Members Present:
- Co-chairs: S. McMurray (presiding), A. Patterson
- Faculty: J. Baez, N. Barakat, S. Fasteau, J. Stanbery, B. Young
- Classified: I. Clarke, T. Davis, C. Diaz
- ASO: M. Lacy, R. Uhde
- Resources: B. Englert, K. Blackburn
- Guests: M. Agopian, G. Gonzales, E. Joiner, C. Mussa-Muldoon, J. Parker

Call to Order
Meeting called to order at 1:40pm

I. Approval of Agenda

Motion to move ASO report after unfinished business by M. Lacy, motion dropped as ASO report has already been moved to VI-B, after President’s Report

II. Approval of Minutes (12/10/12)

Motion to approve minutes with the word “minutes” added to title by M. Yanez, seconded by B. Young. Approved. (Action Item 1)

III. Public Comment
A. S. McMurray thanks L. Minor for her faithful attendance and participation on behalf of Classified constituency, her seat is now open on CPC committee.
B. Helen Skums in Payroll is retiring this month, an invitation to her party went out.

IV. Unfinished Business (Action items/Noticed items from previous CPC meetings)
A. Participatory Governance Agreement
1. Changes to presented document:
   i. Composition of Academic affairs to read: “1 Division chair from each division, including directors of LAC& PACE”, delete four reps, remaining to be filled... “ (keep 1 AFT rep)
   ii. Co-chair of HR Committee: change co-chairs to read “To be co-chaired by VP of Admin Services & an elected classified member, who are non-voting”, under composition 4 classified staff, from any union or unrepresented, change to Institutional Effectiveness “Representative” and delete line “will serve as a non-voting member”
   iii. WEC: add SEIU 99 member to composition, Facilities Manager would be appointee, 1 more faculty position to equal 50% for a total of 8
   iv. Add signature line for unrepresented on signature page and print names of individuals as well as titles
2. Additional questions regarding the HR committee include: is it going to address both administrative and classified hiring or classified only, is committee functional or clearance? Function is outlined in the HR plan and will meet on 1/31 to review details; S Fasteau is uncomfortable with calling it Clearance as that implies it is union led and not cluster led.

Motion to approve Participatory Governance Agreement as amended by N. Barakat, seconded by S. Fasteau. Approved. (Action Item 2)

B. Unit Plans (Prioritization) (M. Wood):
1. Unit plans were sent last week to managers to review, please make sure Mark has everything
2. Mark will be meeting to review ballot tomorrow with Academic Affairs reps and a draft should be out early next week

V. New Business
A. Shared Governance Structure (K. Blackburn):
   1. was reviewed by Accreditation Standard I on November 6
B. The Planning Process: How We Plan (K. Blackburn):
   1. Process developed in Accreditation Standard I to meet recommendations although changes are still being discussed
   2. Both documents are being used in report

Motion by N. Barakat to approve Shared Governance Structure and The Planning Process: How We Plan subject to changes, seconded by B. Young. Approved, one abstention. (Action Item 3)

VI. Reports:
A. President:
   1. Great to see a crowd today at CPC
   2. This Wednesday the Board of Trustees will be at LAHC campus, open meeting in Seahawk Center at 2pm (which is earlier than in the past)
      i. LAHC will present, Dean Sanchez & Mattie Adams, Principal of HTPA, celebrating 10 years of existence
   3. State Budget highlights:
      i. Growth proposed of 2% above apportionment
      ii. $50 million for energy programs, requires an energy efficiency curriculum
      iii. Community College take over Adult Education to begin July 1: $300 million statewide, $30 million to LACCD, $2.1 million to LAHC, $5 million in Perkins dollars, WIA city dollars as well; students 18 years or older will now come to community college which is a major change from before; still waiting on more details from state; has already received calls from local adult ed locations/administrators
      iv. State Budget will be approved by June 30
   v. State funding for community college will change: beginning in five years will be funded on basis of course completion (not program) similar to performance-based funding; raises issues such as what do we need to do or change in order to help students complete and how to show completion
   vi. 90 unit cap for students: colleges will be responsible for full costs of students with over 90 units; researching now on how many students that fall in this category
vii. BOG Waiver: students will be required to complete FAFSA and show income taxes of parents to be eligible; students with no diploma or GED will not be eligible for FAFSA funding

viii. Question regarding categorical funding: not phased out yet, but State is looking to do so, no dollars were taken away but not augmented either, Matriculation now will be called Student Success; leaves questions regarding emancipated minors/foster youth

ix. Distance Learning changes to come

x. Waiting for more detailed report from Chancellor’s office

B. ASO Report (M. Lacy):
   1. On 12/18 a planning meeting was held with lots of good ideas
   2. Wants students to participate more in participatory governance and Mario sees his role as helping students understand the process better
   3. Next meeting will be 1/23 at 12pm in ASO office
   4. Wants ASO to be more incorporated on campus
   5. There was an issue with district-wide ASO meeting but this semester a representative will be appointed
   6. ASO wants to help you get your students active: please tell ASO your activities to be included in a master calendar; email all events to Gary Gonzalez such as concerts, games, etc.; will post events in Financial aid bulletin board, as well as TVs
   7. S. McMurray congratulates M. Lacy and G. Gonzalez for their excellent leadership and organization this past semester in ASO

C. Special Committees & Task Forces
   1. Accreditation (E. Joiner/J. Stanbery):
      i. Announcement by L. Rosas: Tim Davis updated the accreditation website, it is functional, easy to navigate, please get on website and spot check the site and send email to L. Rosas, E. Joiner, J. Stanbery, or T. Davis of any changes/suggestions, as accreditation team members are likely to experience similar issues, next week or two optimum time to do it
   2. Achieving the Dream (L. Doffoney):
      i. 18 people will attend the 2013 Achieving the Dream conference on 2/4-8; MLK Service Day 1/30 on campus, flyer is on website; 2/28 is the last day to submit interest in being the ATD project leader, a job description is circulating
   3. Human Resources: no report
   4. Web Standards: no report

D. CPC Standing Committee Reports
   • Reminder by S. McMurray that there is a standard committee report form and CPC requires a written report; a space for announcements will be added to this form; if you are already using a report format you can continue to use it
   1. Academic Affairs Cluster Committee:
   2. Student Services Cluster Committee:
   3. Administrative Service Cluster Committee:
   4. Budget:
   5. Work Environment Committee:
   6. Staffing:
   7. Technology Advisory Committee:
8. Committees of Academic Senate:

VII. Good of the Order
    none

VIII. Adjourn 3:03pm
Los Angeles Harbor College

Participatory Governance Agreement

Adopted by the College Planning Council 9/24/12
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Article I

Purpose
The intent of participatory governance is to give all participants who are affected by decisions the opportunity to effectively participate in the decision making process. AB 1725 was passed by the legislature to ensure effective participation by all parties—students, faculty, staff, and administration. Education Code Section 70901(b) required the Board of Governors to adopt regulations setting “…minimum standards governing procedures established by governing boards in community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that their opinions are given every reasonable consideration…” Shared governance, then, is a complex web of consultation and decision-making and responsibility that translates goals into district policy or action.

This model is based on common values, trust and open, honest dialogue in the decision making process. There will be no hidden agendas and everyone will be professional and respectful toward each other’s ideas and comments. The responsibility for all decisions lies with the College President, the Chancellor and ultimately, the Board of Trustees.

The College Planning Council (CPC) and the college-wide committee structure are the avenues that all constituencies at LA Harbor College have chosen for deliberative consultation. The CPC will serve as the strategic planning council and the body, which deals with general campus policy issues for LAHC. Nothing in this document will be taken to construe removal of the rights of the respective collective bargaining units or any governance bodies, as defined by law or education code.

This council will be responsible for developing and maintaining the strategic plan, goals, vision and processes for planning and budgeting of the college.

College Planning Council

Article II

Composition of CPC
There will be 6 representatives from each of the four constituent groups. Each constituency will be responsible for selecting their representation. It is understood that the representatives are accountable for their participation to their constituent group.

Co-Chairs:
Co-chairs will be elected by the CPC body at large, and shall be from two separate
constituencies (Administration, Classified, Faculty).

Composition:
- 6 Faculty, including:
  - 3 Representatives from the AFT
  - 3 Selected as the Academic Senate will determine
- 6 Classified Staff:
  - One selected by each of the classified units (AFT 1521A, Building & Trades, SEIU Local 99, SEIU Local 721)
  - One selected from unrepresented classified
  - One selected at large member
- 6 Students selected by the Associated Student Body President
- 6 Administration
  - Five appointed by the President
  - One selected by the Teamsters unit.

Nonvoting Members:
- College President
- CPC Co-Chairs
- Dean of Institutional Effectiveness
- Facilities Director

Article III

Functions of CPC
1. Serves as the campus Committee which directs all campus policy issues to the appropriate bodies
2. Facilitates the planning responsibilities assigned to it in the college Planning, Policy and Procedures manual.
3. Serves as the review body for policy issues that are not of an academic and/or professional matter
4. Reviews the reports of the Budget Committee and makes appropriate recommendations on the annual budget to the college president.
5. Serves as the final level of review on implementation of budget and planning recommendations to the college president.

Article IV
Roles of Campus Constituencies

- Elected members have a responsibility to attend meetings on a regular basis, or notify co-chairs that an alternate will attend in their place.
- Elected members have a responsibility to report back to their constituency groups after each CPC meeting in a timely fashion.

Section 1

Faculty

The role of the faculty as delineated by AB 1725 gives the faculty primary responsibility for making recommendations to or reaching agreement with the President on academic and professional matters. As delineated by law, the president will consult collegially with the senate on the following academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Educational program development
- Standards or policies regarding student preparation and success
- District and college governance structures as related to faculty roles
- Faculty roles and involvement in accreditation processes, including self study and annual reports
- Policies for faculty professional development activities
- Process for program review
- Processes for institutional planning and budget development and
- Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate

The faculty at Harbor College has agreed with the President on the following model for consultation:

The President will rely primarily on the college Academic Senate concerning the following matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Grading policies
- Policies for faculty professional development activities
- Process for program review
- Faculty roles and involvement in accreditation processes, including self study and annual reports

The President will reach mutual agreement with the college Academic Senate on the following policies:

- Educational program development
• District and College governance as related to faculty roles
• Processes for institutional planning and budget development
• Standards or policies regarding student preparation and success
• Other academic and professional matters as are mutually agreed upon by the College
  President and the Academic Senate

There are standing committees of the Academic Senate which impact students and staff directly
in relation to the mandated areas of participation. The Academic Senate will assure student and
staff and administrative participation in all areas that directly impact them as indicated by AB
1725 and in compliance with the current AFT agreement, Article 32.

Section 2
Classified Staff
The classified staff will take an active role in participatory governance by being involved in the
development of all college policy and procedures. Staff participation on the varying
committees constitutes effective participation. Staff representation will be made by one
elected member from each of the collective bargaining units, one unrepresented classified, and
one selected at large member.”

Section 3
Students
The students are represented in the shared governance process through the Associated
Students. In the following areas that have a significant effect on students, the Board and the
administration are required to “give respectful consideration to the opinions expressed” by
the Associated Students before taking action:

1. Grading policies
2. Codes of student conduct
3. Academic disciplinary policies
4. Curriculum development
5. Courses or programs that should be initiated or discontinued
6. Processes for institutional planning and budget development
7. Standards or policies regarding student preparation or success
8. Student and Learning Services planning and development
9. Student fees within the authority of the District to adopt
10. Any other matter that the Board of Trustees determines will have a significant effect on
students.

The Associated Student Body President also is given the responsibility to appoint student
members to college committees, task forces, or other groups dealing with the issues listed
above.
Section 4

Administration

Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of district and college activities while maintaining compliance with state regulations, laws and district policies. Administrators are included in the general participatory governance process and recommend policies, procedures, and priorities for the college to the president, and carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance. The California Teamsters Public, Professional and Medical Employees Union, Local 911 shall appoint a voting member of the College Planning Council.

Article V

Section 1

Operating Procedures

Meetings:
Held at least monthly, preferably on Mondays of the month

Quorum:
At least 3 constituencies present; at least 13 voting members present.

Actions:
All recommendations brought before the Council will be openly decided at its meetings. All recommendations will be voted on and recorded in the minutes. Concerns on the part of any constituency will also be stated for the minutes. The recommendations of the CPC will be forwarded to the President and the appropriate groups in a timely manner. All decisions by the President will be in writing and communicated to the college constituencies in a timely fashion.

Section 2

Guiding Principles

The Brown Act and Roberts Rules of Order will be the guiding protocols.

Section 3

Recommendation Making Process of the Standing Committees

The standing committees will employ the same voting procedure as the CPC. The recommendations will be communicated in writing on the approved form to the CPC Co-Chairs in time for inclusion on the next CPC agenda.
Article VI

Standing Committees of the CPC

- Committees are expected to convene at least monthly.

Section 1

Academic Affairs Cluster Committee
Co-Chairs:
To be co-chaired by the Vice President of Academic Affairs, and an elected member, who are non-voting.

Composition:
- Vice President of Academic Affairs
- 1 Dean of Economic and Workforce Development
- Administrators,
  - one from Academic Affairs
  - one from Student Services
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
- 4 Students
- 1 Faculty representative from each division, at least four of which will be division chairs.
  - Four representatives to be chosen by the division chairs
  - One representative from the AFT,
  - The remaining to be filled by the Academic Senate from unrepresented divisions.

Functions:
1. Develops the instructional component of the College Master Plan
2. Prioritizes budget recommendations including all activities, coordinated by the Office of Academic Affairs
3. Reviews and recommends operating procedures related to Academic Affairs.

Section 2

Student Services Cluster Committee
Co-Chairs:
To be co-chaired by the Vice President of Student Services, and an elected member, who are non-voting.

Composition:
- Vice President of Student Services
- 3 Administrators (one from Academic Affairs)
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
Functions:
1. Develops the Student Services component of the College Master Plan
2. Prioritizes budget recommendations for the Student Services area
3. Reviews and recommends operating procedures relating to Student Services

Section 3
Administrative Services Cluster Committee
Co-Chairs:
To be co-chaired by the Vice President of Administrative Services, and an elected member, who are non-voting.

Composition:
- Vice President of Administrative Services
- 3 Administrators (one from academic affairs, and one from Student Services)
- Facilities Manager
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
- 4 Students
- 4 Faculty

Functions:
1. Develops the Administrative Services Component of the College Master Plan
2. Prioritizes budget recommendations for the Administrative Services area
3. Reviews and recommends operating procedures related to Administrative Services.

Section 4
Budget Committee
Co-Chairs:
To be co-chaired by the Vice President of Administrative Services, and an elected member, who are non-voting.

Composition:
- Vice President of Administrative Services
- 2 AFT Faculty Guild Members appointed by the AFT Chapter Chair
- 2 Academic Senate Members appointed by the Academic Senate
  1 Student appointed by the Associated Student Body President
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
- Vice-President of Academic Affairs
• Vice President of Student Services
• 1 Dean appointed by Teamsters Local 911

Resources:
• The Dean of Institutional Effectiveness will be non-voting member
• The Dean of Economic Development and Workforce Education will be non-voting member

Functions:
1. The budget committee reviews the Operational Plan, Monthly Projections, Quarterly Reports, and Cluster Expenditure Reports.
2. The budget committee determines the dollar amount for funding the college priorities.
3. The budget committee determines the dollar amount for funding new positions.

Section 5
Work Environment Committee
Co-Chairs:
To be co-chaired by one faculty co-chair, and one bargaining unit member selected by the committee, who are non-voting.

Composition:
• 7 Faculty members (Faculty comprises 50% of the whole)
• 2 Administrators designated by the College President
• 2 Students
• 2 Staff guild members
• 1 SEIU Local 721 member

Functions:
This committee shall consider all work environment matters as per contract specifications.

Section 6
Human Resources Committee
*HR Committee Composition and Functions approved at CPC Meeting 12/10/2012.
Co-Chairs:
Co-chairs must be from two separate constituencies, elected by the committee membership, who are non-voting.

Composition:
• 2 Faculty; 1 selected by the AFT, 1 elected by the Academic Senate
• 1 administrator appointed by the administrators' unit
• 1 unrepresented staff member
• 4 Classified Staff representatives—one appointed by the AFT Classified Unit, and three appointed as per union contracts.
• All Vice-Presidents

Composition:
• 1 Vice President of Administrative Services (Co-Chair of Committee)
• 1 Classified Staff member (Co-Chair of Committee)
• 1 Dean (Teamsters appointed)
• 1 Classified Supervisor
• 1 Grants Committee Co-Chair
• 1 Faculty (AFT appointed)
• 1 Faculty (Academic Senate appointed)
• 4 Classified staff (at large from any of the unions or represented)
• Resources: SPOC; Institutional Effectiveness

The Dean of Institutional Effectiveness will serve as a nonvoting member.

Functions:
• The Staffing Committee should serve as a “clearance committee” which can examine data/evidence.
• Ensure that positions being filled are in the appropriate cluster plans
• Examine budget data in regards to ensure that priorities are aligned with plans/staffing.
• Examine staffing in all areas of the college.
• Have awareness of all SFP positions being hired/staffed to ensure budgets of the SFP positions will cover the positions and the time period of the grants with no overrun into Program 100.

Functions:
• Lead/create the annual (functional) Human Resources Plan.
• Serve as a “Clearance Committee” within the structure of CPC.
• Examine data and determine the procedure for hiring to align with the college’s budget and prioritization as established in the college annual plan.

Section 7
Technology Advisory Committee
Co-Chairs:
Co-chairs must be from two separate constituencies, elected by the committee membership, who are non-voting.

Composition:
• 1 representative from each Academic Division
• 1 representative from the Institutional Effectiveness Office
- 1 Dean of Economic & Workforce Development as nonvoting resource
- 1 Dean to be appointed by Teamsters Local 911
- 1 Director of IT
- 1 Representative from the Distance Learning Committee
- 4 Classified Staff representatives – one appointed by the AFT Classified Unit, and three appointed as per union contracts.
- 1 Student appointed by the Student Body President

Functions:
- Drafts the College Technology Plan for submission to CPC and the Academic Senate in accordance with College unit plans.
- Oversees the integration of college needs in adopting new technologies and maintaining existing technologies.
- Advises the College on technology as it plans for new buildings.

Section 8
Reporting Procedures

BASIC PROVISIONS OF THE COLLEGE PLANNING AND BUDGETING PROCESS

This document will be acted upon in accordance with the adopted Planning Policy and Procedures Manual and the Budget Policy and Procedures Manual (see attachment), which will detail the planning and budgeting process consistent with the provisions of the present document.

This Participatory Governance Model will be reviewed on a bi-annual basis. All changes to this governance document will be approved by appropriate governance bodies.
Approved by the Academic Senate of Los Angeles Harbor College  

Approved by AFT 1521  

Approved by AFT 1521A  

Approved by ASO President  

Approved by Building & Trades  

Approved by College Planning Council Co-Chair  

Approved by College Planning Council Co-Chair  

Approved by SEIU Local 99  

Approved SEIU Local 721  

Approved by Teamsters  

Approved by the College President  

Mission Statement

Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

Planning at Los Angeles Harbor College is under the auspices of the shared governance structure and is overseen by the College Planning Committee (CPC). CPC has representation from all college constituents (students, staff, faculty, administrators) as well as Academic Senate/Union representation.

Educational Master Plan

The Educational Master Plan serves an iterative function which begins and ends the planning cycle for the college. It is used at the start of the planning process to provide the framework for the Unit Plans, Cluster Committee prioritizations, College Annual Plan (college wide priorities); and serves as an end to the planning process by encompassing evaluation/assessment data.

**Lead agents for developing the EMP:** CPC Co-Chairs, Vice Presidents, President

**Taskforce composition:** CPC Co-Chairs, Vice Presidents, President, Dean of Institutional Effectiveness, Academic Senate President or designee, All Co-Chairs of CPC committees and Academic Senate Committees.

**Approval Process:** Academic Senate; CPC

**When:** Annually in the Spring semester.

Program Review

In order to assess the effectiveness of its programs, the college conducts Program Review which incorporates evaluation of Student Learning Outcomes/SAOs.

**Lead agents for Completing Program Reviews:** Division Chair/Director of the Unit; and Dean(s)

**Taskforce composition:** faculty, classified staff, students, Advisory Boards (as applicable)

**Approval Process:** Vice President of Academic Affairs reviews the documents.

**When:** Annually in the Spring semester.

Factbook and External/Internal Scans provided by Institutional Effectiveness fall semesters.

Unit Plan

Unit Plans are developed within the respective units of each cluster, reflecting the planning priorities integrated with budget information.

**Lead agents for developing the Unit Plans:** Division Chair/Director of the Unit; and Dean(s)

**Taskforce composition:** Faculty, classified staff, students

**Approval Process:** Cluster Committee; CPC

**When:** Annually in the Fall semester.

Cluster Plans

The Cluster Plans represent the prioritization of planning activities integrated with budget considerations within the clusters of the college.

**Lead agents for developing the Cluster Plans:** Vice Presidents of the respective clusters.

**Taskforce composition:** Cluster committee members

**Approval Process:** Cluster Committee; CPC

**When:** Annually in the Fall semester.
**College Annual Plan**
The College Annual Plan establishes the college’s planning priorities to be funded for the year.  
*Lead agent for developing the College Annual Plan:* CPC Co-Chairs, Vice Presidents, President  
*Taskforce composition:* College Planning Committee (CPC)  
*Approval Process:* CPC  
*When:* Annually in the Spring semester.

**6-Year Planned Offerings**
To ensure the institution maintains academic program offerings in a rotation such that students can complete their degrees/certificates within 6 years, the academic departments complete 6-Year Planned Offerings. These documents are available to students on the website in the “Schedule” section so that they can plan out their educational plans.  
*Lead agents for developing the 6-Year Planned Offerings:* Vice President of Academic Affairs; Dean of Academic Affairs responsible for Schedule  
*Taskforce composition:* Division Chairs and faculty within the Division.  
*Approval Process:* Once completed, the documents are uploaded onto the college website by the Scheduler  
*When:* Annually in the Fall semester.

**Enrollment Plan**
To ensure the institution maintains academic program offerings and does so within the college’s budget allocation for instruction, the college completes an Enrollment Plan.  
*Lead agents for developing the Enrollment Plan:* Vice President of Academic Affairs; Dean of Academic Affairs responsible for Schedule development.  
*Taskforce composition:* Dean of Academic Affairs responsible for Program Review; Dean of Economic/Workforce Development; Scheduler; Faculty; Academic Senate representative; Supervisor Admissions & Records; Admin Services representative; Student Services representative; Dean of Institutional Effectiveness.  
*Approval Process:* Academic Senate; CPC  
*When:* Annually in the Fall semester.

**Technology Plan**
To ensure the college maintains currency and sufficiency with technological requirements, the college completes a Technology Plan.  
*Lead agents for developing the Technology Plan:* Director of IT; Co-Chairs of Technology Advisory Committee  
*Taskforce composition:* Technology Advisory Committee and ensuring representation from all three clusters  
*Approval Process:* Academic Senate; CPC  
*When:* Annually in the Spring semester.

**Human Resource Plan**
To ensure the college has a plan in order to meet the staffing needs and meets the fiscal obligations of staffing, the college completes a Human Resource Plan.  
*Lead agents for developing the Human Resource Plan:* Vice President of Administrative Services and the Co-Chair for the Human Resources Committee  
*Taskforce composition:* Human Resources Committee and ensuring representation from all three clusters  
*Approval Process:* Academic Senate; CPC  
*When:* Annually in the Spring semester.