

1.0 Senate-Led District Committees

1.1 Senate-led Los Rios Community College District Committees

1.1.1 Senate-led Los Rios Community College District Committees (i.e., the District Curriculum Coordinating Committee and District Matriculation Committee) are under the direction of the District Academic Senate and report back to the District Academic Senate on a regular basis. Proposals on regulations, policies and procedures from the following committees will come first to the District Academic Senate for review. The District Academic Senate will send its recommendations to the Los Rios Community College District Board of Trustees and/or its representative and all other recommendations to the Chancellor or designee.

1.2 District Curriculum Coordinating Committee (DCCC)

1.2.1 Purpose: To provide recommendations to the Board of Trustees and/or its representative on District-wide curriculum matters.

1.2.2 Areas of Responsibility:

1.2.2.1 Review College proposals for new and deleted courses/programs prior to their recommendation to the Board of Trustees or its representatives;

1.2.2.2 Coordinate the review of District-wide graduation competencies prior to making recommendations to the Board of Trustees and its representative;

1.2.2.3 Review District-wide general education requirements for associate and associate for transfer degrees;

1.2.2.4 Work toward consensus on those curriculum issues having implications for two (2) or more Colleges;

1.2.2.5 Develop and review District grading procedures;

1.2.2.6 Place courses into disciplines; and

1.2.2.7 Perform other duties related to curriculum.

1.2.3 Committee Composition: The District Curriculum Coordinating Committee will consist of the following:

1.2.3.1 Three (3) faculty members from each College recommended for appointment by the College Academic Senate President and appointed by the District Academic Senate President;

- 1.2.3.2 One (1) District Academic Senate representative appointed by the District Academic Senate President;
 - 1.2.3.3 The Vice President of Instruction or designee from each College;
 - 1.2.3.4 The Vice Chancellor of Education and Technology, who serves as Administrative Liaison Officer;
 - 1.2.3.5 One (1) student representative from each College, nominated by the Student Advisory Committee;
 - 1.2.3.6 One (1) Articulation Officer appointed by the District Academic Senate President; and
 - 1.2.3.7 The Chair, a non-voting faculty member determined by the rotation noted in 1.2.4.
- 1.2.4 The Chair shall serve for two academic years from June 1 through May 31 by College on a rotating basis in alphabetic order based on the College name.
- 1.2.4.1 When the Chair is selected from the existing membership of the DCCC, that position will be backfilled by appointment of a new member by the College Academic Senate President.
 - 1.2.4.2 The Chair will serve as an ex officio member of the District Academic Senate.
- 1.2.5 The Chair-Elect of the Committee will be a faculty member recommended by the Curriculum Committee and the local Academic Senate President of the College next in line to chair the DCCC, and appointed by the District Academic Senate President.
- 1.2.5.1 The Chair-elect will be appointed by September of the second year of the Chair's term.
 - 1.2.5.2 The Chair-elect shall be trained by the Chair during the second year of the Chair's term.
- 1.2.6 All members of the Committee are voting members except the Chair and the Chair-elect, unless the Chair-elect is a current voting member.
- 1.2.7 DCCC agendas and minutes shall be routinely forwarded to the District Academic Senate President.
- 1.2.8 Competency Committees:

1.2.8.1 The District Curriculum Coordinating Committee shall call for a review of Reading, Writing and Mathematics competencies once per semester or on an interim basis as needed.

1.2.8.2 The DCCC shall designate a faculty chair to preside over a committee for each area of Mathematics, Writing and Reading competency. The initial selection of the chair shall be by random selection and shall rotate every two years to the next College in alphabetical order. The DCCC shall keep the official record of each of the faculty chairs. The composition of each of the committees is the following:

1.1.8.2.1 One (1) dean or an appropriate administrator from each College (subject area);

1.1.8.2.2 One (1) subject matter faculty member from each College, selected by the Academic Senate President;

1.1.8.2.3 One (1) related subject matter faculty member from each College, selected by the Academic Senate President;

1.1.8.2.4 One (1) counselor from the College of the chair, selected by the College Academic Senate President;

1.1.8.2.5 One (1) faculty member from each College representing assessment interests; these members are non-voting;

1.1.8.2.6 The faculty chair shall be appointed by the District Academic Senate President to preside over the committee; and

1.1.8.2.7 The competency standards are set forth in Administrative Regulation (R-7241).

1.2.8.3 Reports from the Competency Committees will be made at the District Curriculum Coordinating Committee. The DCCC will rely primarily upon those recommendations. The DCCC will make a recommendation to the Board of Trustees and/or its representative. The course outline of record will contain the new competency designation and shall be forwarded to the Board of Trustees for approval. In lieu of submitting the course outline of record, the DCCC chair may make a separate report of all competency changes and submit that to the Board of Trustees for approval.

1.2.9 Subcommittees: The committee shall form the appropriate sub-committees necessary to carry out the tasks associated with its responsibilities.

1.3 District Matriculation Committee (DMC)

- 1.3.1 Purpose: To provide recommendations to the District Academic Senate and advise the Board of Trustees or its representatives on matters related to District-wide issues of matriculation.
- 1.3.2 Areas of Responsibility:
- 1.3.2.1 Recommend policy related to the components of matriculation reflected in Title 5 regulations;
 - 1.3.2.2 Examine those areas of matriculation affecting two (2) or more Colleges and support the effort to work toward consensus;
 - 1.3.2.3 Convene special task forces to address Board Policy pertaining to matriculation; and
 - 1.3.2.4 Develop recommendations related to matriculation issues assigned to the committee by the District Academic Senate or by the Board of Trustees or its representatives.
- 1.3.3 Committee Composition:
- 1.3.3.1 All appointments are for two-year terms; all members are voting members, except the Chair who will vote only in the event of a tie.
 - 1.3.3.2 Membership
 - a) The DMC chair is a faculty member appointed by the District Academic Senate President to serve a two-year term following the academic calendar. The DMC Chair must have served as the local College Matriculation Committee Chair in order to serve as DMC Chair. The Chair shall serve for two academic years from June 1 through May 31 in a rotating basis by College as follows: SCC, FLC, CRC, and ARC. The faculty chair is the representative of the District Academic Senate and may serve as a liaison, member, or chair of the local College matriculation committee.
 - b) One (1) faculty matriculation committee chair from each of the four Colleges or their designee recommended by their Academic Senate President and appointed by the District Academic Senate President.
 - c) One (1) counseling or non-counseling faculty member from each College. The Academic Senate Presidents shall consult to encourage a balance of disciplines prior to appointment by the District Academic Senate President. If the faculty matriculation chair from a College (in item b above) is a non-

counselor, then the additional member shall be a counseling faculty member, to ensure a counselor from each College is a member.

- d) One (1) faculty member currently serving on the District Academic Senate appointed by the District Academic Senate President.
 - e) The matriculation coordinator or designee from the same constituency group from each College.
 - f) One (1) person representing Assessment appointed by the appropriate participatory governance group's president to serve on a rotating basis by College.
 - g) The Vice Chancellor of Education and Technology, or designee, who serves as the Administrative Liaison Officer.
 - h) One (1) student representative from each College, nominated by the Student Advisory Committee.
 - i) One (1) classified member from each College associated with matriculation services as described in 1.3.2, appointed by the College Classified Senate President.
 - j) Two (2) Vice Presidents of Student Services to serve a two-year term on a rotational basis: as follows: CRC & ARC; SCC & FLC.
- 1.3.4 Subcommittees: The Matriculation Committee shall form the appropriate subcommittees it deems necessary to carry out the tasks associated with its responsibilities included in 1.3.2.
- 1.3.5 Through its representatives on these committees, the District Academic Senate may request assistance from the committee in carrying out the District Academic Senate's task of making broad policy recommendations on academic and professional matters, as outlined in Title 5, Section 53200 (c) (1)-(11).
- 1.3.6 Meetings: The committee shall meet at least once per month during the fall and spring semesters and may call additional meetings as necessary.
- 1.3.7 Voting: Members of the DMC shall act as representatives of their local College areas or divisions. Members shall share vital information with all affected parties in a timely way pursuant to Board Policy 3412, Section 5.0. Feedback may be gathered electronically in order to expedite the process. Members shall vote based upon their College areas' interests. Abstentions must be formally stated. Lack of response shall not be

considered an abstention. The majority of yes or no votes shall constitute a decision.

2.0 Non-Senate Led District Committees

2.1 Non-Senate Los Rios Community College District Committees are under the direction of the Chancellor.

2.1.1 Academic Calendar Committee (See R-7123).

2.1.2 District Budget Committee (See R-8122).

2.1.3 Educational Technology Committee.

2.1.1.1 Purpose: To discuss and make recommendations on District-wide issues and initiatives related to educational technology, broadly defined as classroom, laboratory or faculty computing; classroom multi-media, and distance education.

2.1.1.2 Areas of Responsibility: To explore and provide input to the appropriate District committees and constituent leaders on the following subjects:

- a) Classroom/lab and distance education software, equipment, and infrastructure planning, selection, and implementation;
- b) Accreditation distance education policy implementation requirements;
- c) Student support for using educational technology;
- d) Educational technology tools and strategies;
- e) Non-classroom faculty technology tools (e.g. online grading);
- f) Classroom and student related data security, FERPA compliance;
- g) Institutional research regarding educational technology;
- h) Faculty training related to areas of responsibility for this committee;
- i) Input to District IT's Technology Plan; and
- j) Input to District Board Policies and Regulations which address educational technology issues.

2.1.4 Committee Composition:

- 2.1.1.2.1 The Vice Chancellor of Education and Technology is appointed by the Chancellor and serves as committee co-chair;
- 2.1.1.2.2 One (1) District Academic Senate representative appointed by the District Academic Senate President and serves as committee co-chair;
- 2.1.1.2.3 Twelve (12) at-large faculty members, three (3) from each College, appointed by the District Academic Senate President;
- 2.1.1.2.4 Four (4) instructional development/distance education coordinators, one (1) from each College appointed by the District Academic Senate President;
- 2.1.1.2.5 Four (4) College administrators, one (1) from each College, appointed by the College President;
- 2.1.1.2.6 One (1) Librarian, appointed by the Colleges in two-year rotation cycle (ARC, CRC, FLC, SCC); and
- 2.1.1.2.7 Two (2) District IT representatives, appointed by the Vice Chancellor of Education and Technology.
- 2.1.1.2.8 One (1) representative appointed by the Los Rios College Federation of Teachers.

2.1.1.3 Procedures for Reporting to the Representative Constituency Groups: Committee members are responsible for providing regular committee updates to their constituency groups and to soliciting input for use by the Educational Technology Committee as requested by the committee co-chairs. The co-chairs will post electronic committee notes or minutes on a regular basis.

2.1.5 International Education Committee

2.1.1.4 Purpose: To discuss and make recommendation on District-wide issues and initiatives related to international education, broadly defined as international students attending Los Rios Colleges, student Study Abroad programs, faculty study abroad and exchange opportunities, and strategies to enhance global studies programs and activities.

2.1.1.5 Areas of Responsibility: To explore, discuss best practices, and provide input to the appropriate District Committees and constituent leaders on the following subjects:

- a) Best practices on developing programs and services for international students enrolled in Los Rios Colleges, including how to better integrate them into the Colleges;
- b) Input to Los Rios student Study Abroad programs;
- c) Input to faculty study abroad and exchange opportunities;
- d) Best practices to integrate global awareness throughout the curriculum and in College activities;
- e) Best practices to enhance student internships with local companies and agencies working with international partners or projects;
- f) Faculty and staff training related to the areas of responsibility for this committee; and
- g) Input to District Board Policies and Regulations which address international education issues.

2.1.1.6 Committee Composition:

- 2.1.1.6.1 The Vice Chancellor of Education and Technology is appointed by the Chancellor and serves as committee co-chair;
- 2.1.1.6.2 One (1) District Academic Senate representative appointed by the District Academic Senate President to serve as committee co-chair;
- 2.1.1.6.3 Eight (8) faculty members, two (2) from each College recommended by the College Academic Senate President for appointment by the District Academic Senate President;
- 2.1.1.6.4 Two (2) classified staff members recommended for appointment by his or her College's Classified Senate President;
- 2.1.1.6.5 Four (4) College administrators, one (1) from each College, appointed by the College President; and
- 2.1.1.6.6 One (1) College administrator, who serves as the District-wide Study Abroad Coordinator.

2.1.1.7 Procedures for Reporting to the Representative Constituency Groups: Committee members are responsible for providing regular committee updates to their constituency groups and soliciting input

for use by the International Educational Committee as requested by the committee co-chairs. The co-chairs will post electronic committee notes or minutes on a regular basis.

- 2.2 All non-senate led District-wide committees are advisory to the Chancellor and will not address matters within the scope of collective bargaining unless otherwise agreed to under the collective bargaining contract.
 - 2.2.1 Each District-wide committee will be periodically reviewed by the Chancellor's Cabinet. The Cabinet may make recommendations to the Chancellor concerning composition, continuance and charge of the committee. If the recommendation of the Chancellor's Cabinet is not accepted by the Chancellor then the Chancellor will forward a written reply which states the reasons for not accepting the committee's recommendation.
 - 2.2.2 Proposals to establish new, District-wide committees will be developed by the constituencies of the Chancellor's Cabinet. These proposals will include but not be limited to the following elements:
 - a) Purpose;
 - b) Area(s) of responsibility;
 - c) Committee membership;
 - d) Appointment process for members; and
 - e) Procedures for reporting to the representative constituency groups.
 - 2.2.2.1 The Chancellor's Cabinet will review each proposal and make a recommendation to the Chancellor.
 - 2.2.2.2 The Chancellor will decide whether to authorize and implement the recommendation of the Cabinet.
 - 2.2.2.3 If the recommendation of the Cabinet is not accepted by the Chancellor, then the Chancellor will forward a written reply which states the reasons for not accepting the committee's recommendation.
- 2.2.3 Each District-wide committee will have an administrator co-chair appointed by the Chancellor and faculty co-chair appointed by the District Academic Senate President unless otherwise specified.
- 2.2.4 District Committees may establish subcommittees and/or task forces within their charge. The Chancellor's Cabinet must be informed of the development of any subcommittees and/or task forces. Any proposed

change of committee charge or a substantive alteration must be approved by the Chancellor's Cabinet.

- 2.2.5 The Chancellor's Cabinet may form temporary task forces or subcommittees to address educational issues that are not otherwise addressed by existing District Committees.
- 2.3 The appointment of faculty members to serve on District committees, task forces, or other groups shall be made by the College or District Academic Senates or, when appropriate, by the collective bargaining representative.
- 2.4 A District list describing the District Committees and their subcommittees and/or task forces will be updated and published annually by the Chancellor or designee.
- 2.4.1 The list will be widely distributed and all members of the Chancellor's Cabinet will receive copies.

LRCCD

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