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To: [LMC ALL Faculty](#)
Cc: [Duldulao, Abigail](#)
Subject: LMC Shared Governance Information based on the Governance Survey Results
Date: Tuesday, October 10, 2023 8:36:32 AM

Hello LMC Faculty:

Thanks to everyone who participated in the short LMC Shared Governance survey we sent out a few weeks ago. The faculty response rate to this survey was quite good, and we very much appreciated your honest and direct responses.

A significant percentage of responding faculty indicated that they would like more information on the following: How do I join a shared governance committee? Which committees are in current need of faculty members? What work do the various committees do? In this email I plan to answer all of those questions for you, so please read on (and accept my apology for the length of this message):

1. How do you join an LMC Governance Committee? If you wish to join a shared governance committee that has a current opening for a faculty member all you have to do is send an email with your name and the committee you are interested in joining to your Senate President (currently mlewis@losmedanos.edu) and the Senate Administrative Assistant Abbey Duldulao (aduldulao@losmedanos.edu). After you do this your name will be placed on the next Senate agenda so that the Senate voting members can vote you on to the committee.

Sometimes it happens that there are more faculty volunteers for a committee than there are available open faculty seats on that committee. When that occurs the Senate membership will have to vote to select which of the faculty candidates will become new committee members.

The two exceptions to the process described above are for the positions of voting Academic Senate member and Academic Senate Officer. Senate members are elected by a vote of the faculty they represent (full time faculty in their area vote for full time Senate reps, and adjunct faculty in their area vote for adjunct reps). Once elected by faculty in their area to serve an open seat in Senate the new area representative may begin serving immediately as a voting Senate member.

Senate officers (such as Senate President or Senate Vice President) must be elected by a vote of the entire college faculty. These votes are held online every two years after a Q&A session with the candidates during a regular scheduled Senate meeting.

2. How do you find out which committees have open faculty seats? The easiest way to find this information is to look at the most recent Academic Senate Agenda which is sent out by email to all faculty three or four days before the next scheduled Academic Senate meeting. If you look on the agenda in the section titled "President's Communications", near the top of the agenda, there should be a list of all governance groups that are currently in need of more faculty representation. On this list we

separate open Senate positions from other shared governance committee positions, and we separate paid leave positions from unpaid positions. Here is the current list of open committee positions from our last Senate agenda:

- **Unpaid Open Governance Committee Positions:** 1 Planning, 1 SGC, 1 LPG, 1 Safety/Security, 1 SEM, 1 EEO, 1 GE, 1 DGC Brentwood Rep (DGC is a district committee that meets in Martinez once per month), 2 Sustainability
- **Unpaid Academic Senate Representative Openings:** 1 P.E., 1 Music/Recording Arts, 1 Nursing/Public safety, 1 Vocational Technology, 1 At Large CTE Full Time, 1 At Large Liberal Arts and Sciences Full Time
- **Paid Faculty Position Openings (Pay is either by stipend or by release time as noted):** Distance Education Committee Chair (0.25 release). Academic Senate VP (0.15 release). Academic Senate Financial Officer (500.00 per semester). 1 At-Large Adjunct Student Services Academic Senate Rep (500.00 per semester), 1 At-Large Adjunct CTE Academic Senate Rep (500.00 per semester)

3. How do I find out what sort of work the different governance committees do? There are two good ways to find this information. One is to go online to the LMC Committees page and click on the link to whatever committee you wish to learn more about. Those links take you to the committee web sites where the committees usually describe their charges, membership, meeting times, etc. The link to the LMC Committee Page is here: <https://www.losmedanos.edu/intra-out/committees.aspx>

Another way to do this is to read on, as I have summarized the major functions of all LMC governance committees below:

A. FACULTY DRIVEN COMMITTEES (THESE ARE COMMITTEES WHERE THE VOTING MEMBERS ARE MOSTLY OR ENTIRELY FACULTY)

Academic Senate: The official “voice of the faculty” in college governance matters, especially major college initiatives, new program approval and discontinuance, college degree requirements, GE requirements, new Transfer Degrees and State Approved Certificates, placing faculty on management hiring committees, and other college procedures and processes that require faculty input.

Curriculum Committee: The group that approves new courses, changes to existing courses including COOR revisions, course prerequisites, and new local certificates

General Education (GE): The group that developed GE Student Learning Outcomes and ensures that LMC GE courses have GE Student Learning Outcomes and assessments built in.

Teaching and Learning Committee (TLC): The group that oversees the entry of student outcomes assessment data into Elumen, and helps faculty develop, implement and record student outcomes assessment at the course and program level.

Distance Education (DE): The group that oversees the college implementation of online learning. This group also encourages and helps faculty develop online courses that can be included in the statewide DE learning consortium into which students all over the state can enroll. This group creates help systems and professional development for instructors to improve their online pedagogy, and it assesses new technology we may need to improve our online instruction.

B. SHARED GOVERNANCE COMMITTEES (THESE COMMITTEES HAVE EQUAL REPRESENTATION OF STUDENTS, FACULTY, CLASSIFIED STAFF AND MANAGEMENT)

Shared Governance Council (SGC): The de-facto college Budgeting Group, this is the group that reads and approves proposals for extra funding from all college areas (The RAP process) and the group that approves charges and recommendations of the other shared governance committees. This lead governance group is chaired by the LMC College President.

Strategic Enrollment Management (SEM): Currently the main charge of this group is to implement the new Guided Pathways Program at LMC.

LMC Equity Groups (IDEA, EEO): The IDEA group can finance small projects designed to improve equity outcomes at the college, and it develops and assesses college activities that facilitate improvements in LMC student equity. The IDEA group also writes and approves the LMC student equity plan and helps monitor and develop college level student equity goals. The EEO group ensures equity in faculty/staff/management hiring practices at the college.

Planning Committee: This group is currently charged with evaluating the results of college surveys for areas of college improvement, redesigning the Comprehensive Program Review process, developing methods to choose and assess our Accreditation goals, and developing methods to assess our Guided Pathways Program and our new ISLO's.

Technology Group (TAG): This group develops the LMC Technology plan and monitors our progress toward achieving the plan goals and implementation timelines. Our technology plan includes our cycle of computer and classroom technology upgrades.

Safety Committee: This group assesses potential safety issues on campus and suggests ways to improve campus safety.

Sustainability (Environmental Impact) Committee: This group assesses and proposes new ways to make the college more environmentally friendly, including placement of recycling systems and greater efficiency of campus energy and water resources.

Professional Development Committee (PDAC) and Local Planning Group (LPG): These groups develop, implement, and often fund large campus professional

development activities such as our opening day activities. This group puts out our Flex activities calendar every semester. The LPG group focuses on Flex Week Activities.

C. REGULAR TASK GROUPS (TEMPORARY GROUPS THAT FOCUS ON COMPLETING ONE SPECIFIC TASK OVER A LIMITED PERIOD OF TIME)

Accreditation Steering: This group helps solicit input and information for, and then helps write, our legally mandated college Accreditation reports.

Graduation Planning: This group plans our annual student graduation ceremony activities.

If you have any additional questions about shared governance groups at LMC feel free to email me using my campus email address: mlewis@losmedanos.edu

I hope you found this rather long message helpful.

Mark Lewis
LMC Academic Senate