



F O L S O M L A K E C O L L E G E
EL DORADO CENTER | RANCHO CORDOVA CENTER



COLLEGE GOVERNANCE AGREEMENT (CGA)

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Overview

The overall goal of college governance at Folsom Lake College (FLC) is to facilitate the success of students and to provide effective decision-making processes for the college. The entire college community - students, faculty, classified staff, and administrators - are encouraged to participate in committees. Each individual's perceptions, expertise, and contributions are valued.

This document serves:

1. To describe the objective, purpose, responsibilities and membership of each of the college's participatory governance (PG) committees, which include members of the entire college community;
2. To describe how the college governance processes interact with Los Rios Community College District (LRCCD) governance processes;
3. To describe the coordinating council and the process for changing the college participatory governance structure.

Folsom Lake College has ten college governance committees as follows:

1. Affordable Learning Materials Committee
2. Budget and Facilities Planning Committee
3. Classified Professional Development Committee
4. Curriculum Committee
5. Diversity and Equity Committee
6. Faculty Professional Development Committee
7. Institutional Effectiveness Committee
8. Matriculation and Student Success Committee
9. Safety Committee
10. Technology Committee

At the college level, constituent group leaders (from Academic Senate, Classified Senate, Student Senate, and Administration) are responsible for appointing members from their groups to the various committees and subcommittees.

The following college governance committees are Participatory Governance (PG) committees:

1. Budget and Facilities Planning Committee
2. Diversity and Equity Committee
3. Institutional Effectiveness Committee
4. Technology Committee

These committees make recommendations directly to the College President. As such, these committees are co-chaired by an administrator appointed by the College President and a faculty member appointed by the Academic Senate President, with the exception of the Institutional Effectiveness and Diversity and Equity Committees which have administrator, faculty, and classified tri-chairs appointed by their respective constituent leaders.

The following senate-led college governance committees are Participatory Governance (PG) committees that primarily handle academic and professional matters:

1. Affordable Learning Materials Committee
2. Curriculum Committee
3. Faculty Professional Development Committee
4. Matriculation and Student Success Committee

These committees report directly to the Academic Senate, which in turn makes recommendations to the College President. These committees are chaired by a faculty member appointed by the Academic Senate President and have an administrative liaison appointed by the College President.

The following committee reports to the Vice President of Administration:

1. Classified Professional Development Committee

This committee oversees applications for classified staff professional development activities funded through its proportionate share of the college's Program Development - Professional Development allocation and classified staff collective bargaining agreements.

The following committee is in compliance with the collective bargaining contracts:

1. Safety Committee

The Vice President of Administration (VPA) or their designee is required to chair the Safety Committee. There is no co-chair. The VPA is required to contact bargaining unit presidents to confirm unit representation.

Each participatory governance committee, regardless of reporting line, can assign work to its respective standing and/or ad hoc subcommittees. Standing subcommittees meet at least once a semester and have work that is expected to extend over a number of years. They are listed under their parent committees with a brief description of their objectives, purposes, and responsibilities. Standing subcommittees are required to post agendas and minutes. Ad hoc subcommittees meet to complete specific tasks and may have extended intervals of one or more semesters when they do not meet. They are listed under their parent committees without any description.

In addition, certain committees and subcommittees that oversee activities that impact working conditions may have representatives appointed by the respective unions, e.g. Safety Committee, Technology Committee, and Sabbatical Leaves Subcommittee. Any committee, as well as any constituent group, may make recommendations to the College President. When different recommendations are forthcoming, every effort is made to reach consensus prior to a decision being finalized. Recommendations on academic and professional matters must follow the collegial consultation process. Description and committee membership are defined later in the document.

Committee Participation

To ensure broad and active participation in college governance committees, each constituent leader is responsible for appointing members who are willing and available to serve on the committees. In order for committees to meet the required quorum for voting, appointed members representing 50% +1 of the total filled appointments must be present at the meeting. Members who miss 3 meetings in one academic year will forfeit their membership on the committee. In such instances, committee chairs are responsible for reporting such forfeiture to the member's respective constituent leader, so that the leader may replace the member as needed. Attendance of each committee member should be reflected in the meeting minutes as attended or absent.

Interaction with Los Rios Community College District (LRCCD)

FLC representatives also serve on a variety of LRCCD governance committees, work groups, and task forces. As with college committees, the constituent leaders and union leaders (where applicable) are responsible for appointing members from their respective groups. Typically, FLC representatives appointed to district committees are also chairs and/or members of a similar college committee. Thus, the proposals and recommendations developed by FLC participatory governance committees are carried forward to the District Curriculum Coordinating Committee, the District Matriculation Committee, the District Education Technology Committee, and/or the District Budget Committee when appropriate. Conversely, concerns emanating from the aforementioned district bodies are referred to the appropriate FLC committees when necessary. District committees related to academic and professional matters make recommendations to the District Academic Senate (DAS), which in turn makes recommendations to the Board of Trustees. All other committees make recommendations directly to the Chancellor or designee. The DAS president serves for a two- year term and the position is rotated among the four colleges. Similarly, the faculty chair/co-chair positions for district committees rotate among faculty from the four colleges. The Chancellor's Cabinet has representatives from the four district colleges, district-wide collective bargaining units, and district staff. FLC representatives include the leaders of all FLC constituent groups. Individual college recommendations requiring LRCCD Board of Trustees' action are placed on the Board Agenda at the request of the College President and approval of the Chancellor. Recommendations affecting more than one college (e.g. changes in Board Policies and Regulations) are placed on the Board Agenda at the request of the Chancellor's Cabinet and approval of the Chancellor.

The Coordinating Council

Purpose

The Coordinating Council meets as needed to address modification of the college participatory governance structure, e.g. committee membership, charge, or name, as well as the creation of new committees.

When organizational issues arise that affect academic and professional matters, whether in policy development or implementation (Title 5, 53200), the College President will address the issues through the collegial consultation process.

Process

1. Proposals for change can be initiated by any participatory governance committee or any of the four constituencies as a need is identified.
2. Proposals must be presented in written form and forwarded to the College President.
3. Prior to calling for the meeting of the Coordinating Council, the College President or designee shall forward the proposal(s) to the Academic Senate President, the Classified Senate President, and the Student Senate President. Each constituency group will then appoint two (2) members from their constituencies to serve on the Coordinating Council.
4. The administrator identified by the College President as the facilitator of the Coordinating Council will call a meeting at a time when the constituency representatives can attend, and the proposed changes will then be discussed.
5. The Coordinating Council meets and determines if the proposal pertains to academic and professional matters.
 - a. If so, Coordinating Council will forward its proposal to the Academic Senate for consideration. The proposal must then be mutually agreed upon by the Academic Senate and the College President. Otherwise, the existing college participatory governance structure will remain in effect.
 - b. If not, the Coordinating Council shall vote. In the event of consensus, the recommendation of the Coordinating Council shall be forwarded to the College President or designee for implementation into the college governance structure.
6. In the event of a) significant disagreement of more than 1/3 of the committee; or b) the submission of a fully developed written minority report by one of the four constituencies, the recommendation along with the disagreement or minority report will be forwarded to the College President or designee for his/her dissemination to the four college constituency representatives for their joint resolution. In the event that there is no resolution, the current college governance structure shall remain in effect.
7. The College President or designee will normally implement the recommendations of the Coordinating Council. Subject to compelling, legal, fiscal or organizational reasons, the College President or designee may act otherwise. In such rare instances the College President or designee will communicate the reasons in writing to the Coordinating Council.
8. The College President or designee shall forward the Coordinating Council minutes to the four constituency representatives and to the participatory governance committee chairs for their information.

Membership

Total number of members is eight (8), including representation from the following constituency groups:

- A. Administrators (2), appointed by the College President (one of whom serves as the facilitator, one of whom will be the College President or designee)
- B. Faculty (2), appointed by the Academic Senate President
- C. Classified (2), appointed by the Classified Senate President
- D. Students (2), appointed by the Student Senate President

Affordable Learning Materials Committee

Objective

To provide students with equitable and increased opportunities to succeed by reducing course material costs, while increasing their quality.

Purpose

1. To educate faculty about strategies to reduce textbook and course material costs and its benefit to student equity and success.
2. To work with college and district groups in initiatives dealing with affordable textbooks and course materials.
3. To facilitate ongoing quality improvement in affordable learning materials.

Responsibilities

1. To identify alternative strategies to reduce textbook and course material costs for students.
2. To promote no cost learning materials for faculty selection.
3. To prioritize student voices in discussions about affordable learning materials.
4. To facilitate the adoption and creation of open educational resources.
5. To provide professional development for faculty around open educational resources.
6. To make recommendations that address textbook affordability and accessibility, while respecting academic freedom and the professional rights and responsibilities of faculty to determine the planning and presentation of course material.
7. To review and revise as necessary committee processes and plans on a cyclical basis.

Membership

Total number of members is nine to eleven (9-11), including representation from the following constituency groups:

- A. Administrators (1)
 1. Instructional Dean Liaison (1)
- B. Faculty (6-8) - minimum of 6 unique members; a member may represent more than one area
 1. Faculty Chair (1)
 2. Librarian (1)
 3. Counselor (1)
 4. Faculty (3-5), from any area
- C. Students (2)
 1. ASFLC (1)
 2. Equity Center Student Intern (1)

D. Resource

1. Financial Aid Officer (non-voting)
2. Printing Services Operator (non-voting)
3. Bookstore Assistant Store Manager (non-voting)
4. Equity Center Specialist (non-voting)

Standing Subcommittees

None

Ad Hoc Subcommittees

None

Budget and Facilities Planning Committee

Objective

To maintain responsibility for budget allocation model and facilities planning.

Purpose

1. To ensure and oversee the equitable distribution of the college's budget resources, e.g., discretionary funds and restricted use resources, to each of the divisions (Instruction, Student Services, Administrative Services and President's Services).
2. To oversee processes for facilities planning, resulting from but not limited to, the planned growth of the college and its centers.
3. To periodically review the budget and facilities planning processes.
4. To forward proposals regarding academic and professional matters to the Academic Senate.
5. To forward recommendations regarding non-academic and professional matters to the College President.

Responsibilities

1. To develop and recommend budget allocation models for the institution and serve as a recommending authority on all budget allocation matters.
2. To contribute to the planning and development of new facilities or the remodeling, renovation, modernization, and/or maintenance of existing facilities.
3. To assume responsibility for other academic and professional matters in the areas of budget and institutional facilities planning as mutually agreed upon between Academic Senate President and the College President.
4. To ensure all committee actions comply with the standards set forth by the Education Code and Title V.
5. To assess and revise as necessary committee processes and plans on a cyclical basis.

Membership

Total number of members varies from eighteen to twenty-six (18-26), including representation from the following constituency groups:

- A. Administrators (1)
 1. Administrative Co-Chair (1)
- B. Faculty (9-17)
 1. Faculty Co-Chair (1), from any area
 2. Faculty (8-16), 1-2 from each area
- C. Classified (6)
- D. Students (2)

Standing Subcommittees

None

Ad Hoc Subcommittees

- I. Art in Public Places
- II. Naming of Facilities

Classified Professional Development Committee

Objective

To provide information and access to professional development activities and funding opportunities to Folsom Lake College classified staff.

Purpose

1. To encourage professional development by providing assistance, guidance, and financial support to classified staff in the expansion, progress, or growth of their professional development.
2. To inform classified staff of Professional Development opportunities.
3. To provide access and assistance to classified staff when applying for Professional Development funding.
4. To create Classified Professional Growth opportunities by drawing on our college's own intellectual resources as well as external sources.
5. To encourage classified attendance at college-wide Professional Development activities and events.

Responsibilities

1. To create annual Classified Professional Development Plan goals that consider the wide-ranging responsibilities of classified staff and work locations.
2. To review the Classified Professional Development Committee budget annually and adjust funding allocations as needed.
3. Review and vote on all Campus Classified Professional Development Funding applications. The committee may discuss and recommend adjustments to proposals as needed.
4. Identify and collaborate with the Faculty Professional Development Committee and Classified Senate on activities for which co-funding opportunities exist.
5. To receive reports from staff who have been awarded professional development funds and provide a platform to share the information gathered with other classified staff.
6. To provide and/or advertise professional development opportunities and resources for all classified staff.
7. To review and revise as necessary committee processes and plans on a cyclical basis.
8. To provide input to the appropriate contact on the distribution of college wide professional development funds.

Current Annual Goals

1. To increase participation in professional development activities among the classified staff of FLC Main, EDC, and RCC.
2. To ensure all classified staff have access to professional development resources that will help them thrive.
3. Encourage college wide collaboration, equity, diversity, and inclusion.
4. Survey classified staff each June to assist the committee with offering professional development activities.

Membership

Total number of members is six to eight (6-8), including representation from the following constituency groups:

- A. Administrators (1)
 1. Administrative Liaison (1)
- B. Classified (7) - minimum of 5 unique members; a member may represent more than one area
 1. Classified Chair (1)
 2. Classified Campus Professional Development Funding Coordinator (1)
 3. Classified Senate President or designee (1)
 4. LRCEA Professional Development Fund Chairperson (1)
 5. LRSA Professional Development Representative or designee (1)
 6. Classified At Large (2)
- C. Resource
 1. Professional Development Coordinator (non-voting)

Standing Subcommittees

None

Ad Hoc

None

Curriculum Committee

Objective

To maintain responsibility for the development, review, renewal, and proposal of curriculum, including courses, programs, and curriculum-related policy.

Purpose

1. To provide guidance, advocacy, and oversight for Folsom Lake College's curriculum by ensuring that the curriculum is academically sound, comprehensive, relevant, and responsive to the evolving needs of our students and the community we serve.
2. To maintain a commitment to the college mission, values, and goals and to the principles of collegial contact with our colleagues across the Los Rios Community College District.
3. To forward proposals regarding academic and professional matters to the Academic Senate.

Responsibilities

1. To assist in the development of educational courses and programs and grading policies in accordance with the philosophy, policies, and objectives of the department, the college, and the district.
2. To encourage creativity, flexibility, and innovation in curriculum development.
3. To provide leadership and training for all college personnel in all curricular issues.
4. To make proposals to the Academic Senate on all college concerns regarding curriculum and curriculum policies.
5. To review proposals for all new and revised credit, noncredit, and not-for-credit courses.
6. To review proposals for all new and revised programs.
7. To review proposals for deletion of courses/updates of courses (report on periodic review resulting in no changes to catalog data elements).
8. To review proposals for approval for distance education courses.
9. To review proposals for approval for and validation of Prerequisites and/or Co-requisites and/or Advisories on Recommended Preparation.
10. To review proposals for new or revised study abroad courses and programs.
11. To develop and implement policies for reviewing proposals for new, revised, or renewed high school course articulation agreements.
12. To review proposals for FLC graduation requirements and general education requirements for the AA and AS degrees, ADTs (Associate Degrees for Transfer), Certificates of Recognition and Certificates of Achievement.
13. To assume responsibility for other academic and professional matters in curriculum as mutually agreed upon between Academic Senate President and the College President.
14. To maintain current training and ensure all committee actions comply with the standards set forth by the Education Code, Title 5, and accrediting bodies.
15. To assess and revise as necessary committee processes and plans on a cyclical basis.

16. To actively engage and contribute in collegial interactions with the District Curriculum Coordinating Committee (DCCC), for program and course approvals, deletions, and revisions, as well as coordinate shared thematic block requests, Distance Education updates and Reading, Writing and Math competency requests.
17. To communicate effectively with Program Review and Department Planning subcommittee about new program proposals, and obtain guidance in regards to new program development.
18. To assure that Course Identification Numbering System (C-ID) pending approvals are conveyed effectively to faculty developers and assist in the articulation process.

Membership

Total number of members varies from fifteen to twenty-three (15-23), including representation from the following constituency groups:

- A. Administrators (1)
 1. Administrative Liaison (1)
- B. Faculty (10-18)
 1. Faculty Chair (1)
 2. Articulation Officer (1)
 3. Faculty (8-16), 1-2 from each area, priority given to represent all instructional areas
- C. Classified (2)
 1. Degree Evaluator (1)
 2. Office of Instruction (1)
- D. Students (2)

Standing Subcommittees

- I. Distance Education
- II. General Education (GE)/Baccalaureate/Multicultural Degree Requirement
- III. Prerequisite/Co-requisite/Advisory
- IV. Program Mapping
- V. Program Review and Department Planning
- VI. Technical Review
- VII. Student Learning Outcomes

Ad Hoc Subcommittees

None

Curriculum Committee Standing Subcommittees

I. Distance Education Subcommittee

Objective

To maintain responsibility for the review of distance education (DE) portions of curriculum that pertain to all delivery modalities except in-person, and for the Distance Education Plan.

Purpose

1. To provide guidance to faculty developers in properly justifying DE curriculum requests based upon the standards set forth in the 2008 Distance Education Guidelines from the California Community Colleges Chancellor's Office.
2. To provide guidance to faculty developers in meeting district, state, and federal requirements for Regular and Effective Contact.
3. To make recommendations to the Curriculum Committee in regards to approval of DE requests.
4. To ensure that curriculum for DE contains the same academic standards as those required for in-person courses.
5. To provide guidance to the college on matters related to Distance Education planning.
6. To work with the OIR to identify data elements and develop reports to aid in informed DE decision making.

Responsibilities

1. To assist curriculum developers in making appropriate DE requests.
2. To review and recommend changes needed for DE requests to the Technical Review Subcommittee in order to comply with the district, state, and federal guidelines.
3. To periodically review current best practices for DE in regards to delivery, learning management systems, publisher modules, and providing for students with disabilities.
4. To maintain responsibility for Distance Education planning.

Membership

Total number of members is eight (8), including representation from the following constituency groups:

- A. Administrators (1)
 1. Administrative Liaison (1)
- B. Faculty (7)
 1. Faculty Instructional Design and Development Coordinator (1)
 2. Faculty (1) from the Curriculum Committee with online/hybrid teaching experience
 3. Faculty (5) from different disciplines with online and/or hybrid teaching experience

II. General Education (GE)/Baccalaureate/Multicultural Degree Requirement Subcommittee

Objective

To review and make recommendations to the Curriculum Committee on the applicability of courses proposed toward satisfying AA/AS degree General Education (GE), ADT's course transferability to four year institutions (elective, general education, admission, and preparation for the major), Intersegmental General Education Transfer Curriculum (IGETC) and CSU General Education.

Purpose

1. To review and make recommendations on placing courses in one or more of the GE graduation requirements of Natural Science, Social Sciences, Humanities, Languages and Rationality, Living Skills, Ethnic/Multicultural Studies, and American Institutions.
2. To utilize criteria derived from Title 5 and LRCCD policies and regulations for recommending course approval for appropriate GE categories.
3. To focus review mainly on course description, learning outcomes and objectives, and course topics, ensuring each of these components of the curriculum outline illustrates all aspects of the criteria for the requested GE category.
4. To provide feedback to faculty developers regarding the need for more information or clarification of any aspect of the course outline or to explain reasons for request denials.
5. To review courses submitted for CSU GE and IGETC based on statewide guidelines for these GE areas. Submit courses found to meet these criteria to CSU and UC system offices for final approval.
6. To review courses submitted for UC transferability. Submit courses found to meet UC transfer criteria to UC system office for final approval.
7. To provide recommendations on articulation agreements for new transferable courses based on research and segmental-wide guidelines and Executive Orders as published by the CSU Chancellor's Office, UC Office of the President, and individual colleges and universities.

Responsibilities

1. To review requests from students regarding course substitutions towards GE requirements and Interdisciplinary degrees from outside colleges and make recommendations to the Curriculum Committee regarding these requests.
2. To review local requests for courses seeking placement within the FLC general education pattern for Associate degrees and make recommendations to the Curriculum Committee.
3. To review courses that meet the Ethnic/Multicultural Studies requirement as they are being revised, and report to the Curriculum Committee about whether the course is reaffirmed or if the recommendation is to remove applicability.
4. To review local requests for courses from regionally accredited colleges/universities (other than California Community Colleges and CSUs) for placement within CSU-GE and IGETC patterns.

Membership

Total number of members is four to six (4-6), including representation from the following constituency groups:

- A. Faculty (3-5)
 - 1. Articulation Officer (1)
 - 2. Counselor (1)
 - 3. Members from the Curriculum Committee (1-3)
- B. Classified (1)
 - 1. Evaluator (1)

III. Prerequisite/Co-requisite/Advisory Subcommittee

Objective

To maintain responsibility for the review of prerequisite, co-requisite, or advisory requests that appear in course outlines.

Purpose

1. To provide guidance to faculty developers in properly justifying a requisite request based upon the standards set forth in Title 5.
2. To be the recommending body to the Curriculum Committee with regard to approval of a requisite request.
3. To ensure that those requisite requests needing to have research conducted as part of the validation process are completed within the time-frame set forth in Title 5.
4. To ensure that standing requisites are reviewed on a regular basis as mandated by Title 5.

Responsibilities

1. To assist developers in making appropriate requisite requests.
2. To review curriculum proposals and make recommendations to Curriculum Committee in making appropriate requisite decisions.
3. To provide guidance and scrutiny to validate a particular requisite request.
4. To encourage faculty to thoughtfully consider appropriate requisites for their courses.
5. To periodically monitor courses that have requisites to ensure that they are being reviewed within the appropriate time frame.
6. To work with the OIR to develop and maintain sound research practices for validating prerequisites.

Membership

Total number of members is three to four (3-4), including representation from the following constituency groups:

- A. Faculty (2-3), with priority given to represent:
 - 1. Curriculum Chair or designee
 - 2. Articulation Officer
 - 3. College Researcher
 - 4. Faculty from English with experience reviewing prerequisite challenges
 - 5. Faculty from Math with experience reviewing prerequisite challenges
 - 6. Faculty from other disciplines may be appointed on an ad hoc basis, depending on need
- B. Classified (1)
 - 1. Research Analyst (1)

IV. Program Mapping Subcommittee

Objective

To maintain responsibility for the development, review, renewal, proposal, and deletion of program maps.

Purpose

1. To provide guidance, advocacy and oversight for Folsom Lake College program maps by ensuring that the program maps are academically sound, comprehensive and help to guide students to meet their academic goals.
2. To inform the scheduling process to maximize student completion.
3. To collaborate with the Curriculum Committee and department chairs to ensure program maps, the college website and the catalog are accurate.
4. To maintain a commitment to the college mission, values and goals and to the principles of collegial contact with our colleagues across the Los Rios Community College District.

Responsibilities

1. To assist in the development of program maps in accordance with the district's design principles that meet the objectives of the students, the department, the college, and the district.
2. To review proposals for all new and revised program maps.
3. To encourage creativity, flexibility, and innovation in schedule development.
4. To make proposals to the Curriculum Committee and/ or the Academic Senate on all college concerns regarding academic and professional matters.
5. To develop, evaluate, and revise program mapping processes related to curriculum changes.
6. To ensure all committee actions comply with the standards set forth by the Education Code and Title 5.
7. To assess and revise as necessary committee processes and plans on a cyclical basis.

8. To actively engage and contribute in collegial interactions with the district efforts to implement Guided Pathways.

Membership

Total number of members is thirteen (13), including representation from the following constituents:

- A. Administrators (1)
 1. Administrative Liaison (1)
- B. Faculty (7)
 1. Faculty Chair (1)
 2. Instructional Faculty (4)
 - a. Faculty Liaison to Curriculum Committee (1)
 - b. Faculty Liaison to Pathways Design Team (1)
 - c. Faculty At Large (2)
 3. Faculty Counselors (2)
- C. Classified (3)
 1. Degree Evaluator/Auditor (1)
 2. Public Information Services Office (1)
 3. Scheduling Office (1)
- D. Students (2)

V. Program Review and Department Planning Subcommittee

Objective

To maintain responsibility for facilitating the instructional program review process and annual department planning.

Purpose

1. To facilitate the development, the review, and the revision of a program review process that ensures a focus on student learning outcomes, continuous improvement of quality educational programs, and compliance with ACCJC standards.
2. To facilitate the development, the review, and the revision of an annual department plan process that ensures a focus on student learning outcomes, continuous improvement of quality educational programs, and compliance with ACCJC standards.

Responsibilities

1. To develop due dates for the Annual Department Plan (ADP) and Program Reviews process, and to communicate those due dates to all faculty and administrators.
2. To provide annual training opportunities on the ADP/Program Review process.
3. To collect and review Annual Department Plans and Program Reviews.
4. To create and distribute summary reports of ADP/Program Review data to appropriate PG Committees
5. To facilitate annual Program Review presentations.
6. To maintain ADP/Program Review cycle calendar.

7. To revise ADP and Program Review templates annually.
8. To recommend ADP/Program Review related materials for the PDP webpage and library.

Membership

Total number of members is fourteen (14), including representation from the following constituency groups:

- A. Administrators (1)
 1. Dean of Planning and Research or designee (1)
- B. Faculty (6-8), must include:
 1. Faculty Chair (1)
 2. Curriculum Committee Chair (1)
 3. Student Learning Outcomes Subcommittee Chair or designee (1)
 4. Faculty (3-5), preferably representing multiple areas.

VI. Student Learning Outcomes Subcommittee

Objective

To assist faculty and departments in the development and assessment of student learning outcomes (SLO) in relation to curriculum development, as well as department and college-wide planning; to review college-wide efforts at SLO assessment, and to disseminate the results of those reviews to the college community.

Purpose

1. To provide guidance and assistance to faculty in the development, assessment, and monitoring of student learning outcomes.
2. To help facilitate and support the college goal of reaching and maintaining 100% course SLO assessment.
3. To provide resources and models of SLO assessments at the course and program level via the SLO Dashboard on Canvas.
4. To review Annual Department Plan SLO data, looking for cross-disciplinary patterns in student learning.
5. To forward proposals regarding academic and professional matters to the Academic Senate.
6. To forward recommendations regarding non-academic and professional matters to the College President.

Responsibilities

1. To review departments' responses on SLO-related questions of Annual Department Plans yearly.
2. To develop SLO guidelines and best practices.
3. To recommend SLO-related materials for the SLO webpage and library.
4. To develop system-wide assessment materials – particularly surveys.
5. To track college-wide SLO assessment for accreditation.
6. To provide yearly reports on state of SLO assessment to the Academic Senate and Institutional Effectiveness committee.
7. To coordinate training in SLO assessment.
8. To coordinate assessment of college's institutional student learning outcomes.

Membership

Total number of members is seven (7), including representation from the following constituency groups:

- A. Administrators (1)
 1. Administrative Liaison - Dean of Instruction (1)
- B. Faculty (4), from diverse areas, includes Faculty Chair
- C. Classified (1)

VII. Technical Review Subcommittee

Objective

To provide a preliminary reading of course and program proposals and revisions.

Purpose

1. To provide guidance, advocacy, and oversight for FLC's curriculum by ensuring that the curriculum is academically sound, comprehensive, relevant, and responsive to the evolving needs of our students and the community we serve.
2. To maintain a commitment to the college mission, values, and goals, and to the principles of collegial contact with our colleagues across the Los Rios Community College District.

Responsibilities

1. To review proposals for all new and revised courses and provide feedback to the developers.
2. To review proposals for all new and revised programs and provide feedback to the developers.
3. To review proposals for deletion of courses, programs and provide feedback to the developers.
4. To review proposals for establishing and validating prerequisites, co-requisites, and/or advisories.

5. The Technical Review Chair is responsible for reviewing Independent Studies petitions from supervising faculty, signing off on them, and forwarding them to the Dean that oversees that particular discipline.

Membership

Must be a current or former member of the Curriculum Committee. Total number of members is eight (8) or more, including representation from the following constituency groups:

- A. Administrators (1)
 1. Administrative Liaison (1)
- B. Faculty (5 or more)
 1. Faculty Chair (1)
 2. Articulation Officer (1)
 3. Readers (3 or more)
- C. Classified (2)

Diversity and Equity Committee

Objective

To advance diversity and equity for our campus community.

Purpose

1. To participate in the evaluation of institutional policies, practices, and climate which impact student equity gaps, and collaborate in the development and implementation of practices to achieve equitable outcomes.
2. To serve as a resource and facilitate efforts related to diversity and equity.
3. To forward proposals and recommendations regarding diversity and equity to the Academic Senate, Classified Senate, Associated Student Body, and managers.

Responsibility

1. To inform the development, updating, and implementation of the Equal Employment Opportunity (EEO) plan, the Student Equity Plan, and other mandated and recommended plans addressing diversity and equity.
2. To assess and respond to the results of the periodic campus climate survey.
3. To provide ongoing college-wide and community diversity and equity education, awareness, training, forums, and workshops to the campus community.
4. To collaborate with the Professional Development Committees on diversity and equity training relating to professional development for faculty, staff, and managers.
5. To work with on-campus constituent groups and committees to assess equity gaps and recommend solutions.
6. To assess and review equity data on a cyclical basis and make recommendations to address equity gaps.
7. To infuse diversity and equity celebrations and events into the academic calendar.
8. To recognize efforts on campus and in the community that support diversity and equity.
9. To assess and revise as necessary committee processes and plans on a cyclical basis.

Membership

Total number of members is twenty-three (23), including representation from the following constituency groups:

- A. Administrators (2)
 1. Administrator Tri-Chair (1)
 2. College Equity Officer (1)
- B. Faculty (10)
 1. Faculty Tri-Chair (1), from any area
 2. Equity Coordinator
 3. Faculty (8) - Recommended that representation include one from each area, as well as representing part-time faculty, EDC, RCC and PREP. Note: One individual may represent more than one area.

- C. Classified (6)
 - 1. Classified Tri-Chair (1), from any area
 - 2. Classified (5) - Recommended that representation include one from each area, as well as representing EDC, RCC, and the Equity Center. Note: One individual may represent more than one area.
- D. Students (5)
 - 1. ASFLC (1)
 - 2. Students At Large (4) - Recommended that representation include student clubs supporting diversity and equity, EDC, and RCC.

Standing Subcommittees

None

Ad Hoc Subcommittees

None

Faculty Professional Development Committee

Objective

To maintain responsibility for providing professional development activities and opportunities to College faculty.

Purpose

1. To provide professional development activities and opportunities to FLC faculty, including Flex days.
2. To allocate funds for faculty for attending professional development activities off campus.
3. To award Sabbatical Leaves for faculty.
4. To forward proposals regarding academic and professional matters to the Academic Senate.
5. To forward recommendations regarding non-academic and professional matters to the College President.

Responsibilities

1. To create and update as necessary the college's Professional Development Plan in collaboration with Classified Professional Development Committee.
2. To plan, publicize, and implement Flex Days.
3. To develop, review, propose, and implement the process for allocating funds for faculty to attend off campus professional development activities.
4. To develop, review, and propose the annual budget for the FPDC, specifying an amount to be spent on Flex and/or college-wide activities (not to exceed 20% of the annual budget) with the remainder to be allocated to faculty (75%) and staff (25%).
5. To research and solicit funds for College-wide activities.
6. To develop, review, propose, and implement the process for allocating funding for Flex and other college-wide development activities.
7. To develop, review, propose, and implement the process for awarding sabbaticals to eligible faculty members.
8. To facilitate training for faculty mentors as identified by the Academic Senate President.
9. To facilitate orientation for new faculty.
10. To assume responsibility for other academic and professional matters regarding professional development as mutually agreed upon between Academic Senate President and the College President.
11. To ensure all committee actions comply with the standards set forth by the Education Code and Title V.
12. To assess and revise as necessary committee processes and plans on a cyclical basis.

Membership

Total number of members is fourteen to twenty-two (14-22), including representation from the following constituency groups:

- A. Administrators (1)
 - 1. Administrative Liaison (1)
- B. Faculty (10-18)
 - 1. Faculty Chair (1)
 - 2. Professional Development Coordinator (1)
 - 3. Faculty (8-16), 1-2 from each area
- C. Classified (1)
 - 1. Classified Professional Development Committee Chair or designee (1)
- D. Students (2)

Standing Subcommittees

- I. Faculty Travel and Conference
- II. Flex
- III. On Course
- IV. Sabbatical Leaves

Ad Hoc Subcommittees

- I. New Faculty Orientation

Faculty Professional Development Committee Standing Subcommittees

I. Faculty Travel and Conference Subcommittee

Objective

To review and make recommendations on faculty requests for conference and travel funding.

Purpose

1. To develop criteria for funding approval of faculty PD applications.
2. To approve faculty applications for PD funding.
3. To determine annual funding cycles.
4. To determine PD project funding processes in compliance with PDP goals.

Responsibilities

1. To maintain oversight of PD funding applications.
2. To review and approve applications in a timely manner.
3. To participate in evaluation of the application and approval process.
4. To report to the FPDC and receive full committee approval for all processes and procedures.

Membership

Total number of members is at least four (4), representing four (4) areas.

II. Flex Subcommittee

Objective

To develop Flex offerings for convocation and other Flex specific workshops and events.

Purpose

1. Assess feasibility of potential Flex activities.
2. Collaborate with the campus community to develop effective Flex activities for convocation.
3. To review and implement Flex goals as part of the Professional Development Plan.

Responsibilities

1. Recommend Flex activities and schedule to the FPDC.
2. Schedule and promote approved Flex activities.
3. Solicit and evaluate Flex proposals.
4. Assist instruction office with tracking faculty Flex attendance.
5. Evaluate Flex activities as per the Professional Development Plan.
6. To report to the FPDC and receive full committee approval for all processes and procedures.

Membership

Total number of members varies, but requires at least two (2) faculty members of the Faculty Professional Development Committee. Subcommittee will be co-chaired by the Faculty Professional Development Committee Chair and the Professional Development Coordinator.

III. On Course Subcommittee

Objective

To serve as a collaborative forum to integrate the On Course Principles of Student Success on across campus.

Purpose

To promote and integrate the On Course Principles of Student Success.

Responsibilities

1. To help coordinate and support the integration of On Course in instructional and student service programs.
2. To provide student services and instruction departments with best practices related to On Course.
3. To help coordinate On Course professional development activities at FLC and our sister colleges.
4. To develop On Course materials accessible to faculty and staff.
5. To develop and implement a train the trainer model for On Course.
6. To develop and implement an On Course mentoring program.
7. To make recommendations to other college committees related to On Course.
8. Support the On Course Navigators program.

Membership

Total number of members is eleven (11), including representation from the following constituency groups:

- A. Administrators (2), including Administrative Tri-Chair
 1. Dean of Instruction (1)
 2. Dean of Student Services or Student Success (1)
- B. Faculty (8), including Faculty Tri-Chair
 1. Faculty (8), one from each area
- C. Classified (1)
 1. Classified Tri-Chair - Classified Professional Development Chair or designee (1)

IV. Sabbatical Leaves Subcommittee

Objective

To evaluate and make recommendations on faculty applications for paid Type A and Type B sabbatical leaves in accordance with the LRCCD-LRCFT Contract.

Purpose

To review and recommend sabbatical applications based on established criteria and processes.

Responsibilities

1. Ensure current sabbatical practices are in compliance with LRCCD-LRCFT Collective Bargaining Agreement.
2. To make recommendations on how annual sabbatical leave totals are allocated.
3. To determine meetings for leave application evaluation and recommendation.
4. To maintain Instruction office timelines for the sabbatical process.
5. To report to the FPDC regarding all sabbatical activities.

Membership

Total number of members is ten to eleven (10-11), including representation from the following constituency groups:

- A. Administrators (1)
- B. Faculty (9-10)
 1. Faculty Chair - FPDC Co-Chair or designee (1)
 2. Faculty (7-8), one from each instructional area who must be a serving member on the FPDC. Faculty Chair can simultaneously serve as chair and as an area representative.
 3. LRCFT Representative (1), per LRCCD-LRCFT Collective Bargaining Agreement

Institutional Effectiveness Committee

Objective

To promote and oversee integrated planning. The Institutional Effectiveness (IE) committee is a coordinating body that reviews proposals from Academic Senate, Classified Senate, Student Services, Administrative Services, and students and that evaluates these proposals to determine their potential impact. With assistance from participatory governance committees, IE will connect these individual proposals with larger college planning processes and / or documents.

Purpose

The Institutional Effectiveness Committee collaborates with all college groups to ensure a culture of inclusive dialogue based on inquiry and evidence so as to generate information intended to be used for institutional assessment and planning directed toward improving student learning, closing equity gaps, and fostering institutional effectiveness.

Responsibilities

1. To delegate projects and upcoming initiatives to the appropriate participatory governance committee, in collaboration with the College President and AS President.
2. To review institutional level outcomes data through an equity lens to inform program and institutional decision- making and planning and to ensure that institutional planning processes are guided by program reviews, annual plans, the college master plan, and district planning processes.
3. To make recommendations to the President about the development and assessment of the College's strategic initiatives and planning goals in collaboration with participatory governance committees.
4. To initiate and to coordinate the review and revision (as appropriate) of the Vision and Mission statements, College Master Plan, decision making structures, and college processes.
5. To maintain and to publish the annual planning calendar in coordination with the various planning and budget teams.
6. To review and to recommend college Key Performance Indicators (KPIs) and Institutional-Set Standards.
7. To ensure institutional planning processes are informed by Program Reviews and Annual Plans completed by Instruction, Student Services, and Administration departments/units; and Accreditation Self-Study Planning Agenda Matrix and Commission Recommendations.
8. To work with the Student Learning Outcomes (SLO) Subcommittee to make connections with the larger college planning strategies and SLOs.
9. To coordinate the collaboration of Student Services, Administrative Services, and Instruction regarding current trends and needs of the college and to leverage this collaboration to promote equitable student outcomes and anti-racist policies.
10. To take proposals from each of the constituent groups and to review them for potential impact on other groups and on the college as a whole.

Membership

Total number of members is fourteen (14), including representation from the following constituency groups:

- A. Administrators (3)
 - 1. Administrative Tri-Chair (1)
 - 2. Administrator at Large (1)
 - 3. Dean of Student Services or Student Success (1)
- B. Faculty (6)
 - 1. Faculty Tri-Chair - Academic Senate President (1)
 - 2. Accreditation Steering Committee Faculty Tri-Chair or designee (1)
 - 3. Curriculum Committee or Program Review and Department Planning Subcommittee Chair (1)
 - 4. Faculty At Large (3)
- C. Classified (4)
 - 1. Classified Tri-Chair - Classified Senate President (1)
 - 2. Classified At Large (3)
- D. Students (1)
 - 1. Student Senate President or designee (1)
- E. Resource
 - 1. President (non-voting)
 - 2. Vice President of Administration (non-voting)
 - 3. Vice President of Instruction (non-voting)
 - 4. Vice President of Student Services (non-voting)
 - 5. Executive Director of the Harris Center for the Arts or designee (non-voting)
 - 6. Student Learning Outcome Subcommittee Chair

Guidance: In keeping with the college's commitment to inclusion, please attempt to ensure that the following areas are represented within the membership: Diversity and Equity Committee, Safety Committee, El Dorado Center, Rancho Cordova Center, Main Folsom campus, and the Harris Center. Additionally, please strive for a balance of representation within classified areas (e.g. student services, administration, supervisors, etc.) and faculty (divisions/units, primary work locations, experience with online/DE courses, etc.).

Standing Subcommittees

- I. Accreditation Steering
- II. Research Advisory Council

Ad Hoc Subcommittees

None

Institutional Effectiveness Committee Standing Subcommittees

I. Accreditation Steering Subcommittee

Objective

To serve the Institutional Effectiveness Committee (IE) by monitoring the college's compliance with accreditation requirements and ensuring required accreditation documents are drafted for IEC recommendation to the college for appropriate review and approval processes.

Purpose

1. To keep the Institutional Effectiveness committee up to date on accreditation requirements and the college's progress in meeting those requirements.
2. To monitor the college's progress in meeting its own Accreditation Self Evaluation Report strategic and operational planning agenda items.
3. To draft processes and following IE approval, to implement the processes to provide the Accrediting Commission with appropriate reports (e.g. Self Evaluation, Midterm, etc.).

Responsibilities

1. To annually review and to update the college's progress in meeting its own Accreditation Self Evaluation Report planning agenda items.
2. To annually review and to update the college's progress in meeting its accreditation recommendations.
3. To review and to provide recommendations on college research activities needed to support accreditation reports and activities.
4. To work with IE to design and to implement future Self Evaluation processes.
5. To recommend ways to ensure that accreditation requirements inform all college planning and evaluation processes.
6. To review and to communicate any Accrediting Commission changes to accreditation requirements to the college community.
7. To provide opportunity for members of the college community to develop an understanding of accreditation requirements and to prepare potential leaders for future accreditation activities.

Membership

Total number of members is seven (7) or more, including representation from the following constituency groups:

- A. Administrators (2)
 1. Administrative Tri-Chair - Vice President of Instruction/Accreditation Liaison Officer (1)
 2. Dean of Planning and Research or designee (1)
- B. Faculty (2 or more)
 1. Faculty Tri-Chair (1)
 2. Faculty At Large (1 or more)

- C. Classified (2 or more)
 - 1. Classified Tri-Chair (1)
 - 2. Classified At Large (1 or more)
- D. Student (1)

II. Research Advisory Council

Objective

To serve as a collaborative forum to support, evaluate, and make recommendations regarding grant opportunities, college goals, and research projects.

Purpose

- 1. To facilitate, monitor, evaluate and recommend college goals and standards.
- 2. To identify grant opportunities and provide support for individuals seeking grants.

Responsibilities

- 1. To review and evaluate key performance indicators data and institutional set standards to recommend if existing standards/goals should be revised, or if new standards/goals should be added.
- 2. To annually review existing college-wide standards and goals, as established the prior year, and evaluate if the college is meeting or not meeting its benchmarks.
- 3. To serve as a resource and liaison for departments and units regarding existing and new department/unit standards and goals.
- 4. To recommend college-wide standards and goals to the Academic Senate and Institutional Effectiveness committee.
- 5. To facilitate department and unit dialogue regarding their specific standards and goals, and forward those recommendations to the Academic Senate and Institutional Effectiveness Committee.
- 6. To review and evaluate new or revised standards and goals resulting from state and/or federal mandates.
- 7. To identify grant opportunities that align with the mission, strategic planning goals, and resource needs of the college.
- 8. To serve as a liaison between the LRCCD Grants Office and Folsom Lake College, and provide local support for grant efforts to college staff, faculty, and administration.
- 9. Facilitate on campus research requests.

Membership

Total number of members is six (6), including representation from the following constituency groups:

- A. Administrators (1)
- B. Faculty (2)
- C. Classified (2)
- D. Students (1)

Matriculation and Student Success Committee

Objective

To maintain responsibility for developing standards, policies, and procedures relative to student matriculation including student recruitment, preparation and success.

Purpose

1. To support the integration of the college's planning processes related to Guided Pathways, equity, and student success.
2. To provide recommendations for policies, processes and procedures on matters affecting student success and equity. Included are plans, services, and student services programs designed to assist students in successfully meeting their educational goals, completing career education programs, and attaining desired skill level improvement.

Responsibilities

1. To review and make recommendations on new initiatives and proposed revisions related to student success and equity.
2. To review and consider data to inform discussions and decisions on initiatives and revisions related to student success and equity.
3. To develop recommendations and regularly assess the ongoing implementation of the college's Guided Pathways efforts.
4. To review and make recommendations on student onboarding practices to better respond to changing trends and needs through an equity lens.
5. To make recommendations regarding the placement and validation process, prerequisite challenge process, evaluation of transfer credit from other institutions, and other processes pertaining to student success.
6. To identify professional development needs for faculty and staff regarding student service programs, equity, and services.
7. To develop the Student Equity and Achievement Program plan and share that draft plan with appropriate committees or subcommittees.
8. To ensure all MSS committee actions comply with the standards set forth by the Education Code and Title V.
9. To review proposed revisions of the college's implementation of District Student Grievance and Code of Conduct and policies and Title IX through an equity lens.
10. To forward proposals regarding academic and professional matters to the Academic Senate.
11. To forward recommendations regarding non-academic and professional matters to the College President.

Membership

Total number of members is sixteen (16), including representation from the following constituency groups:

- A. Administrators (1)
 - 1. Dean of Student Services (1)
- B. Faculty (9)
 - 1. Faculty Chair (1) (only votes in the event of a tie)
 - 2. Faculty (8), one of whom is the Guided Pathways lead
- C. Classified (4)
 - 1. Admissions and Records (1)
 - 2. Student Services (1)
 - 3. Classified At Large (2)
- D. Students (2)
- E. Resource
 - 1. Planning and Research representative (non-voting)
 - 2. Dean of Instruction (non-voting)
 - 3. Vice President of Student Services or designee (non-voting)

Standing Subcommittees

- I. Student Equity and Achievement Program (SEAP)

Ad Hoc Subcommittees

None

Matriculation and Student Success Standing Subcommittees

I. Student Equity and Achievement Program (SEAP) Subcommittee

Objective

To serve as the collaborative forum that coordinates the creation and execution of the Student Equity and Achievement Plan.

Purpose

To write, implement, and review the integrated plan.

Responsibilities

1. To collaborate with the Diversity and Equity Committee to implement the Student Equity and Achievement Plan.
2. Inform the Matriculation & Student Success Committee on SEAP.
3. To collaborate with Matriculation and Student Success to review proposed revisions for the Student Equity and Achievement Plan.

Membership

Total number of members is nine (9), including representation from the following constituency groups:

- A. Administrators (2)
 1. SEAP Administrator Tri-Chair (1)
 2. Office of Institutional Research Administrator (1)
- B. Faculty (4), including Faculty Tri-Chair
 1. Faculty (1) from English
 2. Faculty (1) from Mathematics
 3. Faculty (2) from Guided Pathways Meta-Majors
- C. Classified (2), including Classified Tri-Chair
 1. Equity Center (1)
 2. Member of Student Services Council (1) with experience in SEAP work.
- D. Faculty or Classified (1)
 1. Member of Diversity and Equity Committee (1) with experience in SEAP work
- E. Resource
 1. Student who represents the disproportionately impacted student populations FLC serves (non-voting)

II. Enrollment Management Subcommittee

Objective

To serve as a collaborative forum to coordinate, to develop, to review, and to make recommendations regarding enrollment management planning.

Purpose

1. To develop and to maintain an Enrollment Management Plan.
2. To assess FLC's scheduling and enrollment management planning.
3. To make recommendation to the college related to scheduling and enrollment management decision making processes.

Responsibilities

1. Evaluate on-going enrollment trends, activities, and initiatives.
2. Initiate research on scheduling and instruction at the department and division levels as well as within and outside the district.
3. Use high-quality qualitative and quantitative data to inform recommendations.
4. Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with FLC's College Master Plan.
5. Assess, evaluate, and make recommendations for student support strategies to enhance student access, success, persistence, and goal attainment.
6. Report and make recommendations to Curriculum, Matriculation and Student Success, and the Institutional Effectiveness Committee.
7. Monitor and evaluate progress toward strategic enrollment planning goals.

Membership

Total number of members is thirteen (13), including representation from the following constituency groups:

- A. Administrators (4)
 1. Administrative Co-Chair - Vice President of Instruction (1)
 2. Dean of Instruction (1), preferably Math or English
 3. Dean of Planning and Research (1)
 4. Dean of Student Services or Student Success (1)
- B. Faculty (5), one serves as Faculty Co-Chair
 1. Counseling (1)
 2. Curriculum Chair (1)
 3. Instruction (2), preferably department chairs
 4. Scheduling (1)
- E. Classified (3)
 1. Admissions/Evaluations (1)
 2. Outreach (1)
 3. Public Information Services Office (1)
- F. Students (1)

Safety Committee

Objective

To maintain a safe working and learning environment for faculty, staff, administrators, students, and community members.

Purpose

1. To consider Health and Safety issues and direct them to the appropriate individuals or services.
2. To forward recommendations regarding health and safety issues that cannot be resolved at the committee level to the College President.
3. To assess and revise as necessary committee processes and plans on a cyclical basis.

Responsibilities

1. Reports filed by employees or others of alleged safety deficiencies.
2. Accident reports filed by employees or others – examine cause and develop a follow-up procedure for correction.
3. Safety equipment, safety classes, and other related safety matters, including safety procedures, safety handbooks, and the responsibility of employees and students concerning safety practices.
4. To carry recommendations regarding health and safety issues not resolved at the college/ facilities management level to the District Safety Committee, Preparedness Assessment Team, Risk Management office, or other appropriate individuals or services.
5. To work cooperatively and collaboratively with Preparedness Awareness Team.

Membership

Total number of members is twenty-six (26), including representation from the following constituency groups*:

- A. Administrators (3)
 1. Administrative Chair/Location Safety Officer - Vice President of Administration or designee (1)
 2. Los Rios Police Department Captain or designee (1)
 3. LRMA Representative (1)
- B. Faculty (8)
 1. Academic Senate President or designee (1)
 2. Budget and Facilities Planning Committee Faculty Co-Chair or designee (1)
 3. College Nurse (1)
 4. LRCFT Representative (1)
 5. Adjunct Faculty Member (1)
 6. Faculty At Large (3)
- C. Classified (13)
 1. Administrative Services - College Operations (1)
 2. Chemical Hygiene Officer (1)

3. Classified Senate President or designee (1)
 4. Custodial Services (1)
 5. Educational Center Representatives (2), one from each EDC and RCC
 6. Harris Center for the Arts (1)
 7. LRCEA Representative (1)
 8. LRSA Representative (1)
 9. SEIU Representative (1)
 10. Student Life Supervisor (1)
 11. Student Services - DSPS (1)
 12. Classified At Large (2)
- D. Students (2)
- E. Resource
1. Communications & Public Information Officer (non-voting)
- * Some members may represent the interests of more than one constituency.

The following district committees will be represented by required or appointed members of the college's Safety Committee:

1. LRCCD Safety Committee
2. Preparedness Assessment Team

Standing Subcommittees

- I. Health and Safety Plan

Ad Hoc Subcommittees

None

Safety Committee Standing Subcommittees

I. Health and Safety Plan Subcommittee

Objective

To maintain the health and safety plan.

Purpose

1. To catalog current resources, assess future needs, and establish accountability.
2. To continue efforts to foster an outstanding working and learning environment.

Responsibilities

1. Recommend safety education opportunities.
2. Recommend annual safety goals or objectives.
3. Coordinate with Professional Development Center staff on safety education training offerings.
4. Assess effectiveness of Safety Planning Matrix.

Membership

Total number of members is eight (8), including representation from the following constituency groups:

- A. Administrators (2)
 1. Vice President of Administration/Location Safety Officer or designee (1)
 2. Los Rios Police Department Captain or designee (1)
- B. Faculty (3)
 1. Faculty Professional Development Committee Representative (1)
 2. Faculty At Large (2)
- C. Classified (3)
 1. Classified Professional Development Committee Representative (1)
 2. Classified At Large (2)
- D. Resource
 1. Communications & Public Information Officer or designee (non-voting)

Technology Committee

Objective

To maintain responsibility for technology planning.

Purpose

1. To function as an information conduit between local constituent groups and district technology committees.
2. To serve as an information conduit between local constituent groups and college IT Services.
3. To gather and disseminate information about college-wide technology initiatives.
4. To serve as a resource to other participatory governance committees and the Academic Senate on technology matters.
5. To champion innovation.
6. To forward proposals regarding academic and professional matters to the Academic Senate.
7. To forward recommendations regarding non-academic and professional matters to the College President.

Responsibilities

1. To create mechanisms to support intelligent decision making in the areas of technology growth, planning, support, training, and utilization.
2. To craft and publicize best practices pertaining to technology.
3. To evaluate emerging technologies and make recommendations to the college community on the piloting and institutionalization of same.
4. To assume responsibility for other academic and professional matters in the area of technology planning as mutually agreed upon between Academic Senate President and the College President.
5. To ensure all committee actions comply with the standards set forth by the Education Code and Title V.
6. To assess and revise as necessary committee processes and plans on a cyclical basis.

Membership

Total number of members is twenty-five (25), including representation from the following constituency groups:

- A. Administrators (3)
 1. Administrative Co-Chair (1)
 2. Dean of Technology (1)
 3. Dean of Planning and Research or designee (1)
- B. Faculty (12)
 1. Faculty Co-Chair (1), from any area
 2. Faculty (8), one from each area
 3. Instructional Design and Development Coordinator (1)

4. Librarian (1)
5. LRCFT Representative (1)
- C. Classified (8)
 1. IT Services Supervisor or designee (1)
 2. Web Design Specialist (1)
 3. Classified At Large (6), with priority representation from each of the following areas: Computer Lab, DSPS, IT, Media Services, and Student Services.
- D. Students (2)

Standing Subcommittees

None

Ad Hoc Subcommittees

- I. College Website
- II. Employee Intranet (Insider)

Signature Page

With this statement, it is our intention to provide for a college-wide decision-making process that recognizes and affirms the value and voices of students, faculty, classified staff, and administrators through mutual trust and respect; to strive to reach consensus through a free exchange of information and concerns to recognize the need for shared responsibility and accountability from all individuals and constituent groups for reaching and carrying out decisions; and to provide an environment that supports the continuous improvement and strengthening of the decision-making process. Commitment, quality, and innovation exemplify this governing process.

Rachel Rosenthal

Rachel Rosenthal, Interim College President

Eric Wada

Eric Wada, Academic Senate President

Karla Lozano

Karla Lozano, Classified Senate President

Andrea McClaine

Andrea McClaine (Dec 27, 2022 10:26 PST)

Andie McClaine, Student Senate President Designee

FOLSOM LAKE COLLEGE MAIN CAMPUS

10 College Parkway
Folsom, CA 95630
(916) 608-6500

EL DORADO CENTER

6699 Campus Drive
Placerville, CA 95667
(530) 642-5644

RANCHO CORDOVA CENTER

10259 Folsom Boulevard
Rancho Cordova, CA 95670
(916) 361-6321



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www.flc.losrios.edu