many as apply):

- Academic Senate
- Board of Trustees

- Classified Senate
- Student Senate
- Resource Allocation
- Financial Info. Sub-committee
- Program Planning & Assessment
- Enrollment Management
- Matriculation/Student Policy
- Technology/Human Resources
- Facilities Planning

- _____
(Other Committee)

- Completed by Shared Governance Committee:**
-

- Date Received
- Information
- Recommend Approval
- Need Additional Info.
- Date Returned
-

-

(Chair Signature)

Please respond by: _____

HARTNELL COLLEGE SHARED GOVERNANCE COMMITTEE TRACKING FORM

History/Background:	Issues:	Recommendations/Solutions:	Required Resources Support:

HARTNELL COLLEGE SHARED GOVERNANCE COMMITTEE TRACKING FORM

DATE: _____

Recommended Action by:		
Receiving Committee (Response)		