College Governance Councils

There are six councils at MJC. The College Council is the highest level college governance council, responsible for making recommendations to the College President. Five councils make recommendations to the College Council to support institutional effectiveness and participatory decision-making. The governance councils are Accreditation Council, Facilities Council, Instruction Council, Resource Allocation Council, and Student Services Council.

Representatives will be appointed by the constituency group they represent according to the processes established by that constituency. Any one individual may hold no more than two representative roles and will have only one vote.

Governance councils will be considered to have a quorum when more than 50% of the members are present. Decision-making may be either by consensus or by vote. In either option, members have the opportunity to submit a dissenting opinion or clarification in writing for inclusion in the minutes.
PART II  COLLEGE GOVERNANCE COUNCILS / (CC)

College Council (CC)

Committee Chair: College President

The primary role of the College Council is to advise the President on college policy and procedural matters. The College Council also advises the President to advocate at District level on college wide issues.

- The role of the council in the budgeting process is to review and recommend budget and planning through its established committees.
- The council will annually review existing college councils and, where appropriate, make recommendations on the charge and membership of such councils.
- The council will maintain a handbook of its charge, responsibilities, and membership which will be reviewed and updated annually.
- The council agenda, minutes and handbook will be made available on the college website.
- The council will periodically review and update the college mission statement.
- The council will maintain and update the MJC Strategic Plan at least every five years.
- The council will have primary responsibility for institutional effectiveness.
- The council serves as a forum for the discussion of the concerns of college constituent groups.
- The council will support the legal responsibilities of all constituent groups.

The College Council has a role in decision-making:

- Any member may propose an item for an agenda. Effective discussions require that appropriate documentation be sent out with the agenda or in advance.

- Decision-making is by consensus, defined as a decision that all Council members either agree with or can live with, or by simple majority vote of members present.

- All decisions are documented by the meeting minutes.

- Decisions typically require a first and second reading. A decision can be reached at first reading if a written rationale is presented and agreed upon by consensus and suspension of the rules.

- On matters subject to negotiations, the Council will not be a forum for discussion, although the need for union involvement can be recognized by the Council in discussing a matter that may need to be referred to YFA or CSEA.

- Council minutes will be posted on the web where they are available to all interested parties.

- Council member reports will be expected to be submitted in writing and may be posted on the web by direction of the Council.
<table>
<thead>
<tr>
<th><strong>College Council Membership:</strong></th>
<th><strong>Services</strong></th>
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</thead>
<tbody>
<tr>
<td>Chair College President</td>
<td>• LTAC 1</td>
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<tr>
<td>Faculty</td>
<td>• Dean 1</td>
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<tr>
<td>• Academic Senate 4</td>
<td>Council Representatives 5</td>
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<tr>
<td>• YFA 2</td>
<td>One individual selected to represent each college governance council</td>
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<tr>
<td>Staff</td>
<td>Committee Representatives 4</td>
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<tr>
<td>• CSEA 3</td>
<td>One individual selected to represent each college standing committee</td>
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<tr>
<td>• CSAC 1</td>
<td>*With the exception of Student Senate, members will be appointed by constituent groups with overlapping two year terms with the option of reappointment.</td>
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<tr>
<td>Students</td>
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<td>• Student Senate 3</td>
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<tr>
<td>Administration</td>
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<tr>
<td>• President Chair</td>
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<tr>
<td>• Vice President Instruction</td>
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<td>• Vice President Student Services</td>
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<td>• Vice President Administrative</td>
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Accreditation Council (AC)

Responsibilities
The AC will make recommendations to the College Council on the following:
- Annual ACCJC reports
- Self Evaluation
- Midterm, follow-up, and special reports to ACCJC
- Culture of accreditation
- Student Learning Outcomes

Charge
- To develop, implement, monitor, review, evaluate, and revise college accreditation activities in accordance with the college mission, vision, and college goals.
- Serve as the steering committee for the accreditation process.
- Provide leadership in the development, planning, preparation, supervision and completion of the accreditation self evaluation.
- Promote a campus culture that is concerned about accreditation.
- Support the legal responsibilities of all constituency groups

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<tr>
<th>Membership</th>
<th>Administration</th>
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<tr>
<td>Faculty</td>
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<tr>
<td>• Academic Senate President Co-Chair</td>
<td>• Administration Standard Co-Chairs 4</td>
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<tr>
<td>• Academic Senate Faculty Accreditation Chairs</td>
<td>• Vice President Instruction Accreditation</td>
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<tr>
<td>• Academic Senate Faculty Standard Co-Chairs 4</td>
<td>Liaison Officer Chair</td>
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<td>Staff</td>
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<td>• CSEA 2</td>
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<td>• CSAC 1</td>
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<td>Students</td>
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<tr>
<td>• Student Senate 2</td>
<td>Communication and Reporting Procedure</td>
</tr>
</tbody>
</table>

Meetings are to be held regularly to fulfill responsibilities and charge
Agenda and Minutes are posted on the college website
Facilities Council (FC)

Charter:
The charge of the Facilities Council (FC) is to provide input and monitor activities and changes related to the physical plant and grounds of the college to ensure a healthy, safe, and aesthetically pleasing environment. This includes analysis and prioritization of all capital projects including remodels, new construction, and repurposing/reassignment of space. The Facilities Council will make recommendations to the College Council, committee members report to their constituent groups and will ensure that decisions and information be made available to the campus community.

- Develop and monitor the facilities and maintenance plans and supporting budgets.
- Cooperate with the Director of Facilities Planning & Operations regarding all aspects of construction projects, planning, revision, and completion.
- Review and interpret research data related to facilities development and space utilization.
- Promote the use and understanding of data as a basis for facilities decision-making.
- Make recommendations and identify priorities for technology issues related to facilities development.
- Develop, implement, review and revise policies for facilities use in coordination with Central Services.
- Support the legal responsibilities of all constituency groups.
- Campus safety committee to ensure health and safety.

B. Meetings:
Monthly meetings will be held according to a schedule established for each year at the end of the previous academic year.

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<th>C. Membership:</th>
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<td>Co-Chair</td>
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<td>Dean, 1</td>
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<th>Ex Officio</th>
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<tbody>
<tr>
<td>Director of Facilities, Planning &amp; Operations</td>
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<tr>
<td>Director of Campus Safety</td>
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<tr>
<td>Campus Operations Manager</td>
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<tr>
<td>Campus ADA Coordinator</td>
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<tr>
<td>Risk Management Specialist</td>
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<tr>
<td>Director of Technology and Media Services</td>
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Instruction Council (IC)

Charge

• Ensure that the Education Master Plan is integrated into college planning processes.
• Maintain and implement Board Policy, State Law, Education Code and standards of accreditation.
• Assure that instruction is carried out as approved by the Curriculum Committee and that Outcomes Assessment is in compliance with accreditation standards.
• Enrollment management
• Ensure completion of Program Review and prioritization of Resource Allocation requests to assure student and community needs are being met.
• Discuss and respond to emerging needs within the institution and the external community
• Engage in institutional strategic planning and budget development
• Engage in self-evaluation of IC for continuous quality improvement of processes.
• Support the legal responsibilities of all constituent groups.

Responsibilities

The IC will make recommendations to the College Council on the following:

• Educational Master Plan
• Instructional Program Planning and Development
• Student Learning Outcomes
• Program Review
• Program Viability
• Enrollment Management
• Budget Development
• Instructional Technology Planning

Membership

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Administration</th>
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<tbody>
<tr>
<td>Academic Senate 9 (1 from each division with one selected as Co-Chair)</td>
<td>Deans 3</td>
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<tr>
<td>YFA 1</td>
<td>Vice President of Instruction Chair</td>
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<td>LTAC (MJC) 1</td>
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<tr>
<td>Staff</td>
<td>Communication and Reporting Procedure</td>
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<tr>
<td>CSEA 2</td>
<td>Meetings are to be held regularly to meet responsibilities and charge. Agenda and minutes are posted on the council web site.</td>
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<td>CSAC 1</td>
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<td>Students</td>
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<td>Student Senate 2</td>
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Resource Allocation Council (RAC)

A. Charter:

The Resource Allocation Council makes recommendations to the College Council regarding the college’s processes for institutional budget development. Recommendations are based on RAC Guiding Principles of stewardship, integrity, institutional decision-making, strategic resource allocation, responsiveness to need, use of consistent data, leverage of current resources, timeliness, assessment, and communication. These responsibilities include:

- The development, articulation and implementation of a process by which unit program reviews and the College’s annual strategic goals are linked to resource allocations
- Recommend institutional budget allocations and expenditures priorities established through budget development process
- Participation in the review/revisions of the college’s Master Plans
- Support of the legal responsibilities of all constituent groups related to resources

B. Responsibilities:

- College budget development
- Budgetary master planning
- Budgetary support of Student Learning Outcomes
- Fiscal review of technology planning

C. Meetings:

Twice monthly during academic year and summer months as needed

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<th>Membership</th>
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<td>Faculty</td>
<td>• Vice President of Administrative Services</td>
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<td>Chair</td>
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<td>• Vice President of Student Services</td>
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<td>• Vice President of Instruction</td>
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<td>• President</td>
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<td>• Deans 2</td>
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<td>• Director, Grants &amp; Resource Development</td>
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<td>• Student Senate 2</td>
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Student Services Council (SSC)

The Student Services Council provides a forum for strategic problem solving and sharing best practices related to the provision of services to students. The council convenes to share, review and discuss information related to their respective functional areas and make recommendation to College Council.

**Charge:**

Provide leadership, to ensure quality student services and programs that support student access, equity and success.
1. Promote an environment that enhances students’ academic success
2. Facilitate information sharing and coordination among instruction and student services programs, projects and grants
3. Support the legal responsibilities of all constituent groups

**Vision:**
To provide exemplary services that support, inspire, and empower students to achieve their goals.

**Mission:**
To provide services and programs in partnership with other areas of the college and the community that will maximize each student’s success.

**Core Values:**
Across all student services offices, we value:

• Access • Diversity • Honesty • Innovation • Integrity • Kindness • Respect • Trust

**Responsibilities:**
The SSC will make recommendations to the College Council on the following:

• Student Equity Plan
• Student Learning Outcomes
• Program Review of services
• Budget Development for student services
• Student Access
• Student Success
• Technology planning for student services
## Membership

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<tr>
<th>Faculty</th>
<th>Administration</th>
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<tbody>
<tr>
<td>• Academic Senate 4</td>
<td>• Vice President of Student Services Chair</td>
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<td>• YFA 1</td>
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<tr>
<th>Administration</th>
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<tbody>
<tr>
<td>• Dean of Counseling and Student Services</td>
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<tr>
<td>• Dean of Matriculation, Admissions, and Records</td>
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<tr>
<td>• Associate Dean of Special Programs</td>
</tr>
<tr>
<td>• Division Dean 1</td>
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Communication and Reporting Procedure
Agenda and Minutes are posted on the Website
PART II	COLLEGE COMMITTEES

College Committees

There are four college committees at MJC:

- Student Success and Equity Committee
- College Technology Committee
- Distance Education Advisory Committee
- Professional Development Coordinating Committee

These committees perform organizational functions that benefit the college community, and they serve as recommending bodies to the College Council, Accreditation Council, Facilities Council, Instruction Council, Resource Allocation Council, Student Services Council, and other areas of the college within their respective charges.

In some instances, workgroups (charged with a long-term project with college-wide impact) or task forces (charged with a study or completion of a specific short-term task) may be employed to focus on a particular issue within the committee’s charge.
Student Success and Equity Committee

**Charge:**
The Committee is responsible for recommending the planning, implementation, monitoring, evaluation, and effectiveness of the following: Student Success and Support Program, Student Equity Plan, Basic Skill Initiative. Also, the Committee will consider the implications and disseminate information regarding: AEBG Legislation (including Adult Education, Career Development and College Preparation (CDCP), Credit/Non-Credit coursework and vocational pathways).

**Meetings:**
Minimum once a month during academic year and as needed, including over the summer.

**Membership:**
Minimum membership of:

1 Administrator  
1 Faculty  
1 Staff  
1 Student  
1 Professional Development Committee Liaison  
1 Human Resources Liaison

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**MODESTO JUNIOR COLLEGE PRINCIPLES OF COMMUNITY:**

**Diverse:** We affirm and embrace diversity and its many forms, striving for a community of inclusiveness.

**Open:** We are committed to an open environment that values the free exchange of ideas, as well as intellectual discourse and inquiry. We realize this endeavor necessitates mutual respect, trust, and consideration for our differences.

**Purposeful:** We share a commitment to service, community engagement, and education.

**Caring and Just:** We promote understanding, civility, dignity, and equitable access to resources and recognition.

**Unique:** We celebrate the contributions and uniqueness of our community and its individual members.
College Technology Committee

The College Technology Committee has a broad focus on all campus technologies: administrative, instructional, student support, desktop, mobile computing, and other technologies.

Charter:

The College Technology Committee serves as a resource and makes recommendations to the college governance councils and communicates to the campus regarding the direction and evaluation of technology-related decisions campus-wide, including:

- faculty, staff and student training and support
- prioritization of technology resource allocations based on Program Review
- minimum standards for campus technology
- initiatives contributing to a campus-wide culture of innovative learning enhanced by technology

Meetings:
Twice monthly during academic year and as needed

Membership:
Administrative oversight: VP of Administrative Services

College administrators, Academic Senate and Classified Staff Advisory Council (CSAC) appointees; one representative from each campus unit; college and district individuals who work regularly with technology, Student Senate representative

Terms:
Academic Senate, CSEA, and College Unit appointees will serve a term of two years on the CTC. Student Senate representatives will serve a one year term. Administrators with direct oversight of college technology initiatives will be permanent committee members.
Distance Education Advisory Committee (DEAC)

Charge:

The Distance Education Advisory Committee provides ongoing coordination of the college’s activities related to distance education policies, priorities, standards, resource allocation, planning, and implementation. The committee also provides input to the YCCD Technology Coordinating Committee, College Technology Committee, Student Services Council, and Instruction Council.

Areas of Responsibility:

The committee makes recommendations to college administrators, faculty and staff regarding the direction and evaluation of distance education related decisions campus wide, including:

- Development, implementation, evaluation, and ongoing refinement of DE Plan
- Analysis and communication of applicable standards and guidelines (e.g., ACCJC Distance Learning Manual, Distance Education Guidelines from the California Community Colleges Chancellor’s Office) to determine and support MJC compliance
- Conducting regular surveys to determine MJC DE practices, strengths, and gaps
- Recommending faculty, staff and student training and support
- Setting minimum standards for Distance Education delivery
- Reviewing and recommending the delivery of online student services
- Communication with the Academic Senate on topics relevant to Academic Senate purview over academic and professional issues, including curriculum, faculty professional development, educational program development, student preparation and success, relevant planning and budget development, etc.

Meetings:
Monthly during academic year and as needed.

Membership:
Administrative oversight: Dean overseeing Distance Education

The Committee will be co-chaired by the administrator overseeing DE and the Faculty Instructional Design Coordinator.
The Committee will include:

1. Two Instructional Deans
2. Four Academic Senate-appointed faculty representatives to include one from Library and one from Counseling
3. A YFA representative
4. A Curriculum Committee representative, recommended by the Curriculum committee and appointed by the Academic Senate.
5. A Student Services representative
6. Distance Ed Office Staff
7. Two CSEA-appointed classified staff representatives
8. Two Student Senate representative
9. Director of Media and IT
10. An IT representative from Central Services

Terms:

Academic Senate, CSEA and College Unit appointees will serve a term of two years on the DEAC. Student Senate representatives will serve a one year term. Staff with direct responsibility affecting DE initiatives will be permanent committee members.
Professional Development Coordinating Committee (PDCC)

MISSION:

The Modesto Junior College Professional Development Coordinating Committee (PDCC) supports the ongoing professional growth of all employees through collegially planned teaching and learning opportunities that promote continuing education, equity, diversity, personal and career advancement, and civic engagement in support of the institution’s Mission and Strategic Plan.

CORE VALUES:

- **Accountability**: PDCC commits to developing a professional development program that utilizes ongoing assessment and careful analysis of data to modify and improve program components to reach desired results. It will establish a repository of training and resource materials that are readily available to all employees.

- **Diversity and Equity**: PDCC supports a college environment of diverse ideas by collaborating with constituent and community groups to develop and provide ongoing diversity and multicultural training for all employees.

- **Effective Communication**: PDCC fosters collaboration and communicates with college constituencies, district departments, and other college committees to assess needs, coordinate scheduling, disseminate information, and evaluate professional development activities.

- **Excellence**: PDCC is committed to providing high-quality on-going professional development opportunities that are based on access to research and best practices. By enhancing professionalism within the campus community, the college utilizes the expertise of our own staff and faculty as teachers and trainers.

- **Innovation**: PDCC embraces change, remains flexible, and is open to taking advantage of internal and external resource opportunities as they emerge in order to foster institutional support of ongoing professional development for all employees.

- **Student Success**: A sustained investment in quality professional development for all faculty, staff and administrators provides employees with the skills to transform lives and increase student success while meeting student learning, program and institutional outcomes.

**CHARGE of the Committee**:

- Coordinate the college wide professional development processes, resources and activities, incorporating recommendations from faculty, classified and management advisories and other college constituencies.
• Ensure that appropriate professional development opportunities exist to support the identified needs of faculty, classified and management staff.
• Design and disseminate a variety of professional development resources in various delivery modalities.
• Develop external relationships and funding to support professional development initiatives and operations.
• Provide a communications network to facilitate the campus-wide exchange and dissemination of information regarding professional development needs, opportunities and events.
• Facilitate the dissemination of information about and the availability of resources to support departmental or division-sponsored professional development opportunities.
• Evaluate the effectiveness of activities and opportunities offered by the Professional Development Coordinating Committee.
• Conduct periodic needs assessments regarding professional development procedures and activities.
• Coordinate with the Academic Senate Faculty Professional Development Committee on issues relating to faculty professional development.
• Facilitate training for effective participation in decision-making for all constituents, including legal responsibilities.

STRUCTURE of Professional Development Coordinating Committee

Tri-Chair

Academic Senate (Chairperson, AS Committee for Professional Development)
Administrator (Representative, College Management Committee)
Classified (Chairperson, Classified Staff Advisory Committee)
Regular Members: Academic Senate (2)
Yosemite Faculty Association (2) Administrators (2) Classified (2: 1 CSEA, 1 CSAC)
Title V representative (1)
Instructional Resource Center/Technology (1)
Student Success and Equity Committee (1)

Members serve for a two-year term and are appointed by their constituent groups to serve on the Professional Development Coordinating Committee.

PARTICIPATION in College Standing Committees and Councils.
Committee for Diversity and Community

MEETINGS:
Meetings are scheduled monthly on the first Wednesday of the month.