



los angeles

PIERCE

COLLEGE

Decision Making Handbook

Revised February 22, 2022

What is the purpose of this handbook?

This handbook is meant to help people understand the governance decision making and planning processes and procedures at Los Angeles Pierce College (LAPC).

New, innovative ideas are needed to build a strong college, and understanding how decisions are made can help members of the college community know how to implement effective change.

After reading this handbook, we hope you will be able to understand and define three key pieces of the decision making and planning procedure: the College's Mission, the Strategic Master Plan, and the Comprehensive Program Review. Also, we hope this handbook will help to clarify the committee structure on the campus as well as help clarify the curriculum and outcomes processes.

What is our Mission?

The Los Angeles Pierce College (LAPC) mission involves the mission statement, the vision statement, the values, and the goals.

Mission Statement:

Engage. Enrich. Empower.

Los Angeles Pierce College aims to make a positive impact in people's lives by providing quality, inclusive, and innovative academic, technical, and cultural educational opportunities. We are committed to providing caring, equitable services to help our diverse students as well as our local community achieve their goals and thrive in a rapidly changing world.

Vision Statement:

Los Angeles Pierce College is the premiere equity-minded community college in CA, where every person is respected, supported, and empowered with empathy.

VALUES

Racial Equity and Social Justice We acknowledge the vast inequalities systematically perpetuated within the United States of America, and we are steadfast in our commitment to ensure success for all students, regardless of their background.

Quality Faculty and staff cultivate a climate of excellence by providing quality instruction, services, facilities, and experiences. Our comprehensive curriculum and support services enable students to earn associate degrees and certificates, prepare for transfer, gain career and technical proficiency, and develop foundational skills.

Constant Growth We always seek better ways to serve and innovate. We address the changing needs of our student population in a proactive manner.

Student Centered Our practices and decisions are made with students at the forefront of our minds. We empower students. Our practices and decisions are made in collaboration with students.

Student Engagement and Advocacy We value student voices; we value their input, their ideas, their feedback, and their desires.

Friendly We are welcoming and compassionate. People say hello to students and colleagues on campus and in service areas. Our colleagues are approachable and act with respect and collegiality. Our facilities are navigable and attractive, as is our website. We SEE people and operate with a keen awareness of individual needs and stories.

Collaborative We work together. We break down silos and communicate across areas. Students have a seamless experience. We understand, generally, the roles everyone and every department play. We work together to solve problems.

Enrichment of Community We provide enriching activities for our Pierce community, which includes our students, staff and faculty as well as our local and regional community.

Passion We bring forward our passion for change, for education, and for the community, and we seek to bring forth the passion in our students and our colleagues.

GOALS

Goal 1: Pierce College will offer excellent, responsive instructional programs to facilitate and improve student learning.

Goal 2: Pierce College will increase opportunities for student access, readiness, retention, and success.

Goal 3: Pierce College will enhance the learning environment to be culturally and pedagogically diverse.

Goal 4: Pierce College will expand the effective use of technology in all areas of the college.

Goal 5: Pierce College will enhance its relationships with the community at large.

Goal 6: Pierce College will establish and maintain fiscal stability.

Goal 7: Pierce College will implement a campus facilities master plan that fully integrates programs, services and budget in support of student learning.

Goal 8: Pierce College will continually refine both its governance and decision processes and its interaction with the district to increase effectiveness and inclusion.

Why is the Mission Important?

Everything that we do, from the classes that we offer to the services that we provide, must ensure the Mission of the College. All formal plans must align with the College Mission, and we must remember a simple mantra: we are here to serve the students.

How do we achieve our Mission?

To achieve our mission, we continuously seek ways to improve the programs and services we offer to our students. Even though LAPC has limited resources, the College has established a planning and budgeting process to ensure that its limited resources are utilized thoughtfully so that the Mission can be achieved.

What are our “formal plans?”

The College’s guiding beacon is the Strategic Master Plan (SMP). In addition to the SMP, the College uses an Educational Master Plan (EMP), a Facilities Master Plan (FMP), a Technology Master Plan (TMP), a Plan for Enrollment Management (PEM), and Professional Learning Plan (PLP).

What is the Strategic Master Plan?

In order to meet the mission, the College creates a new Strategic Master Plan every four years. The most recent Strategic Master Plan was created in 2021, and has four overarching goals:

- I. Student Success and Access
- II. Financial Stewardship
- III. Equity and Social Justice
- IV. Internal and External Partnerships

From these four overarching goals, the College has created operational goals and target metrics. For example, to meet the overarching goal of Student Success and Access, one of our operational college goals is to “Increase student completion of degrees, certificates, and college transfer requirements,” which includes target metrics such as increasing the number of degrees and certificates we award by 2% each year. On some occasions, the college revises the target metrics to reflect changes in the environment, such as new legislation or economic conditions. These changes are atypical though, and most goals and metrics stay consistent throughout all four years of the plan.

How does the Strategic Master Plan relate to other college plans (e.g. Technology Master Plan, Plan for Enrollment Management, etc.)?

While the Strategic Master Plan goals are fairly comprehensive, certain areas of the College are complex enough that they require their own operational plans. For the sake of simplicity, it's best to think of these plans as addendums to the overall Strategic Master Plan. In all cases, completion of these additional plans is directly addressed in the Strategic Master Plan itself.

Why should I care about the Strategic Master Plan, and how does it impact me?

When it comes to making decisions on how to allocate resources, the College prioritizes funding and efforts towards achieving the mission. We achieve the mission by ensuring that we meet the goals established in the Strategic Master Plan.

Therefore, if anyone has an idea on how to improve the services and programs, the only way to get that idea approved is by ensuring that idea helps us achieve at least one of the goals in the Strategic Master Plan.

How does the College use data to improve?

We set Institution Set Standards and Stretch Goals to assess where we are and if we are meeting our goals. These Standards and Goals are assessed in the Comprehensive Program Review.

The Office of Institutional Effectiveness publishes dashboards about outcomes in student completion of degrees and certificates, and other success metrics.

Data from surveys are also shared and discussed, especially to assess student needs.

All of which are used to assess the needs of the college and set goals in the Strategic Master Plan.

The Office of Institutional Effectiveness also processes ad hoc data requests to support an innovative idea, outreach to specific student population, or in-reach students who could use extra support from the college.

What do we do with all the data collected?

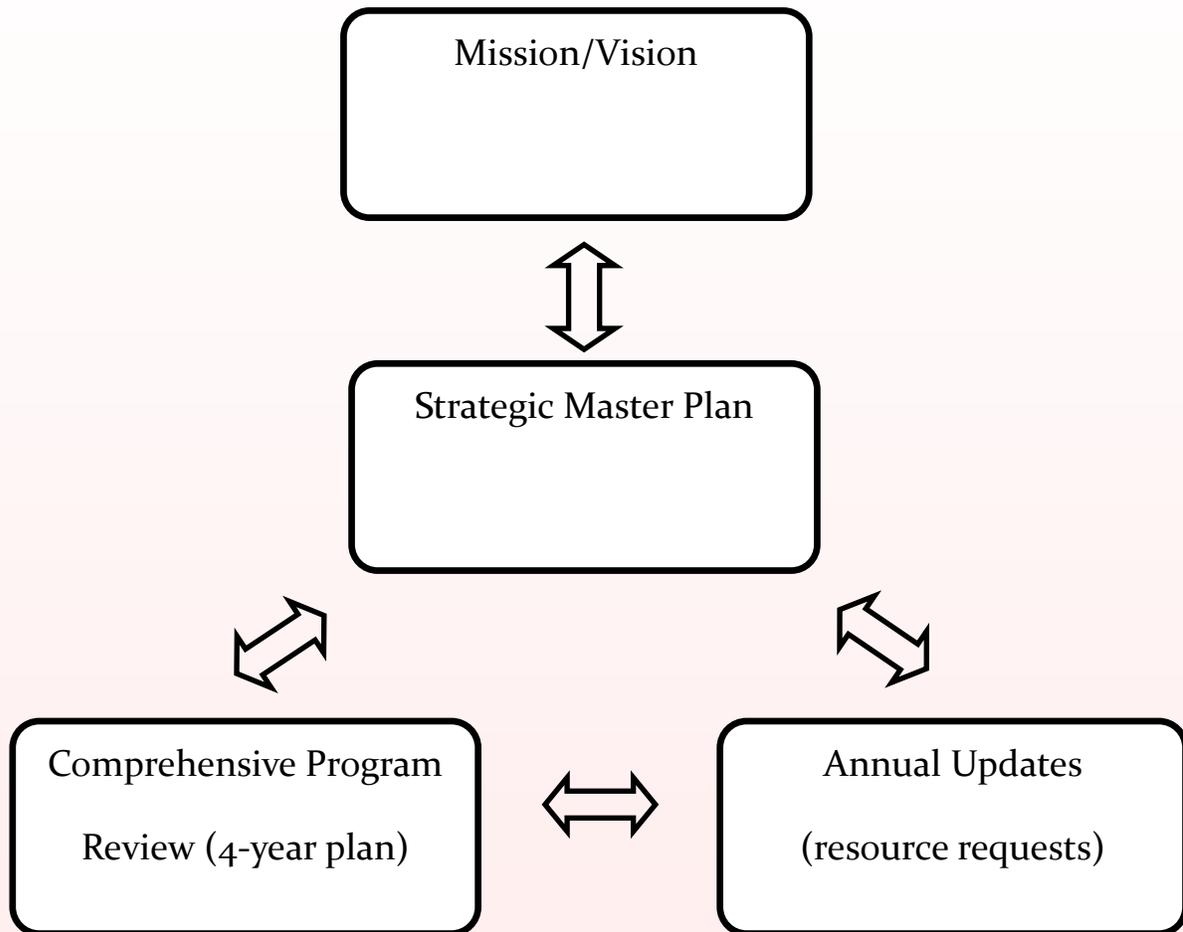
Data gets reported out to various participatory governance committees for review and discussion. For example, the SMP goals are evaluated and presented to Pierce College Council (PCC). SLO data is discussed at the department and program level as well as through the College Outcomes Committee (COC). Comprehensive Program Review data sets are sent to each department and program as these areas produce their program reviews.

What is the Comprehensive Program Review?

Comprehensive Program Review is like a miniature version of the Strategic Master Plan that happens specifically in departments and programs. However, whereas the Strategic Master Plan provides college wide goals over four years, Comprehensive Program Review provides goals for departments and programs over a four-year period, with annual updates to those goals. All the outlined goals are supported by data and are mapped to Strategic Master Plan.

What is the Comprehensive Program Review?

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How are resources allocated?

Every year, the College allocates a pot of money to fund goals identified in each department's Comprehensive Program Review. The amount of money is limited, and unfortunately, it is never enough to fund all goals—even in the best of economic times. All goals are discussed, debated, and voted on, until a final prioritized list emerges. First, the comprehensive program reviews are sent to their areas, and the deans as well as vice presidents create a prioritized list based on these program reviews. Those area lists are presented to the Budget Committee, and the Budget Committee then votes on one final prioritized list. This list is then forwarded to the President. The President funds as many of the items from the prioritized list as possible, starting from the top of the list.

What is the governance process on the LAPC campus?

LAPC believes that all constituent groups should have a say in major college decisions. To that end, the College has established a governance system with two main bodies—the Academic Senate and the Pierce College Council (PCC). In general, Academic Senate deals with academic decisions and PCC deals with decisions on the campus grounds. For example, curriculum goes through Academic Senate and construction projects filter through PCC.

The Academic Senate derives its authority to make recommendations to the College President and the Board of Trustees (BOT) from AB 1725. The College President and the BOT should rely primarily on the recommendations of the faculty or come to mutual agreement on the "10+1" academic and professional matters. The Senate has various sub-committees, and these sub-committees focus on specific areas of the "10+1."

The Committee Self Evaluations can be found on <https://studentlaccd.sharepoint.com/sites/lapc/Offices/IE/Shared%20Documents/Forms/AllItems.aspx>

Pierce College Council

Sub-Committees	Focus
Accreditation Steering Committee (ASC)	Provides leadership and management to accreditation processes
Budget Committee	Reviews and makes recommendations about financial and budgeting processes
Diversity Committee	Promotes awareness, understanding, and appreciation of equity and inclusion
Enrollment Management Committee (EMC)	Oversees a comprehensive enrollment planning process
Facilities Advisory Committee	Oversees all College facilities and reviews bond-funded projects
Student Support Committee	Monitors and addresses the socioeconomic needs of students.
Technology Committee	Provides guidance and policy development in all aspects of technology

Academic Senate

Sub-Committees	Focus
Academic Policy Committee (APC)	Reviews all matters of academic policy and submits proposals for changes to academic policy
College Outcomes Committee	Guides the College through the continual process of developing, implementing, assessing, and evaluating outcomes
Curriculum Committee	Reviews, updates, and evaluates new and revised course and programs
Educational Planning Committee (EPC)	Guides the College through the continual process of strategic education planning
Events and Recognition Committee	Provides leadership in creating events that honor and celebrate faculty, staff, and students
Distance Education and Instructional Technologies Committee (DEITC)	Deals with the use of technology and online learning
Faculty Position Priority Committee (FPPC)	Establishes a procedure to create a prioritized list of faculty positions recommended to the President for hiring
Faculty Professional Development Committee (FPDC)	Creates and promotes professional development opportunities for faculty
Professional Ethics Committee (PEC)	Considers matters of professional ethics as they relate and apply to faculty
Student Success Committee (SSC)	Discusses, promotes, and recommends opportunities and programs to improve student success

What is the curriculum process?

All courses must have approved Course Outline of Records (CORs), and these CORs are updated every six years through the Curriculum Committee, per the Board Administrative Procedure 4020. All courses must be taught according to the COR, and departments are responsible for maintaining current CORs. The COR update cycle requires that a course go through Technical Review. Technical Review is intended to ensure that CORs are properly formatted and clearly communicate, and CORs are reviewed by numerous individuals. Technical Review does not judge the content and/or educational validity of the proposed curriculum. That decision remains the purview of the Curriculum Committee, which is faculty driven.

What are Outcomes, and why are they important?

Outcomes, and all the acronyms, can be confusing. LAPC assesses student learning outcomes (SLOs), service area outcomes (SAOs), program learning outcomes (PLOs), and institutional learning outcomes (ILOs). While the acronyms can be a lot like alphabet soup, the purpose of outcomes is clear: all areas of the campus are working to foster student achievement and student success, and outcomes provides areas with clear data on student success.

All instructional courses assess SLOs every semester, and all SLOs must map, or align, with at least one ILO. This alignment of SLOs and ILOs creates a bridge between course learning goals and institution-wide goals. Once every four years, the data from the SLOs are collected and analyzed and a course report is created. Similarly, PLOs are analyzed every four years.

Student Services and Administrative Services have created SAOs, and these outcomes are assessed and analyzed each year.

Closing thoughts:

Hopefully, the handbook defined some key terms and procedures at LAPC. We hope that you feel more confident in understanding how decisions are made at the College. If you have an innovative idea, discuss that idea inside your department or program. Align that idea with the SMP and mission. Try to incorporate that idea into the comprehensive program review, and think about discussing that idea in an Academic Senate or PCC sub-committee.

Appendix A

Accreditation Steering Committee Charter for 2019-2023

(Approved by PCC April 25, 2019)

Mission

The Accreditation Steering committee is a standing committee of the Pierce College Council. The committee provides overall leadership and management of the College's accreditation and ACCJC related matters including internal reporting on accreditation activities and status.

Membership

1. Accreditation Liaison Officer (*)
2. Faculty Accreditation Coordinator
3. Academic Senate President or Designee
4. Pierce College Council Chair or Designee
5. Vice President, Academic Affairs or Designee
6. Vice President, Administrative Services or Designee
7. Vice President, Student Services or Designee
8. Academic Policy Committee Chair or Designee
9. Classroom Faculty Senate Position
10. Non-Classroom Faculty Senate Position
11. Dean of Institutional Effectiveness or Designee
12. Dean of Academic Affairs or Student Services (**)
13. Student Representative
14. AFT Local 1521 Representative
15. AFT Local 1521A Representative
16. Teamsters Representative
17. SEIU Local 721 Representative
18. SEIU Local 99 Representative
19. Building and Construction Trades Council Representative (BCTC)
20. Unrepresented Managers and Confidential Employees Representative

(*) The Accreditation Liaison Officer may be a member already listed above.

(**) Appointed by the College President following the selection of a Teamster Representative.

Resource Membership

21. College Librarian
22. Director of Facilities

23. Institutional Effectiveness Office
24. College Web Architect
25. Distance Education Coordinator
26. College Outcomes Coordinator

Other resource persons may be asked to participate in the committee as needed.

Operation

- The Accreditation Liaison Officer and the Faculty Accreditation Coordinator shall serve as Co-Chairs of the Accreditation Steering Committee.
- Attendance is mandatory. After two consecutive absences the constituent group will be notified in writing so it may take appropriate action to ensure its interests are fully represented.
- Proxy votes are allowed provided the Co-Chairs are informed of the substitution at least 24 hours ahead of the meeting and that the proxy is not used more than twice in a semester.
- The committee will determine the frequency of meetings in response to the Accreditation Timeline. At a minimum, the committee shall meet once a month.

Term of service

The committee will validate membership on an annual basis during the spring semester for the following academic year.

Appendix B

Pierce College Council Budget Committee Charter

Amended Dec 3, 2013

MISSION AND OBJECTIVES OF THE BUDGET COMMITTEE

1. The Budget Committee is a standing committee of the Pierce College Council. The mission of the Budget Committee is to strive continually to improve the College financial and budgeting processes and outcomes. The objectives of the Budget Committee include, among others that may be designated by the PCC:
2. To gain a general understanding of relevant State, District and College finances, especially concerning the College's Unrestricted funds.
3. To promote discussions among Budget Committee members, PCC members, faculty and staff regarding financial matters.
4. To promote transparency and broad understanding of financial issues.
5. To review budget-related processes and recommend improvements, as needed.
6. To review major budget requests, and make recommendations and observations to the PCC regarding budget strategies and priorities.
7. To be the parent committee to the Resource Advisory Task Force (RATF)
8. To participate in and/or recommend related special studies, task forces (other than RATF) or projects, as needed.

COMPOSITION OF THE BUDGET COMMITTEE

The Budget Committee shall be comprised of the following fourteen (14) positions:

1. Two (2) faculty members selected by the Pierce Faculty Guild, AFT Local 1521.
2. Two (2) faculty members selected by the Academic Senate.
3. The Vice President of Administrative Services, who shall serve as co-chair of the Budget Committee.
4. One (1) dean selected by Teamsters Local 911.
5. One (1) classified staff member selected by AFT Local 1521A.
6. One (1) classified employee selected by SEIU Local 99
7. One (1) classified manager selected by SEIU Local 721.
8. One (1) classified employee selected from LA/Orange Co. Building and Trades Council
9. One (1) unrepresented supervisors representative
10. The Vice President of Academic Affairs or designee
11. The Vice President of Student Services or designee
12. One (1) Student Representative (ASO)

TERM OF OFFICE

With the exception of the Vice President of Administrative Services who is an ex officio member, and the Vice Presidents of Academic Affairs and of Student Services (or designees) and the ASO representative, the term of a Budget Committee member shall be two (2) years. Terms shall be staggered so that four members (4) are selected each year.

One Faculty Guild and one Academic Senate position will be selected in even numbered years and one Faculty Guild and one Academic Senate position will be selected in odd numbered years. The Teamsters Local 911, Building and Trades Council, and SEIU Local 99 positions will be selected in even numbered years and the AFT Local 1521A and SEIU Local 721 positions will be selected in odd numbered years. The ASO position will have a term of one year.

NOTES:

1. Article 32 of the AFT Faculty Guild Agreement requires each college to have a Budget Committee that shall include representation from the faculty. The number of faculty AFT representatives on the Committee shall be equal to the number of Academic Senate faculty representatives.
2. The AFT Staff Guild Agreement requires classified staff membership on the college Budget Committee.
3. It is recommended that at least one (1) of the four (4) faculty representatives should be a Department Chair.
4. It is recommended that one (1) of the four (4) faculty representatives shall serve as co-chair of the Budget Committee.
5. PCC members as well as non-members are eligible to serve on the PCC Budget Committee.

Appendix C

Pierce Diversity Committee (PDC) Charter

A Standing Committee of the Pierce College Council

Mission Statement

The Pierce Diversity Committee's mission is to promote awareness, understanding, and appreciation of equity and diversity throughout our college community to faculty, staff, and students and to foster a positive campus climate.

Goal

The Pierce Diversity Committee (PDC) seeks to accomplish its mission by recommending, developing, planning, and implementing programs, services, and activities that expose and strengthen sensitivity of our college community to diverse races, cultures and ethnicities, nationalities, lifestyles, abilities, backgrounds, sexual orientation, genders and ages, and political, religious and intellectual points of view.

The PDC may serve in an advisory role to various groups and units on campus regarding equity and diversity issues in such areas as equal employment opportunity, including diversity in hiring issues, student success, and other programs and services.

Objectives

The Diversity Committee will focus its efforts in regards to the following identified areas:

- 1. Access**-increase opportunities for underrepresented populations to attend and succeed at Pierce College.
 - Coordinate with other diversity initiatives and efforts that support and fulfill diversity on the campus community.
- 2. Awareness**- spread understanding of the challenges and opportunities within a diverse society.
 - Utilize the media, i.e., films, videos, to promote diversity awareness.
 - Produce materials for publication in Roundup and college newsletters
- 3. Training**- provide access to professional development for Pierce staff, faculty and students to increase their knowledge of diversity issues through workshops, seminars, discussion groups, demonstration classrooms, and conferences.
 - Work with Curriculum Committee to integrate diversity into courses and introduce diversity sensitive pedagogy.

Committee

In its efforts to be representative of all aspects of the college, the Committee is composed of a diverse membership consisting of administrators, faculty, staff, and student members. The membership will include the following:

- Academic Senate Faculty Representatives (1)
- AFT Faculty Guild Representatives (3)
- AFT Staff Guild Representatives (2)
- Teamster's Union Representatives (1)
- Supervisory Employee's Union Representatives (1)
- Associated Students Organization Representatives (1)
- A representative of Special Services (1)

The membership of the Committee will elect the Diversity Chair on odd years and the Co-Chair on even years. The elected officers will serve a term of two years. There are no term limits.

Reporting Procedures

The Committee Chair, Co-Chair, or designee shall submit all approved minutes and reports to the Pierce College Council.

Funding

The funding sources for the committee will include but not limited to ASO funding, college funding, and additional funding from outside sources, such as donations, contributions, sponsorships, and grants.

Assessment

1. The PDC will develop a campus-wide survey every five years that assesses the campus climate and provides an opportunity for the committee to identify additional areas of development.
2. The PDC will also create faculty, staff, and student focus groups to provide feedback to committee.
3. The PDC will provide a forum to which faculty, staff and students may refer questions and recommendations concerning diversity related policies, procedures and programming.

Meetings

- Meetings will be held once a month, except for the months of January, June, July, and August.
- All the members are expected to attend all meetings. The voting members, who miss two consecutive meetings or four meetings within a year, barring exceptional circumstances, may be asked to resign.

- Absent committee members will not be allowed to vote.
- The committee will seek to make decisions by reaching consensus. When this is not possible, decisions will be made by majority vote.
- Five members will constitute a quorum.

Diversity Webpage As part of its services, the PDC has developed and will maintain the Diversity at Pierce webpage listing college programs, services, activities, including curricular offerings that contribute to equity and diversity awareness and issues and announce upcoming diversity events.

[Prepared: October 2006; Revised on January 2012; Revised on September 2013; Revised on February 2014]

Appendix D

Enrollment Management Committee Charter

A Committee of the Pierce College Council (PCC)

Initially adopted September 22, 2011; current revision
September 29, 2015, amended May 3, 2018, amended May 2, 2019

Responsibilities

The Enrollment Management Committee is responsible for overseeing a comprehensive planning process designed to achieve and maintain the optimum recruitment, retention, and the completion of students' goals. It enables the fulfillment of institutional mission and students' educational goals. (amended 5/2/19)

The role of the committee shall be to develop, monitor and implement the Plan for Enrollment Management.

Composition

- 2 Academic Senate Representatives
- 1 Educational Planning Committee Representative
- 1 Student Services Manager Representative
- 1 Student Success Committee Representative
- 1 Academic Policy Committee Representative
- 2 AFT Faculty Chapter Representatives (corrected 5/2/19)
- 1 ASO Representative (corrected 5/2/19)
- 1 AFT Staff Guild (1521A) Representative
- 1 Vice President of Academic Affairs or designee
- 1 Vice President of Administrative Services or designee
- 1 Vice President of Student Services or designee
- 1 Dean of Academic Affairs or Student Services
- 1 Non-Credit/Encore (adopted 16 Feb 2011)
- 1 Office of Institutional Effectiveness Representative (proposed 2 May 2013)
- 1 Public Relations Office (proposed 2 May 2013)
- 1 Supervisory Employees' Local 721 (SEIU) Representative
- 1 LA/OC Building and Construction Trades Council Representative

- 1 LA City and County Schools Employees Union, Local 99 Representative
- 1 Teamsters 911 Representative
- 1 Unrepresented Managers and Confidential Employees (UMCE) Representative
- 1 High School Outreach Office Representative (adopted 3 May 2018)
- 1 Financial Aid Office Representative (adopted 3 May 2018)
- 1 Admissions and Records Registrar (adopted 29 July 2021)

Operation and Procedures

The committee shall be co-chaired by one faculty member and a non-faculty member, both chosen by the committee. The term of the co-chairs shall be two (2) years, with each co-chair elected in alternate years.

The terms of the committee membership will be staggered so that one half of the committee is selected at the end of each academic year. Faculty committee members shall be appointed by their constituencies.

The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process.

Attendance

Representatives should attend all meetings of the EMC.

If any representative misses more than 25% of the meetings during any semester, the constituent group will be notified in writing so it may take appropriate actions to ensure its interests are fully represented. (amended 5/2/19)

Appendix E

Facilities Advisory Committee (FAC)

Charter October 2017

MISSION AND OBJECTIVES

The Facilities Advisory Committee advises the Pierce College Council regarding facilities planning issues at all college venues, including owned and leased off-campus facilities.

The Office of the Vice President of Administrative Services and the Director of College Facilities shall serve as the resource for administrative support.

The Facilities Advisory Committee (FAC) is responsible for the strategic oversight of all college facilities including Maintenance and Operations, Construction, and Fire Life Safety Systems. FAC will provide advisory services and recommendations to Budget, and Pierce College Council (PCC) Committees as necessary to ensure all facilities are being developed and maintained as designed in the Facilities Master Plan (FMP) and Participatory Governance Committee (PGC) process. The FAC reviews all developments and implementation of the college's overall bond program planning efforts. The FAC reviews all proposed bond-funded projects to ensure that they meet the requirements of the college's Strategic Master Plan (SMP), Educational Master Plan (EMP), FMP and the long-term goals of the Facilities Strategic Plan (FSP). The FAC develops and recommends to PCC campus-wide standards for the building program including such items as classroom size and appropriate space utilization of college facilities in accordance with state guidelines. The FAC reviews projects, proposals, action items, and provides regular reports to the PCC.

MEMBERSHIP

- Director of College Facilities
- Associated Student Organization President or designee
- Academic Senate representative
- Academic Policy Committee Representative
- Chair of the Work Environment Committee
- AFT Faculty Chapter Representative
- Classified Union Representative (1521A)
- Supervisory Unit Representative (SEIU 721)
- Building and Trades Unit Representative
- SEIU Local 99 Unit Representative
- Teamsters' Representative

- Vice President of Administrative Services or designee
- Vice President of Student Services or designee
- Dean / Associate Dean Special Services [DSPS]
- UMCE Representative

RESOURCE TABLE: IT Manager; College CPT [Construction Project Team]

OBJECTIVES

- Oversee college facilities planning
- Review all college facilities program plans for alignment with Educational Master Plan (EMP) and Facilities Master Plan (FMP) and makes recommendations to the PCC for approval of facilities program plans.
- Develop campus-wide standards for classroom size, office size and appropriate support spaces based on state-wide and local standards for these types of space.
- Update, per the college approved planning cycle the Facilities Strategic Plan.
- Review and make recommendations on the college's scheduled maintenance program (SMP process).
- Review projects and make recommendation on priorities for bond-funded facilities.
- Recommend new and renovation projects
- Review the charter every 2 years from the approval date or as needed.

MEMBERSHIP RESPONSIBILITY

- The committee shall be co-chaired by the following:
 - Any non-Senior Staff or Designee member of the committee by election for a two year term
 - Vice President (Senior Staff or Designee)
- The term of office of all committee members except Senior Staff or their designees and the Director of College Facilities shall be two years. With the exception of the Senior Staff Administrators and Director of College Facilities, terms will be staggered so that half of the committee will term out at a time.
- Committee members are appointed by the appropriate constituent group

Appendix F

Student Support Committee

Mission Statement

As the college provides more services for student health and economic assistance outside of the classroom, this committee will provide oversight and support to these important endeavors as well as gauge the socioeconomic climate of the student population. This will be an ad-hoc committee of the Pierce College Council (PCC). This charter will be effective between July 1, 2019 and June 30, 2021, and can be altered by a vote of PCC during this period and renewed prior to expiration.

Responsibilities:

- Coordinate efforts to more effectively address students' food and housing insecurity, health and well-being, and other challenges.
- Monitor the trends of changing economic needs of the students.
- Recommend improvements and efficiencies of student support services.
- Track potential federal, state and district wide student support mandates.
- Solicit additional resources and assistance for student support services from the community and non-profit organizations.
- Report annually to the PCC on economic needs and support to the students provided by the college

Committee Membership

The committee chair will be elected from among the committee members. The term of chair will be one year. The term of each committee member will be two years. The membership of the committee will be as follows:

2 Members designated by the Academic Senate

- 2 AFT Faculty Guild members designated by the AFT Faculty Guild
- 1 member designated by AFT 1521A
- Vice president of Student Services or designee
- Vice-president of Academic Affairs or designee
- Vice-president of Administrative Services or designee
- 2 students designated by the ASO
- 1 member designated by Local 99
- 1 member designated by the Supervisory Employees' Local 721 (SEIU)
- 1 member designated by the Teamsters 911
- 1 member designated by the Trade Unit.
- 1 member designated by the Unrepresented Managers and Confidential Employees

The constituent groups are responsible for providing the chair with the names of their representatives.

Resources to the Committee

- Health and Human Services
- Brahma Pantry Lead-Counselor

Appendix G

Technology Committee Charter

A Committee of the Pierce College Council (PCC)

Goal and Responsibilities

The focus of the Technology Committee is to create, update, and facilitate the needs identified in the Technology Master Plan and address campus technology needs. The goal of the committee is to ensure that the highest level of service possible is provided to students, faculty, staff, and administration of the college.

The Technology Committee (TC) brings recommendations for approval to the Pierce College Council (PCC), the shared governance council of Pierce College.

Membership

The Technology Committee is a collaborative committee drawing from as broad a campus constituency as possible. The voting members of the Technology Committee shall consist of the following:

- 2 Academic Senate representatives
- 1 AFT faculty chapter representative
- 2 Academic Policy Committee representatives (one from each occupational and academic programs)
- 2 Classified union representatives
- 1 Vice President of Academic Affairs or designee
- 1 Vice President of Administrative Services or designee
- 1 Vice President of Student Services or designee
- 1 Educational Technology Committee faculty representative
- 1 Student representative from Associated Student Organization
- 1 Distance Education Coordinator
- 1 Teamster representative
- 1 Supervisor representative
- 1 Building and Trades representative
- 1 Local 99 representative
- 1 UMCE Representative

Procedures and Operations

- Quorums shall constitute more than 50 percent of the voting membership with the following two exceptions:
- Constituency groups that do not offer a representative at the start of any semester will not be counted for purpose of determining a quorum that academic year.
- If a member has missed more than 30 percent of the past ten meetings (September through June), he or she will not be counted for purpose of determining a quorum and will be dropped from the committee.
- The term of office for each appointed member is two years, and reappointments are staggered between even years and odd years to ensure a commitment to broad inclusion.
- Co-chairs, one administrative and either one academic or classified staff, will be elected from the body at large by a simple majority. The term of the co-chair position is for two years, with elections to be held in alternating years during the first meeting date of the fall semester.
- Meetings shall be held monthly. A schedule of meetings will be established at the start of the academic year. This schedule may be altered by a simple majority vote of the committee. In the event of a holiday, alternate meeting dates and times shall be arranged. Additional meetings may be held as needed.
- Meetings shall be open to all members of the campus community, and individuals may address the committee under the "Items from the Floor" agenda item.
- Except where otherwise provided for in this Charter, all questions on rules of order in conducting meetings shall be determined by Robert's Rules of Order.

- Amendments to the Charter may be proposed by any committee member. A majority vote of the committee members shall be necessary for adopting proposed amendments.
- Amendments to the Charter shall be ratified by a vote from the Pierce College Council.

Adopted September 22, 2011
Amended February 2, 2012
Approved by PCC March 22, 2012
Amended June 12, 2014 Approved
by PCC July 24, 2014
Amended October 14, 2021

Appendix H

Academic Policy Committee

A Standing Committee of the Academic Senate

Responsibilities:

The duties of the Academic Policy Committee (APC) shall be to:

- Review all matters of academic policy and submit proposals of substance regarding academic policy and those that require action to the Academic Senate for final disposition.
- Form sub-committees as needed to examine issues and make recommendations to the Academic Policy Committee. Membership in the sub-committees need not be confined to department chairs, but may include other members drawn from the college community.
- Perform all other duties as may be assigned to it by the Academic Senate.
- Set and assess goals for the committee on an annual basis.

Committee Membership:

- The membership of the Academic Policy Committee shall be composed of all the chairs of the academic departments.

Other Criteria:

- The Vice President of Academic Policy shall preside over all meetings of the Academic Policy Committee.

Updated by Academic Senate November 7, 2011

Appendix I

College Outcomes Committee ***A Standing Committee of the Academic Senate***

Responsibilities:

To guide the college through the continual process of developing, implementing, and evaluating Outcomes procedures and requirements; to develop, implement, and evaluate college-wide Outcomes activities; and to oversee the assessment and reporting of student learning outcomes (SLOs), service area outcomes (SAOs), Student Services Learning Outcomes, (SSLOs) program learning outcomes (PLOs), and institutional learning outcomes (ILOs).

The duties of the College Outcomes Committee (COC) shall be to:

- Support SLO, PLO, SAO, SSLO, and ILO development, assessment, & reporting
- Develop and oversee two or more college wide Outcomes-related activities each academic year
- Develop and monitor college wide Outcomes procedures and requirements
- Monitor Outcomes-related Accreditation updates

Committee Membership:

The following shall be the voting members of the College Outcomes Committee:

- One (1) College Outcomes Coordinator
- One (1) Faculty member selected by the APC
- Two (2) Academic Senate representatives
- One (1) AFT representative
- One (1) Faculty Member from Area 1
- One (1) Faculty Member from Area 2
- One (1) Faculty Member from Area 3
- One (1) Faculty Member from Area 4
- The Faculty Accreditation Coordinator
- The Vice President of Academic Affairs or one designee
- The Vice President of Student Services or one designee
- The Vice President of Administrative Services or one designee

The following shall be non-voting members of the COC:

- The Dean of Institutional Effectiveness or designee (resource)
- The Curriculum Committee Chair (resource)
- One (1) Past COC Chair (resource)
- Apprentice(s)

The following shall apply: The Outcomes Coordinator shall chair the committee.

- The term of office of all committee members shall be two (2) years.
- There is no limit on members' terms.
- No department of the college shall have more than two (2) voting members.
- The COC shall meet at least once a month during fall and spring semesters.
- Committee members, including apprentice members, are expected to attend all meetings. Members, including apprentice members, who miss more than two scheduled meetings in a semester, may be subject to removal from the committee, as described in Article V of the Pierce Academic Senate Bylaws.

Other Criteria: The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information gathering and/or decision-making process.

Proposed by the Outcomes Team September 17, 2012

Approved by the Academic Senate October 22, 2012

Revised by the College Outcomes Committee October 1, 2013

Revised by the College Outcomes Committee February 4, 2014

Revised by College Outcomes Committee Chairs February 7, 2014

Revised by College Outcomes Committee Chairs February 11, 2014

Revised and approved by the Academic Senate April, 28, 2014

Revised and approved by the Academic Senate October 6, 2014

Revised by the College Outcomes Committee November 3, 2015

Revised by the College Outcomes Committee February 21, 2018

Approved by the Academic Senate March 12, 2018

Appendix J

Curriculum Committee *A Standing Committee of the Academic Senate*

Responsibilities:

- The duties of the Curriculum Committee shall be to:
- Evaluate the relevance of proposed new courses in relation to the College's mission and its Strategic and Educational Master Plans.
- Evaluate the relevance of proposed new academic programs in light of the College's mission and its Strategic and Educational Master Plans.
- Review and update course outlines as mandated by the College's COR update schedule.
- Review and update the General Education philosophy statement for the Associate in Arts and the Associate in Science degrees.
- Review and revise as needed the Curriculum Committee charter every odd year by the second meeting of the fall semester.
- Review and update the General Studies AA degrees by the third meeting of the fall semester.
- Review and update the list of courses recommended to the President for Credit by Examination
- Review and update the list of courses offered as Pass/No Pass
- Set and assess goals on an annual basis.
- Form task forces as needed.

Committee Membership

The following shall be the voting members of the Curriculum Committee with seats apportioned in the areas indicated:

AREA 1

- Three (3) members selected from the disciplines housed in the following departments:

Art and Architecture; Communication Studies; English; Media Arts; Library Sciences, Modern Languages; Performing Arts

AREA 2

- Three (3) members selected from the disciplines housed in the following departments:

Child Development and Education; Kinesiology; History, Philosophy and Sociology; Political Science, Economics, Administration of Justice and Chicano Studies; Psychology and Addiction Studies

AREA 3

- Three (3) members selected from the disciplines housed in the following departments:

Business Administration; Anthropological and Geographical Sciences; Chemistry; Life Sciences; Mathematics; Nursing; Physics and Planetary Sciences

AREA 4

- Three (3) members selected from the disciplines housed in the following departments:

Agriculture and Natural Resources; Center for Academic Success; Computer Applications and Office Technologies; Counseling; Industrial Technology; Computer Science and Information Technology

- Three (3) At-Large faculty members
- The College Articulation Officer or designee
- The College Librarian or designee
- One (1) AFT faculty chapter representative

The following shall be non-voting members of the Curriculum Committee:

- The Associated Student Organization President or designee/s.
- Apprentice members
- A non-classroom faculty from the Counseling department
- A member appointed by the Vice President of Academic Affairs in an advisory role
- A resource member whose duties include ensuring committee decisions reach the appropriate parties at the college, the district, and the state.

The following shall apply:

- The Second Vice President of the Senate shall chair the Curriculum Committee, as per the Pierce Academic Senate Bylaws.
- The Second Vice President of the Senate shall attend the monthly meetings of the District Curriculum Committee and report all matters of concern and significance to the Curriculum Committee and to the Academic Senate.
- The voting membership of the Curriculum Committee shall be composed of members of the faculty appointed to the committee by the Academic Senate from nominees submitted to the Academic Senate with the exception of the member serving as the faculty guild representative to the Committee, who will be appointed by the Faculty Guild.

- The term of office of faculty committee members shall be two years.
- The terms of the committee membership shall be staggered so that one half of the committee is appointed every other year.
- No department of the college shall have more than two (2) voting members on the Curriculum Committee.
- Any faculty may serve as an apprentice member of the committee
- There shall be no more than three (3) apprentice members per curriculum area.
- The Curriculum Committee shall have a minimum of eight (8) scheduled meetings per academic year
- The Curriculum Committee may have called meetings during an academic year by a majority vote of the Committee
- The Curriculum Chair may call one called meeting per academic year to address workload issues without the vote of the committee
- All COR's must be completed within the academic year, no CORs can be carried over to the following academic year

Other Criteria

Attendance and Removal

Committee members, including apprentice members, are expected to attend all meetings. Members, including apprentice members, who miss more than two scheduled meetings in a semester, may be subject to removal from the committee, as described in Article V of the Pierce Academic Senate Bylaws.

Renewal or Vacancies

Eligible faculty serving on the committee shall have priority for renewal when their term expires, subject to ratification by the Academic Senate.

Eligible apprentice members shall have priority to fill a vacancy in their area or in an at-large position, subject to ratification by the Academic Senate.

The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process.

Distance Education

The Distance Education Coordinator validates the Distance Education addendum prior to Curriculum Committee action.

Honors

The Honors Director validates the Honors addendum prior to Curriculum Committee action.

Technical Review

The Technical Review process is outlined in Appendix B-1.

Revised and approved by the Curriculum Committee November 20, 2017

Ratified by the Academic Senate November 20, 2017

Revised and approved by the Curriculum Committee April 20, 2018

Ratified by the Academic Senate May 7, 2018

Appendix K

Educational Planning Committee Charter

A Standing Committee of the Academic Senate

Responsibilities

To guide the college through the continual process of strategic educational planning that includes a systematic cycle of evaluation, integrated planning, implementation, and reevaluation. To make recommendations on issues related to the college's progress in implementing these plans successfully.

The duties of the Educational Planning Committee (EPC) shall be to:

- Develop, monitor and evaluate the Educational Master Plan
- Integrate data from the annual plans into the monitoring and evaluation of the Educational Master Plan.
- Integrate the information generated from program review into the revision of the Educational Master Plan.
- Oversee the annual planning and program review processes for instructional departments including updating templates.
- Review the instructional annual plans to identify themes and report the findings.
- Oversee viability review of educational programs.
- Oversee the college response to any educationally-related accreditation recommendations.
- Set and assess goals for the committee on an annual basis.
- Oversee and conduct the self-evaluation process for Senate committees.

Committee Membership

The following shall be the voting members of the Educational Planning Committee:

- The Academic Senate President
- Two (2) Academic Policy Committee representatives
- Two (2) Academic Senate representatives
- Three (3) AFT faculty chapter representatives
- The Chair of the Curriculum Committee or designee
- The Faculty Accreditation Coordinator
- The Vice President of Academic Affairs or designee
- The Vice President of Student Services or designee
- The Dean of Career and Technical Education or designee

Resource Member – nonvoting:

- The Dean of Institutional Effectiveness or designee

Terms of Office

1. The Academic Senate President, Curriculum Committee Chair, Faculty Accreditation Coordinator, Vice President of Academic Affairs, Vice President of Student Services, and Dean of Career and Technical Education serve based on position.
2. The terms of office for the Academic Policy Committee representatives and Academic Senate representatives shall be two (2) years and shall be staggered. One representative of each will be appointed in even-numbered years and one representative of each will be selected in odd-numbered years.
3. The term of service for the AFT faculty chapter representatives shall be determined by the chapter.

The following shall apply:

- The committee shall be cochaired by the Academic Senate President and the Vice President of Academic Affairs or administrative designee.
- EPC members who miss two meetings per semester will be considered for removal according to the current Pierce College Academic Senate bylaws.
- A quorum consists of a majority of the voting members.

Other Criteria:

- Faculty membership should include at least one representative from a CTE discipline and one representative from the Student Services academic disciplines.
- The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision making process.

Proposed by the Educational Planning Task Force August 22, 2005

Passed by the Academic Senate September 12, 2005

Updated by the Academic Senate February 28, 2011

Updated by the EPC February 20, September 11, October 9, October 16 2015

Ratified by the Academic Senate October 26, 2015

Appendix L

Events and Recognition Committee *A Standing Committee of the Academic Senate*

Responsibilities:

The duties of the Events and Recognition Committee shall be to:

- Stimulate, plan, and carry out activities that promote campus-wide collegiality.
- Plan and carry out activities that recognize faculty service and accomplishments.
- Plan and carry out activities that recognize students' excellence and accomplishments.
- Maintain the Events and Recognition Committee website.
- Set and assess goals for the committee on an annual basis by conducting a self-evaluation.
- Perform all other duties as assigned by the Academic Senate.

Committee Membership:

The following shall be voting members of the Events and Recognition Committee:

- The membership of the Events and Recognition Committee shall be composed of a minimum of four (4) faculty.
- At least one (1) adjunct faculty representative in addition to the four stated above.
- The Academic Senate Treasurer shall be a member of the committee.
- A representative appointed by the Dean of Student Services.

Committee Chair:

The Events and Recognition Committee shall select a faculty member as chair, prescribe the chair's duties and authority, determine its own procedures, and take all other actions by majority vote.

The chair of the Events and Recognition Committee shall preside over all meetings of the committee and report all matters of concern and significance to the Academic Senate. The term of office of the chair is two years. There shall be no limitation on the number of terms a chair will be able to serve.

Attendance:

Committee members are expected to attend all meetings. Members who miss more than two meetings in a semester may be subject to removal from the committee, as described in Article V of the Academic Senate of Los Angeles Pierce College Bylaws.

Proposed by the Events and Recognition Special Committee October 10, 2016
Noticed by the Academic Senate October 10, 2016
Ratified by the Academic Senate October 24, 2016

Appendix M

Distance Education and Instructional Technology Committee

A Standing Committee of the Academic Senate

Responsibilities:

The duties of the Distance Education and Instructional Technology Committee (DEITC) shall be to:

- Advise the senate on issues related to distance/web-enhanced education and making effective use of educational technology in the delivery of instruction and related activities.
- Coordinate efforts with the Technology Advisory Committee and the Distance Education Coordinator.
- Align priorities with Technology Master Plan, Education Master Plan and the College's Strategic Plan.
- The committee shall recommend guidelines associated with technical and instructional support and design including personnel, services, software, training, and equipment to assure the successful use of educational technology and to improve the quality of the Distance Education Program.
- The committee shall form appropriate subcommittees and/or task force(s) to meet its objectives approved by the committee.
- Set and assess goals for the committee on an annual basis at the beginning of each fall semester and reviewed at the end of spring semester.
- The DEITC is the designated Pierce College D/DL Committee specified in Article 40 B 5 of the AFT contract dated July 1, 2008 through June 30, 2011.

Committee Membership:

The following shall be the voting members of the Distance Education and Instructional Technology committee:

- The membership of the Distance Education and Instructional Technology committee shall be composed of at least one (1) member from each of the four discipline areas described in the Curriculum Committee membership section, all to be appointed by the Academic Senate (priority will be given to DE faculty).
- One (1) faculty member selected from the Library.
- One (1) faculty member selected from Counseling.
- Four at-large faculty members appointed by AFT.
- Distance Education Coordinator, or designee.
- The membership of the Distance Education and Instructional Technology committee shall be fixed at eleven voting members.
- No department of the college shall have more than one member of the Distance Education and Instructional Technology committee.
- The term of office of faculty committee members shall be two years. The terms of the committee membership will be staggered so that one half of the committee is selected at the beginning of each academic year.
- The DEITC will appoint a member to represent the DEITC on the campus Technology Advisory Committee.

The following shall be non-voting members of the Educational Technology Committee:

- Manager of Info Tech, or designee.
- Academic Senate Second Vice President or designee.
- A member appointed by the Vice President of Academic Affairs, whose duties shall serve as a Liaison to the office of Academic Affairs.

Committee Chair:

- Committee members shall select a faculty member of the DEITC as chair and submit the name to the Academic Senate for confirmation. *The term of office for chair will be two-years and the election will occur at the last meeting of the spring semester.*

- The chair or designee shall preside over all meetings of the committee and report all matters of concern and significance to the Academic Senate.

Meetings:

- Meetings will be held once a month during fall and spring semesters.
- All the members are expected to attend all meetings. The voting members, who miss two consecutive meetings or four meetings within a year may be subject to the removal process as per academic senate bylaws.
- Proxy votes are not allowed.
- The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process.

Approved by the Academic Senate May 19, 2014

Appendix N

Faculty Position Priority Committee (FPPC) Charter

Responsibilities:

In compliance with the process guidelines agreed upon by the Senate, AFT, and College President, this charter establishes the procedure for all new full-time faculty position hiring decisions whether they be new tenure-track positions or temporary limited full-time positions (TLFTP) irrespective of the funding type, based on the needs of the students, the departments/disciplines, and the college. In accordance with this charter, the FPPC will analyze the applications and prepare a prioritized list to recommend to the Academic Senate.

Composition:

The Faculty Position Priority Committee (FPPC) will be composed of the following:

- five (5) faculty members selected by the Academic Senate.
- five (5) faculty members selected by the Academic Policy Committee
- one (1) faculty member selected by the AFT
- one (1) First Vice President of the Academic Policy
- one (1) Academic Senate President or designee (ex-officio)
- All deans supervising academic programs (non-voting)
- Dean of the Office of Institutional Effectiveness (non-voting)

To maintain a broad-based committee, the members from the Academic Senate and the Academic Policy Committee must have at least one representative from each of the four areas established by the Pierce College Curriculum Committee. There should be at least two non-classroom faculty members (e.g. counselors, librarians, child development center faculty). No discipline may have more than one voting member. The committee will recommend a chairperson. The Dean from the Office of Institutional Effectiveness should be included as a non-voting member.

Terms will be for two years beginning the first of July (positions expire June 30th). Positions expiring will be up for re-appointments or elections (as needed) each Spring. The appointments will remain for the duration of the term even if the individual is no longer a member of the appointing body.

After two misses the FPPC Chair will inform a member that they are at risk for being asked to vacate their position if they miss another meeting within a particular academic year. If a member misses three meetings within an academic year then they will be asked to vacate their position to allow someone else to serve.

Preparation for Analysis of Applications:

1. The FPPC will be convened no later than the fourth week of the fall semester.
2. The FPPC will assess hiring needs in accordance with "Prioritization Criteria for Replacements and New Faculty Positions" stipulated in Article 33 of the *Agreement Between The LACCD and the LA College Faculty Guild*.
3. The Office of Institutional Effectiveness will provide quantitative data required in the process. This may include:
 - a chronological list of faculty members on long-term leave or reassignment and those separated from Pierce within the last academic year.
 - current semester data: total full-time faculty, total FTEF taught, unadjusted and adjusted full-time percentage, predicted full-time percentage with hire(s)
 - historical data: allocated hours, total FTEF, and % full-time FTEF taught for past four (4) semesters
 - all certificates, degrees, and GE certifications awarded for the last three years
4. In assessing the needs related to non-classroom disciplines such as Counseling and Library, program review documents, comparative-staffing data from other colleges and other relevant information will be considered. Similarly, for any discipline, State, Accreditation, or other externally mandated requirements will be considered.
5. The data requested by FPPC that relates to the criteria used in the ranking process will be made available to the Department Chairs.
6. A Pierce Faculty Priority Position Application will be required for each faculty member request unless the positions are identical.
7. Once the applications for positions have been submitted, the FPPC will review and prioritize them. The FPPC may require departments to provide additional information or clarification that could include a presentation. Voting FPPC members from departments that have applications under consideration will be excluded from advocating for those applications.
8. For positions for new and emerging disciplines the FPPC application should include a recommendation from the Educational Planning Committee.
9. By the first Monday of November, the FPPC's list of recommendations will be forwarded to the Academic Senate. The Academic Senate will forward its recommendations to the College President. The Article 33 C language on replacements will be attached to the FPPC prioritization list:

Faculty positions vacated, for any reason, for any length of time, should be replaced with temporary or new contract faculty. Any full-time faculty position permanently vacated should be filled with a regular or contract (tenure track) faculty member within, whenever possible, one year.

10. At the end of each academic year the FPPC will evaluate the process and recommend any modifications necessary to improve the procedure.

Analysis of the Applications:

The FPPC will evaluate all applications according to the prioritization criteria for replacements and new faculty positions stipulated in Article 33 of the Contract.

Replacement of contract positions is given high priority.

a. The Educational Master Plan — New positions are considered only if stated as a department goal in Program Review, and submitted in a department's Annual Program Plan. Justifications for new positions include, but are not limited to: accreditation, legal or regulatory compliance, sustained increased demand, linkages to the Educational Master Plan (and/or Strategic Master Plan), a recommendation from viability review, and other justifications.

b. Program Viability and Student Success Rate — Departments are viable until proven otherwise and may submit requests for new hires. New and replacement positions may or may not be recommended by a viability study. Consideration is given to the aggregate student success rate within the discipline in which the hire is sought.

c. Staffing Needs (including the goal of maintaining or increasing the college's ratio of full-time to part-time faculty) — This could also include but is not limited to: elimination of non-classroom hourly assignments to improve staff/student ratios, impact of changes in Title 5 such as dealing with repeatability of courses, and full-time to part-time faculty ratios in specific disciplines mirroring college wide averages.

d. Program Needs — Examples of program specific needs include but are not limited to: accreditation requirements, specific courses which are understaffed by full time faculty, curriculum and program development and improvement, current and future changes in the discipline, the possible loss of program accreditation or the dropping of the discipline, the lack of available hourly instructors, diversity goals, and other critical needs.

e. Enrollment and Financial Resources — FTES/FTEF ratio is considered per discipline and per course that a new faculty hire will teach.

f. Assignments in a Discipline Where the Load Consistently Staffed by Adjunct Faculty for More Than Three Years Exceeds One Full Time Position — these would be considered as new positions.

Approved by Academic Senate October 6, 2014; revision approved June 1, 2015

Revised by the Faculty Position Priority Committee April 28, 2017

Ratified by the Academic Senate September 11, 2017

Revised by the Faculty Position Priority Committee April 30, 2018

Ratified by the Academic Senate May 7, 2018

Revised by the Faculty Position Priority Committee May 10, 2019

Ratified by the Academic Senate May 20, 2019

Appendix O

Faculty Professional Development Committee (FPDC)

Purpose:

Support faculty in their pursuits of professional and personal growth.

Responsibilities:

The duties of the Professional Development Committee shall be to:

- Create, plan, and carry out activities that promote the academic and professional life of the faculty, including all authorized activities related to contract-mandated Faculty-Development (Flex) Days and the state mandated Flexible Calendar obligations.
- Plan and carry out Adjunct Orientations at the beginning of the fall semester, or as otherwise needed.
- Plan and carry out New Faculty Orientations as needed.
- Recommend agenda for Opening Day.
- Maintain primary responsibility for the operation of the FSRC (Faculty Staff Resource Center).
- Maintain the Professional Development website.
- Maintain currency of the faculty handbook.
- Evaluate activities that meet Flex responsibilities.
- Provide input to PD coordinator for development of faculty survey.
- Seek input from constituent groups.
- Set and assess goals for the committee on an annual basis by conducting a self-evaluation.
- Perform all other duties as assigned by the Academic Senate.

Committee Membership:

The following shall be the members of the Professional Development Committee:

- The membership of the Professional Development Committee shall be composed of at least two(2) members from each of the four discipline areas.
- At least one(1) adjunct faculty representative.
- Faculty Professional Development Coordinator
- The membership of the Professional Development Committee shall be no more than fifteen.

Attendance:

Committee members are expected to attend all meetings. Members who miss more than two meetings in a semester may be subject to removal from the committee, as described in Article V of the Pierce Senate Bylaws.

Committee Chair:

- The Professional Development Committee shall select a faculty member as chair, prescribe the chair's duties and authority, determine its own procedures, and take all other actions by majority vote.
- The chair of the Professional Development Committee shall preside over all meetings of the committee and report to the Academic Senate.
- The term of office of the chair is two years. There shall be no limitation on the number of terms a chair will be able to serve.
- The faculty professional development coordinator may also be the chair if elected by the committee.

Approved by the Academic Senate December 2, 2013

Updated by the PDC March 1, March 29, April 19, 2016

Ratified by the Academic Senate April 25, 2016

Appendix P

Professional Ethics Committee Charter

A Standing Committee of the Academic Senate

Responsibilities:

The objectives of the Professional Ethics Committee shall be to:

- Review issues and recommend actions, when appropriate, on matters which involve the maintenance and advancement of professional ethics;
- Bring to the Academic Senate all recommendations for action in the area of professional ethics;
- Periodically review and suggest changes in or additions to the Pierce College Faculty Code of Ethics;
- Develop processes for dealing with problems of noncompliance with our code of ethics;
- Facilitate collaboration among campus groups regarding ethics;
- Promote staff development activities related to ethics; and
- Perform all other duties assigned to it by the Academic Senate.

Committee Membership:

- The membership of the Professional Ethics Committee shall be composed of at least one (1) member from each of the four (4) discipline areas described in the Curriculum Committee membership section.
- The membership of the Professional Ethics Committee shall be set at a maximum of twelve (12).
- The members shall be appointed by the Academic Senate with the exception of the member serving as the Faculty Guild representative to the Committee who will be appointed by the Faculty Guild Chapter Chair.
- All members serve a two-year (2) term. There shall be no limit to the number of terms that a member may serve.
- As much as practical, the terms of the Committee membership should be staggered so that one half of the committee is selected at the start of each calendar year.
- A quorum shall consist of at least 50% of the Committee membership.

- Apprentice Members
 - The Committee will support a maximum of six (6) apprentice members with at least one (1) member from each of the four (4) discipline areas described in the Curriculum Committee membership section. Apprentice members shall be non-voting members of the committee.
 - Apprentice members will ideally serve at least two(2)semesters before being eligible to fill a vacancy for full membership.
 - Upon approval from the Committee, eligible apprentice members maybe ratified by the Academic Senate.

The following shall apply:

- Committee members may recommend to the Executive Committee the name of a person to serve as chair. The executive Committee nominates a chair and submits this nomination to the Academic Senate for confirmation.
- The term of office of the chair is two years. There shall be no limitation on the number of terms a chair will be able to serve.
- The chair of the Professional Ethics Committee shall report all matters of concern and significance to the Academic Senate.
- The Professional Ethics Committee shall set and assess goals for the committee on an annual basis.
- The Professional Ethics Committee shall serve as a standing committee of the Academic Senate.

Updated by the Academic Senate May 18, 2015

Revised by the Professional Ethics Committee March 13, 2017

Ratified by the Academic Senate April 10, 2017

Appendix Q

Student Success Committee (SSC)

Approved by the Student Success Committee February 19, 2014

Approved by the Academic Senate March 10, 2014, September 13, 2021

Revised July 21, 2021

Responsibilities:

In order for students to fully achieve their learning goals, the college will develop opportunities and increase access to programs and services that improve each student's likelihood of success. The Student Success Committee will support and encourage the following activities:

- Increase student access to college by reaching into communities and providing support and services that encourage awareness of college opportunities, engagement and enrollment in college.
- Facilitate student readiness for successful learning by developing and promoting programs for new approaches, and scale and institutionalize successful approaches, for improving students' success in basic skills across the college curriculum.
- Develop, implement, and scale student cohorts, learning communities and activities that facilitate collaboration, engagement and success.
- Expand and diversify the Center for Academic Success' role as a primary resource for institutional support of student learning and success.
- Provide ongoing orientation and professional development opportunities to new and continuing faculty that focus on student-centered learning and the resources and tools needed to facilitate student access, retention, and success.
- Expand learning opportunities that promote student engagement and that develop personal and civic responsibility.
- Develop programs and services that support diverse groups of students in order to promote student equity.
- Support general education pathways that lead to successful completion of certificates, degrees, and transfer patterns.

Committee Membership:

The following shall be voting members of the Student Success Committee:

3 Faculty – one member from each of the three discipline areas (not to include any of the departments designated below) 1 Faculty member from a Career and Technical Education (CATE) discipline selected by the CATE committee

1 Learning Center Director or designee

1 Faculty representative selected by the English department

1 Faculty representative selected by the Math department

1 Faculty representative selected by the Counseling department

- 1 Vice President of Academic Affairs or designee
- 1 Vice President of Student Services or designee
- 1 Dean over Counseling and Matriculation
- 1 Professional Staff Development Coordinator or designee
- 1 Representative from the Office of Institutional Effectiveness
- 1 Associated Students Organization representative

Non-voting membership: Given the extensive and important role that this committee is expected to play at the college, the committee will need to invite the participation of many other members of the campus community to help in carrying out its functions. These individuals shall make up the non-voting membership of the committee, which may include any faculty, staff or administrator. In order to insure that the non-voting participant's voices are heard by the voting membership, all of the participants on the committee shall be consulted when any major issue of policy, particularly related to budget, needs to be decided on.

The following shall apply:

- The committee shall be chaired by a faculty member of the committee chosen by the faculty on the committee, and shall include administrators to serve as a liaison.
- The term of office of faculty committee members shall be two (2) years. The terms of the committee membership will be staggered so that one half of the committee is selected at the beginning of each academic year. Faculty committee members shall be appointed by their constituencies no later than the third senate meeting of the spring semester.
- Only one member from a department may serve on the voting committee.

Committee Membership:

The following shall be the voting members of the Curriculum Committee with seats apportioned in the areas indicated:

AREA 1

- Art and Architecture; Communication Studies; English; Media Arts; Library Sciences, Modern Languages; Music; Theater and Dance

AREA 2

Child Development/Education; History/Humanities; Kinesiology; Philosophy and Sociology; Political Sciences/Economics/Criminal Justice/Chicano Studies; Psychology

AREA 3

- Business Administration; Anthropological and Geographical Sciences; Chemistry; Life Sciences; Mathematics; Nursing; Physics and Planetary Sciences

AREA 4

- Agriculture and Natural Resources; Center for Academic Success; Computer Applications and Office Technologies; Counseling; Industrial Technology; Computer Science & Information Technology

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