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| **LOS MEDANOS COLLEGE COMMITTEE OVERVIEW LISTING** | | | | | | | | |
| **Shared Governance Council Committees and Senate Committees\*** | Description and explanation of committee (purpose, role and reporting structure within the organization of the college, responsibilities) | Current Chair  (name and title) | Chair selection process; description of role,  length of service & rotation process | Faculty committee members selection process, description of roles, length of service, adjunct faculty membership (are faculty memberships open to both full and part time faculty?) | Faculty  membership (currently & w/dates of service, identification of Senate representation) | Administrative support (description of, funding source for, currently filled by) | Associated Reassigned Time Information  (if any) | Associated funding sources or college plan  (if any) |
| Shared Governance Council |  | Bob Kratochvil |  |  |  |  |  |  |
| Institutional Development for Equity & Access (IDEA) |  | Erlinda Jones & Ade Origunwa |  |  |  |  |  |  |
| Planning Committee |  | Bob Kratochvil |  |  |  |  |  |  |
| Professional Development Advisory Committee (PDAC) | The purpose of LMC’s Professional Development Program is to strengthen and support a dynamic learning environment that promotes and enhances the personal, professional and organizational development for all employees with the ultimate goal of student success. | Mary Oleson & Ruth Goodin | Non-voting chairs were selected by the president:  Professional Development Permanent Staff | Faculty Members are selected by the Academic Senate and renewed every two years, which can be continued if requested by the faculty member. Members are advisory to the work toward the mission of PDAC. Members often participate on sub-committees or task forces in support of the mission.  Membership is open to both full and part-time faculty. The committee prefers a combination of both FT/PT | Rosa Armendariz  Erlinda Jones  Christine Krome | Administrative Support is provided by Mary Oleson, classified professional in the Office of Equity and Advancement | There are three staff positions which currently sit on PDAC as non-voting members:  Professional Learning Facilitator (PLF): Paula Gunder  Equity Professional Learning Facilitator (EPLF): Janice Townsend  Hannah Tatmon, Classified Hourly, for Administrative Support | PLF funded through RAP  EPLF funded through Student Equity Plan  PD funds available through the college and the district. |
| Safety Committee |  | Ronke Olatunji |  |  |  |  |  |  |
| Teaching & Learning Committee (TLC)\* | Coordinate college-wide assessment and assessment-related professional development efforts with the goal of improving teaching and learning | Tue Rust | Job description is given to the AS President to send out campus-wide. FT faculty submit a letter of interest to the current TLC Chair. The TLC reviews and recommends to the AS. This is then approved by the SGC.  2-year term  Attached is the job description  Please note that we hope to stagger the TLC Chair, GE Assessment Coordinator and CSLO/PSLO Coordinator so that not all three are vacant at the same time | This is hard to fit on a table because each role requires a different approval body. In general, the TLC chair will send a “request for representation” email to leaders within the department/program (usually the department chair). The leader will then send an approval email to the TLC chair with their chosen representative. Only the Part-time faculty position requires the Academic Senate’s approval. The deans are added by default. Currently, only one of the three academic deans is the “lead” and always attends meetings.  There is no description for these position, only roles and responsibilities for the TLC, which can be found in the 2012 TLP Position Paper on the TLC website, <http://www.losmedanos.edu/intra-out/tlp/documents/FinalamendedTLPpositionpaperMay2012.pdf>  In general, the members are expected to come to every meeting, inform and discuss with their constituents and support assessment efforts as best they can.  2 years | The TLC website posts a membership list that the administrative assistant updates regularly,  <http://www.losmedanos.edu/intra-out/tlp/members.asp> | Also described in the 2012 TLP Position Paper.  “Administrative support for note-taking during TLC meetings, updating the website and other necessary clerical functions.”  Funding comes from the college but the actual source is determined by the Presiden | 25% reassigned time (or the equivalent hours at the non-instructional rate | I assume this means the budget. The TLC was awarded an ongoing $7500 per year budget. This covers adjunct stipends for assessment. Leftover money can be used for assessment-related activities (workshops, conferences, etc). Attached is the most recent RAP |
| Technology Advisory Group (TAG)\* |  | Mike Becker |  |  |  |  |  |  |
| Sustainability Committee\* | Our primary purpose is to research effective practices of sustainablility that are replicable at LMC, develop, implement and assess sustainability activities on campus, and effectively inform students and staff about campus sustainability activities in which they can participate. In theory, we report to SGC. | Briana McCarthy | Committee members elect and vote on chairs. Role is to facilitate meetings, organize agendas and minutes, and drive conversations with other campus organizations and management. At the end of a two-year period, we as a committee revisit chair position and create space for new candidates. | The names of those willing to participate in committee meetings are forwarded to Academic and Classified Senates for approval. Open door policy. Representation from full-time faculty, adjunct, staff, and students. Chair is only clearly defined role, though we also have less formal role of secretary. | Faculty: Sharon Goldfarb (Nursing), Danielle Liubicich (Biol Sci), Kurt Crowder (Phys Sci)  Staff: Russ Holt (Facilities), Robin Harrison (EOPS), Jenifer Fay (Biol Sci Lab Coordinator). All faculty/staff through Academic and Classified Senates.  Students: 2-4 all approved by LMCAS. | Extremely limited – granted through infrequent proposals to President. | None | None |

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| **Hiring Committees** | Description and explanation of committee (purpose, role and reporting structure within the organization of the college, responsibilities) | Current Chair  (name and title) | Chair selection process; description of role,  length of service & rotation process | Faculty committee members selection process, description of roles, length of service, adjunct faculty membership (are faculty memberships open to both full and part time faculty?) | Faculty  membership (currently & w/dates of service, identification of Senate representation) | Administrative support (description of, funding source for, currently filled by) | Associated Reassigned Time Information  (if any) | Associated funding sources or college plan  (if any) |
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| Managers |  |  |  |  |  |  |  |  |
| Classified |  |  |  |  |  |  |  |  |
| Faculty |  |  |  |  |  |  |  |  |

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| **Academic Senate Committees**  **(local & district)** | Description and explanation of committee (purpose, role and reporting structure within the organization of the college, responsibilities) | Current Chair/President  /Campus Rep  (name and title) | Chair selection process; description of role,  length of service & rotation process | Faculty committee members selection process, description of roles, length of service, adjunct faculty membership (are faculty memberships open to both full and part time faculty?) | Faculty  membership (currently & w/dates of service, identification of Senate representation) | Administrative support (description of, funding source for, currently filled by) | | Associated Reassigned Time Information  (if any) | Associated funding sources or college plan  (if any) |
| Curriculum Committee |  | Louie Giambattista |  |  |  |  | |  |  |
| Distance Education Committee | **Distance Education Committee Charges**  The objectives of the Distance Education Committee include:   1. Review, research, and recommend policies, procedures, and strategic plans for distance education programs and services. 2. Advise the LMC DE chair of college distance education and learning management issues to be shared with District DE Council and LMS Work Group. 3. Stay abreast of work being done at District DE Council and LMS Work Group from the DE chair. 4. Examine whether the pattern of online offerings is meeting student needs and supporting student completion of certificates and degrees in order to make recommendations to the Enrollment Management Committee. 5. Analyze success and completion rates of online and hybrid courses to improve student learning and success. 6. Develop and revise as needed the Distance Education Supplement to the Course Outline of Record.   Be aware of and assist in carrying out any ACCJC Actionable Improvement Plans related to Distance Education | Courtney Diputado & Penny Wilkins | The DE Chair person or co-chairs are selected by vote of the DE Committee and approved by vote of the Faculty Senate for a two-year term. **Responsibilities of the Distance Education Chairperson**   1. Schedule regular meetings 2. Draft agendas and minutes 3. Update the DE Committee website 4. Draft needed policies, recommendations and documentation which are then reviewed, edited and approved by the DE faculty members or entire committee as appropriate 5. Report to Faculty Senate, Curriculum Committee & Department Chairs, and other groups as needed 6. Advise on grants 7. Advise on FLEX activities 8. Collaborate with department chairs and Enrollment Management Committee 9. Serve on District DE Council 10. Serve as or designate a representative for DE to the Curriculum Committee 11. Serve as or designate a representative for DE to the LMS Work Group 12. Monitor and report State Online Education Initiative progress 13. Attend appropriate conferences 14. Attend professional development programs (Examples: @One webinars, TurnItIn) | Volunteer membership of 2 year term for PT & FT faculty | Clayton Smith, Kim Wentworth, Joann Perry, Haydee Lindgren, Maria Perrone, Matthew Stricker, Laurie Huffman. | None | | None | None |
| Student Equity Plan Core and Extended Team |  | Dave Belman |  |  |  |  | |  |  |
| Student Success & Support Program Committee |  | Carla Rosas |  |  |  |  | |  |  |
| Enrollment Management Committee |  | Kevin Horan |  |  |  |  | |  |  |
| Equal Employment Opportunity Committee | Our goal as an EEO committee is to identify, develop and help implement processes to increase the diversity of the LMC workforce and to monitor progress toward this goal. | Ruth Goodin & Ronke Olatunji | Non-voting chairs were selected by the president. | Faculty members are selected by the academic senate | Theodora Adkins  Janice Townsend  Erich Holtman  Each of these members joined the committee in April, 2015. | Abbey Duldulao  Beth Robertson (classified member of the committee) currently provides administrative support | | None | None |
| General Education Committee |  | Cindy McGrath |  |  |  |  | |  |  |
| Basic Skills & ESL Committee |  | Christina Goff (Nancy Ybarra while CF is on leave) |  |  |  |  | |  |  |
| Career Technical Education Committee |  | Mike Grillo |  |  |  |  | |  |  |
| Local Planning Group | Oversight and approvals of the Flex activities process and implementation | Christine Kromer | The chair is selected by the committee | Faculty members are selected by the Academic Senate.  Per UF contract, there are six (6) faculty members on LPG.  Membership is for two years and can continue if requested by the faculty member.  Academic Senate has given approval for each of the faculty members on PDAC can also be members of LPG if they choose to do so (which is recommended). Additional LPG members needed are selected by the Academic Senate. | Christine Kromer  Erlinda Jones  Janice Townsend  (Request being made for three new members to LPG)  Comments: Classified PDAC members and staff and student PDAC members are invited to all LPG meetings. Although they are not voting members of LPG, their input is encouraged. |  | |  |  |
| Department Chairs |  | Kevin Horan |  |  |  |  | |  |  |
| Sabbatical Leave Committee |  | Sharon Wellbrook |  |  |  |  | |  |  |
| DW Study Abroad Committee |  | Kasey Gardner  (Rep – Leave)  Joann Hobbs  (LMC Rep) |  |  |  |  | |  |  |
| DW Faculty Selection Committee for Semester-Length Study Abroad Program |  | Scott MacDougal (DVC) |  |  |  |  | |  |  |
| DW Professional Development |  | Rick Robison |  |  |  |  | |  |  |
| District Governance Council |  | Rotating Constituency Group – Local Campus Rep  (Students Senate) |  |  |  |  | |  |  |
| Faculty Senates Coordinating Council |  | Silvester Henderson |  |  |  |  | |  |  |
| Box 2A |  | UF VP LMC  Academic Senate Pres.  VP of Instruction  Administrative Designee |  |  |  |  | |  |  |
| Accreditation Steering Committee |  | Kevin Horan |  |  |  |  | |  |  |
| Grade Appeal Committee |  |  |  |  |  |  | |  |  |
| Scholarship Committee |  |  |  |  |  | |  |  |  |
| Graduation |  | Dave Belman |  |  |  | |  |  |  |
| STEM Committee |  |  |  |  |  | |  |  |  |
| MESA/ASEM Advisory committee |  |  |  |  |  | |  |  |  |
| Umoja Advisory group |  | A’kilah Moore |  |  |  | |  |  |  |
| Puente Advisory group |  |  |  |  |  | |  |  |  |
| LMC Honors Board/Committee |  |  |  |  |  | |  |  |  |
| EEOC (district committee) |  | Erich Holtmann  (LMC District Rep) |  |  |  | |  |  |  |

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| Academic Senate  President/Chair:  Silvester Henderson |  |  |  |  |  |
| Classified Senate  President/Chair:  Linda Kohler |  |  |  |  |  |
| President's Cabinet & Management Council  President/Chair:  Bob Kratochvil |  |  |  |  |  |