Governance Handbook
Spring 2020 - Fall 2024

SAN DIEGO CONTINUING EDUCATION | SAN DIEGO COMMUNITY COLLEGE DISTRICT

A Message
from the President

San Diego Continuing Education (SDCE) is the largest noncredit institution for adult education in the state of California. SDCE serves 40,000 students annually at five main campuses (plus two satellite locations) throughout San Diego and at 200 off campus locations such as community centers and libraries.

SDCE students attend classes for various reasons and no two students are alike. Some have not been to school for years and are returning to achieve a high school diploma or to learn a relevant job skill. Many come to classes to learn how to speak English or to obtain citizenship, others still are continuing education beyond working years and attend classes to keep minds and bodies active as part of lifelong learning.

Regardless of why students come, or which students come, our mission is to make students successful by helping them meet and exceed their educational goals.

An organization the size of SDCE needs structure and process to help students achieve. We have experts in our faculty, in our staff, in our administrators—and in our students—and when we bring all of the experts together, we are not only honoring the concept of equity, we are positioning ourselves to accomplish great success.

Equity takes its shape in various forms throughout education. SDCE embraces the importance of considering inclusion and justice in serving students.

Participatory governance is a progressive model of leadership that invites the experts throughout the organization to offer ideas and suggestions to help keep SDCE innovative, entrepreneurial, and responsive to student needs. The meeting structure allows for conversation and perspective from various angles, which we know results in only the best ideas moving forward.

This handbook provides a visual overview of our structure, and detailed specifics about governance committees and supporting work groups. The entire handbook will be reprinted (and therefore revised) every three and a half years, aligning with our seven year Accreditation Cycle. However, any committee can propose changes to goals, composition/membership, quorum requirements, and calendar through the participatory governance process at any point, so input can be turned into action.

Sincerely,

Carlos O. Turner Cortez, Ph.D.
President
San Diego Continuing Education

SAN DIEGO COMMUNITY COLLEGE DISTRICT

City College ○ Mesa College ○ Miramar College ○ College of Continuing Education

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Driving Principles

VISION

To be the leader in innovative education that transforms students' lives.

MISSION

San Diego Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

VALUES

We, the San Diego Continuing Education faculty, staff, and administration of San Diego Community College District, acknowledge our responsibility to society and believe that access to lifelong learning is a cornerstone of a democratic society. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape the future. We place students at the center of all that we do, supporting and promoting excellence in their endeavors. We affirm and embody pluralism; we value collaboration and shared decision-making; and we honor creativity and innovation.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. **Social Responsibility**
   San Diego Continuing Education students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.

2. **Effective Communication**
   San Diego Continuing Education students demonstrate effective communication skills.

3. **Critical Thinking**
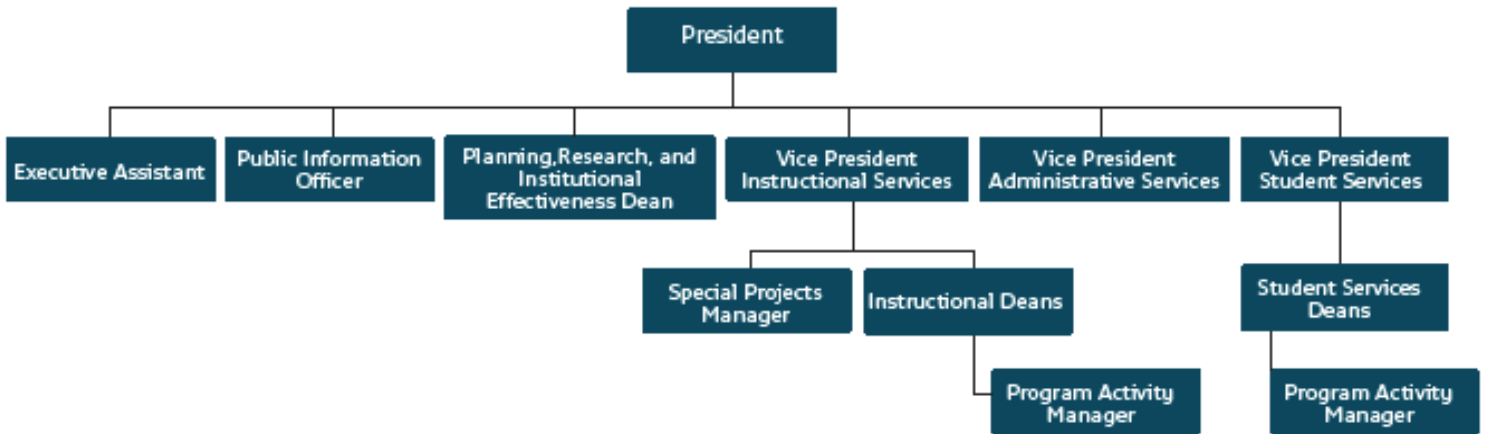   San Diego Continuing Education students critically process information, make decisions, and solve problems independently or cooperatively.

4. **Personal and Professional Development**
   San Diego Continuing Education students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives

Administrative Organizational Chart

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│ Executive │ │   Public   │ │  Planning,   │ │    Vice    │ │    Vice    │ │    Vice    │
│ Assistant │ │Information │ │ Research, and│ │ President  │ │ President  │ │ President  │
│           │ │  Officer   │ │ Institutional│ │Instructional│ │Administrative│ │  Student  │
│           │ │            │ │ Effectiveness│ │  Services  │ │  Services  │ │  Services  │
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San Diego Continuing Education's administrative organizational structure provides support for the institution.
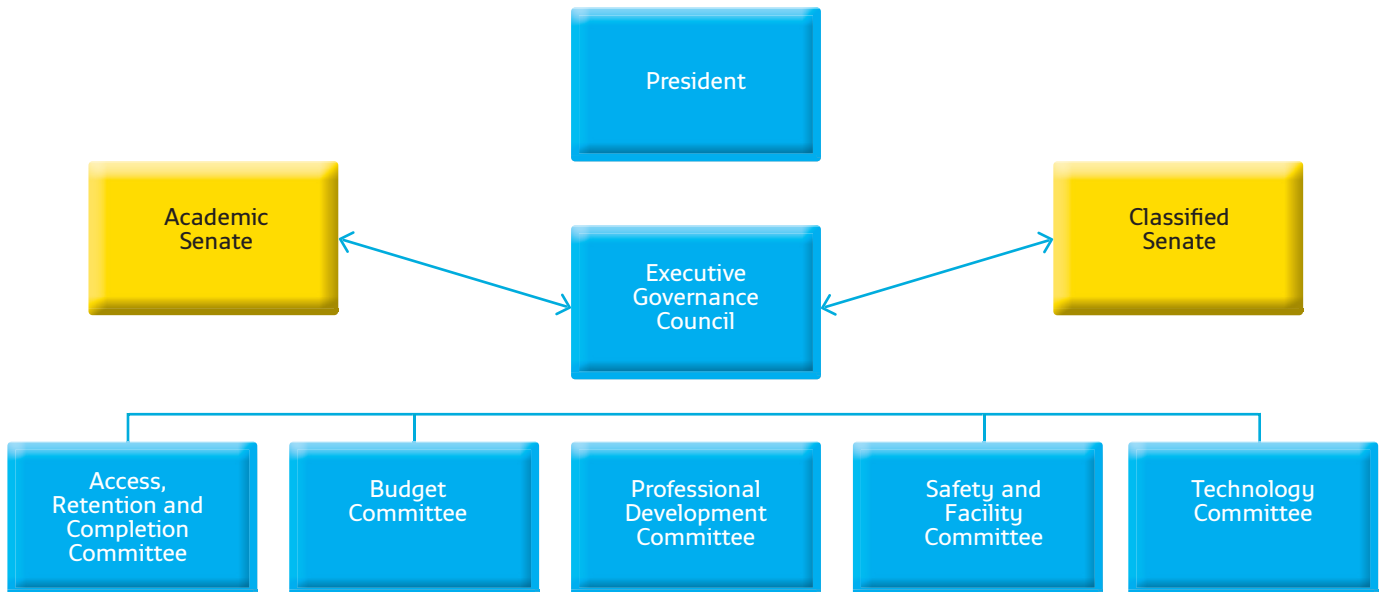
EXECUTIVE ADMINISTRATIVE STRUCTURE

The primary operation of San Diego Continuing Education is conducted within the units of the administrative structure. The basic components are the President's Office; and the offices of Instructional Services, Student Services, and Administrative Services. Administration supervises employees and directs campus operations, instructional offerings and student services.

Operational groups or committees with specific goals are formed to support the work of the units. In general, committees are comprised of all constituencies.

» **President:** serves as chief executive officer and administrator of the institution.

» **Vice President, Instructional Services:** administers the instructional and instructional support programs of the institution.

» **Vice President, Administrative Services:** acts as the chief business and financial officer for the institution.

» **Vice President, Student Services:** administers the comprehensive student services program including student development and student affairs.

Governance Chart

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                          ┌──────────────┐
                          │  President   │
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┌──────────────┐          ┌──────────────┐          ┌──────────────┐
│  Academic    │◄─────────│  Executive   │─────────►│  Classified  │
│   Senate     │─────────►│  Governance  │◄─────────│   Senate     │
└──────────────┘          │   Council    │          └──────────────┘
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| Access, Retention and Completion Committee | Budget Committee | Professional Development Committee | Safety and Facility Committee | Technology Committee |

SAN DIEGO CONTINUING EDUCATION GOVERNANCE STRUCTURE

The highest-level governance group, the Executive Governance Council (EGC), accepts recommendations that have been passed through the committee structure. EGC accepts and reviews committee recommendations, rendering an executive recommendation to the President.

A guiding principle is that issues should be resolved at the most direct level possible, with broader level issues being recommended to the EGC. Recommendations should be brought before EGC if:

» The matter will change current policy or procedure, temporarily or permanently; or

» The matter will establish a new policy.

Committee proposals relating to academic and professional matters should be submitted to the Academic Senate and be available for review by other affected groups. If there is a question about which committee would address a particular issue, please contact an EGC member and they can help direct you to the appropriate committee.

SHARING INFORMATION AND MAKING RECOMMENDATIONS

The standing committees bring members of the institution together from all constituencies and components of the administrative structure. Issues should be raised by taking concerns directly to the appropriate committee for review and recommendations.

Supporting committees participate in the decision-making process within the scope of their committee charge. The purposes, goals and responsibilities of committees vary from committee to committee, but may include identifying, studying and reviewing issues, and making recommendations concerning policies, procedures, programs and services.

THE COLLEGIAL CONSULTATION PROCESS

The purpose of the committee structure is to assure the effective participation of all constituencies in decision making as well as to fulfill the intent of state law and regulations. The structures, procedures and committees supporting participatory governance include provisions for the effective participation of students and staff on issues which affect them.

The implementation of the committee structure takes a commitment of time and effort by each participating member, along with a commitment of resources by the institution. Committee members are chosen for their expertise and area of responsibility, not just to represent a constituent group.

It is understood that effective collegial consultation requires mutual respect and understanding among faculty, staff and administration. A well-structured institutional structure, with established principles and practices, supports the open and honest exchange of ideas. The participatory governance process works best when participants trust and commit to working cooperatively toward joint action to benefit students.

PRIMARY CONSTITUENCIES

San Diego Continuing Education comprises four primary bodies that work together in committees and administrative divisions to further the work of SDCE:

ACADEMIC SENATE
The primary function of the Academic Senate is to allow faculty to have the opportunity to express their opinion and to ensure that those opinions are given every reasonable consideration, and that faculty assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

ADMINISTRATION
The administration consists of the president, vice presidents, deans, and managers. The President's Cabinet and President's Executive Cabinet are advisory groups to the president.

CLASSIFIED SENATE
The primary function of the Classified Senate is to participate in the governance structure; to actively collect, evaluate, and disseminate information for the classified professionals; and to represent the collective interests of the classified professionals before or on any governance, college or District committee.

STUDENTS
The Associated Student Body (ASB) promotes the interests and welfare of students and the campus community. Membership is open to all students and is voluntary.

Committee Structure

Committees are an avenue to bring together members from all constituencies and components of the administrative structure. Members represent various interests and levels of expertise. Committee responsibilities may include making recommendations, identifying and studying institutional issues and reviewing services and programs to achieve strategic goals. Committees meet throughout the fall and spring semesters.

Members actively participate to further institutional directions. Members are chosen for their expertise and area of responsibility, not just to represent a constituent group. The appointment of faculty members to serve on committees is made by the Academic Senate, after consultation with the President or designee. Similarly, the appointment of Classified Professional members is made by the Classified Senate.

COMMITTEE MEMBER RESPONSIBILITIES

» To the extent possible, attend all meetings.

» To maintain quorum, absent members should appoint a designee. Members should arrive prior to the scheduled meeting time.

» Serve as the major conduit for the distribution of information that must flow between the committee and the constituent groups in a timely manner.

» Prepare for, and contribute to, informed decision-making by reviewing all committee materials, completing agreed upon tasks, and responding to communications in a timely manner.

» Consider, and make accommodations for, the time required for student, faculty and staff participation.

» Participate in any required Participatory Governance training.

MEETING RECOMMENDATIONS

» Meeting times should be arranged when members are available.

» Written agendas should be prepared and sent to committee members prior to each meeting.

» Written minutes should be kept of all meetings and posted to the SDCE website.

» Scheduled meetings should be posted to the SDCE Master Calendar.

San Diego Continuing Education
Governance Groups and Committees

Executive Governance Council

Academic Senate

Classified Senate

Access, Retention and Completion Committee

Budget Committee

Professional Development Committee

Safety and Facility Committee

Technology Committee

Executive Governance Council

The Executive Governance Council (EGC) is the highest level participatory governance committee in Continuing Education. Accordingly, members of the committee are the highest level executives in the institution, representing Presidents and Vice Presidents from the Academic and Classified Senates.

The primary function of EGC is to promote governance participation and engagement by vetting concerns and topics through appropriate committee structure for detailed review, analysis, and recommendation to EGC. EGC accepts and reviews committee recommendations, rendering an executive recommendation to the Continuing Education President.

GOALS

» Promote participation and engagement in the governance structure

» Rely primarily on participatory governance committee recommendations from the Academic and Classified Senates

» Act as a final check and review that committee recommendations are based on a non-partisan analysis and review of the facts and data, promoting student success as the primary goal, disclosing and subordinating all other interests

» Make sound, non-partisan recommendations on important concerns and topics to the San Diego Continuing Education President

MEMBERSHIP

There is no tenure in the Executive Governance Council (EGC). Membership is exclusively by positions held as follows:

» President, Chair (non-voting)

» Academic Senate President

» Classified Senate President

» Vice President, Instructional Services

» Vice President, Student Services

» Vice President, Administrative Services

» Dean of Deans

» Academic Senate Officers (2)

» Academic Senate Chair of Program Chairs

» Classified Professionals (3), appointed by the Classified Senate

» Student Trustee

QUORUM

Each of the above groups must have a minimum of two (2) of the four (4) of each constituency members present for a quorum to be established. If no quorum exists, an EGC meeting will be cancelled.

CALENDAR

This committee meets the second and fourth Wednesday of each month, September through June. Meeting agendas and minutes will be posted at http://gov.sdce.edu/.

Approved by EGC, Fall 2023

Academic Senate

The Academic Senate is open to all San Diego Continuing Education faculty members and provides the opportunity to participate in the Continuing Education participatory governance structure. The primary function of the Academic Senate is to allow faculty the opportunity to express their opinion and to ensure that those opinions are given every reasonable consideration, that faculty assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

The Academic Senate serves as the representative of the faculty in making recommendations to the administration of San Diego Continuing Education and to the Board of Trustees. It also serves to interact with the Academic Senate for California Community Colleges and senates of other California community colleges.

GOALS

The Academic Senate makes recommendations in the formation and implementation of policies on academic and related professional matters. Goals are to address academic and professional issues including:

» Curriculum, including establishing prerequisites and courses within disciplines;

» Certificate requirements;

» Grading policies;

» Educational program development;

» Maintaining the highest standards or policies regarding student preparation and success including Student Learning Outcomes (SLOs);

» District and San Diego Continuing Education governance structures, as related to faculty roles;

» Faculty roles and involvement in accreditation processes, including related reports;

» Policies for faculty professional development activities;

» Processes for program review;

» Processes for institutional planning and budget development; and

» Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

MEMBERSHIP

» Academic Senate President serves a two-year term and may be re-elected for one additional consecutive two-year term

» Officers including the Academic Senate President, Vice-President or President-elect, Past-President, Secretary, Treasurer, the Chair of Program Chairs and Curriculum Chair

» Discipline Delegates

» Campus Representatives

CALENDAR

This general committee meets once each month at a regularly scheduled time.

STANDING SUB-COMMITTEES

» Academic Senate Executive Council

» Appointments Committee

» Curriculum Committee

» Elections Committee

» Environmental Stewardship

» Program Chair Committee

» Professional Advancement Committee

» Distance Education Committee

» Policy and Procedures Committee

Classified Senate

The Classified Senate Executive Council represents classified professionals at all levels in the participatory governance structure of San Diego Continuing Education (SDCE). The primary function of the Classified Senate Executive Council is to provide SDCE Classified Professionals a leadership voice in the institution. The Classified Senate Executive Council is an equal partner in the governance of SDCE.

The Classified Senate maintains internal committees to review, research and analyze specific matters as governed by the Senate Bylaws. These committees make recommendations to the Senate for implementation and final recommendation via the participatory governance process. The Classified Senate also serves to represent the classified professionals of SDCE at District-wide governance meetings, such as the District Governance Council.

GOALS

» Make recommendations in the formation and implementation of administrative procedures related to operational matters, especially those which impact Classified Professionals

» Make appointments and recommendations for hiring committees and other participatory governance committees from among all Classified Professionals

MEMBERSHIP

» Classified Senate President serves a two-year term, elected in even-numbered years, for a maximum of two (2) consecutive terms

» Officers, including: Vice President, Secretary-Treasurer, and Member-at-Large

» Up to (12) Senators, divided as follows:

- (6) each representing a campus (with CE Mesa and CE Miramar and ECC/HQ represented by a single Senator, each); and

- (2) Senators each representing Administrative Services, Instructional Services, and Student Services, for a total of (6) seats

» Delegates may be appointed to represent other areas, including College Police, Maintenance and Operations, and Auxiliary/Bookstore Operations

Appointments to Committees of the Classified Senate or to any available seat for a Classified Professional on committees and councils at all levels are open to any Classified Professional who wishes to serve. The Vice-President of the Senate is the officer with chief responsibility for delegation of appointments.

CALENDAR

The Senate meets once per month according to a schedule set during the organizational meeting in July of each year.

STANDING SUB-COMMITTEES

Committees of the Classified Senate are governed by Article VII of the Senate Bylaws, and include committees on Governance, Elections, Professional Development, and Social Events.

Access, Retention and Completion Committee

In accordance with San Diego Continuing Education (SDCE) mission and core goals, the Access, Retention and Completion Committee (ARC) serves in an advisory capacity to support SDCE planning, and reaching institution-wide strategic enrollment objectives. ARC provides evidenced-based recommendations that contribute to student access, recruitment, retention and completion rates of all students.

ARC is a cooperative effort where representatives from constituent groups across SDCE work to set the tone for the student experience from application and access, through completion and success.

MEMBERSHIP

» Vice President, Instructional Services

» Vice President, Student Services

» Deans (3)

» Coordinators (3)

» Special Projects Manager/Program Activity Manager (1)

» Supervisors (3)

» Faculty (4) to represent the interests of all programs, not individual programs

» Classified Professionals (4)

» Associated Students (1)

Two administrators and one faculty member serve as co-chairs.

CALENDAR

This committee meets once each month at a regularly scheduled time.

GOALS

» Review on-going institution-wide enrollment trends, activities and initiatives

» Evaluate changes to student enrollment patterns, retention and completions rates

» Use qualitative and quantitative data to inform recommendations

» Support the development of institution-wide enrollment goals

» Assess, and make recommendations on student support strategies that enhance student access, retention, and goal completion

» Analyze and make recommendations on student diversity enrollment trends

» Review and make recommendations on San Diego Continuing Education procedures and practices that impact access, retention and completion

Budget Committee

The role of the Budget Committee is to review and report out on the resource allocation processes and financial position for SDCE including educating and informing Faculty and Classified constituencies. Additionally the Budget Committee will respond to other financial related information requests from Executive Governance Council to increase financial transparency related to accomplishing the institutional priorities and mission.

GOALS

» Annually review the results of the resource allocation process and provide recommendations for improvements, as needed

» Periodically review annual SDCE resources to determine trends and patterns

» Encourage full participation and communication regarding the state, District and SDCE's budgets

» Review and research budget projections and fiscal policies at a national, state, and local level that may impact the institution

MEMBERSHIP

» Vice President, Administrative Services, Co-chair

» Academic Senate President, Co-chair

» Program representatives from each program to include Deans or Chairs, to be determined by committee co-chairs

» Special Projects Manager

» Faculty from Academic Programs (1+)

» Faculty from Student Services (1)

» Faculty from Career Technical Education (1+)

» Accounting Supervisor

» Classified Professional (1)

» Associated Students (1)

CALENDAR

This committee meets at a regularly scheduled time every other month in September, November, February, and April, with a potential meeting in May as determined by the committee at the April meeting.

Professional Development Committee

The purpose of the San Diego Continuing Education (SDCE) Professional Development Committee is to support the professional growth of faculty, staff, and administrators with the ultimate goal of maintaining the highest quality of service for our students. The committee seeks to ensure that professional development opportunities provide relevant educational topics for the entire institution.

GOALS

» Assess and identify institution-wide professional development needs

» Provide recommendations and direction for enrichment opportunities in the identified areas of need for all employees

» Foster a cohesive, effective and proactive organization

» Support a range of strategic professional development opportunities to better prepare all employees to respond to student needs

» Monitor and evaluate progress toward, and completion of, the committee's strategic goals

MEMBERSHIP

» Flex/Professional Development Coordinator, Chair

» Vice President, Administrative Services

» Dean, Planning, Research, and Institutional Effectiveness

» Dean, Instructional Services (1)

» Dean, Student Services (1)

» Faculty (6)

» Diversity, Equity and Inclusion Committee Chair (1)

» Classified Professionals (4) to include 1 Supervisor and 1 Instructional Assistant

» Associated Students (1)

Faculty to include leads for active professional development projects (e.g. Passport to Success, FELI, TLC, etc.)

CALENDAR

This committee meets once each month at a regularly scheduled time.

STANDING SUB-COMMITTEE

» Flex Advisory Committee

» Professional Development Advisory Committee for Classified Professionals

Approved by EGC, Fall 2021

Safety and Facility Committee

The Safety and Facility Committee promotes campus safety, security and emergency preparedness to ensure a safe and secure learning and working environment for the campus community.

The Committee provides a venue to discuss facility planning and improvement.

GOALS

» Update and implement an annual plan that is integrated with the Strategic Plan

» Maintain a proactive approach to promote campus safety and emergency preparedness

» Facilitate relevant training as requested or required

MEMBERSHIP

» Vice President, Administrative Services, Chair

» Faculty (2-3) to include 1 from Student Services

» Campus Deans (2)

» DSPS (1)

» Facilities Supervisor

» Campus Office Managers (All)

» Classified Professional (1)

» SDCCD Risk Manager

» SDCCD Campus Police (1)

» Associated Students (1)

CALENDAR

This committee meets at a regularly scheduled time every other month in September, November, February, and April, with a potential meeting in May as determined by the committee at the April meeting.

Technology Committee

The Technology Committee assesses the current status of technology in the delivery of services to San Diego Continuing Education students and develops a strategic information technology plan.

The committee serves in an advisory capacity to faculty, staff and administrators on matters pertaining to instructional, administrative, and student services computing, telecommunications and other technologies.

GOALS

» Update and maintain an annual plan that is integrated with the Strategic Plan

» Discuss and make recommendations to the Executive Governance Council on Technology and Equipment resource requests

» Discuss and make recommendations for all technology, including instructional, operational and communication technology

» Collaborate with district technology-oriented committees

» Evaluate student services, enrollment, and retention patterns as influenced by technology

» Support distance education instruction

MEMBERSHIP

» Vice President, Administrative Services, Co-chair

» Academic Senate President, Co-chair

» Vice President, Student or Instructional Services

» Dean, Planning, Research, and Institutional Effectiveness

» Dean, Instructional or Student Services

» Faculty (4)

» Supervisory (2)

» Classified Professionals (2)

» SDCE Information Technology representative

» Associated Students (1)

CALENDAR

This committee meets every other month in September, November, February, and April, with additional meetings as determined by the committee.

San Diego Continuing Education
Operational Committees

Associated Student Body Committee

California Adult Education Program

Curriculum Committee (Academic Senate)

Diversity, Equity and Inclusion Committee

Faculty Priority Hiring Committee

Perkins Committee

Planning and Institutional Effectiveness Committee

Program Review Committee

Student Services Council

WIOA Title II Committee

Associated Student Body Committee

The Associated Student Body Committee is comprised of representation from San Diego Continuing Education faculty, administration, staff, and students.

GOALS

» Serve an advisory function

» Provide coordination, guidance, communication, and leadership for the active Associated Student Body at each campus

» Promote the interests and welfare of the students and the campus community

MEMBERSHIP

» Dean, Student Affairs, Chair

» ASB Advisors (All)

» Classified Professionals (2)

» Associated Students (1) from each campus

CALENDAR

This committee meets once each month during the fall and spring semesters.

California Adult Education Program
(Formerly Adult Education Block Grant Committee)

The San Diego California Adult Education Program (CAEP) Committee ensures collaboration and transparency among stakeholders. The committee will take into consideration the integration between the CAEP Committee plan and other institutional plans, including program review, strategic planning and accreditation action plans.

GOALS

» Oversee implementation of the plan outlined for CAEP funding

» Consider integrated planning efforts with other organizational plans including program review, strategic planning and accreditation action plans

MEMBERSHIP

» Vice President, Instructional Services

» Vice President, Student Services

» Vice President, Administrative Services

» All program chairs/co-program chairs that have been elected or appointed during the academic year (total will vary based on number of faculty serving as co-chairs)

» Deans (8)

» Special Projects Manager

» Academic Senate (2) members appointed by the senate

» Classified Senate (2) members appointed by the senate

The Vice President of Instructional Services or the Vice President of Student Services, and the faculty member appointed by the Academic Senate shall serve as co-chairs.

CALENDAR

This committee meets as needed.

For more information on the SDAERC please visit: http://sdce.edu/organization/special-projects-and-grants/sdaerc

Curriculum Committee
(Academic Senate)

The Curriculum Committee supports the development and implementation of curriculum to fulfill the educational needs of the institution's diverse student population and the community served.

GOALS

» Support development of curriculum via review and approval of new and revised course outlines and program

» Ensure alignment of curriculum with institutional and district goals and mission

» Provide guidance and resources including templates, guidelines, and related curricular information to faculty and staff

» Support institution-wide efforts to continually improve program pathways and promote interdisciplinary discussions

» Support District-wide efforts to continually improve instruction and curriculum

» Post regular reports/minutes of Curriculum Committee meetings/activities

MEMBERSHIP

» Vice President, Instructional Services

» Faculty from each program appointed by the Academic Senate (total will vary)

» Classified Professional (1)

The Academic Senate Curriculum Committee membership appoints the chair.

CALENDAR

This committee meets once each month at a regularly scheduled time.

Diversity, Equity and Inclusion Committee

In support of the institution's Mission and Core Values, the Diversity, Equity and Inclusion Committee goals and activities embrace the rich foundation of the culturally and ethnically diverse student body, faculty, classified professionals and administration. Knowing that educational experiences in inclusive environments best prepare students to thrive in a global society, the Diversity, Equity and Inclusion Committee works to eliminate barriers and obstacles while creating opportunities for people to engage, understand and respect others' perspectives, values, beliefs, traditions and world views as different from their own, especially those from historically marginalized and underrepresented groups.

MEMBERSHIP

» Diversity Coordinator, Chair

» Vice President, Instructional Services

» Vice President, Student Services

» Dean, Student Services (1)

» Dean, Student Affairs (1)

» Faculty (1) from each Academic Program

» Classified Professional (1)

» Associated Students (1)

CALENDAR

This committee meets once each month at a regularly scheduled time. Meetings may be virtual or face-to-face.

GOALS

» Assure that diversity, equity and inclusion are embedded into the fabric of the institution, including the structure, the curriculum and the campus environment

» Develop, initiate and support programs and activities that increase understanding of social justice and equitable practices

» Support the removal of barriers to student success and provide resources for historically underrepresented groups

» Improve cross-cultural relations

» Foster campus climates that are inclusive, supportive and welcoming for everyone

» Exemplify the mandates contained in Board Policies related to the District's Commitment to Diversity and Inclusion

Faculty Priority Hiring Committee

The Faculty Priority Hiring Committee oversees development of the contract faculty hiring priorities for San Diego Continuing Education. Recommendations from this committee are directed to the Executive Governance Council for final recommendation to the President.

GOALS

» Develop a contract faculty priority hiring list based on program review materials

» Revise priority hiring list on an annual basis to reflect institutional needs

» Represent constituencies, collaborate with colleagues, and remain objective during meetings

MEMBERSHIP

» Vice President, Instructional Services, Co-chair

» Academic Senate Chair of Program Chairs, Co-chair

» All Deans with Contract Faculty Assignments

» All program chairs/co-program chairs that have been elected or appointed during the academic year (total will vary based on number of faculty serving as co-chairs)

» Classified Professionals (2) appointed by Classified Senate

CALENDAR

This committee meets each semester and after the annual program review has been completed for the institution. Additional meetings may occur as needed.

Perkins Committee

Perkins IV Section 134(b) (5) requires that a group of individuals be involved in the development, implementation, and evaluation of Career Technical Education (CTE) programs, which are assisted with Perkins IV funds.

This group of stakeholders has been expanded to include academic and CTE faculty. The majority of faculty members on the Local Planning Team should be representatives of CTE programs. Administrators of CTE programs should be integral members of the CTE Local Planning Team. The team may be augmented with other representatives and individuals, as needed, for additional planning advice and expertise.

When revisions to the Perkins fund requirements are released, the VTEA District Dean and SDCE Coordinators review the requirements and additional accountability issues. SDCE's appointed Dean determines the portion of the Perkins funding that will be available for distribution to all programs that have funding requests that meet the criteria. Each discipline's Request for Proposal (RFP) for the following year's funding will be submitted to the committee, at which time the committee will review and discuss the merits of each RFP in the context of the goals of Perkins, and funds will be awarded accordingly. Committee members cannot vote on RFP from their department. Funding recommendations are then forwarded to the Budget Committee for recommendation to the Executive Governance Council.

MEMBERSHIP

» Dean, Career Technical Education, Chair

» Deans overseeing Career Technical Education Programs

» Special Projects Manager

» Faculty (1) from each Career Technical Education Program

» Perkins Coordinator (non-voting member)

» Workforce Partnership Representative

CALENDAR

This committee meets in February each year, followed by a review of proposals in March.

GOALS

» Reviews requests for funding for the Career Technical Education programs within San Diego Continuing Education

» Provides recommendations for the allocations of the Perkins IV/VTEA funds

Planning and Institutional Effectiveness Committee

The Planning and Institutional Effectiveness (PIE) Committee advances integrated planning. The committee is responsible for assuring the institution's planning framework is consistent with accreditation criterion, and guides the institutional assessment, evaluation and coordination of activities leading to institutional effectiveness and improvement.

The PIE committee may establish sub-committees to carry out specific objectives of the committee. These sub-committees will report directly back to the PIE committee. The committee shall serve in an advisory capacity.

GOALS

» Support integrated planning and accreditation efforts

» Support the development and maintenance of the institutional strategic plan

» Support the ongoing connection between program and department integrated planning activities and institutional integrated planning processes

» Recommend systematic mechanisms to assess the institution's progress toward meeting its goals

» Annually review the institution's progress toward its strategic plan and accreditation action plan goals and make recommendations to create or revise existing goals

» Inform the campus about institutional effectiveness efforts

» Support District strategic planning efforts

MEMBERSHIP

» Dean, Planning, Research, and Institutional Effectiveness, Co-chair

» Academic Senate Officer, Co-chair

» Vice President, Instructional Services

» Vice President, Student Services

» Vice President, Administrative Services

» Dean of Deans

» Faculty (4)

» Supervisory (1)

» Classified Professionals (2)

» Research and Planning Analyst

A District Strategic Planning Committee liaison must be a member.

CALENDAR

This committee meets once each month at a regularly scheduled time.

STANDING SUB-COMMITTEES

» Research Sub-Committee

» Accreditation Sub-Committee / Accreditation Steering Committee

Program Review Committee

The Program Review Committee maintains the process of formative and summative (summary) assessments of departments, programs and services for the purpose of data informed program reflection and improvement. The process will determine how well programs meet specific goals and objectives through qualitative and quantitative summary data analysis. Programs are reviewed annually and at the seventh year in the formal Program Review to coincide with the seven year cycle of institutional accreditation.

GOALS

» Review instructional and administrative programs annually and at the seventh year in a full Program Review

» Improve instructional and administrative program functionality through regular and responsible program review

» Encourage stakeholder participation and feedback

» Maintain a program review process that is aligned with integrated planning at SDCE

» Maintain an environment that is receptive and supportive

» Maintain a program review process that informs new programs, program growth, and program discontinuance

MEMBERSHIP

» Dean, Planning, Research, and Institutional Effectiveness, Co-Chair

» Program Review/SLO Coordinator, Co-Chair

» Vice President, Instructional Services

» Vice President, Student Services

» Vice President, Administrative Services

» Dean (1)

» Faculty (4)

» Classified Professionals (2)

» Research and Planning Analyst

CALENDAR

This committee meets once each month at a regularly scheduled time, and additionally as needed.

Student Services Council

The Student Services Council (SSC) reviews matters concerning Student Services and makes recommendations to the Vice President and Executive Governance Council.

SSC is responsible for institutional program review and planning for Student Services, such as reviewing and summarizing documents and utilizing them to develop and guide recommendations involving budget, staffing needs, equipment, technology, facilities and other resources essential to support Student Services and the success of students.

The committee delegates tasks to sub-committees for recommendations and implementation of plans. The committee also serves as a connection to the District Student Services Council for District-wide student services issues.

GOALS

Responsible for reviewing issues concerning:

» Associated Student Body

» Student Attendance Cards

» Veterans

» Counseling procedures and communications

» Professional development for Crisis Prevention Intervention

» Collaboration with San Diego Unified School District: waivers, processes, High School Diploma Program

» Career Development Services

» Data Collection Processes

» Grants and Special Projects

» Implementation of the SEA Plan

» Input on commencement and special activities

» Any effort or process within the scope of Student Services

MEMBERSHIP

» Vice President, Student Services, Co-Chair

» Dean, Counseling, Co-Chair

» Dean, DSPS

» Dean, Career and College Transition

» Dean, Student Equity

» Director, CalWORKs

» Faculty (4)

» Counselors (1) one from each campus

» DSPS Counselor (1)

» Career Counselor (1)

» Supervisors (2)

» Office Manager (1)

» Classified Professionals (4)

» Administrative Technician from Student Services (1)

CALENDAR

This committee generally meets the second Thursday of each month.

STANDING SUB-COMMITTEES

» Career Development

» High School Diploma Program

» SARS Workgroup

» Scholarships and Awards

» Transitions/Transfer (TBD)

WIOA Title II Committee

The WIOA Title II Committee (formerly known as the 231 Committee) oversees the Workforce Innovation and Opportunity (WIOA) Title II: Adult Education and Literacy Act federal grant awarded to the Adult Basic Education (ABE), English as a Second Language (ESL), Adult Secondary Education (ASE) programs on a yearly basis. This grant funds coordination of the ABE, ESL and ASE programs, including placement and orientation of students, hiring and selection of new faculty, faculty staff development activities, assessment and collection of data, instructional activities, and purchasing of instructional materials.

GOALS

» Coordinate the annual state grant application submission and fulfillment of required deliverables

» Make recommendations to the administration regarding grant issues

» Plan for and allocate funds to carry out adult education and literacy activities in ESL, ABE and ASE programs based on program needs assessments

» Implement required program components, (e.g. competency based system of instruction, placement and orientation, pre- and post-assessment, data collection, technology plan, etc.)

» Plan for and facilitate staff development activities for ABE, ESL and ASE faculty and staff

» Monitor WIOA Title II grant expenditures

» Supervise and analyze collection of assessment data and disseminate regular reports

» Coordinate activities of instructional support staff (e.g., instructional assistants)

» Develop career pathways for students

MEMBERSHIP

» WIOA Title II Grant Coordinator, Co-Chair

» Dean, ABE/ASE

» Program Chair, ABE/ASE, Co-Chair

» ABE/ASE CASAS Coordinator

» Dean, ESL

» Program Chair, ESL

» Administrative Technician (1)

» Accounting Technician (1)

» CASAS Data Manager (1)

» Special Projects Manager

CALENDAR

This committee meets once each month at a regularly scheduled time. Additional meetings may occur as needed.

STANDING SUB-COMMITTEES

» Ad hoc committees as needed

Professional Development Advisory Committee for Classified Professionals

To support SDCE's commitment to investing in and maintaining a highly skilled, well-trained workforce and supporting the professional growth of all Classified Professionals at SDCE.

GOALS

» Advise on alignment of employee career and professional learning with SDCE-wide goals

» Advise on prioritizing major training needs areas via support of regular surveys and meetings of the Committee, led by SDCE Flex/Professional Development Coordinator

» Advise on the results of the needs assessment as well as committee input to develop, maintain, empower and support training opportunities for all classified professional employee groups

» Advise on enabling, enhancing and maintaining a skilled, competent workforce through continued staff development activities

» Promote support of an inclusive workplace that maximizes the talents of each employee

» Promote participation in SDCE's formal participatory planning process by providing regular reports to the SDCE Professional Development Committee

MEMBERSHIP

» Chair: SDCE Flex/PD Coordinator

» Classified Senate Executive/Designee-1

» Student Services Rep-1

» Facilities/IT and ABSO Reps-3

» Administrative Services Rep-1

» Instructional Services Rep-1

» Classified Professional Supervisor-1

» Faculty- 1 Member

CALENDAR

This committee generally meets twice per year.

Participatory Governance Handbook Change Request Routing Form

Name of person submitting request:

On behalf of:

Item Description:

Supporting documents attached: if yes, document title:

Request provided to each the following groups as informational items:

Access, Retention & Completion Committee	Agenda/Share Date:
Budget Committee	Agenda/Share Date:
Professional Development Committee	Agenda/Share Date:
Safety & Facility Committee	Agenda/Share Date:
Technology Committee	Agenda/Share Date:
Academic Senate	Agenda/Share Date:
Classified Senate	Agenda/Share Date:

All Committees/Senates informed on 1/22/2021

Executive Governance Council (EGC)

Recommendation:

Committee Chair/President: Date:

Participatory Governance Handbook Change Request Routing Form

This form is to be used when submitting a requested change to the participatory governance structure as cited in the Participatory Governance Handbook. Items that require vetting through the Change Request Routing process are items that affect existing or proposed operational and governance committees. Senate and EGC changes may be brought directly to EGC.

It is the originator/group's responsibility to share their request as an information item with each group on the routing form (committees and both senates) in a timely manner prior to the item being placed on the EGC agenda for action/acceptance. Items should be submitted to the chair/senate president with a request for an agenda addition or direct email to their membership. For upcoming meeting dates, visit: sdce.edu/organization/governance/calendar.

Please use one routing form per item. Each request form must contain the name of the originator/group making the request, an item description, and any attached supporting documentation (e.g. handbook page with requested changes). Make sure to add the agenda/email date the item was shared with the group.

The completed routing slip and any backup documentation, shall be submitted to the president's office the week prior to the EGC meeting the item is to be discussed for final acceptance and/or action.

If EGC *does not recommend the request as submitted*, the item will be returned to the originator.

The President's Office will communicate approved changes to the Public Information Office (PIO) on behalf of EGC and the President. The PIO will update the official Participatory Governance Handbook (digital and print) located at sdce.edu/organization/governance.

This form can be obtained from the President's Office and is available in the SDCE shared drive and online at the URL above.