



COLLEGE
of
the DESERT

College Planning Council Handbook

**Decision-Making Through
Collegial Consultation**

2019-2020

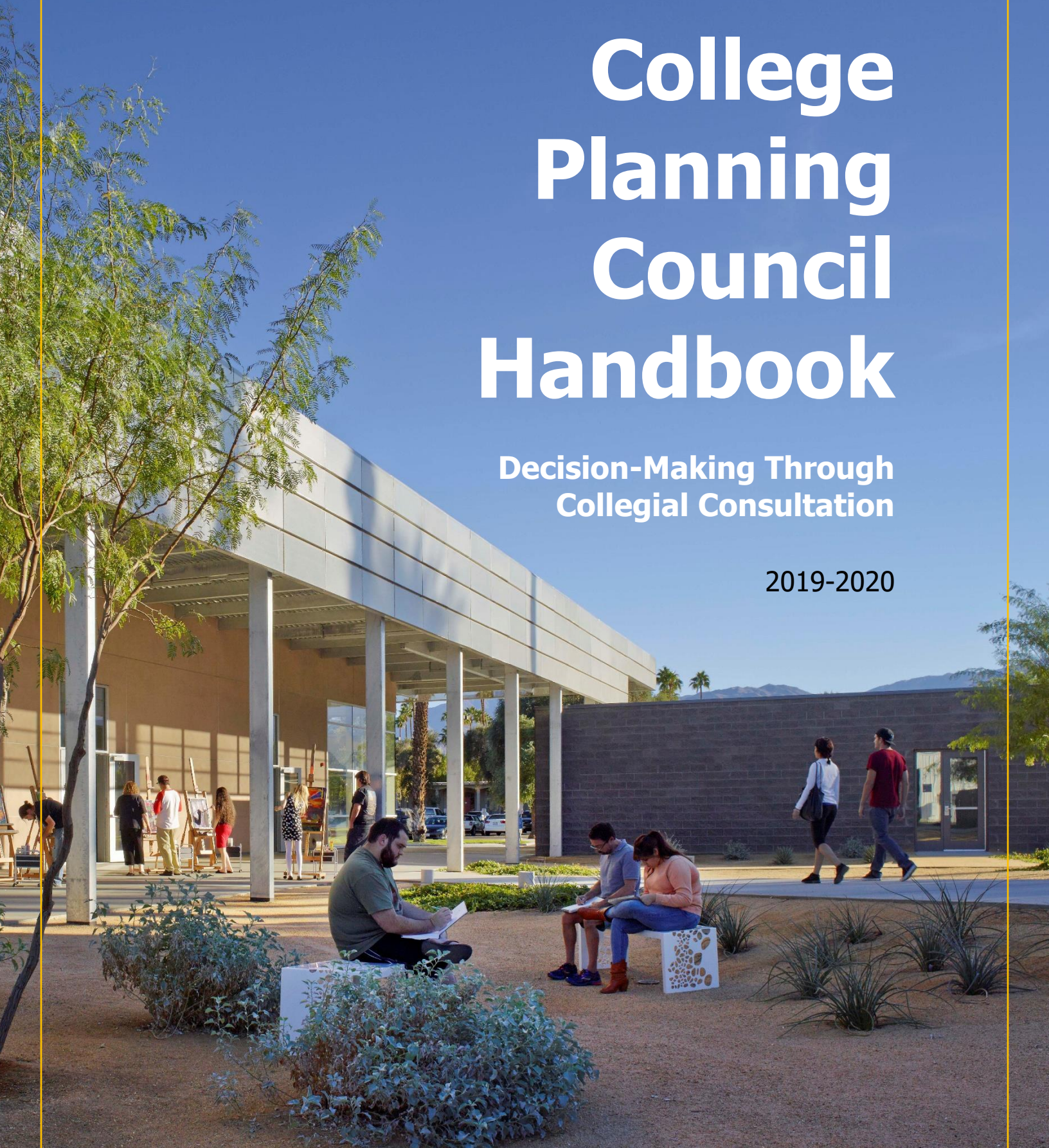


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I. Collegial Consultation

The official title of the college's collegial consultation body shall be College of the Desert College Planning Council (CPC).

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 the core of our 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 their positions. 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 to guide the district's operations.

One of the ways collegial consultation is implemented is through College Planning Council. The purpose and operations of CPC are carefully defined in this charter and bylaws. Membership for CPC is broad-based and is representative of the college community. CPC actively participates in decision-making regarding major college issues. CPC 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 CPC is broad-based, it is not intended that CPC deal with all issues nor micro-manage individual units. The meetings of CPC are open and public.

College Planning Council shall provide a forum where representatives from all segments of the college will bring issues of college-wide interest. The accompanying diagram (See Appendix C), which is part of this document, delineates the members of College Planning 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. Processes 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 Planning Council shall be as follows:

1. To discuss all campus-wide issues brought forward and make decisions as appropriate.
2. To oversee the college's strategic planning process.
3. For matters reserved to the respective consultative groups by AB 1725, Title 5 regulations, and/or Desert Community College District Board of Trustees' Policy 2510, such matters will be discussed for informational purposes only. The Superintendent/President may use CPC for input and advice in these areas.
4. Collective bargaining issues will likewise be discussed for informational purposes only.
5. For matters not covered in 3 and 4 above, College Planning 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 Planning Council may set up an ad-hoc committee with representatives from groups whose domain is affected.

IV. Purpose

College Planning Council is an advisory committee to the Superintendent/President on college-wide issues and serves as the primary policy and planning 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 management, diversity, health and welfare, safety, non-instructional programs, student equity, accreditation, bookstore, food service, strategic planning, and facilities. CPC is responsible for reviewing the progress and accomplishments of the units and committees. CPC serves as the umbrella collegial consultation committee for the college and is a major participant in decision-making and planning for the college.

V. Membership

1. Members: College Planning Council will consist of:

- a. Chair: Superintendent/President (1)
- b. Vice Chair: Academic Senate President (1)
- c. Representatives from each Academic Unit (not to exceed 11)
- d. CTA Union President or designee (1)
- e. CODAA President or designee (1)
- f. Adjunct Representative (1)
- g. CSEA President or designee (1)
- h. Classified Representative (1)
- i. ASCOD President (1)
- j. Student Trustee or designee (1)
- k. Classified Supervisor (1)
- l. Confidential (1)
- m. Student Services and Instruction Deans (2)
- n. Education Centers Director (1)
- o. Executive Director of Educational Technology/Chief Technology Officer (1)
- p. Vice Presidents of Administrative Services, Human Resources & Employee Relations, Instruction, and Student Services (4)
- q. Executive Director of Institutional Advancement (non-voting) (1)
- r. Director of Institutional Research (non-voting) (1)
- s. Basic Skills Coordinator (non-voting) (1)
- t. Outcomes & Assessment Committee Chair (non-voting) (1)
- u. Director of Student Life (non-voting) (1)

TOTAL: 35 - Faculty: 15 Staff: 13 Students: 2 Non-Voting: 5

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 Planning Council Members: Among the expectations for members of College Planning 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 Planning Council meetings and activities, including subcommittees and task forces. Members may not miss more than two CPC meetings in an academic year.
- c. Members keep lines of communication open by informing their constituents and others outside College Planning Council of issues and developments and by gathering input from their constituents to share with CPC.
- d. Members observe standards of ethical conduct.

4. Guests

Guests are encouraged to attend CPC 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 three 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. Chair

The Superintendent/President shall serve as chair.

b. Vice Chair

The Academic Senate President shall serve as vice chair and shall serve as chair in the absence of the Superintendent/President. In the absence of both the Superintendent/President and the Academic Senate President, a designee shall serve as chair.

7. Clerical Support

The Office of the President will designate appropriate clerical support to CPC. Clerical assistance will include: designating a person to take notes, preparing and distributing agendas, attending meetings and preparing minutes, and providing a repository of meeting notes and materials.

8. Orientation

An orientation meeting will be held with the ongoing and newly elected CPC 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
- f. Planning process
- g. Acronyms

VI. Meetings

1. Quorum: A quorum for meetings will be 50% of CPC members plus one. A quorum does not require attendance of member(s) from each CPC unit.

2. Open Meetings: All meetings of College Planning Council will be open and public.
3. Meeting Times: Regular meeting times will be the second and fourth Friday of each month from 10:00 a.m. to 12:00 p.m., subject to change due to Board of Trustees meetings and other institutional commitments. Special meetings, as defined by the Brown Act, may be called as needed.
4. Conduct of Meetings: Meetings of College Planning 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 Superintendent/President will serve as chair of College Planning 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 CPC.
 - b. A CPC 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.
 - c. At the outset of a meeting, a CPC 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 campus 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 Planning Council chair and vice chair will be responsible for developing and approving College Planning Council agendas. CPC members may request that an item be included on the agenda by completing the agenda item request form (Appendix B). The Superintendent/President (Chair) and Academic Senate President (vice chair) will review with CPC all requests not approved for agendas. CPC may decide by consensus to include items on a future agenda not approved by the College Planning Council chair and 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 CPC meetings is:
 - a. Approve minutes
 - b. Consider the various agenda items
 - c. 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).

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

4. Distribution: Agenda packets will be distributed by the President's Office in advance of meetings to the college community (administration, faculty (full-time and adjunct), classified staff, and ASCOD). Agendas will also be posted on the college portal.

VIII. Decision-Making / Recommendations

College Planning 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 College Planning Council are formal recommendations made to the Superintendent/President.

1. Decision-Making: As the Superintendent/President relies upon the advice and judgment of College Planning 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 Planning Council. If consensus cannot be reached, *Robert's Rules of Order* will be followed in reaching a recommendation.
2. Recommendations: If the Superintendent/President or other primary decision-maker rejects a recommendation of College Planning Council, the Superintendent/President or other primary decision-maker will provide a written explanation to CPC members explaining the rationale for the rejection.
3. Quorum: A quorum must be present in order to forward a specific recommendation to the Superintendent/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 CPC's voting members with, ideally, at least one member from each of the governance constituencies present. If the item of discussion is of a serious, critical or urgent matter and no quorum is present, the Superintendent/President may take action as appropriate.

IX. Communications

1. Notification: A clearly labeled agenda will be distributed to CPC members one 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 after each meeting to all CPC members. CPC 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 meeting agendas and minutes will be posted on the portal.
2. Reporting to Constituents: Members will be responsible for keeping their respective groups informed regarding activities of College Planning Council by reporting back to those bodies and eliciting input regarding items under consideration.
3. Annual Plan Progress Report: An annual plan progress report summarizing the work of College Planning Council will be distributed to the college community.

X. Committees

College Planning Council may appoint one or more CPC subcommittees and/or task forces, consisting of one or more CPC members and any number of non-members, with such duties and responsibilities as CPC 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. Strategic And Operational Planning

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

The college Superintendent/President will honor the Strategic Plan and processes and procedures developed by College 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.

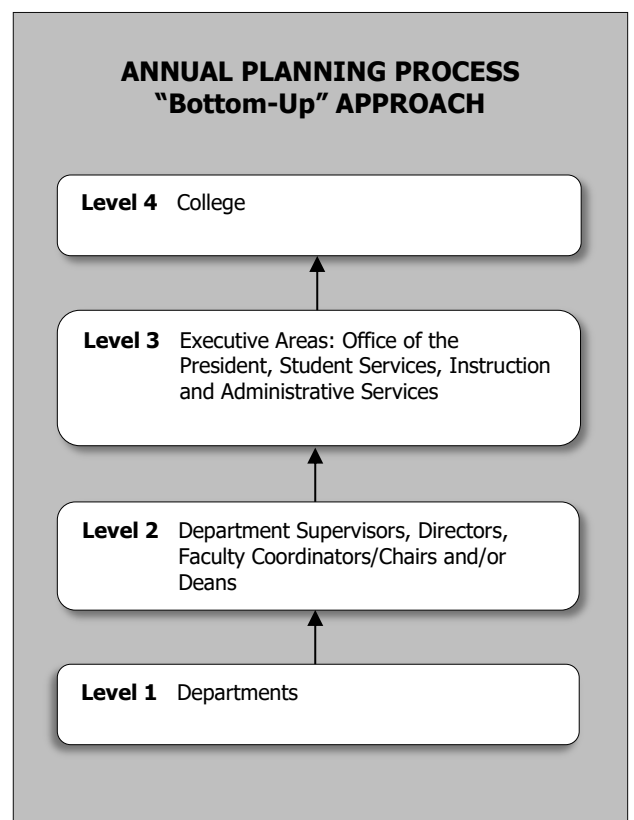
XII. Planning And Institutional Effectiveness (Pie) Process

Introduction

College of the Desert takes seriously its commitment to student success, achievement and quality in every aspect of the institution. COD assesses its effectiveness for accountability purposes to the public, the state legislature and various accrediting agencies. The Accrediting Commission of Community and Junior Colleges (ACCJC) requires that colleges have an on-going, institution-wide planning and evaluation process that results in continuing improvement and demonstrates the college is effectively accomplishing its mission. COD's institutional effectiveness process is designed to capture, organize and report evidence that complies with this requirement.

The Planning Process

Planning is the process by which the college accomplishes its mission. Through the planning process, College of the Desert uses a "bottom-up" approach to planning organized around four levels of planning. The first level is the **department**, such as Accounting in the Applied Sciences and Business Division, Financial Aid Office within Enrollment Services, or Maintenance and Operations within Administrative Services. The next level of planning are areas that have respective department supervisors, directors, faculty coordinators/chairs and/or Deans. The third level of planning are the four Executive areas: Office of the President, Student Services, Instruction and Administrative Services. The fourth and largest planning area is the entire **college**. The college level plan is developed by the College Planning Council and its task forces or committees. Please refer to figure 1 for all the departments, respective department supervisors, directors, chairs, Dean areas and Executive areas (Office of the President, Student Services, Instruction and Administrative Services).



Strategic Planning Process



Figure 1 – College Of The Desert Planning Chart

Administrative Services	
UNIT	PROGRAMS
Vice President Office	
Auxiliary Services	Bookstore, Food Service, Desert Golf Range
Business Services	Purchasing, Printing, Inventory
Facilities	Custodial, Grounds, Construction & Design, Maintenance
Fiscal Services	Accounting, Budget, Accounts Payable, Accounts Receivable, Contracts, Payroll, Insurance
Information Technology	Infrastructure, technology planning and replacement, voice and data services, campus email, help desk, Colleague, third party application software and interfaces, training, educational technologies
Public Safety	Emergency Preparedness

President	
UNIT	PROGRAMS
President Office	Executive Assistant, Board of Trustees
Institutional Advancement	Public Relations, Marketing, Advertising, Publications, Community Education

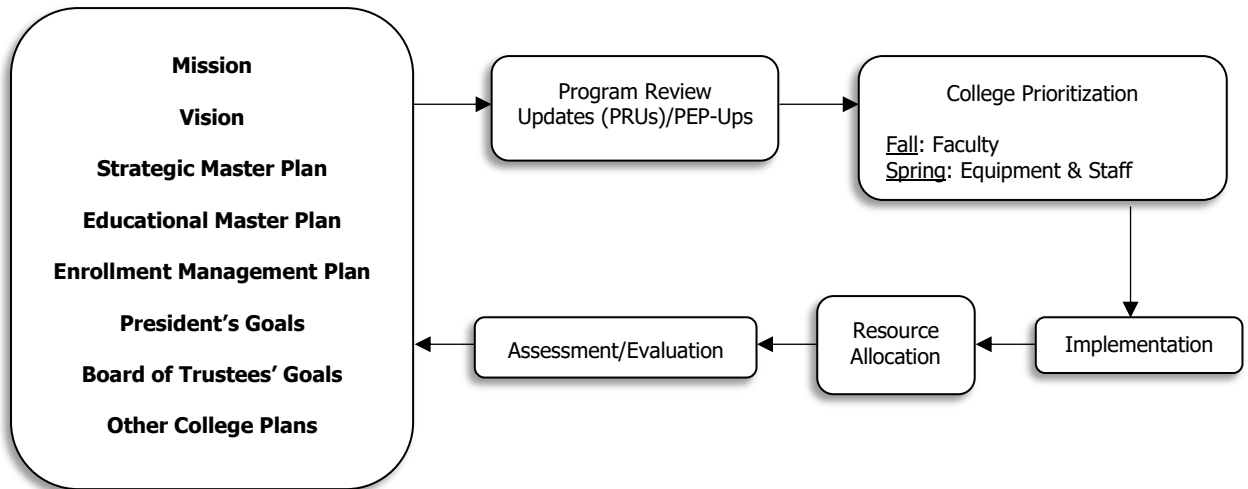
Human Resources	
UNIT	PROGRAMS
Vice President Office	Recruiting, Staff Development, Personnel Records

Instruction	
UNIT	PROGRAMS
Vice President Office	Curriculum, Catalog, Faculty Load, Scheduling
Applied Sciences & Business	Administration of Justice, Advanced Transportation, Agriculture/Business, Agriculture/Environmental Horticulture, Air Conditioning/HVAC, Architecture/Environmental Design, Automotive Technology, Construction Management, Computer Science, Drafting, Emergency Medical Technology, Energy Systems, Fire Technology, Natural Resources, Public Safety Academy
Social Sciences & Arts	Accounting, Business Administration, Computer Information Systems, Culinary Arts, Digital Design and Production, Economics, Golf Management, Hospitality, Retail Management
	Anthropology, Geography, Global Studies, History, Human Services/Alcohol Drug, Philosophy, Political Science, Psychology, Sociology
	Art, Dance, Journalism, Mass Communication, Music, Radio-Television Theatre Arts
Communication & Humanities	English, English as a Second Language (Credit) Reading
	Communication Studies, Foreign Language, Reading
	Non-credit Programs (Adult Basic Education, General Equivalency Diploma, English as a Second Language)
Health Sciences & Education	Health Science, Home Health Aide, Nursing Assistant, Registered Nurse (ADN), Vocational Nursing (VN)
	Early Childhood Education, Elementary Teacher Education, Child and Adolescent Development
	Kinesiology/Athletics, Sports Medicine
Math & Science	Computer Science, Mathematics
	Astronomy, Biology, Chemistry, Engineering-General, Geology, Physics
Library & Learning Resources	Library
Education Centers	Indio Center, Mecca/Thermal Campus, Palm Springs Campus, Desert Hot Springs Campus
Institutional Effectiveness	Institutional Effectiveness, Planning, Institutional Research

Student Services	
UNIT	PROGRAMS
Vice President Office	
Enrollment Services	Admission & Records, Financial Aid, TASC & SI, TRIO ACES, TRIO DSPS, TRIO Upward Bound, TRIO Veterans Services, TRIO Educational Talent Search, EOPS/CARE
Counseling Services	Counseling & Advising, CalWORKs, Career Center, DSPS, Workability, Foster Youth, International Education, Transfer Center, Veteran Services, EDGE-FYE Program, Outreach, Student Discipline, Student Ambassador Program, Student Health and Wellness, Student Life, Campus Visits/Tours, Dreamer Resource Center

Annual Planning Process

This planning process is intended to respond to the College mission, goals in existing College plans (Strategic Master Plan, Educational Master Plan, Enrollment Management plan, etc.), program review goals and the goals and objectives announced by the President for the respective year. Departments should consider these goals when completing their annual Program Review Updates (PRU)/PEP-Ups.



For all areas, PEP-Ups and PRUs are due March 15. **Faculty** prioritization occurs in Fall and **Staff** and **Equipment** prioritizations occur in Spring. **Leadership** requests from PRUs are consolidated and submitted to the Executive Cabinet (President and Vice Presidents) for review. **Facilities** requests from PRUs are consolidated and submitted to the Facilities Advisory Committee for review. **Technology** requests are consolidated and prioritized under non-instructional equipment. The remaining **technology** requests consolidated from the PRUs are submitted to the Office of Educational Technology to see if any of the requests are being replaced as part of the refresh cycle as stated in the Technology Master Plan.

For current timelines, forms and documents, please refer to the College portal under College Planning Council, the Office of Institutional Effectiveness and/or Outcomes and Assessment Committee, a standing committee of the Academic Senate.

College Planning Council → <https://bit.ly/2LCCw3P>

Office of Institutional Effectiveness → <https://bit.ly/2mLaZit>

Outcomes and Assessment Committee → <https://bit.ly/2LABZ2s>

Planning Calendars → <https://bit.ly/2mGBq1t>

Templates for Annual Program Reviews → <https://bit.ly/2vMWYrF>

Comprehensive Program Review

The Program Enhancement Plan (PEP) is a five-year comprehensive program review and plan. The purposes of a PEP are improvement, alignment with established objectives, and planning for the future, rather than a process to secure approval or endorsement from a body of reviewers. The program review and plan process provides opportunities for programs to review their accomplishments, examine their strengths and weaknesses, and develop plans through which improvements in their effectiveness can be achieved. Conclusions and recommendations will be used in department, division, College, and strategic planning processes.

The PEP-Up is the annual update to the PEP which is used to report the major changes that have occurred in a program as well as to report student learning outcome assessment activities

Criteria for Determining Allocations to Ongoing Budget

Criteria and procedures are for unrestricted funds only. Restricted funds, such as categorical, bond, grants, etc., have criteria set by law, California Codes or regulations that control changes or distribution of funding. For current criteria for faculty, staff and equipment prioritization, please click on the following link: <https://bit.ly/2A5HktS>

Click on the most current prioritization folder, then click on the faculty prioritization folder for its current criteria or click on the staff and equipment folder for the current criteria for that respective prioritization.

Procedures for Determining Allocation to Ongoing Budget

The College will determine the available resources for resource allocation. Work in this area can be referred to the Budget Subcommittee, a standing subcommittee of the College Planning Council. Institutional data, information from the PRUs, the prioritization processes and/or committee recommendations will inform resource allocation for requesting positions and items. The prioritized lists will be presented to the President. The College President will make final resource allocation decisions based on data, college input and the prioritization process.

The Budget Subcommittee establishes the guidelines and timelines for the preparation of the unrestricted and designated budgets. The subcommittee will review the estimated revenue projections for the upcoming fiscal year to determine total funds available as well as projections for future years. The subcommittee will review prioritized funding requests as submitted by the College Planning Council as well as the Technology Replacement Plan and will recommend allocation and reallocation/reductions of resources to the strategic plans. The recommended annual unrestricted and designated budgets will be forwarded to College Planning Council.

Procedures for Funding New Programs

Requests for resource allocation for a new program should follow our local policy for program viability.

Procedures for Reducing or Eliminating Funding

This procedure is parallel to the one for providing funding. The College will determine the amount of revenue shortfall and/or state budget reductions and the amount of total Unrestricted General Fund reduction required to maintain a balanced budget with the required reserve. Work in this area can be referred to the Budget Subcommittee, a standing subcommittee of the College Planning Council.

NOTE: This procedure assumes a timeline which would allow the process to unfold. In an emergency, the President, President's Cabinet and/or College Planning Council could take immediate steps.

1. Deans, Directors, Vice Presidents and President will be requested to submit possible reductions in programs and services for review by the College Planning Council.
2. Program review data will be provided when available, and applied if useful and appropriate.
3. The College Planning Council will review and analyze.
4. Summary notes should be included showing the impact of the reduction on campus/student needs, college goals and consistency with the criteria for determining allocation to ongoing budgets.
5. With this information, the College Planning Council will develop a proposed list of budget reductions with a rationale for the reductions and a probable impact on students, and proposed listing of fund restorations to be implemented when the funding exigency has passed. The College Planning Council will offer final suggestions and recommendations to the President.
6. The President will make final budget reduction decisions based on recommendations from the College Planning Council.

Procedures for Allocating New Full-Time Teaching and Non-Teaching Faculty Positions

The Budget Sub-Committee communicates to the College Planning Council the number of available positions early in the fall semester based on revenue projections, education code and Title 5 requirements.

1. The President's Cabinet estimates additional positions that might become available due to unannounced retirements/resignations as data/information is collected from Human Resources.
2. The Vice President of Instruction and the Vice President Student Services assemble data listed in the "Criteria that should be used" for all disciplines that have an objective on the Priority List with an associated fulltime faculty need.
3. The Deans' Team develops a recommended ranked list of disciplines requesting positions using the data and the "Criteria for Determining New Full-time Teaching Faculty Positions."
4. The College Planning Council develops an approved list of positions, taking into consideration the number of positions established by the Budget Sub-Committee and other available funding sources. If, later in the academic year, new faculty needs emerge due to an unanticipated vacancy, the division will prioritize an appropriate objective within its division list and submit it through the prioritization process for placement on the established college list. If the discipline need for full time faculty has been established and the hire has been approved, the vacancy may be filled from the candidate pool.

5. The College Planning Council will forward recommendations along with rationale for the Council's recommendation to the President.
6. The President will make final decision on faculty hires based on recommendations from the College Planning Council.

For current criteria and data points for allocating faculty positions, please click on the following link: <https://bit.ly/2A5HktS>

Faculty Prioritization Process

As stated earlier, faculty positions are requested through the Program Review process. The Faculty Prioritization Committee is a 12-member committee with both leadership and faculty representatives. There is a detailed process, timeline, and rubric to determine the faculty hiring needs of the college. Please refer to Appendix I for the approved Faculty Prioritization process.

Staff Prioritization Process

As stated earlier, staff positions are requested through the Program Review process. The Staff Prioritization Committee is a 12-member committee with leadership, faculty, and classified representatives. There is a detailed process and timeline, and rubric to determine the staff hiring needs of the college. Please refer to Appendix J for the approved Staff Prioritization process.

Equipment Prioritization Process

As stated earlier, equipment is requested through the Program Review process. The Equipment Prioritization Committee includes the five members of Executive Cabinet, the six Academic Senate Executive Committee members, six deans, 15 department chairs, and a classified representative. There is a detailed process, timeline, and rubric to determine the equipment needs of the college. Please refer to Appendix K for the approved Equipment Prioritization process.

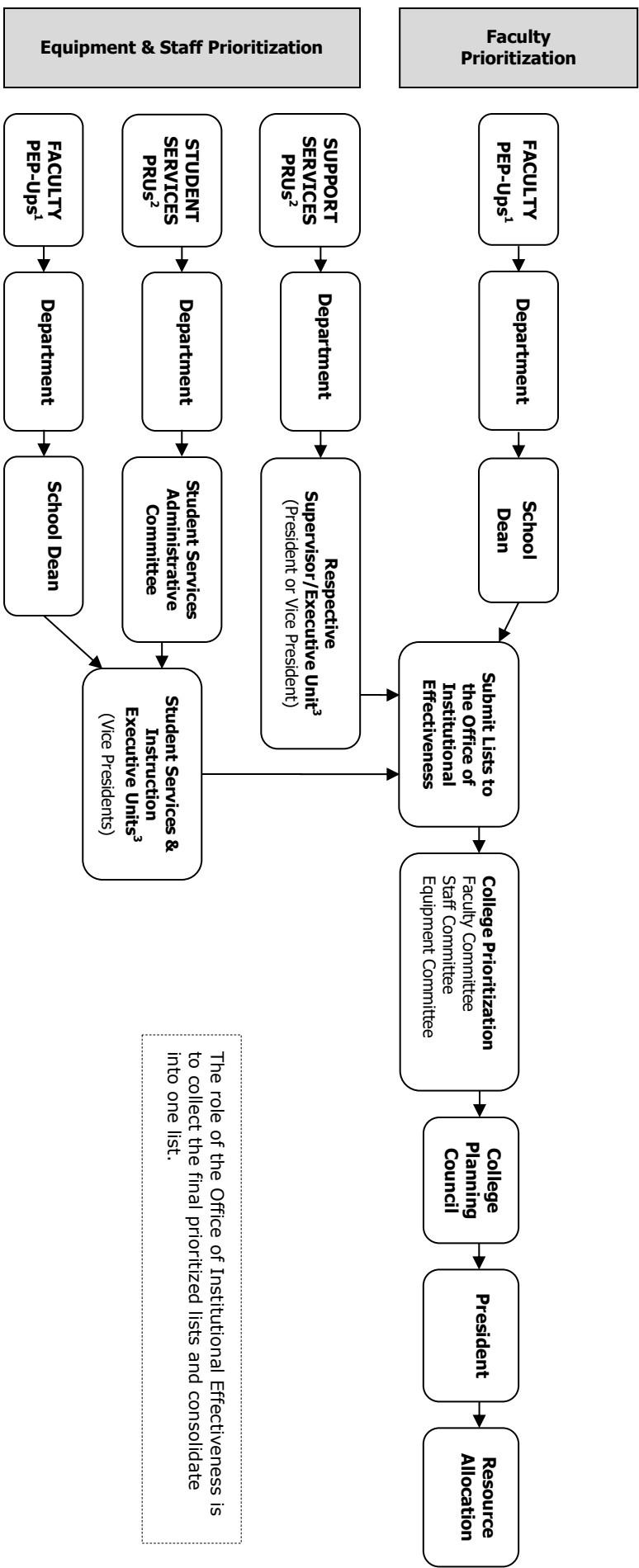
Other Requests for Funding

Emergencies, exigencies and/or special occasions when unplanned events do occur and require new funding, the President shall determine and approve the source of funds.

CTE, Categorical, Grant Funding

All planned projects regardless of funding sources – whether the college general fund, career technology, categorical, i.e., DSPS, EOPS, Matriculation, and grants – must be included in the program review update. All activities connected to specialized plans (technology, facilities, instructional, etc.) must also be included in the plans. The guiding principle is all projects that are focused on improving the program, even if a grant is funding the project and no college resources are being sought. This will facilitate the coordination of activities in the program and college as well as the integration with the planning process.

Prioritization Process



The role of the Office of Institutional Effectiveness is to collect the final prioritized lists and consolidate into one list.

Other Prioritized List:

- Facilities Requests in PRUs are consolidated by the Office of Institutional Effectiveness and forwarded to Facilities Advisory Committee
- Technology Requests not funded under equipment prioritization in PRUs are consolidated by the Office of Institutional Effectiveness and forwarded to Educational Technology Refresh Cycle

¹ PEP-Ups: Program Enhancement Plan Updates
² PRUs: Program Review Updates
³ An Executive Unit or the Executive Leadership are the President and Vice Presidents.

XIII. Amendments

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

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 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 college 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) Processes 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 affairs 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: _____

CPC 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 CPC)

COMMENTS: _____

APPROVAL: _____ DATE: _____

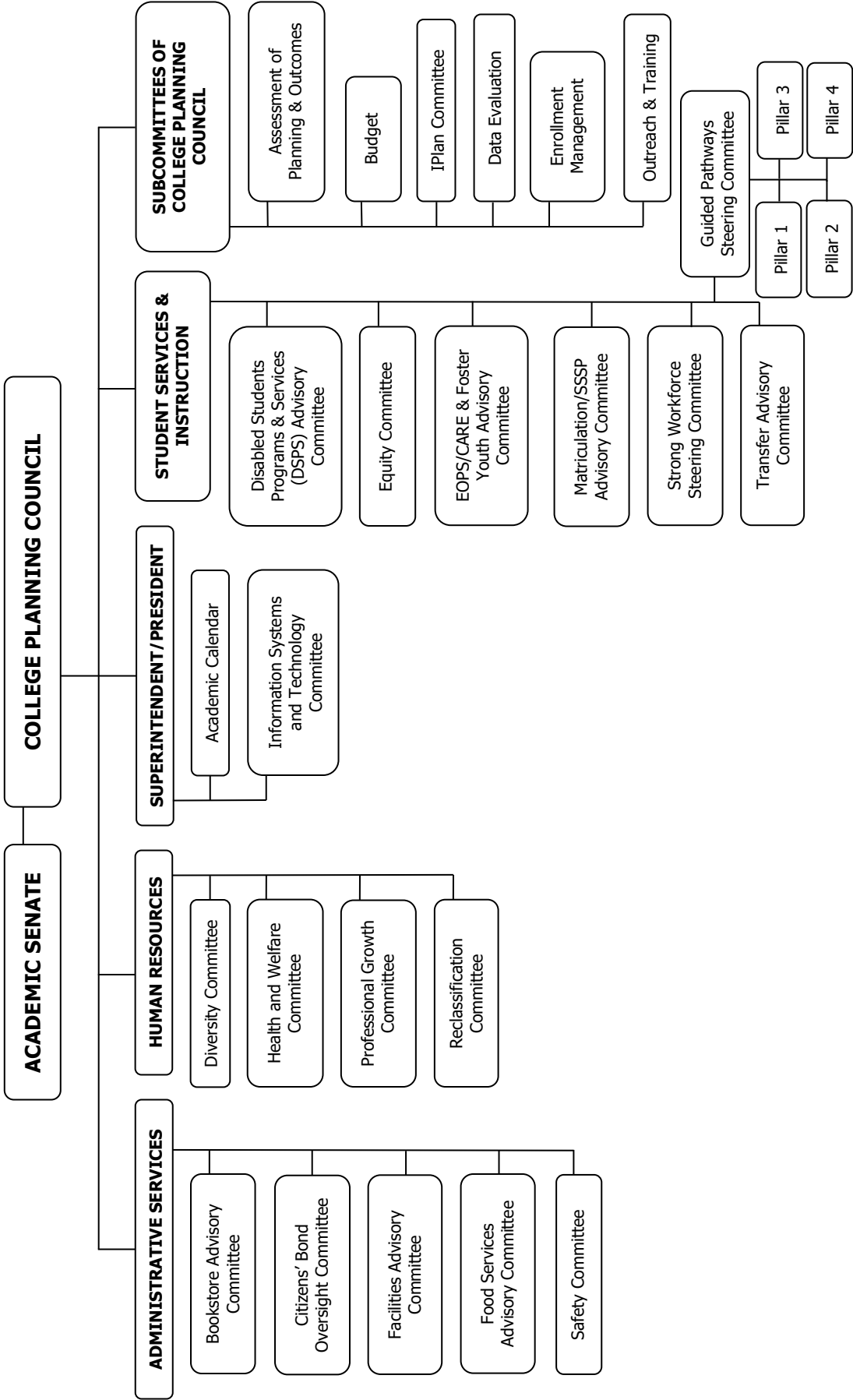
CPC Vice Chair

APPROVAL: _____ DATE: _____

CPC Chair (Superintendent/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



Appendix D: College of the Desert Committee List

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Appendix E: Individual Committee Descriptions

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

Name	The name of the committee
Type	There are six categories of committees: Academic Senate, Superintendent/President, Student Services, Instruction , Administrative Services, and an additional category for other.
Mandate	Some committees are required by law or regulation, such as AB 1725 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	<u>Senate Executive Committee</u>	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role
The organizing body of the Academic Senate leadership

- Products**
- Set annual goals for All Faculty Senate & Senate Committees
 - Develop agenda for All Faculty Senate meetings
 - Develop Academic Senate resolutions
 - Promote mutual accountability and reporting between the College faculty and the faculty representatives to any College committee.
 - Facilitate CPC approval process for Faculty Senate resolutions requiring shared governance.
 - Promote the involvement of all faculty members in the establishing, staffing, and functioning of College committees, task forces, or other initiatives.

Meeting Schedule Twice monthly: once as Senate Leadership and once with President’s Cabinet

Reporting Relationship Academic Senate

Chair Academic Senate President

Membership Chair - Curriculum Committee
 Chair - Outcomes and Assessment Committee
 Chair - Educational Policies & Practices Committee
 Chair - Educational Technologies & Distance Education Committee
 Chair - Faculty Development
 Adjunct Representative, voting

Date Last Revised: Senate Approved March 23, 2017

College Of The Desert – Committees

Name	<u>Curriculum Committee</u>	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

- Maintain the integrity and the quality of 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
- Ensure curriculum technical review

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 degree and certificate programs- new and modified- subject to Chancellor’s office approval.
- Curriculum handbook
- General education philosophy
- Prerequisite verification
- Prerequisite philosophy

Meeting Schedule Twice monthly, September - May

Reporting Relationship Academic Senate

Chair Elected full-time faculty member

Membership One representative from each Academic Unit
 One representative from Adjunct faculty
 One articulation officer, non-voting
 Two curriculum specialists, non-voting
 VP of Instruction or Administrative designee, Ex-officio, non-voting

Date Last Revised: Senate Approved April 27, 2017

College Of The Desert – Committees

Name	Curriculum Technical Review Subcommittee	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

The Curriculum Technical Review Committee is a standing subcommittee of the Academic Senate established to ensure high quality courses and programs are presented to the Curriculum Committee. The members assist course/program authors in meeting statutory and regulatory guidelines. They also check that all sections of the course and programs are filled out and all supporting documentation is attached. Support can include identifying spelling, grammatical, and formatting errors. Members provide review and feedback both online in curriculum management system and via email or phone.

Products

- Recommend modifications to course/program authors
- Recommend courses for approval to the Curriculum Committee
- Recommend programs for approval to the Curriculum Committee

Meeting Schedule As needed, most work performed online

Reporting Relationship Curriculum Committee

Chair Curriculum Committee Chair, or designee approved by the Academic Senate

- Membership**
- At least one faculty representative from each Academic Unit/Department
 - At least two adjunct faculty representatives
 - Distance Education Coordinator, or designee
 - One articulation officer
 - Two faculty representatives from Student Services
 - At least one faculty representative from the Library
 - Two curriculum specialists, non-voting

Date Last Revised: Senate Approved April 11, 2019

College Of The Desert – Committees

Name	Educational Policies & Practices Committee	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

Serves as the primary recommending body on educational policies & practices relating to faculty and students, such as but not limited to academic standards, grading, assessment and matriculation, academic calendar, equivalency, and enrollment management

Products

- Adopt and revise educational policies and practices to fulfill the needs of our students, faculty, and staff
 - Develop and Recommend educational policies to the Academic Senate
 - Assess new or revised educational policies created by the Academic Senate
 - Analyze and review suggested changes in Senate Executive Committee policies and/or Senate Bylaws and Rules
 - Coordinate with the Curriculum committee regarding degree and certificate requirements
- Respond to the educational needs of the community
 - Review and assess the implementation of the mission statement of the college
- Ascertain legality of educational policies and practices
- Support policies and practices that promote student access and growth
 - Review and assess the effectiveness of ongoing policies and programs
 - Suggest positions on proposed policies or changes in existing policies
 - Review policies and procedures regarding grading
 - Review policies and procedures regarding academic integrity
- Ensure consistency and fairness among policies and practices
- Develop policies to address ethical and online behavior
- Assess standards or policies regarding student preparation and success
- Respond to assignments given by the Superintendent/President or Senate Executive Committee.

Meeting Schedule Twice monthly: 1st and 3rd Thursday, September - May

Reporting Relationship Academic Senate

Chair Elected full-time faculty member

- Membership**
- One representative from each Academic Unit
 - One representative from Adjunct Faculty
 - One administrative representative, ex-officio, non-voting

Date Last Revised: Senate Approved February 8, 2018

College Of The Desert – Committees

Name	<u>Equivalency Subcommittee</u>	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

The Equivalency Committee is a standing subcommittee of the Academic Senate established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..."

Products

- Review equivalency applications for all new full time and part time faculty candidates an interview committee wishes to interview and determine whether the applicant meets the equivalency requirements.
- Review applications from existing College of the Desert faculty wishing to serve in an additional discipline and determine whether the applicant meets the equivalency requirements.

Meeting Schedule As needed

Reporting Relationship *Educational Policies and Practices Committee*

Chair One full time faculty appointed by the Senate President

- Membership**
- I.Standing committee-
 - At least four (4) voting faculty trained in determining MQs and Equivalency.
 - At least two (2) from disciplines in which a master’s degree is generally expected.
 - At least one (1) from disciplines in which a master’s degree is not generally expected or required.
 - One (1) HR Representative shall serve as a non-voting ex-officio member.
 - II.Ad Hoc temporary committee-
 - At least one (1) voting faculty representative from the discipline in question or, if no discipline faculty are available, the Department Chair representing that discipline.
 - One (1) non---voting Dean or designee administrator.

Date Last Revised: Senate Approved April 27, 2017

College Of The Desert – Committees

Name	Educational Technologies & Distance Education Committee	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

As a standing committee of the Academic Senate, the Educational Technologies and Distance Education (ETDE) Committee is the primary recommending body on matters of educational technologies.

Products

Policies and processes relevant to the Committee’s role, including but not limited to the following:

- Advise and make recommendations to the Academic Senate, academic departments, and faculty in regards to educational technologies and distance learning.
- Recommend procedures, systems and purchases that relate to distance education and technology used for teaching and learning.
- Work cooperatively with members of the college community in developing and implementing faculty development activities for the use of instructional technology.
- Identify potential needs for technology as they relate to instruction.
- Advocate use of the ETDE Technology Acquisitions form for campus-wide technology purchases under \$5,000.
- Develop a list of recommendations for purchases and utilization of technology as it relates to instruction.
- Serve as a resource to Information Technology Services and the Administration on issues pertaining to technology as they relate to faculty and instruction.
- Work cooperatively with administration and the bargaining units as appropriate in the recommendation and development of policies related to COD Distance Education.
- Work cooperatively with IT in evaluation of technology, planning, purchasing, and support.
- Work cooperatively with IT in developing and maintaining a comprehensive Technology Master Plan.
- Oversee the work of the Distance Education Subcommittee.
- Advise the Instructional Design coordinator.

Meeting Schedule Monthly, September - May

Reporting Relationship Faculty Development Committee/Academic Senate

Chair Elected full-time faculty member

Membership One representative from each Academic Unit
 One representative from adjunct faculty
 One administrative representative from Information Technology Services, ex-officio, non-voting

Date Last Revised: Senate Approved April 27, 2017

College Of The Desert – Committees

Name	<u>Distance Education Subcommittee</u>	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services & <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

In order to ensure high quality distance education offerings that are in alignment with best practices, state training requirements, and accessibility guidelines, the College of the Desert Distance Education Subcommittee, working under the auspices of the Educational Technology Committee, will work with faculty and students to provide distance educational course offerings that best meet the needs of our college community.

Products

- The DE Subcommittee will complete online course shell reviews using the Online Education Initiative rubric. Consistent standards in course development and online pedagogy will help ensure students’ success in distance education courses and will guide faculty with clear examples of model courses.
- The DE Subcommittee will oversee training opportunities for faculty in order to provide faculty with desired professional development as it relates to Distance Education practices and to ensure faculty are certified in connection to Board of Trustees Administrative Procedure 4105.
- The DE Subcommittee will assist in coordination of training opportunities for faculty, students and staff in order to ensure that course offerings are up-to-date with state and federal guidelines in areas of accessibility compliance.

Meeting Schedule Once monthly: first Friday of the month 10:00am-12:00pm & approximately two hours of independent online shell review weekly

Reporting Relationship Educational Technology & Distance Education/Academic Senate

Chair Distance Education Coordinator or designee approved by the Academic Senate.

Membership Up to 30 faculty

Date Last Revised: Senate Approved October 26, 2017

College Of The Desert – Committees

Name	<u>Faculty Development Committee</u>	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> 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, with promoting professional development activities;
- Overseeing the distribution of the Academic Enrichment Fund;
- Assisting in the distribution of Basic Skills Initiative (BSI), Student Equity (Equity), and Student Success and Support Program (SSSP) Funds.

Products

- Approve Academic Enrichment Fund requests
- Recommend BSI, Equity, and SSSP Fund requests for approval by the appropriate office
- Produce Flexible Calendar Schedule
- Approve professional development activities for FLEX credit
- Approve Faculty Professional Advancement Plans
- Approve Sabbatical Applications to be forwarded to the Superintendent/President.

Meeting Schedule

Once monthly September – December and February – May; Up to 4 additional meetings per year, as needed

Reporting Relationship

Academic Senate

Chair

Elected full-time faculty member

Membership

One representative from each Academic Unit
 Adjunct Representative
 One administrative representative, ex-officio, non-voting

Date Last Revised: Senate Approved April 27, 2017

College Of The Desert – Committees

Name	Professional Advancement Subcommittee	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

The Professional Advancement Committee is a standing subcommittee of the Academic Senate, reporting to the Faculty Development Committee. This Committee reviews professional advancement applications to determine whether requirements listed in the College of the Desert Faculty Association Collective Bargaining Agreement are met. The Committee will work with a faculty member whose professional advancement application is found deficient. Satisfactory applications are forwarded to the Faculty Development Committee for approval.

Products

Recommendation of completed professional advancement applications for approval by the Faculty Development Committee.

Meeting Schedule As needed

Reporting Relationship Faculty Development Committee/Academic Senate

Chair Full-Time Faculty Member appointed by Faculty Development and Confirmed by Academic Senate.

Membership Interested Full-Time Faculty

Date Last Revised: Senate Approved April 27, 2017

College Of The Desert – Committees

Name	<u>Sabbatical Subcommittee</u>	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

The Sabbatical Committee is a standing subcommittee of the Academic Senate, reporting to the Faculty Development Committee. This Committee reviews sabbatical applications to determine whether requirements listed in the College of the Desert Faculty Association Collective Bargaining Agreement are met. The Committee will work with a faculty member whose sabbatical application is found deficient. Satisfactory applications are forwarded to the Faculty Development Committee for review before consideration for approval by the Superintendent/President and the Board of Trustees.

Products

- Recommendation of completed sabbatical applications for approval by the Faculty Development Committee
- Review Sabbatical process with CODFA

Meeting Schedule As needed

Reporting Relationship Faculty Development Committee/Academic Senate

Chair Full-Time Faculty Member appointed by Faculty Development and Confirmed by Academic Senate.

Membership Interested Full-Time Faculty with no more than 25% turnover yearly.

Date Last Revised: Senate Approved April 27, 2017

College Of The Desert – Committees

Name	Outcomes and Assessment Committee	Type	<input checked="" type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services & <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Accreditation</u>		

Role

The Outcomes and Assessment Committee’s mission is to ensure that the college goes through an ongoing, systematic process that clarifies and improves achievement of learning outcomes at every level from institutional, program, degree, certificate, and course with specific emphasis on student success. The Outcomes and Assessment Committee works with faculty and staff to ensure the methods of assessment of institutional learning outcomes, program learning outcomes, and course student learning outcomes are aligned and consistent across the college.

Products

- Provide support and serve as resource to programs completing the Program Enhancement process.
- Ensure ongoing evaluation of the Program Enhancement process.
- Assist in establishing a procedure for assessing institutional learning outcomes.
- Establish and maintain program, degree, certificate, and course level student learning outcomes.
- Assist in establishing and maintaining an assessment schedule for all levels of outcome assessment (SLO, PLO, and ILO).
- Support the development of student learning outcomes and assessment in alignment with accreditation standards.
- Facilitate programs in the evaluation of the quality and effectiveness of their own assessment processes and in analyzing the results of assessment to improve learning and services.
- Evaluate the quality and effectiveness of the overall assessment process.
- Provide the forum to address questions arising from the implementation and use of assessment.
- Educate faculty, staff, and administrators on student learning outcomes and assessment.

Meeting Schedule Monthly, September - May

Reporting Relationship Academic Senate

Chair Elected faculty member

Membership Outcomes and Assessment Chair
 One representative from each Academic Unit
 One representative from adjunct faculty
 One administrative representative, ex-officio, non-voting

Date Last Revised: Senate Approved March 14, 2019

College Of The Desert – Committees

Name	<u>Academic Calendar Committee</u>	Type	<input type="checkbox"/> Academic Senate <input checked="" type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> 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 (CSEA), the Faculty Association (CODFA), the Office of Student Services, the Office of Instruction, Adjunct Association (CODAA), and the Associated Students of College of the Desert (ASCOD).

A Dean from Student Services or Instruction will present a proposed calendar(s) for review by each representative. Members of the committee will meet with their constituency groups, and a final meeting of the committee will be held in October. The approved calendar(s) will be recommended to the Board of Trustees no later than November 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 and fall semester.

Reporting Relationship

Superintendent/President of the college sends proposed calendar to the Academic Senate

Chair

Superintendent/President of the college (or designee)

Membership

- President of the Academic Senate (or designee)
- Chair – Educational Policies & Practices Committee (or designee)
- CODFA President (or designee)
- CSEA President (or designee)
- CODAA President (or designee)
- Vice President, Human Resources and Employee Relations (or designee)
- Vice President, Instruction (or designee)
- Vice President, Student Services (or designee)
- Dean, Student Services (or designee)
- Dean, Instruction (or designee)
- Scheduler (or designee)
- ASCOD Representative

Date Last Revised: 10/12/2018

College Of The Desert – Committees

Name	<u>College Planning Council</u>	Type	<input type="checkbox"/> Academic Senate <input checked="" type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input checked="" type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

College Planning Council is an advisory committee to the Superintendent/President on college-wide issues, and serves as the primary policy and strategic planning 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 and welfare, safety, non-instructional programs, student equity, accreditation, bookstore, food service, strategic planning, and facilities.

CPC is responsible for reviewing the progress and accomplishments of the units and committees. CPC 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 Superintendent/President
- Feedback to Superintendent/President for matters reserved to the respective consultative groups by AB 1725, Title 5 regulations, and/or Desert Community College District Board of Trustees' Policy 2000
- Feedback to Superintendent/President for strategic planning issues
- For other matters, College Planning 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 Planning Council may set up an ad-hoc committee with representatives from groups whose domain is affected.

Meeting Schedule Second and fourth Fridays; September-May

Reporting Relationship Superintendent/President

Chair Chair: Superintendent/President
 Vice Chair: Academic Senate President

- Membership**
- | | |
|---|--|
| <ul style="list-style-type: none"> • Superintendent/President (1) • Academic Senate President (1) • Representatives from each Academic Unit (not to exceed 11) • CTA Union President or designee (1) • CODAA President or designee (1) • Adjunct Representative (1) • CSEA President or designee (1) • Classified Representative (1) • ASCOD President (1) • Student Trustee or designee (1) • Classified Supervisor (1) • Confidential (1) • Student Services & Instructional Deans (2) • Education Centers Director (1) | <ul style="list-style-type: none"> • Executive Director of Educational Technology/Chief Technology Officer (1) • Vice Presidents of Administrative Services, Human Resources & Employee Relations, Instruction, and Student Services (4) • Executive Director of Institutional Advancement (non-voting) (1) • Director of Institutional Research (non-voting) (1) • Basic Skills Initiative Coordinator (non-voting) (1) • Outcomes & Assessment Committee Chair (non-voting) (1) • Director of Student Life (non-voting) (1) |
|---|--|

Date Last Revised: 04/04/2011

College Of The Desert – Committees

Name Information Systems & Technology Committee

Mandate

- AB 1725
 Ed Code
 Other: _____

Type

- Academic Senate
 Superintendent/President
 Human Resources
 Student Services
 Instruction
 Administrative Services
 Other: _____

Role

The role of the Information Systems and Technology Committee is to make recommendations to the Superintendent/President and College Planning Council regarding:

- Software to enhance the functionalities of existing administrative information systems
- Software and/or processes to improve the integration between administrative information systems
- Procedures and processes to improve the use of administrative information systems; technology and related best practices and standards
- Innovative technology

Products

- Portal publication of Information Systems and Technology Committee:
- Meeting minutes
 - Annual update to the Technology Initiatives Appendix of the Technology Master Plan
 - Annual technology surveys for Faculty and Staff.

Meeting Schedule

Second Tuesday of the month, 3:00 p.m. – 4:30 p.m.

Reporting Relationship

The Information Systems and Technology Committee reports to CPC.

Chair

Executive Director, Educational Technology

Membership (titles, not names)

Executive Director, Educational Technology
Dean, Counseling Services (or designee)
Director, Admissions & Records (or designee)
Director, Financial Aid (or designee)
Director, Systems Management & MIS Operations (or designee)
Director, Institutional Research (or designee)
Chair, Educational Technologies Committee (or faculty designee)
Director, Fiscal Services (or designee)
Director, Disabled Students Programs & Services (or designee)
Director, Human Resources & Employee Relations (or designee)
Instructional Dean (or designee)
President, ASCOD (or student designee)
Classified Staff Representative (or alternate)

Date page last revised: 11/12/18

College Of The Desert – Committees

Name	Assessment of Planning & Outcomes Subcommittee	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Other: <u>Subcommittee of College Planning Council</u>
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Accreditation</u>		

Role

Assess the performance of the college in relation to the goals and objectives specified in its strategic and operational plans.

Products

- Lead the effort in the evaluation and modification of the planning and institutional effectiveness process, including the Strategic Master Plan
- Evaluate and make recommendations regarding modifications to the process on a regular basis (with no more than a lapse of two years; Strategic Master Plan implementation strategies to be evaluated annually)

Meeting Schedule

Once a month or as needed; Second Thursday (or the day before a CPC meeting); 2:00 – 3:00pm; September-May

Reporting Relationship

Superintendent/President, College Planning Council

Chair

- Co-Chairs (must be CPC members):
- Vice President of Instruction or Vice President of Student Services or designee
 - Faculty member elected by the faculty on the committee

Membership

Co-chairs are included in the membership.

Faculty (5)

– Outcomes & Assessment Committee Chair (1)

– Faculty (4) with minimum of 1 adjunct

Leadership (4)

Classified (1)

Student (1)

Total: 11 5 (Faculty) 4 (Leadership) 1 (Classified) 1 (Student)

Date Last Revised: 12/07/2018

College Of The Desert – Committees

Name	<u>Budget Subcommittee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services & <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Other: <u>Subcommittee of College Planning Council</u>
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

The Budget Subcommittee establishes the guidelines and timelines for the preparation of the unrestricted and designated budgets. The subcommittee will review the estimated revenue projections for the upcoming fiscal year to determine total funds available as well as projections for future years. The subcommittee will review prioritized funding requests as submitted by College Planning Council.

Products – Reviews components and assumptions of the budget process to ensure the following items are included:

- Contribute to 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).
- Maintaining Reserve of no less than 5%.
- Compliance with the 50% Rule.
- Compliance with the Full-time Faculty Obligation Number (FON).
- Recommend allocation and re-allocation/reductions of resources to the strategic plans.
- The budget subcommittee will communicate an estimate of the number of positions funded with unrestricted funds no later than October 15th (from the CPC handbook, Faculty Prioritization Process).
- The budget subcommittee will communicate potential resources for the staff prioritization process (from the CPC handbook, Staff Prioritization Process).

Meeting Schedule Meets the second Monday of each month September thru June (except for January)

Reporting Relationship College Planning Council

Chair Vice President Administrative Services

- | | | |
|-------------------|--|--|
| Membership | <ul style="list-style-type: none"> • College President or Designee • Vice President, Administrative Services or Designee • Vice President, Human Resources & Employee Relations or Designee • Vice President, Student Services or Designee • Vice President, Instruction or Designee • Academic Senate President or Designee | <ul style="list-style-type: none"> • CODFA President or Designee • CSEA Representative or Designee • CODAA Representative or Designee • Confidentials Representative or Designee • Supervisor Representative or Designee • Dean Representative or Designee • Student Representative or Designee |
|-------------------|--|--|

Date Last Revised: 10/08/18

College Of The Desert – Committees

Name Data Evaluation Subcommittee

Type Academic Senate
 Superintendent/President
 Human Resources
 Student Services
 Instruction
 Administrative Services
 Other: Subcommittee of College Planning Council

Mandate AB 1725
 Ed Code
 Other: _____

Role

- Evaluate and provide feedback regarding the usefulness, clarity, and consistency of data produced by on/off campus groups in regards to the extent it meets the planning and decision-making needs of the college
- Recommend and monitor college goals to address requirements for external constituencies (e.g., ACCJC, Chancellor’s Office Initiatives)

Products

- Annually, monitor goals established by the college and provide a report to the College Planning Council
- Educate constituents regarding data sources, data collection, data availability, and processing protocols

Meeting Schedule Monthly and as needed; second Wednesday of the month, 2:00-3:00pm, September-May

Reporting Relationship Superintendent/President, College Planning Council

Co-Chairs Vice President or designee
 Faculty member elected by the faculty on the committee

Membership Vice President or Designee (1)
 Full-Time Faculty (4)
 Adjunct Faculty (1)
 Chief Technology Officer or designee (1)
 Classified (1)
 Director, Institutional Research (1)
 Director, CTE Projects (1)
 Educational Administrator or designee (1)
 Student Representative (1)

Total: 12 – 5 Faculty, 5 Leadership, 1 Classified, 1 Student

Date last revised: 05/10/19

College Of The Desert – Committees

Name	<u>Enrollment Management Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Other: <u>Subcommittee of College Planning Council</u>
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: _____		

Role

Coordinates and facilitates the development of discipline plans that enable the college to meet or exceed annual SIU/FTEF targets. Works in consultation and collaboration with faculty and administrators to allocate SIU and to set productivity targets.

Product

- Provides enrollment data and other supporting information to enable faculty in each discipline to develop discipline plans that correspond to the college’s productivity/enrollment targets.
- Targets and maximizes student success, access, and equity.
- Evaluates discipline plans and recommends them to the appropriate vice president for approval and scheduling.

Meeting Schedule Second Wednesday of the month, 11:30 a.m. to 1:00 p.m.

Reporting Relationship College Planning Council

- Chair** Co-Chairs:
- Vice President of Instruction
 - Vice President of Student Services
 - Faculty Senate President

Membership Voting members: 6 faculty (appointed by Faculty Senate), 6 administrators (appointed by Superintendent/President), and Superintendent/President. The 6 voting faculty will represent each Instructional Dean area (5), plus Counseling (1). Additional instructional faculty may be included to allow for representation by discipline or academic unit. However, only one faculty member from each Dean area will be a voting member. In this case, the voting member should consult with the non-voting member(s) before casting their vote. The voting member will rotate on an annual basis.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Superintendent/President • Vice President of Administrative Services • Vice President of Instruction • Vice President of Student Services • Dean of Applied Sciences & Business • Dean of Communication & Humanities • Dean of Counseling Services • Dean of Enrollment Services • Dean of Health Sciences & Education • Dean of Math & Science • Dean of Social Sciences & Arts • Faculty Member – Applied Sciences & Business • Faculty Member – Communication & Humanities | <ul style="list-style-type: none"> • Faculty Member – Counseling • Faculty Member – Health Sciences & Education • Faculty Member – Math & Science • Faculty Member – Social Sciences & Arts • Faculty Senate President • Director of Admissions & Records • Director of Education Centers • Director of Institutional Research • Scheduler • ASCOD Representative • Classified Staff Representatives (2) • Adjunct Faculty Representative |
|---|---|

Date Last Revised: 05/12/2017

College Of The Desert – Committees

Name	Institutional Plan Coordination Committee (IPlan)	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Other: <u>Subcommittee of College Planning Council</u>
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role
 Support integrated planning through the coordination of the Strategic Master Plan, Educational Master Plan, and other institutional and operational plans to identify synergistic opportunities and avoid duplicative efforts.

Products
 Report to the CPC regarding the coordination of goals

Meeting Schedule Once a semester, or as needed

Reporting Relationship College Planning Council

Chair Faculty Chair: Senate President (or designee)
 Leadership Chair

- Membership** Chairs of the following initiatives and committees:
- Student Equity (Equity Committee)
 - Student Success and Support Program (Matriculation/SSSP Advisory Committee)
 - Enrollment Management Committee
 - Strategic Planning (Assessment of Planning & Outcomes Subcommittee)
 - Institutional Effectiveness Partnership Initiative (End-User Data Subcommittee)
 - Strong Workforce Steering Committee
 - Guided Pathways

Date Last Revised: 12/07/2018

College Of The Desert – Committees

Name Outreach & Training Subcommittee

- Type**
- Academic Senate
 - Superintendent/President
 - Human Resources
 - Student Services
 - Instruction
 - Administrative Services
 - Other: Subcommittee of College Planning Council

- Mandate**
- AB 1725
 - Ed Code
 - Other: _____

Role
Serve as the communication link between College Planning Council and the institution

- Products**
- Provide information to faculty, staff, and students regarding planning, program review, and CPC processes
 - In collaboration with the Institutional Advancement Office, create and provide training for faculty, staff, and students on current college goals and objectives as requested
 - Provide an orientation meeting for all ongoing and newly elected CPC members at the beginning of the academic year to include, but not limited to:
 - AB 1725 provisions
 - Procedures/decision-making
 - Scope of membership
 - CPC Handbook
 - Relationship to district/collegial consultation
 - Planning processes and procedures
 - Acronyms
 - Responsible for the annual coordination and dissemination of CPC Handbooks

Meeting Schedule At minimum, will meet twice per semester and as needed

Reporting Relationship Superintendent/President, College Planning Council

Chair Co-Chairs: Vice President (or designee) and faculty co-chair elected by the faculty members of the committee

- Membership**
- Faculty (5) – at least one of which must be adjunct faculty
 - Leadership (5) – at least one of which is a Vice President (or designee)
 - Executive Director of Institutional Advancement (or designee)
 - Classified (2)
 - Student (1)

Date Last Revised: 03/06/2019

College Of The Desert – Committees

Name	Health and Welfare Committee	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Collective Bargaining Committee</u>		
Role	<ul style="list-style-type: none">• 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• Make a recommendation for health and welfare coverage to the Superintendent/President• Provide input from collective bargaining groups regarding health and welfare benefits		
Products	<ul style="list-style-type: none">• Recommendations to the district regarding health and welfare benefits that would benefit the district• Develop a consensus opinion if possible regarding health and welfare benefits for all employee groups		
Meeting Schedule	Once fall semester and several times in the spring semester as needed		
Reporting Relationship	Vice President, Administrative Services then to College Planning Council		
Chair	Vice President, Human Resources and Employee Relations		
Membership	<ul style="list-style-type: none">• Vice President, Human Resources and Employee Relations• Two Representatives appointed by CTA• Two Representatives appointed by CSEA• One Representative appointed by CODAA• One Representative appointed by Pres. to represent Supervisory and Confidential employees		

Date Last Revised: 09/29/2009

College Of The Desert – Committees

Name	<u>Professional Growth Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Collective Bargaining Committee</u>		

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 performance 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

- Provide approval 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 Vice President, Administrative Services then to College Planning Council

Chair Vice President, Human Resources and Employee Relations

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

Date Last Revised: 09/29/2009

College Of The Desert – Committees

Name	<u>Reclassification Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Collective Bargaining Committee</u>		

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 Superintendent/President and CSEA. These recommendations may be regarding:

- Proper job classification for authorized new position
- Requests for reclassification by classified employees and their supervisors
- 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 and College Superintendent/President

Chair

Vice President, Human Resources and Employee Relations

Membership

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

Date Last Revised: 09/29/2009

College Of The Desert – Committees

Name	Disabled Students Programs & Services Advisory Committee	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input checked="" type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

The Disabled Students Programs & Services (DSPS) Advisory Committee provides guidance and direction to the DSPS program and to College of the Desert as it relates to the needs of individuals with disabilities within the college 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 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 meeting in the fall semester and one meeting in the spring semester. Depending on need, an additional meeting is sometimes held.

Reporting Relationship

Vice President, Student Services

Chair

Director, Disabled Students Programs & Services

Membership

- Members will serve two-year terms:
- Braille Institute, Regional Director
 - Independent Business Owner(s)
 - Palm Springs City Disability Compliance, Supervisor
 - Department of Mental Health, Supervisor
 - Community Center, Program Manager
 - California State Department of Rehabilitation, Supervisor
 - California State Department of Rehabilitation, Counselor
 - Student Representative(s)
 - Instructional Computer Support Specialist/Alternative Media Specialist at COD
 - Counselor/Specialist at COD
 - Work Experience Faculty at COD
 - Adapted Kinesiology Instructor at COD
 - Faculty Employment Specialist at COD
 - Learning Disability Specialist at COD
 - ASL Coordinator at COD
 - Instructional Support Assistant/Instructional Support Specialist at COD
 - COD FT ASL Instructor

Date Last Revised: 03/10/2017

College Of The Desert – Committees

Name	<u>Equity Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Other: <u>College Planning Council</u>
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: _____		
Role	<ul style="list-style-type: none"> • To act as an advisory body on the equity plan and equity and diversity issues • To review and provide recommendations to the equity plan and activities • 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 a 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 		
Products	<ul style="list-style-type: none"> • Create the workgroup to assign and update the Student Equity Plan • Identify program(s) targeting respectful treatment and educational equity • Seek out opportunities to discuss diversity issues and ideals • 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	Monthly, September - May		
Reporting Relationship	College Planning Council		
Chair	Faculty Member (Co-Chair) appointed by faculty in the committee Vice President or designee (Co-Chair)		
Membership (16)	<ul style="list-style-type: none"> • Faculty appointed by the Academic Senate (One SEED leader) (6) • Department Chair, English (1) • Department Chair, Math (1) • Department Chair, Reading, Communication, Language (ESL representative) (1) • Classified Representative (1) • Institutional Research Director or designee (1) 	<ul style="list-style-type: none"> • Fiscal Service Director or designee (1) • Leadership (2) • Student Representative (1) • Community Representative (1) 	<p style="text-align: center;"><i>Open Committee - others are welcome to participate</i></p>

Date Last Revised: 09/08/2017

College Of The Desert – Committees

Name	EOPS/CARE & Foster Youth Advisory Committee	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input checked="" type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

EOPS: Extended Opportunity Programs & Services
CARE: Cooperative Agencies Resources for Education
FYS: Foster Youth Services

Role

Each EOPS program shall have an advisory committee appointed by the Superintendent/ 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 1 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 & FYS program issues in depth and assist in future program planning, problem solving, and program information dissemination.

Meeting Schedule Meets once each semester

Reporting Relationship Vice President, Student Services

Chair Director, EOPS/CARE and Foster Youth Services

- Membership**
- Director, EOPS/CARE and Foster Youth Services
 - EOPS/CARE Counselor
 - EOPS/CARE Staff Member
 - CalWORKs Coordinator/Counselor
 - CalWORKs Staff Member
 - Foster Youth Services Counselor
 - Foster Youth Services Staff Member
 - EOPS/CARE, and/or Foster Youth Services Student Representatives (3)
 - Dean of Counseling Services
 - Admissions Representative, California State University San Bernardino
 - High School Counselor from PSUSD, DSUSD, or CVUSD
 - EOPS Representative, California State University San Bernardino
 - Former EOPS student from the community
 - TRIO Representative
 - Financial Aid Representative
 - General Counselor(s)
 - Instructional Faculty Representative
 - Designated Community Member

Date Last Revised: 04/27/2018

College Of The Desert – Committees

Name	<u>Guided Pathways Steering Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Student Services <input checked="" type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Guided Pathways</u>		
Role	Support integrated planning and implementation of Guided Pathways by coordinating the activities of the four Guided Pathway Pillar Teams.		
Products	<ul style="list-style-type: none">• Report to the CPC and Academic Senate regarding the coordination of goals.		
Meeting Schedule	Once a semester or as needed		
Reporting Relationship	College Planning Council		
Chair (s)	Faculty Co-chair: Senate President or Designee, Leadership Co-Chair		
Membership	<ul style="list-style-type: none">• Co-Chairs of the following committees:<ul style="list-style-type: none">○ Guided Pathways Pillar Team 1○ Guided Pathways Pillar Team 2○ Guided Pathways Pillar Team 3○ Guided Pathways Pillar Team 4		

Date Last Revised: 12/07/18

College Of The Desert – Committees

Name	<u>Guided Pathways Pillar 1 Team</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Student Services <input checked="" type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Guided Pathways</u>		

Role

Collaborate with and advise the campus community on activities associated with the 1st Pillar of the Guided Pathways Framework. Recommend and plan activities that support efforts to create clear curricular pathways and programs.

Products

- Develop a consensus opinion if possible regarding health and welfare benefits for all employee groups
- Support student-friendly Application Process
- Development of Meta majors
- Degree/curricular maps
- EDGE/PLEDGE integration into Guided Pathways
- Support and inform K-12/Adult School Outreach/ Dual & Concurrent Enrollment
- Strengthen alignment of high school outcomes to College entry skills
- Support Articulation with high schools and four-year Institutions
- Support student-friendly Catalog/website/marketing
- Career services: Detailed information on target career and transfer outcomes
- Scheduling Software
- Course sequencing
- Explore Contextualized Math & English options

Meeting Schedule Once a month or more frequently as needed

Reporting Relationship Guided Pathways Steering Committee

Chair (s) Faculty Co-chair, Leadership Co-Chair

- Membership**
- Students – (2)
 - Curriculum Specialist
 - Counselor
 - Outreach Specialist
 - Career Counselor
 - Dean of Counseling
 - Director of Systems Management and MIS Operations
 - Instructional Faculty – 4 (at least 1 CTE & 1 FYE Instructor)
 - Director of Institutional Advancement or Designee
 - Scheduler
 - Director of Admissions and Records
 - Instructional Dean

Date Last Revised: 12/07/18

College Of The Desert – Committees

Name Guided Pathways Pillar 2 Team

Type Academic Senate
 Superintendent/President
 Human Resources
 Student Services
 Instruction
 Administrative Services
 Other: _____

Mandate AB 1725
 Ed Code
 Other: Guided Pathways

Role Collaborate with and advise the campus community on activities associated with the 2nd Pillar of the Guided Pathways Framework. Recommend and plan activities that support efforts to provide Academic and Student support that 'Helps Students Enter the Path'.

Products/Goals

- Support Outreach Financial Aid process Application (matriculation services)
- Review Orientation
- Support Guided Self- Placement, Multiple Measures/ AB705 Implementing
- Strengthen Advising Resources
- Support student-friendly Registration process
- Strengthen resources for major and career exploration
- Support Student Ed Plans Contextualized academic support
- Support First Year Experience
- Support Non-Credit Matriculation

Meeting Schedule Once a month or more frequently as needed

Reporting Relationship Guided Pathways Steering Committee

Chair(s) **Faculty Co-Chair, Leadership Co-Chair**

Membership

- Counselor – 2
- Instructional Faculty – 3
- A&R Director or Designee
- Director Financial Aid
- Lead Financial Aid Specialist
- Asst. Director FYE
- TASC Director
- Students – 2
- Library Director or Designee
- Director of Systems Management and MIS Operations
- Information Systems Classified Staff
- Instructional Dean
- EDGE Outreach Specialist
- Director of Non-credit or Designee
- Career Services Representative (classified, faculty or management)

Date last revised: 4/25/2019

College Of The Desert – Committees

Name Guided Pathways Pillar 3 Team

Type Academic Senate
 Superintendent/President
 Human Resources
 Student Services
 Instruction
 Administrative Services
 Other: _____

Mandate AB 1725
 Ed Code
 Other: Guided Pathways

Role

Collaborate with and advise the campus community on goals and activities associated with the 3rd Pillar of the Guided Pathways Framework. Recommend and plan activities that 'Help Student Stay on the Path' and support Guided Exploration and Progression.

Products/Goals

- Support counseling services aligned with Guided Pathways goals
- Categorical areas and how they integrate into Guided Pathways
- Student support and retention at unit completion (12/24/36/48/60)
- Student disqualifications and petitions procedures
- Early alert method
- Intrusive Advising
- Support student-friendly graduation process
- Support adequate TASC/Tutoring/writing centers resources
- Faculty Development aligned with Guided Pathways
- Support student Life / extra-curricular / activities / engagement

Meeting Schedule **Once a month or more frequently as needed**

Reporting Relationship Guided Pathways Steering Committee

Chair(s) **Faculty Co-Chair, Leadership Co-Chair**

Membership

- Counselors – 2 (including 1 special program)
- Instructional Faculty – 5 (including 1 CTE & 1 Gen Ed)
- Students – 2
- Instructional Dean
- Admissions & Record classified staff
- Director of Student Life
- Director of Admissions
- TASC Director
- Faculty Development Chair or Designee
- VP Student Services
- Librarian
- Director of Systems Management and MIS Operations
- EDGE Outreach Specialist
- Public Information Officer

Date last revised: 4/25/2019

College Of The Desert – Committees

Name Guided Pathways Pillar 4 Team **Type** Academic Senate
 Superintendent/President
 Human Resources
 Student Services
 Instruction
 Administrative Services
 Other: _____

Mandate AB 1725
 Ed Code
 Other: Guided Pathways

Role

Collaborate with and advise the campus community on activities associated with the 4th Pillar of the Guided Pathways Framework. Recommend and plan activities that support efforts to ensure and validate learning

Products

- Support campus wide - culturally relevant curriculum, career advancement & growth mindset
- Professional development for CTE faculty - industry currency
- Curriculum design per meta-major
- Acceleration transitions to content level courses
- Align Learning outcomes (SLOs, PLOs, etc.)
- Support articulation with four-year institutions, transfer relationships, and agreements
- Support Internships, work experience, and workforce outcomes
- Explore Cost effective Textbooks/OER

Meeting Schedule Once a month or more frequently as needed

Reporting Relationship Guided Pathways Steering Committee

Chair (s) Faculty Co-chair, Leadership Co-Chair

Membership

- Dean, Enrollment Services
- Students – 2
- Instructional Dean
- OAC Chair or Designee
- Faculty Development Chair or Designee
- Instructional Faculty 4 (including 1 CTE & 1 Gen Ed)
- CTE Program Specialist
- DE Coordinator or Designee
- Director CWSC
- Librarian or Librarian Designee
- SWF Steering Committee Member
- Director of Non-credit or Designee
- Manager College and Career Pathways
- Counselor

Date Last Revised: 12/07/18

College Of The Desert – Committees

Name	Matriculation/Student Success and Support Program Advisory Committee	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input checked="" type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

The role of the Matriculation/Student Success and Support Program (SSSP) Advisory Committee 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, and research and evaluation.

Products

Recommendations with regard to the above mentioned matriculation components will be made to College Planning Council, the appropriate Academic Senate committees, and to the appropriate student services areas. Additionally, the Matriculation/SSSP Advisory Committee will be responsible for updating the college's SSSP Credit and Non-credit plans on a periodic basis as prescribed by the Chancellor's Office.

Meeting Schedule Meets once each semester

Reporting Relationship The Matriculation/SSSP Advisory Committee reports to College Planning Council.

Chair Vice President, Student Services or designee
Faculty Member (Co-Chair) appointed by faculty in the committee

Membership Vice President, Student Services
Dean, Instruction
Dean, Counseling Services
Dean, Enrollment Services
Director, Disabled Students Programs & Services or designee
Chair, Educational Policies & Practices Committee or designee
2 Counseling Faculty (at least one non-credit counseling faculty)
2 Instructional Faculty (at least one non-credit instructional faculty)
1 Adjunct Faculty
1 Assessment Testing Specialist (Classified Staff)
1 Special Programs Counselor
1 Student Representative

Date Last Revised: 04/07/2017

College Of The Desert – Committees

Name	<u>Strong Workforce Steering Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Other: <u>College Planning Council</u>
Mandate	<input type="checkbox"/> AB 1725 <input checked="" type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

- Review Supply/Demand data for all CTE programs requesting Strong Workforce funding
- Review Outcome Metrics for all CTE programs requesting Strong Workforce funding
- Act as an advisory body on the Strong Workforce local plan
- Act as an advisory body on the Strong Workforce regional plan
- Coordinate with Facilities and Education Master Plan development
- Coordinate with local WIOA boards

Products

- Guiding Principles for Strong Workforce at COD
- Strong Workforce Local Plan
- Strong Workforce Annual Budget

Meeting Schedule To be determined

Reporting Relationship College Planning Council

Chair Co-Chairs:

- Dean, Applied Science and Business
- Academic Senate CTE Liaison (appointed by Academic Senate)

Membership Quorum will be determined as a majority of voting members (9/17)
 Co-chairs are Voting members

Vice President, Instruction
 Executive Director, Institutional Advancement
 Dean, Health Sciences and Education
 Dean, Student Services
 Career Counselor or Student Services Representative
 Full-time Faculty (5) of which at least 4 are from CTE disciplines
 Adjunct CTE Faculty (2)
 CVEP Representative
 WIOA Representative
 CTE Transitions Specialist
 Director, Institutional Research or designee (non-voting)
 Manager, Career & College Pathways (non-voting)
 Director, Career and Workforce Solutions Center (non-voting)

Date Last Revised: 02/28/2017

College Of The Desert – Committees

Name	Transfer Advisory Committee	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input checked="" type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

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 transfer resources to both students 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 Meets once per semester

Reporting Relationship Director of Counseling, then to Vice President of Student Services, then to College Planning Council

Chair Transfer Counselor

Membership Director of Counseling & Advising Services
 Dean of Student Services & Instruction , or designee
 CSU Representative
 UC Representative
 Articulation Officer
 Director, EOPS, CARE, and Foster Youth Services
 TRIO Project Director
 Transfer and Career Centers Specialist
 2 Instructional Faculty
 Counselor
 MESA Director
 Student

Date Last Revised: 04/28/2017

College Of The Desert – Committees

Name	<u>Bookstore Advisory Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input checked="" type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: _____		

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

- Products**
- Receive and discuss the annual review
 - Recommend policies related to the Bookstore
 - Recommend best practices to ensure effective and timely 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
 - Review and recommend a contract for bookstore management

Meeting Schedule Once per semester and as needed

Reporting Relationship College Planning Council

Chair Vice President of Administrative Services

Membership Vice President of Administrative Services or designee
 Vice President of Student Services or designee
 Vice President of Instruction or designee
 Academic Senate President or designee
 Bookstore Manager or designee
 Adjunct Representative or designee
 Dean from Student Services or Instruction(1) or designee
 Exec. Director of Educational Technology/CTO or designee
 Faculty Representation (2) or designee
 Director, Student Life or designee
 Student Representation (2)
 Classified Staff (1) or designee
 Director, Education Centers or designee

Date Last Revised: 05/25/2018

College Of The Desert – Committees

Name	<u>Citizens’ Bond Oversight Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input checked="" type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Proposition 39</u>		

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 of Administrative Services then to College Planning Council

Chair

Citizen’s Bond Oversight Committee Chair

Membership

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

Date Last Revised: 09/29/2009

College Of The Desert – Committees

Name	<u>Facilities Advisory Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input checked="" type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input type="checkbox"/> Other: _____		

Role

The Facilities Advisory Committee reviews existing facilities and utilization. The committee supports the College’s Educational Plan and Facilities Master Plan goals and objectives by promoting safe, adequate, well-maintained facilities that support excellence in education while maintaining the beauty and historical significance of our facilities.

Products

- Review Space Inventory Report
- Review 5-year Capital Outlay Plan
- Solicit input from various campus constituents to interface with the campus plan
- Review facility requests and make recommendations in the following areas: space utilization, facility conditions, facility modernization and any other issues.
- Provide guidance and input for the development and implementation of the Facilities Master Plan
- Building Conditions and Standards for Classrooms

Meeting Schedule every other month or as needed

Reporting Relationship Executive Cabinet, then to College Planning Council

Chair Vice President, Administrative Services

Membership Vice President, Administrative Services
 Dean Representative
 Director, Maintenance & Operations
 Director, Fiscal Services
 Director, Student Life
 Director, Kinesiology & Athletics
 Director, Education Centers
 Academic Senate President
 Institutional Effectiveness, Educational Services and Planning Representative
 Faculty Representative
 CODFA Representative
 Adjunct Representative
 CODAA Representative
 Classified Representative (Preferably Scheduler)
 CSEA Representative
 Student Representative

Date Last Revised: 04/08/2016

College Of The Desert – Committees

Name Food Services Advisory Committee **Type** Academic Senate
 Superintendent/President
 Human Resources
 Student Services
 Instruction
 Administrative Services
 Other: _____

Mandate AB 1725
 Ed Code
 Other: _____

Role

To provide direction and guidance to the contracted dining hall operations for quality food service to students, faculty, and staff

Products

- Facilitate two-way communication between the dining hall and the campus community
- Recommend policies related to the dining hall
- Advising and discussing in formulating ideas on making an effective food service including:
 - Menu
 - Catering Services
 - Hours of Operation
 - Ensure friendly, courteous service to students, faculty, and staff
- Review and recommend a contract for dining hall management

Meeting Schedule Once per semester

Reporting Relationship Superintendent/President, College Planning Council

Chair Vice President, Administrative Services

Membership Chair / Vice President, Administrative Services (1)
Vice President, Student Services and Vice President, Instruction (2)
Manager of Beeps (Pacific Dining)
Full-time Faculty Member (1)
Adjunct Faculty Member (1)
Classified Staff (1)
Student Representatives (4)

Date Last Revised: 04/27/2011

College Of The Desert – Committees

Name	<u>Safety Committee</u>	Type	<input type="checkbox"/> Academic Senate <input type="checkbox"/> Superintendent/President <input type="checkbox"/> Human Resources <input type="checkbox"/> Student Services <input type="checkbox"/> Instruction <input checked="" type="checkbox"/> Administrative Services <input type="checkbox"/> Other: _____
Mandate	<input type="checkbox"/> AB 1725 <input type="checkbox"/> Ed Code <input checked="" type="checkbox"/> Other: <u>Collective Bargaining Committee</u>		

Role

The Safety Committee oversees 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, Public Safety, and on-going facilities safety concerns.

Products

- Current classrooms, laboratories, and support facilities that meet all applicable safety standards
- Review training recommendations for the Professional Growth Committee in relation to safety
- Identify District safety issues
- Review Workers Compensation issues and provide appropriate recommendations as pertains to safety committee
- Review Risk Management issues and make appropriate recommendations as pertains to safety committee
- Review Public Safety issues and make appropriate recommendations as pertains to safety committee
- Review Emergency Preparedness and make appropriate recommendations as pertains to safety committee

Meeting Schedule Meets monthly

Reporting Relationship Vice President Administrative Services and then College Planning Council

Chair Co-Chairs:

- Director of Maintenance & Operations
- Director of Public Safety & Emergency Preparedness

Membership Director of Maintenance & Operations
 Human Resources Specialist (Workers Compensation/Risk Management)
 Director Public Safety Department & Emergency Preparedness
 CTA appointment (preferably faculty who deals with laboratories) (2)
 CODAA representatives (2)
 CSEA appointment (preferably a classified member who deals with laboratories) (2)
 ASCOD
 Director of Child Development Center or designee

Date Last Revised: 03/10/2017

Appendix F: AB 1725 Implementation at College of the Desert

General Information

The spirit and intent of AB 1725 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."

Students:

The Desert Community College District Board of Trustees adopts policies and procedures that provide students opportunity to participate effectively in district and college governance in such areas as:

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

The 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 procedures that have a significant effect on students include:

- (1) Grading polices;
- (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 affairs planning and development;
- (9) Student fees within the authority of the district to adopt; and
- (10) Any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

Staff:

The Board adopts policies and procedures that provide staff opportunity to participate effectively in district and college governance in such areas as:

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

The 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 Superintendent/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)

AB 1725 Area:	Senate Committee(s):	Other constituents involved:
1. Degree and certificate requirements	Educational Policies & Practices, Curriculum	Students Director of Counseling Director of Admissions & Records
2. Curriculum, including establishing prerequisites and placing courses within disciplines	Curriculum	Students Director of Counseling
3. Grading policies	Educational Policies & Practices	Students Director of Admissions & Records
4. Educational program development	Curriculum	College Planning Council, advisory committees, Director of Counseling
5. Standards or policies regarding student preparation and success	Educational Policies & Practices	Director of Counseling 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	College Planning Council
10. Processes for institutional planning and budget development	Full Senate - task force as needed	College Planning Council

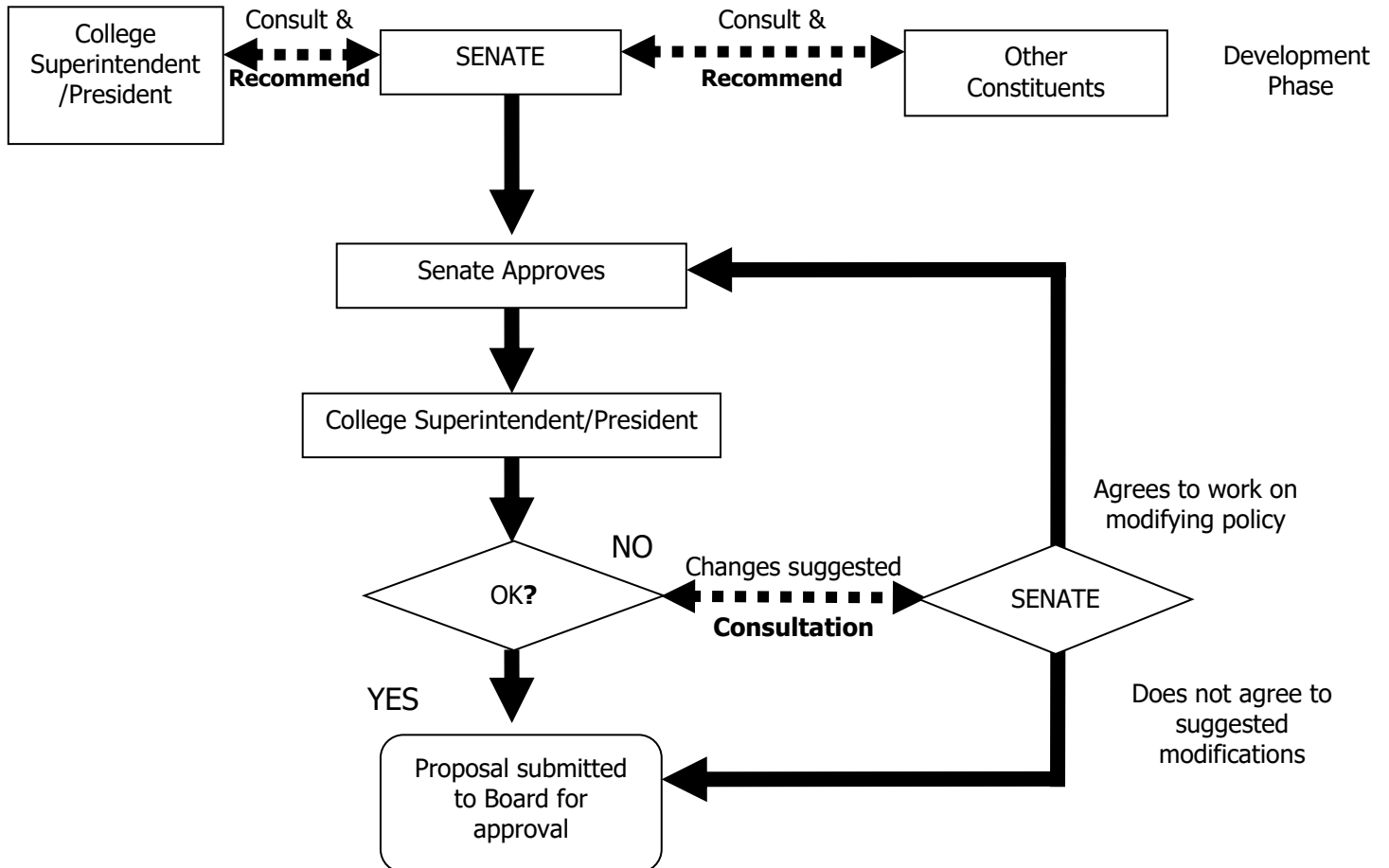
Detailed Decision-Making Processes for the 10 Areas

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 Superintendent/President informed/apprised.
2. Solution proposed to full Senate for vote
3. Senate President informs college Superintendent/President of Senate-approved policy:
 - a. If college Superintendent/President concurs, forwards to Board.
 - b. If disagreement, college Superintendent/President suggests changes to the policy. Senate President takes these suggestions back to the Senate. Senate then decides either that:
 - i. Senate and college Superintendent/President will work together on modifying the solution; or
 - ii. Senate always has option of presenting directly to the Board. College Superintendent/President has the option to provide his/her endorsements or comments to the Board.

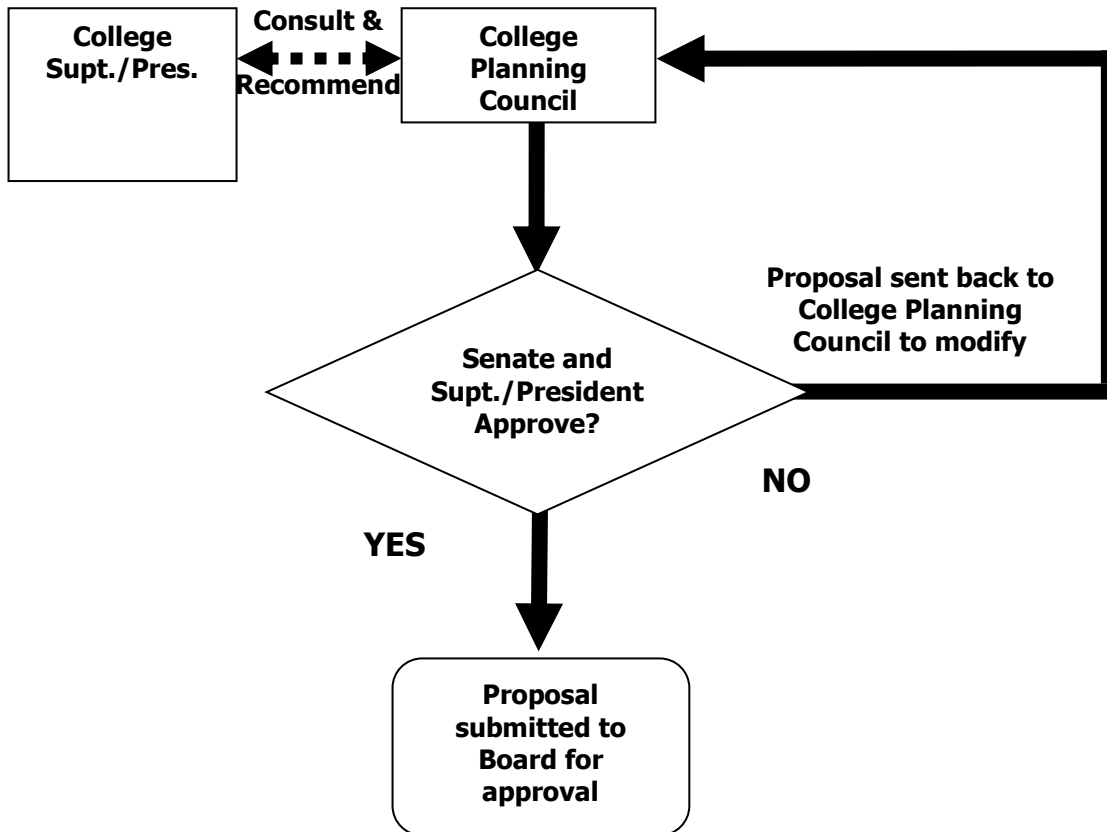


Matter 10. Processes for institutional planning and budget development

Decision Process: Mutually Agree

Decision-making steps:

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

Appendix H: Template for Agenda and Minutes

Editable agenda and minutes templates are available by clicking on the following:
<https://bit.ly/2M4xSbH>.

COLLEGE of the DESERT

[Name of Committee/Task Force]
Agenda for [Day, Month Date, Year (Friday, April 7, 2019)]
 [Time]
 [Location (do not use acronyms)]

[Optional video conference information]

Committee Members (total #):
 [List members in any order used by the Committee, Normal text left indented 0.25 in, paragraph spacing in this section is 1.15 lines]

Quorum:

Subject to Brown Act: Yes or No

- 1. Call to Order/Roll Call**
 - 1.1 Public Comments (optional)
- 2. Action Items**
 - 2.1 Approval of Agenda
 - 2.2 Approval of [date] Minutes
 - 2.3 [Action Item]
- 3. Information/Discussion Items**
 - 3.1 [Information/Discussion Item]
 - 3.1.1 [Information/Discussion Sub-item]
 - 3.1.2 [Information/Discussion Sub-item]
 - 3.2 [Information/Discussion Item]
- 4. Good of the Order (optional)**
- 5. Future Agenda Topics (optional)**
- 6. Adjournment**

Next Meeting (optional)
 [Day, Month Date, Year]
 [Time]
 [Location (do not use acronyms)]

Meeting Minutes
 [Name, Normal text]
1. Call to Order/
 [Add details usi
1.1 Public Comm
 • [Add detail
2. Action Iter
2.1 Approval
 • [Add det
2.1 Conclusion
 • [Add details using a bulle
2.1 Follow-up Items
 None

Meeting Minutes
 [Name, Normal text]
1. Call to Order/
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1.1 Public Comm
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2. Action Iter
2.1 Approval
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2.1 Conclusion
 • [Add details using a bulle
2.1 Follow-up Items
 None

Meeting Minutes
 [Name, Normal text]
1. Call to Order/
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2.1 Conclusion
 • [Add details using a bulle
2.1 Follow-up Items
 None

Appendix I: Faculty Prioritization Process

Revised and approved by the Academic Senate (10-26-17) and College Planning Council (10-27-17).

General:

- A. Faculty positions requested through the Program Enhancement Plan Update (PEP-Up) and Program Review Update (PRU) will be identified as being funded by either:
 - i. unrestricted funds
 - ii. categorical funds
 - iii. grant funds
- B. Categorical funded faculty positions that are identified in a Plan that has been approved by the District and the Academic Senate need not be ranked through the prioritization process as the institution has already determined, via the approved plan, the need for such position.
- C. Grant funded positions that are identified in a grant application that has been approved by the District and the Academic Senate need not be ranked through the prioritization process as the institution has already determined, via the approved grant application, the need for such position.
- D. Replacement request due to tenure track attrition is filled automatically, unless extenuating circumstances exist.
- E. Tenured faculty departures shall be replaced. The replacement may be set aside, temporarily or permanently, if compelling circumstances exist. (See Process, step 13.)
- F. If the replacement is set aside temporarily (due to fiscal constraints or other institutional need as determined by the superintendent/president) that position shall be hired in the next hiring cycle unless extenuating circumstances exist. (See Process, step 13.)
- G. In the case of an unexpected departure of a tenured faculty, the use of the Faculty Emergency Hire Procedure will be initiated immediately.
- H. Faculty positions identified in B, C, D, E, and F above do not need prioritization ranking. They will be included on the prioritization list for informational purposes.

Membership of the Prioritization Committee (16 Voting, 1 Non-Voting):

- Eight (8) leadership appointed by the Superintendent/President
 - One (1) leadership member to be appointed the Administrative Co-Chair by the Superintendent/President
- Eight (8) Faculty appointed by the Academic Senate (with desired membership from Outcomes and Assessment Committee)
 - Five (5) instructional faculty (one from each school)
 - One (1) student services faculty
 - One (1) library or distance education faculty
 - One (1) Academic Senate President (Faculty Co-Chair)
- One (1) Outcomes and Assessment Committee Chair or designee (ex-officio non-voting) for input/expertise

Process:

1. Each academic year, as part of the Program Review Update (PRU)/Program Enhancement Plan Update (PEP-Up) process, Department Chairs/Area Coordinators/Discipline Faculty will have the opportunity to fill out a Faculty Position Request Form, providing relevant data and a narrative justifying the need for a fulltime position.
2. All Program Enhancement Plan Updates will be uploaded to the Outcomes and Assessment webpage by the Outcomes and Assessment Committee (OAC) representatives. All Program Review Updates will be uploaded to the Institutional Effectiveness and Planning webpage by the Office of Institutional Effectiveness.
3. The faculty request forms will be extracted from the PRU by the Office of Institutional Effectiveness and prepared for the Prioritization Committee.
4. Faculty requests for new programs (those not yet in existence) may be submitted via the faculty request form by the appropriate dean or faculty member, directly to the OAC.
5. The Budget Sub-Committee will communicate an estimate of the number of positions funded with unrestricted funds no later than October 15th.
6. The prioritization committee will rank 150% of the estimated number of positions funded with unrestricted funds.
7. The data required on the Faculty Request forms and the criteria used for ranking on the Prioritization Rubric will be articulated and revised as necessary by joint agreement of the OAC, the Academic Senate, and the College Planning Council.
8. Each year, prior to the evaluation of the faculty position requests, members of the Prioritization Committee will be trained (normed) in using the criteria on the Prioritization Rubric. Data will be used as much as possible in evaluating the requests, but as every program is different, many factors must be considered. Not all criteria are hierarchical in nature.
9. The Prioritization Committee will review the data from the Faculty Request forms and will evaluate each request on the basis of the specified criteria (See Prioritization Rubric and Directions). The Co-Chairs of the Faculty Prioritization Committee are voting members.
10. In the event that the Prioritization Committee needs more information, the co-chairs of the committee may ask for a representative from the department in question to come forward to answer questions about the position; however, no presentations will be made.
11. The initial ranking will be done by ballot as follows: each member will assign a score to each rubric category for each position request. The total of the average scores in each rubric category will determine the initial ranking. The initial ranking may be revised as described in (13) below.
12. Once the draft list has been completed, any member of the Faculty Prioritization Committee can suggest an override of a ranking. Overrides are permitted when a supermajority (8/12 of the committee members are required) votes to re-rank a single position. In positions 1-5, a position may be moved one slot up or down; in positions 6-10, a position may be moved two slots up or down; in positions 11-20, a position may be moved three slots up or down.
13. Once a prioritization/replacement list is completed, it will be presented to the college president, the Academic Senate, Budget Planning Committee, and the College Planning

Council. Should the president override any of the ranked/replacement positions, he or she must present a detailed written explanation of that decision to the Academic Senate and to the College Planning Council within one month.

14. The timeline shown below is for typical prioritization and faculty hiring cycle. The process will also apply to out of cycle faculty requests.
15. Requests shall be campus and site specific. In the case of a failed search, a new search will proceed automatically.

Timeline:

By March 15	Faculty/Deans/Area Coordinators fill out faculty request forms as part of the Program Enhancement Plan Update/Program Review Update.
Fall	Faculty Prioritization Committee evaluates and ranks the requests using the Prioritization Rubric. Ranked list is forwarded to the President, the Budget Planning Committee, and to the Academic Senate.
Jan/Feb	President announces the number of positions to be funded for the next academic year. HR initiates the process for faculty hiring. Faculty Prioritization Committee reconvenes, debriefs, and evaluates the process (in order to improve it).
March	Screening committees review applications.
April/May	Candidates interviewed; finalists selected.
May/June	Board of Trustees approves contracts

Directions for Using the Rubric:

1. Prior to the Full-Time Faculty Prioritization meeting, each Co-Chair will be tasked with determining three interests.
2. During the Full-Time Faculty Prioritization meeting, the group may decide upon a single shared interest that will be scored under the category "Other." This category will allow the committee to incorporate criteria not covered elsewhere in the Rubric. Possible examples of a shared interest are:
 - a) The District has made a commitment to build a Center in the west valley and a Full-time faculty member dedicated to this location is needed.
 - b) The position is needed to address a demonstrable gap in student success among student veterans.
3. All faculty requests will fall into either Block 1A or 1B on the rubric: **Growth Positions** (for established programs requesting additional FT faculty); **New Program/Discipline Position** (for programs/disciplines not yet established or newly established with no full-time faculty).
4. Within the appropriate block, each request will be assigned 0-5 points based on the criteria listed.

5. All requests will be evaluated in Blocks two, three, and four, and if applicable, Block five. In each of these blocks, each request will be assigned 0-5 based on the criteria listed.

NOTE: Not all criteria within a block are hierarchal in nature. Requests must be evaluated holistically within each block, based on a variety of factors.

6. The positions will then be ranked in order of the total points earned. In the case of ties, the committee will vote to rank the positions; a simple majority is all that is required for this procedure.

**Rubric For Prioritizing Full-Time Faculty Positions
Blocks 1-A Or 1-B: Evaluate Request Using One Single Block.**

BLOCK 1A	<p>Program Growth Position</p> <ul style="list-style-type: none"> • Enrollment data over past two years indicate program is <i>growing</i> • Enrollment data over past two years indicate program is <i>stable</i> • Enrollment data over past two years indicate program is <i>declining</i> • Independent marketing or other data indicate growth potential 	Points (0-5):
BLOCK 1B	<p>New Program/Discipline Position</p> <ul style="list-style-type: none"> • Program Initialization process complete • State curriculum approval complete • New Program has shown significant growth without FT faculty • Independent marketing data suggest viability of new program 	Points (0-5):

Evaluate All Requests In Blocks 2 & 3 And, If Applicable, Block 4

BLOCK 2	<p>Supporting Data</p> <ul style="list-style-type: none"> • Program has no full-time faculty • FT/PT ratio below 50/50 percent • FT/PT ratio below 60/40 percent • FT/PT ratio below 75/25 percent • FT/PT ratio results in critical lack of effective support for adjunct faculty • FT overload ratio • Reliable pool of well-qualified adjunct faculty is unavailable • Counselor to student ratio • Librarian to student ratio 	Points (0-5):
BLOCK 3	<p>Program/Student Outcomes</p> <ul style="list-style-type: none"> • Narrative justification demonstrates clear need for FT faculty in order to maintain program outcomes • Narrative justification demonstrates clear need for FT faculty in order to achieve Student Learning outcomes 	Points (0-5):
BLOCK 4	<p>School Ranking <i>Scoring scale to be determined by the Co-Chairs</i></p>	Points (0-5):
BLOCK 5	<p>Other (Shared Interest) Shared interest determined by the Prioritization Group. Scoring rubric will be mutually agreed and will be based on the nature of the shared interest. (See Directions for Using the Rubric # 2)</p>	Points (0-5):
TOTAL		25 Possible Points

Appendix J: Staff Prioritization Process

I. General

Staff positions are requested through Program Enhancement Plan Updates (PEP-Ups)/Program Review Updates (PRUs) and can be funded by either unrestricted, categorical, and grant funds. Programs, departments, Schools and administrative units submit PEP-Ups/PRUs (for definitions, please refer to Section XII or Figure 1 of the CPC Handbook).

Membership of Prioritization Committee (12):

- Leadership (6) including the Administrative Co-Chair as assigned by the President
- Faculty (4) including the Faculty Co-Chair as appointed by the Academic Senate
- Classified Staff (2) as appointed by CSEA

II. Process for Staff Prioritization

1. Each academic year, as part of the Program Enhancement Plan Update (PEP-Up)/Program Review Update (PRU) process, program areas will submit requests for classified staff positions.
2. When possible, the Budget Sub-Committee will communicate potential resources.
3. Each year, prior to the evaluation of the classified staff position requests, members of the Prioritization Committee will meet to clarify expectations and be trained (normed) in using the criteria. Data will be used as much as possible in evaluating the requests, but as every program is different, many factors must be considered. Not all criteria are hierarchal in nature.
4. The Prioritization Committee will review the criteria and/or data from the classified staff requests and will evaluate each request on the basis of the specified criteria (see Criteria). Also the Prioritization Committee will be reviewing PRUs as it relates to staff requests.
5. In the event that the Prioritization Committee needs more information, the co-chairs of the committee may ask for a representative from the department in question to come forward to answer questions about the position; however, no presentations will be made.
6. The initial ranking will be done by ballot as follows: each member will assign a ranking of high (5), medium (3), or low (1) to each position requested based on the criteria list for staff prioritization.
7. Once the draft list has been completed, any member of the Staff Prioritization Committee can suggest an override of a ranking. Overrides are permitted when a supermajority (8/12 of the committee members are required) votes to re-rank a single position so that it is placed in the high list.
8. Once a prioritization/replacement list is completed, it will be presented to the following committees as information items:
 - Budget Sub-Committee – recommend available resources
 - College Planning Council – responsible for reviewing the progress and accomplishments of the units and committees

9. College Superintendent/President – the Superintendent/President makes the final decision. If he or she should override any of the ranked/replacement positions, he or she must present a written explanation of that decision to the College Planning Council within one month.

Timeline:

By March 15	Program areas fill in staff requests as part of the Program Enhancement Plan Update/Program Review Update.
Late March	All classified staff requests are ranked in three (3) tiers (high, medium, low). All lists will move forward to the Staff Prioritization Committee. The committee will prioritize the high requests.
April	The Staff Prioritization Committee will rank the requests from the high lists. All lists (the ranked high list from the Staff Prioritization Committee and the medium and low lists) will be forwarded to the President.
May – Sept	President announces funded staff position(s). Funded equipment or staff positions will be announced. Staff and equipment will be purchased as funds are identified beginning the fiscal year July 1st. Both the equipment and staff positions will remain as living lists throughout the fiscal year and can be funded as funds become available or identified.

**The PEP-Up/PRU should be discussed in a department meeting with staff, faculty, and the respective leadership representative.*

III. When Not to Use the Prioritization Process

Classified staff positions identified below do not need prioritization ranking. For classified staff positions identified above, the Vice President of the area must complete a Request for Recruitment Form (Appendix K) to be submitted and considered for approval at Executive Cabinet.

Replacement

- If there is a vacancy in a classified staff position, the position can be filled as soon as possible with the understanding that management has the right to determine staffing patterns and the kinds of personnel required.
- If the replacement is set aside temporarily (due to fiscal constraints or other institutional need as determined by the president/superintendent) that position shall be hired in the next hiring cycle unless extenuating circumstances exist. (See Process, step 8)

Categorical

- Categorical funded classified staff positions that are identified in a Plan (e.g., Student Equity, SSSP, etc.) that has been approved by the District does not need to be ranked through the prioritization process as the institution has already determined, via the approved Plan, the need for such position.

Grant Funded

Grant funded classified staff positions that are identified in a grant application that has been approved by the District does not need to be ranked through the prioritization process as the institution has already determined, via the approved Grant Proposal Concept Form, the need for such positions.

The prioritization process is driven by the College mission and the College's five (5) Strategic Master Plan goals.

Staff Prioritization Process Diagram



*Lists should be ranked within respective departments, programs, and schools.

Criteria for Staff Positions

This criterion is driven by the College mission and the College's five (5) Strategic Master Plan goals.

		Criteria Met	Criteria Not Met
1.	Mission: College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.		
2.	Strategic Master Plan Goal 1: Student Success - Student Success at College of the Desert is defined by the achievement of students' educational goals.		
3.	Strategic Master Plan Goal 2: Planning and Governance - College of the Desert is committed to effective and transparent planning and governance structures by following and improving an integrated and systematic planning and governance model.		
4.	Strategic Master Plan Goal 3: Fiscal Stability and Infrastructure - College of the Desert is committed to the responsible and effective development and management of resources.		
5.	Strategic Master Plan Goal 4: Teamwork, Organizational Development - College of the Desert is committed to cultivating a collaborative culture, which fosters participatory and team development for Faculty, Staff, Students, Community and Leadership.		
6.	Strategic Master Plan Goal 5: Economic, Workforce Development and Community Outreach - College of the Desert's community partnerships provide outstanding enrichment opportunities that contribute to the success and vitality of our community.		
7.	Vacancy		
8.	Coverage: health, safety, and security		
9.	Critical need effecting student learning outcomes		
10.	Future increase in student services or support service (increase concurrent staffing or increase in hours of operations)		
11.	New site, new location, building, or additional classrooms		
12.	Increased workload in general from student, faculty, or staff growth		
13.	New tasks, processes, or technology		
14.	Legal compliance		
15.	Coverage of labs and critical student support areas; student, staff, faculty support to cover staff absences		
16.	Emerging needs		
17.	State mandates, initiatives, and plans		
18.	Classified work determined necessary for position		

Appendix K: Request for Recruitment Form

URL: <https://bit.ly/2LpXy3N>



Office of Human Resources South East Annex, Palm Desert Campus P: 760.773.2529
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Position Number:

Request for Recruitment

Type of Request: Select		Today's Date:
Name of Person Being Replaced:	PRU Year, if applicable:	
Title of Position Request:		Target Start Date:
Classification: Select	Assignment Length: Select	
If select Other for Assignment, please explain:		
Area: Select	Department/School:	
Primary Work Location: Select	Salary Range:	
Is the Primary Work Location Subject to Change? If yes, explain:		
Work Schedule: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Regular Work Hours: Select	Hours per week/FTE: Select	
If <i>Variable</i> or <i>Other</i> , please state:		
Why is this position needed? <i>(Reasons must include at least one of the following: legal mandates, accreditation requirements, health and safety priorities, critical threshold of educational or support services, essential operations, and supervision.)</i>		
Additional Advertising Request: <i>(If you would like to have additional advertising on specialized job sites, list below.)</i>		
Who is the Contact Person for Questions Regarding Request?		Ext:

Budget:

Name of Funding Source(s):	Additional Funding Source, if applicable:
Budget Account Number(s):	Budget Account Number(s):
Additional Budget Codes, if applicable:	

Approvals:

Request Submitted By:

Hiring Manager: (Print Name)	Signature:	Date:
Dean/Director: (Print Name)	Signature:	Date:

Request Recommended By:

Vice President: (Print Name)	Signature:	Date:
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Executive Cabinet Approval:

Superintendent/President Signature: (or designee)	Date:
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For Office of Fiscal Services Use Only:

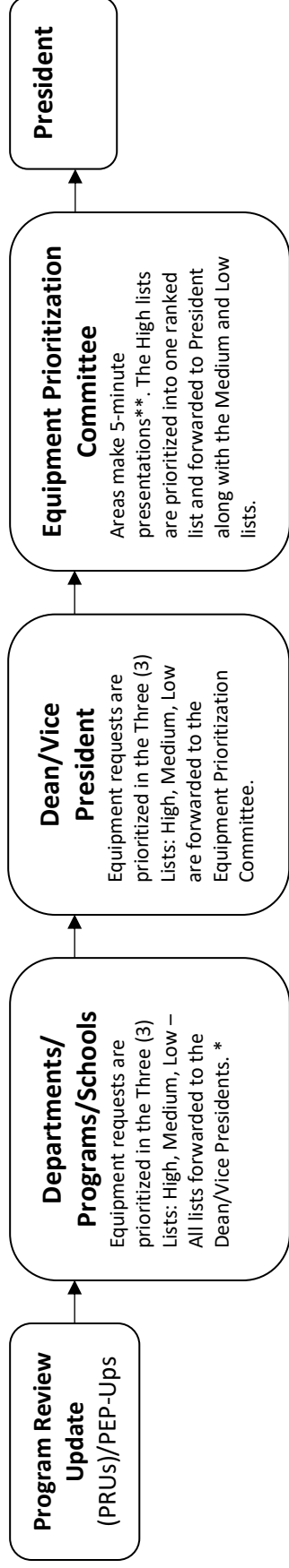
Name of Funding Source(s) Correction (if applicable):	Budget Account Number(s) Correction(if applicable):
Reviewed by, Print Name:	Signature:

For Office of Human Resources Use Only:

Information Verified:	Job Requisition Number:
Position Exists or Added to Galaxy:	Position Posted:

Appendix L: Equipment Prioritization Process

The prioritization process is driven by the College mission and the College's five (5) Strategic Master Plan goals.



Equipment Prioritization Committee:

- Executive Leadership (President and Vice Presidents) (5)
- Senate Executive (6)
- Deans (6)
- Department Chairs (15)
- CSEA representative appointed by CSEA (1)

*Lists should be ranked within respective departments, programs, and schools.

**Departments/Programs/Schools are allocated 5 minutes to make presentations on their high equipment requests. The presentations will address 2 questions: What was the vetting process? What are the highest needs of the area, and why?

Appendix M: Integrated Planning Calendar

College of the Desert
Integrated Planning Calendar 2016-2026
Next Review: Spring 2020

Revised 5/9/2019

College Plans	Cycle Length	2016		2017		2018		2019		2020		2021		2022		2023		2024		2025		2026	
		Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Program Review Updates (PRUs)*	Annually	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	
Program Enhancement Plan Ups (PEP-Ups)**	Annually	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	
CTEA (previously VTEA)	Annually	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	
Mission Statement Review/Revision	3 Years	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	Plan Due	New Cycle	
Student Equity Plan 2019-2022	3 Years	New Cycle	Plan Due	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
Strategic Master Plan 2016-2021	5 Years	Plan Due	New Cycle	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
Educational Master Plan 2017-2022	5 Years	Plan Due	New Cycle	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
Technology Master Plan 2015-2020	5 Years	Plan Due	New Cycle	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
Enrollment Management Plan 2013-2018	5 Years	Plan Due	New Cycle	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
Accreditation 2017-2024	7 Years	Prepare for Site Visit	Self Study	Visit	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	Follow-Up Report	
Facilities Master Plan 2003-2015	10 Years with a Midterm Review at 5 Years	Plan Due	New Cycle	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
Strong Workforce Plan	2.5 Years	New Cycle	Plan Due	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
Round 2: July 2017 - Dec 2019	2.5 Years	New Cycle	Plan Due	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
Round 3: July 2018 - Dec 2020	2.5 Years	New Cycle	Plan Due	Revise Plan/Revise w/ Docs	Plan Due	New Cycle	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	Plan Due	
College Plans	Cycle Length	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall

* Program Review Update (PRUs): Student Success and Support Services Programs
** Program Enhancement Plan (PEP/PEP-up): Student Learning Programs

Update Notes:
Spring 2019: Cycles for PRUs and Student Equity, Technology Master, Enrollment Management, and Facilities Master plans adjusted for 2019-20.

KEY:

RED	Due/End of Cycle
YELLOW	Work on revised planning/review document implementation (new plan begins)
GREEN	Beginning of cycle/preparation time for planning/review function
BLUE	Externally mandated plan/evaluation timeline
→	Ongoing Evaluation: APO is the committee responsible for the evaluation.

Appendix N: Annual Planning Calend

Revised 5/9/2019

College of the Desert 2019-2020 Annual Planning Calendar

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
BUDGET	Governor's Budget	Budget Review	Purchase Cut-Off	Dept. budgets submitted to Fiscal.	May revise	
ANNUAL PLAN* Program Review Update (PRU) Program Enhancement Plan Ups (PEP-Up)			PEP-Ups Due/PRUs Due Documents posted on portal			
PROGRAM ENHANCEMENT PLAN (PEP) 5-Year Comprehensive Planning Review			Complete and submit PEPs			
FACULTY PRIORITIZATION	Recruitment Faculty Hiring					
EQUIPMENT AND STAFFING PRIORITIZATION	Institutional Effectiveness sends out consolidated information, data points and criteria for remaining lists.	Units begin prioritizing their respective lists within their units.	All lists submitted to Institutional Effectiveness for all other remaining prioritization.	Proceed from prioritization to Budget Subcommittee and CPC.		
FALL SCHEDULE	Schools being receiving first draft and work to finalize changes.	Schedules returned to schools for final review and final revisions are due. Load sheets are due.	Schedule uploaded to website and published			
WINTER SCHEDULE	Winter Semester starts and ends	Spring Semester begins			Schools receive scheduling timeline and materials. Spring Semester ends.	Schools make revisions and return draft to scheduling.
SPRING SCHEDULE						
SUMMER SCHEDULE	Schools receive scheduling timeline and materials.	Schools submit proposed draft. Schools begin receiving first draft and work to finalize changes.	Schedules returned to schools for final review and final revisions are due. Load sheets are due.	Schedule uploaded to website and published.		
CTEA FUNDING (Formerly VTEA)	Data run (IT).		Planning kick-off. Forms distribution. Budget announcement from the State.	CTE Advisory meets. 3rd quarter report.	Application submittal.	

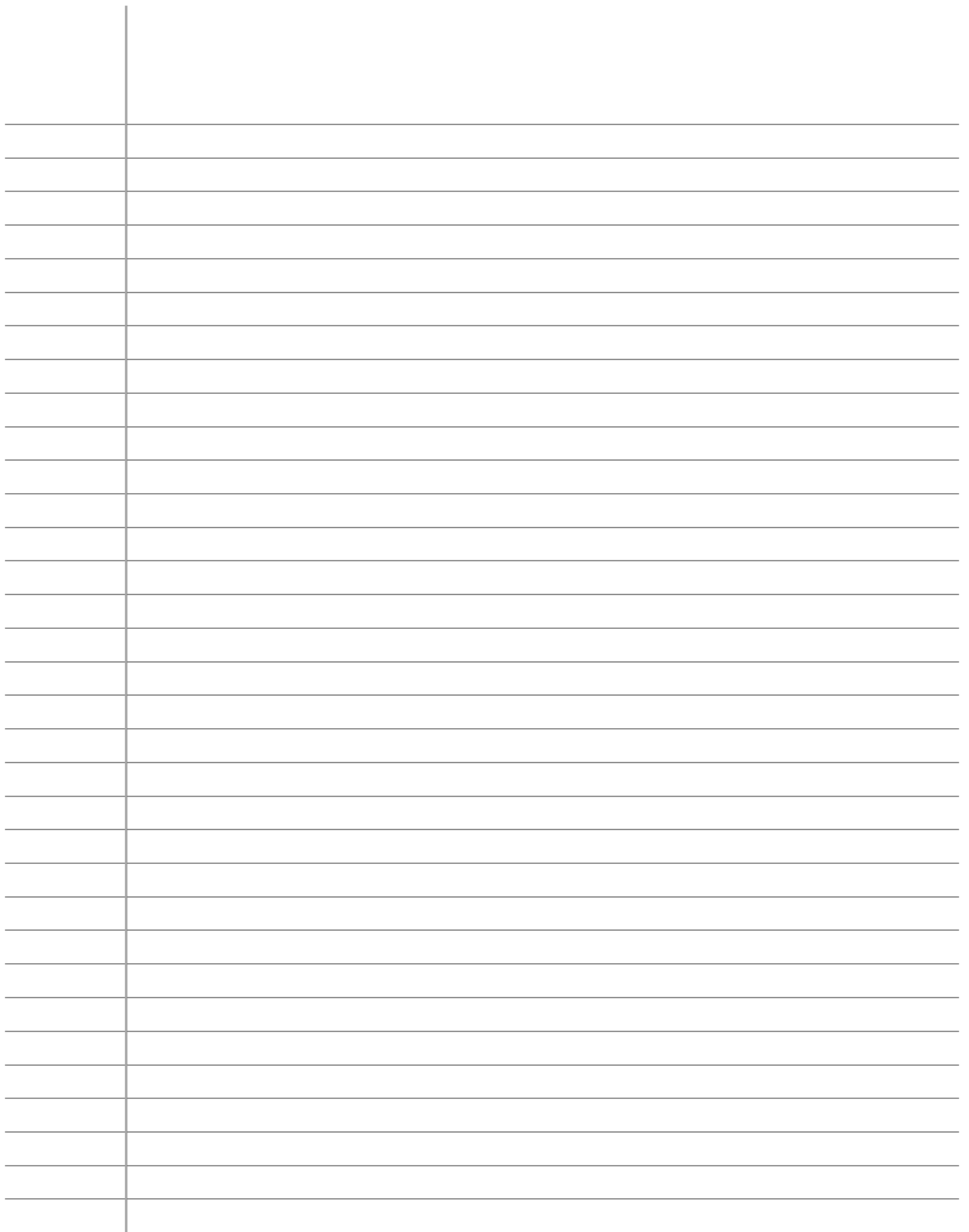
*PRU are completed by Student Success and Support Services Programs & PEP/PEP-ups are completed by Student Learning Programs (academic programs)

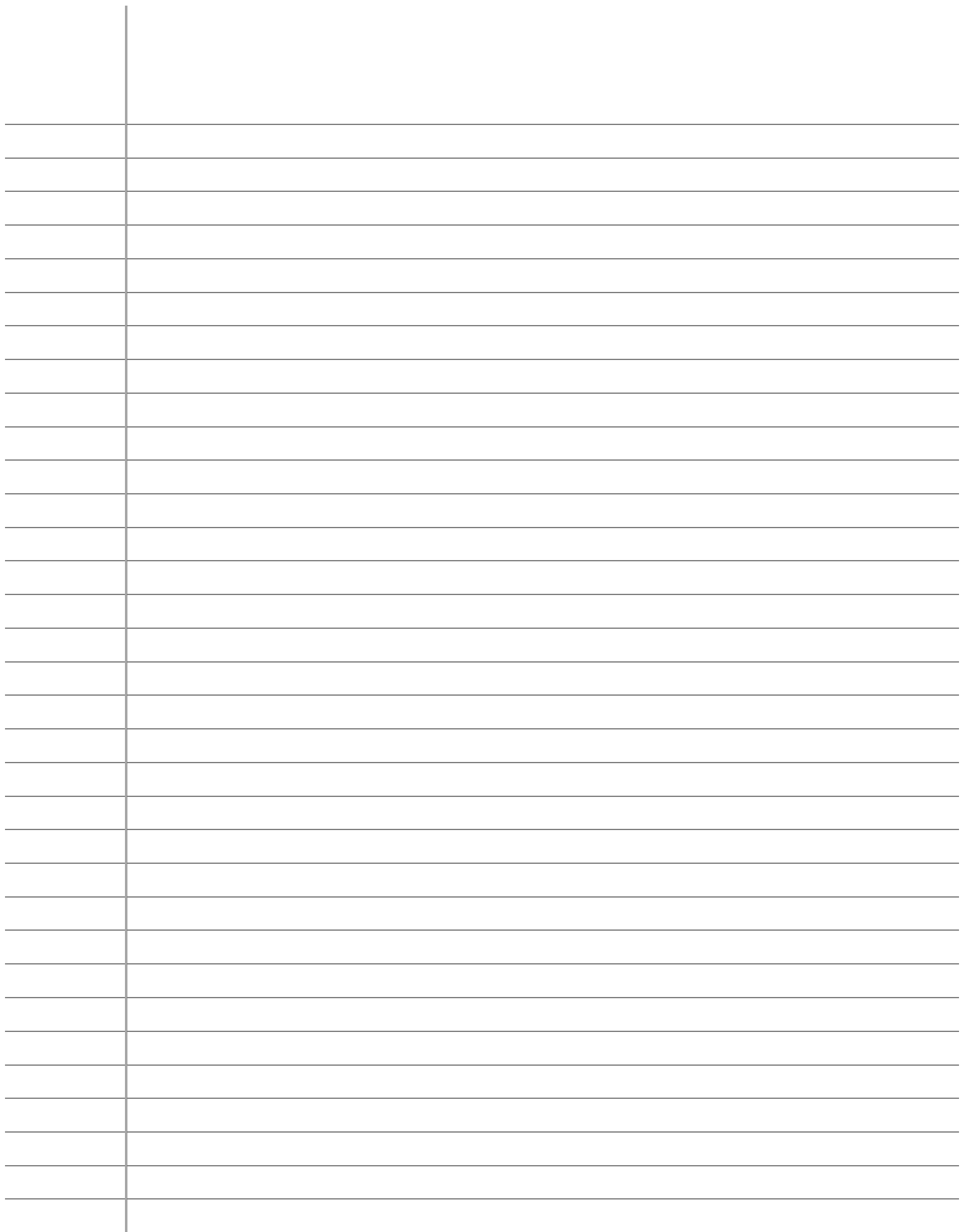
**College of the Desert
2019-2020 Annual Planning Calendar
JULY - DECEMBER**

Revised 5/9/2019

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
BUDGET	New budgets and fiscal year begins on July 1st.		Current fiscal budget is reconciled and approved by the Board of Trustees.			Mid-Year Budget Review
ANNUAL PLAN*		Data is generated for upcoming PRUs and PEP-Ups				
Program Review Update (PRU) Program Enhancement Plan Ups (PEP-Up)			Institutional Effectiveness sends out criteria for prioritization, data points, and agenda.		New Hires Announced	New Hires Announced and Recruitment Begins
FACULTY PRIORITIZATION						
EQUIPMENT AND STAFFING PRIORITIZATION	Funded equipment and staffing announced					
FALL SCHEDULE		Fall Semester begins			Schools receive scheduling timeline and draft. Schools begin materials. Spring Semester ends.	Schools submit proposed draft. Schools begin receiving first draft and work to finalize changes. Fall Semester ends.
WINTER SCHEDULE			2nd draft due to scheduling and drafts returned to schools for final revisions.	Final revisions are due to scheduling. Schools make final review.	Final revisions due to scheduling, schools make final reviews and load plans are due. Schedule uploaded to website.	
SPRING SCHEDULE			Schools make revisions and return 1st draft to scheduling.		Final revisions due to scheduling, schools make final reviews and load plans are due. Schedule uploaded to website and published.	
SUMMER SCHEDULE		Summer Session ends				
CTEA FUNDING (Formerly VTEA)	Funding available. 4th quarter report.	Final report submitted		2nd quarter report submitted		

*PRU are completed by Student Success and Support Services Programs & PEP/PEP-ups are completed by Student Learning Programs (academic programs)





A photograph of a metal sign for the College of the Desert East Valley Campus. The sign is made of two horizontal metal bars. The top bar has the words "COLLEGE OF THE DESERT" cut out in a sans-serif font. The bottom bar has "EAST VALLEY CAMPUS" cut out in a similar font. The sign is set in a bed of dark grey gravel with a large, smooth, light brown rock in the foreground. In the background, there is a metal fence, a building, and trees under a clear blue sky.

COLLEGE OF THE DESERT

EAST VALLEY CAMPUS