

College Council  
Committees  
&  
By-Laws  
2010

**SHARED GOVERNANCE:**  
**COUNCILS & COMMITTEES**  
**SYNOPSIS: 2010-11**

**Governance Bodies**

**COLLEGE COUNCIL**

**Purpose:** The purpose of the College Council is to receive and review college policy recommendations from any and all college groups, obtain constituent opinions, advise the President as to policy recommendations, provide a venue for college-wide initiatives and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College policy and procedural changes are discussed collegially before they are acted on or implemented by the College President.

*Chaired & Vice-Chaired by a College Council member*

**COLLEGE BUDGET COMMITTEE**

**Charge:** (1) advise on the development of budgetary policies, processes and timelines; (2) receive and review budget proposals from departments and/or program areas; (3) review and recommend the overall College Budget with respect to Unrestricted General Funds (Funds 1 thru 10), Instructional Equipment, CTE (Fund 16), Instructional Supplies (Fund 17), Discretionary Funds, Facilities Revenues and other cash receipts, and funding available for vacant faculty and classified positions; (4) recommend funding priorities (except as noted below in #'s 5 & 6) for overall college budget; (5) review as "Information Item Only" Classified and Faculty Vacancy Prioritization; (6) review as "Information Item Only" Categorical Funding (i.e., DSPS, EOPS/CARE, Matriculation); (7) sponsor budget orientation workshops for the College community; and (8) engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.

*Co-Chaired by the Business & Administrative Services Manager and a faculty member*

**COLLEGE EDUCATIONAL MASTER PLANNING COMMITTEE - currently being revised**

**Charge:** (1) to conduct a situational analysis yearly; (2) to review and comment on Unit Plans; (3) to recommend strategic educational directions for the College; and (4) to recommend annual institutional priorities.

*Chaired by College President appointee*

## **COLLEGE FACILITIES COMMITTEE**

**Charge:** (1) advise on the development of facilities planning processes and timelines; (2) recommend funding priorities for Building Funds; (3) receive and review facilities proposals from departments, program areas and/or the District Physical Plant Office; (4) recommend representatives to serve on District facilities committees that impact Merritt facilities; (5) routinely review and monitor campus compliance with ADA and 504 and make recommendations to ensure compliance; (6) recommend procedures and policies affecting facilities and physical environment of the campus; (7) review the State's Specialization Report and the Five year Master Plan for campus compliance and make recommendations to ensure compliance; (8) establish Subcommittees to assist with the planning for building renovations and remodels; and (9) sponsor facilities orientation workshops for the College community.

*Co-Chaired, one of whom must be a faculty member*

## **COUNCIL OF DEPARTMENT CHAIRS AND PROGRAM DIRECTORS (CDCPD)**

**Charge:** (1) review and make recommendations on all instructional matters, (including but not limited to faculty positions and priorities, scheduling, departmental and budget allocations); To periodically review assessment and placement criteria and make recommendations (in consultation with the Assessment Coordinator); (3) review and recommend changes in general education and graduation requirements; and (4) recommend procedures and policies affecting instruction.

*Chaired and Vice-Chaired by faculty*

## **CURRICULUM & INSTRUCTIONAL COUNCIL (CIC)**

**Charge:** (1) review and make recommendations on all curricular matters, including approval of new programs and courses, course revisions or deactivations, prerequisites and corequisites, and placement of courses within disciplines; (2) review and evaluate courses and programs periodically and make recommendations; (3) review and recommend changes in general education requirements and graduation requirements; (4) recommend procedures and policies affecting curriculum; and (5) engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.

*Chaired & Vice-Chaired by faculty*

## **MERRITT TECHNOLOGY COMMITTEE**

**Charge:** (1) assess how effectively current technology is being utilized at the College; (2) identify, prioritize and recommend areas for expansion of technology utilization for the enhancement of instructional programs, student services and the management of the College; (3) identify, prioritize and recommend both on-going and specialized training needs for maximum utilization of technological resources; (4) identify, prioritize and recommend staffing for technology; (5) develop an on-going comprehensive College Technology Plan for consideration by College Council; (6) recommend funding strategies and priorities for major technology spending; (7) advise the District Technology Committee about the information technology needs and concerns of Merritt College; (8) receive regular reports from the District Information Technology Committee, and review and respond as appropriate; and (9) establish (as needed) technology subcommittees.

*Co-Chaired, one of whom must be a faculty member*

## **Standing Committees**

### **ACCREDITATION COMMITTEE**

**Charge:** (1) define characteristics of quality and excellence and present evidence (through the College's self-study report) that such quality and excellence are being achieved; (2) monitor and examine the progress of recommendations made by the accreditation evaluation team. Twice annually, progress reports will be given to the College Council and reflected in the institutional planning process.

*Convened by the Vice President of Instruction*

### **FINANCIAL AID PETITION COMMITTEE**

**Charge:** review petitions from students who are not eligible to receive Financial Aid based upon academic performance.

*Chaired by the Financial Aid Supervisor*

### **GRADUATION COMMITTEE**

**Charge:** plan and coordinate all aspects of the College's annual graduation.

*Chaired by the Dean of Student Services*

### **HEALTH & SAFETY COMMITTEE**

**Charge:** (1) in coordination with District Risk Management, develop a disaster preparedness plan for Merritt; (2) facilitate disaster preparedness training; (3) identify health and safety issues for the campus and recommend solutions; (4) recommend health and safety policies, programs and protocols for the campus; (5) develop preventive health programs and training for the campus. The Health and Safety Committee makes recommendations to the College Council.

*Co-Chaired by the Business & Administrative Services Manager and another committee member*

### **MATRICULATION**

**Charge:** The Matriculation Committee is responsible for overseeing the full implementation of the Matriculation process. Major campus policy decisions related to the Matriculation process will be recommended by this Committee and forwarded to the Vice President of the Student Services. When appropriate, recommendations with District-wide implications will be forwarded to the District-wide Matriculation Committee makes reports to College Council once per semester.

*Chaired by the Dean of Student Services*

### **SCHOLARSHIPS & AWARDS COMMITTEE**

**Charge:** (1) review and evaluate applicants for the Peralta Community College District's Chancellor's Trophy Award, the Valedictorian and Salutatorian and forwards those named as recommendations to the Vice President of Student Services; (2) review, evaluate and select the recipients for the annual Associated Students of Merritt College Scholarship Awards.

*Chaired by the Vice President of Student Services appointee*

## **SHARED GOVERNANCE COMMITTEE**

**Charge:** (1) monitor College's Shared Governance System; (2) serve as resource and support to College Council, Governance Committees and Standing Committees regarding the shared governance process; (3) facilitate orientation and training for Governance Committees and Standing Committees (including training on Parliamentary Procedures for committee chairpersons); (4) upon request, formulate Bylaws for new Governance Committees; (5) upon request, formulate charges, membership and governing guidelines for Standing Committees. Recommendations from the Shared Governance Committee go to the College President through the College Council.

*Chaired by the College President appointee*

## **STAFF DEVELOPMENT COMMITTEE**

**Charge:** (1) plan, develop, coordinate, review and evaluate all of the professional development activities that take place at the College; (2) plan Flex Day activities for scheduled District-wide days as well as campus on-going professional development activities; (3) establish priorities and procedures and make advisory recommendations in each of the following areas: collaborative/special projects[ institutional subscriptions and memberships[ individual travel and conferences[ tuition reimbursement, and unique staff development needs of counselors and librarians; (4) issue twice yearly report to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedules of meetings, attainment of goals, needs assessments, etc.; and (5) supervise the sabbatical leave process-conduct workshops, evaluate and approve applications with recommendations to the College President.

*Chaired by a faculty member*

## **STUDENT DUE PROCESS COMMITTEE**

**Charge:** hear student appeals of disciplinary decisions rendered by the Vice President and/or Dean of Student Services. (See College Catalog for complete description policies and procedures.)

*Chaired by a Division Dean*

## **STUDENT GRIEVANCE COMMITTEE**

**Charge:** (1) addresses complaints by a student involving the interpretation, application or alleged violation of District policies and procedures; and (2) address student grievances alleging mistake fraud bad faith or incompetence in the academic evaluations of student performance. (See College Catalog for complete description, policies and procedures.)

*Chaired by the Vice President of Instruction*

## **STUDENT SUCCESS COMMITTEE – awaiting approval of the committee**

**\*Charge:**

*Co-Chaired*

# **GOVERNANCE BODIES**

## **By-Laws and Guidelines**

**\*College Council**

**\*College Budget Committee (CBC)**

**\*College Educational Master Planning Committee (CEMPC)**

**\*College Facilities Committee (CFC)**

**\*Council of Department Chairs & Program Directors (CDCPC)**

**\*Curriculum & Instructional Council (CIC)**

**\*Merritt Technology Committee (MTC)**

# COLLEGE COUNCIL

## *By-Laws*

### INTRODUCTION

It shall be the policy of the college community to establish procedures to ensure Merritt College students, faculty and staff (Permanent and Hourly) and administration have the right to participate effectively in college governance. By establishing the Merritt College Council, the College provides a forum through which students, faculty, administrators and staff make policy recommendations to the College President. The sole purpose of these By-Laws is to implement the concept of shared governance enacted by AB1725. These By-Laws shall not be construed in any manner to alter the fundamental relationship between the Board and employees, students or other groups. The Board of Trustees retains all powers implied or granted by law. The members of the Board of Trustees, as elected officials, recognize their accountability to the electorate with the District and their responsibility under law to make policy decisions affecting the District.

Status of Council: The Merritt College Council (hereinafter referred to as “College Council” or Merritt College Council”) shall only have the powers and duties set forth in these By-Laws or applicable law and regulations.

Review of By-Laws: After these By-Laws have been in effect for one year, the College President, Administration, Academic Senate, Classified Senate and Associated Student Council shall review the By-Laws and consult collegially, at which time the By-Laws may be amended in accordance with the Amendment Provision herein.

### PURPOSE

The purpose of the College Council will be to receive and review college policy recommendations from any and all college groups, obtain constituent opinions, advise the President as to policy recommendations, provide a venue for college-wide initiatives and provide a means of communication within the college community. The College Council is the forum in which all proposed broad-based College policy and procedural changes are discussed collegially before they are acted on or implemented by the College President. The College Council is further charged with the responsibility of developing a shared governance model through consultation with the Academic Senate, Peralta Federation of Teachers, Classified Senate, Local 1021, Local 39, Administration and Associated Students. However, if a policy recommendation concerns District policy rather than College policy, it shall be referred through the proper District groups to the Chancellor and the Board.

### MEMBERSHIP

The membership of the College Council will include 21 representatives from the following four Merritt College constituent groups (i.e., faculty, classified staff, administration and students): four (4) faculty representatives (the Academic Senate President, one appointed by the Academic Senate, one appointed by the PFT and one selected jointly by the Academic Senate and the PFT), five (5) Classified Senate representatives (the Classified Senate President and four selected by the Classified Senate, including at least

one from Local 1021 and one from Local 39), three (3) administrative representatives (Vice President of Instruction, Vice President of Student Services and one Instructional Dean selected by the College President), three (3) Associated Student Council representatives (one of whom must be the ASMC President), the Chairperson of the College Educational Master Planning Committee, the Chairperson of the Curriculum and Instructional Council (who is a faculty member), the Chairperson of Department Chairs (who is a faculty member), the faculty Co-Chairperson of the College Budget Committee, the faculty Co-Chair of the Technology Committee and the faculty Co-Chairperson of the Facilities Committee. The College President and the Business and Administrative Services Manager shall serve as ex-officio, non-voting members of the College Council. The representatives to the College Council will be selected through their constituency group senates {i.e., Academic Senate for faculty, ASMC for students and Classified Senate for classified staff), except as noted above under “administrative representatives”. A constituency group may replace its representatives at any time during the year; however the replacement must be appointed to serve out the remainder of the annual term.

## **MEETINGS**

1. Conduct of Meetings: The Merritt College Council shall elect a Chairperson and a Vice Chairperson from among the College Council membership. The term of office shall be one year, but officers can be re-elected for a like term. The College Council will use Robert’s Rules of Order to govern proceedings and the conduct of meetings. A quorum must be present to hold a meeting. A quorum is defined as eleven (11) voting members, which must include representatives from at least three of the four constituency groups. The preferred method of decision-making is consensus. When actions require a vote, all decisions of the College Council will require a majority of those present and voting, and the number of affirmative votes must be no fewer than seven (7). Proxy votes will not be accepted.
2. Type of Meetings: All meetings of the Merritt College Council shall be open to the public. There shall be no executive sessions.
3. Scheduling of Meetings: Meetings of the College Council will be scheduled on a monthly basis. Emergency meetings may be called by the College President, College Council Chairperson or by a written Emergency Meeting Request signed by seven (7) College Council members. Agenda packets (including the Minutes from the prior College Council Meeting) for the College Council will be distributed (by hardcopy and email) by the President’s Office at least two days in advance of regularly, scheduled meetings to all College Council members, as well as copies to the presidents of the Academic Senate, Associated Students, Classified Senate, classified employees bargaining units, faculty bargaining unit, and all managers. A copy will be posted on the President’s Bulletin Board beside the Switchboard and posted electronically to ensure accessibility to the Merritt community at large.

## **SUBMISSION OF AGENDA ITEMS**

1. Form of Submission: College Council agenda items shall be submitted in writing to the Office of the President at least one week prior to the preparation of the agenda. Items may be submitted by College Council members or any individual or group within the Merritt College campus community.

The Agenda Review Committee will consist of the College Council Chairperson, College President, Academic Senate President, ASMC President and the Classified Senate President. A consensus model will be used to determine which items are placed on the agenda.

2. Review of Submission: The Agenda Review Committee will review all agenda items and determine if they are within the scope of the College Council, or if an item should be referred to a constituent group for further work before being submitted to the College Council. If the item is not to be included on the College Council agenda, or referred for further work, the College Council Chairperson will return the request to the originator with the reason for not including the item. The decision may be appealed by the originator to the College Council. In accordance with Robert's Rules of Order, the College Council may modify the agenda at the opening of a meeting.

## **ACTION ITEMS**

Items brought to the College Council for consideration may be presented by the originator (not necessarily a College Council member). After review of any substantiating materials and discussion, the College Council will take action in one of the following ways:

1. To concur by consensus or majority vote with an item and recommend it to the College President.
2. To modify a recommendation and forward the item to the College President by consensus or majority opinion. Written minority opinions may be submitted at the same time.
3. To refer an item to a constituent group or committee for further work or consideration. In this case the College Council does not forward the item to the President and remains mute on the item.
4. To use other parliamentary motions in Robert's Rules of Order such as to table or postpone an item.

Items recommended for forwarding to the College President shall be brought to the College Council in written form. Decisions reached by the College Council are by consensus or majority opinion. Members who wish may write a minority report.

The President shall accept, reject or make alternative recommendations to those of the College Council, or make recommendations to the College Council in the absence of any recommendation from the College Council. Within twenty (20) working days of receipt of written recommendations from the College Council, the College President shall communicate with the Council his/her decision in writing. If the President's decision is affirmative, the recommendation becomes College policy. If the President does not support the recommendation, the President shall provide a written justification to the College Council within the twenty (20) working day time limit. Those items not accepted by the College President will be on the next College Council agenda for the College Council's consideration of the President's written justification or alternate proposal. The Council may consider making a new recommendation to the College President. In all instances, the College President retains the right and duty to make final decisions on items after Council consideration.

## **RIGHTS AND RESPONSIBILITIES**

These By-Laws recognize the special relationships mandated by Title V, AB1725 and the Ed Code between the Board of Trustees, and the faculty, or staff or students. These By-Laws do not detract from the rights and responsibilities of unions or the Academic or Classified Senate to address the President or the Board of

Trustees directly on items within their scope, nor are these procedures meant to detract from any negotiations or negotiated agreement between collective bargaining units and the Board of Trustees.

1. In matters concerning “Academic-Professional Matters” (Title V, 53200), the Administration will rely primarily on the advice and judgment of the Academic Senate. (See Board Policy 2.23, attached.)
2. PFT Union and Academic Senate recommendations on District policy as mentioned under “Purpose” are not within the scope of the College Council, nor are recommendations of the Curriculum and Instructional Council which go directly to the Vice President of Instruction, the Academic Senate and to CIPD (Council on Instruction, Planning and Development). College budget recommendations are reviewed and developed by the College Budget Committee that reports directly to the College President. Deliberations and action items from the College Budget Committee, the Curriculum and Instructional Council, and the Council of Department Chairs will be reported to the College Council as informational items ONLY.
3. However, other items concerning broad-based College policy shall be presented to the College Council to ensure that all constituencies have had an opportunity to participate in the formulation and development of those matters through the process of shared governance.

## **MINUTES**

The President’s secretary will serve as secretary to the College Council. S/he will take accurate minutes of the Council meetings and will publish them. The secretary will also maintain an accurate file of Council minutes including a record of college policies developed by the College Council and the President. Minutes will be posted on the Merritt website, and on major College bulletin boards in Buildings D, P, Q and R.

## **AMENDMENTS**

Amendments to the By-Laws may be proposed by any member of the College Council. In order to be adopted, proposed amendments must (1) receive a 2/3 affirmative vote (14 members) of the College Council, (2) be reviewed by all four constituent groups of the College and (3) be approved by at least three of the four constituent groups (represented respectively by the Academic Senate for faculty, the ASMC for students, the Classified Senate for classified staff and the Administrative Staff Council for administrators).

*Adopted unanimously by the College Council 11/17/10*

*Adopted unanimously by the College Council 10/29/03*

*Corrected 11/24/03*

*NOTE: Two corrections were made subsequent to approval of the By-Laws: The name of the budget committee was changed from “Budget Advisory Committee” to “College Budget Committee”; a mathematical error was corrected in the Amendment section - “2/3 affirmative vote (12 members)” was changed to “2/3 affirmative vote (14 members)”.*

# **COLLEGE BUDGET COMMITTEE (CBC)**

## ***By-Laws***

### **FUNCTION**

The Merritt College Budget Committee (CBC) is a shared governance committee of the College designated to act as an advisory body to the President of Merritt College in matters relating to budget development processes, procedures and the allocation of funds. The College President and the CBC shall consult on all major budget issues before a decision is made by the College President.

### **CHARGE OF THE COMMITTEE**

1. To advise on the development of budgetary policies, processes and timelines
2. To receive and review budget proposals from departments and/or program areas
3. To review and recommend the overall College Budget with respect to:
  - a. Unrestricted General Funds (Funds 1 thru 10)
  - b. Instructional equipment
  - c. CTE (Fund 16)
  - d. Instructional Supplies (Fund 17) f. Discretionary Funds
  - e. Facilities Revenues and other cash receipts
  - f. Funding available from vacant faculty and classified positions
4. To recommend funding priorities (except as noted below in #'s 5 & 6) for overall college budget
5. To review as "Information Item Only" Classified and Faculty Vacancy Prioritization
6. To review as "Information Item Only" Categorical Funding (i.e., DSPS, EOPS/CARE, Matriculation)
7. Sponsor budget orientation workshops for the College community.
8. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.
9. To review as "Information Item Only" Fund 83 Student Use Fee.
10. To review as "Information Item Only" Measure A Request (Approved & Denied)

### **MEMBERSHIP**

1. The three (3) members of the Merritt College Administration will be the Vice President of Instruction, Vice President of Student Services and Business/Administrative Services Manager. In case of vacancies, the President of the College shall appoint another administrator.
2. Six (6) faculty representatives appointed by the Merritt College Academic Senate. The term of office will be two years, with three faculty representatives chosen each year. Reappointments are allowed.
3. One (1) student representative appointed by the Associated Students of Merritt College (ASMC) for a term of one year.
4. Four (4) Classified Employees appointed by the Merritt College Classified Senate. The term of office will be two years, with two classified representative chosen each year. Reappointments are allowed.

5. The College President will be an ex-officio, non-voting member.

## **APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSONS**

1. During March of each year, the CBC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) senate presidents will make appointments to fill those vacancies and forward them to the CBC Co-Chairpersons by March 30.
2. Appointed members who miss two consecutive meetings without notifying the CBC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CBC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The CBC will be co-chaired by the Business/Administrative Services Manager and a faculty member.
6. Each May the CBC will elect the faculty co-chair, subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive 1-year terms as Co-Chair unless authorized by the Merritt College Academic Senate.

## **CO-CHAIRPERSONS**

The role of the co-chairpersons includes the following:

1. Prepare agendas.
2. Conduct the committee meetings.
3. Edit minutes.
4. Set the calendar of committee meetings.
5. Keep informed of State, Local and District issues impacting the Merritt College budget.
6. Supervise the orientation of new members and on-going training of continuing members.
7. Serve as a resource for departments in the budget development process.
8. Disseminate Minutes
9. Facilitate the functioning of the Committee
10. Report regularly to the Academic Senate and the College Council.

## **PROCEDURES**

1. The actions and deliberations of the CBC are to be consistent with Board Policy 2.23 (attached) implementing Title V of State regulations. The CBC will make every effort possible to reach agreement regarding proposals. If unable to resolve differences, the Academic Senate may choose an

alternative proposal and submit it to the President. Thus, the Academic Senate reserves its rights under Board Policy 2.23.

2. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CBC Co-Chairpersons may call extra meetings if special needs require them.
3. A quorum will be 50% of the voting members. A quorum must be present in order for the CBC to conduct business.
4. The CBC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting, unless it is an emergency meeting. The, College President, Academic Senate President, Classified Senate President, ASMC President as well as any member of the CBC may submit agenda items.
5. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
  - CBC Members
  - College President, Vice Presidents and Deans Merritt College Academic Senate President Merritt College Classified Senate President ASMC President
  - Merritt College Library
  - Merritt College Website (posted)
  - Other campus communication systems
6. Individuals with business before the CBC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
7. When considering a proposal, the CBC may vote to approve, to disapprove, refer to another College Committee, or to refer the proposal back to the originator with instructions to revise.
8. All constituent groups (Academic Senate, ASMC, Classified Senate and Managers) will be given a report of all recommendations and actions taken by the CBC. The report will also include a summary of proposals currently before the CBC. The report shall be presented at the first meeting of all constituent groups following a CBC meeting. Discussion and input generated by this report shall be summarized and presented at the next CBC meeting.
9. At the first meeting of the College Council following each CBC meeting, one of the CBC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
10. The President shall accept, reject or make alternative recommendations to those of the CBC, or make recommendations to the CBC in the absence of any recommendation from the CBC. Within ten (10) working days of receipt of written recommendations from the CBC, the College President shall communicate with the CBC his/her decision in writing. If the President's decision is affirmative, the recommendation becomes College policy. If the President does not support the recommendation, the President shall provide a written justification to the CBC within the ten (10) working day time limit. Those items not accepted by the College President will be on the next CBC agenda for the CBC's consideration of the President's written justification or alternate proposal. The CBC may consider making a new recommendation to the College President. In an effort to reach agreement, the CBC shall work with the College President to resolve differences.
11. One of the CBC Co-chairs will be responsible for the recording and distribution of minutes and other pertinent materials.

12. Emergency meetings of the CBC may be called by the College President or a CBC Co-Chair. Emergency meetings are only to be called when “time is of the essence”. Under these conditions, (a) provisions 2, 4 and 8 of these “Procedures” will be suspended; (b) the College President, CBC, and according to constitutional by-laws the executive committee from each constituent group will meet jointly to attempt to reach agreement on urgent matters. Approval shall be by a majority of those present. “Time is of the essence” means that an action needs to be taken before the next regularly scheduled CBC meeting.
13. In all instances, the College President retains the right and duty to make final decisions on items after CBC consideration.
14. Robert’s Rules of Order shall govern meetings unless otherwise stated herein.

## AMENDMENTS

Amendments to these by-laws may be proposed by any member of the CBC or by the College President. Proposed amendments to these by-laws should be circulated and reviewed for comments by all constituent groups. Comments should be received at least one month before the next CBC meeting. Amendments will be considered adopted by the CBC when approved by two-thirds of the voting membership and then forwarded to the College President.

*\*Reviewed by College Budget Committee 2/11/04*

*\*Reviewed and accepted as progress report by the Academic Senate 2/04*

*\*Reviewed and accepted as progress report by College Council on 2/18/04*

*\*Reviewed by the Academic Senate 3/04*

*\*Reviewed by the College Budget Committee 3/10/04*

*\*Reviewed by the Academic Senate 3/25/04*

*\*Reviewed by the Shared Governance Committee (formerly called Governance Subcommittee) 3/25/04*

*\*Reviewed by the Shared Governance Committee 4/14/04*

*\*Reviewed by College President, Academic Senate President and Classified Senate President 4/26/04*

*\*Endorsed by Classified Senate 4/27/04*

*\*Endorsed by Academic Senate 5/6/04*

*\*Reviewed by Shared Governance Committee 5/12/04*

*\*Approved by the College Council 5/19/04*

***\* Reviewed by the College Budget Committee 4/21/10***

***\*Approved by the College Council 11/17/10***

# **COLLEGE EDUCATIONAL MASTER PLANNING COMMITTEE (CEMPC)**

*(A sub-committee of the College Council)*

**DRAFT**

## **FUNCTION**

The College Educational Master Planning Committee (CEMPC), a subcommittee of the College Council, serves as the planning body that identifies the strategies and processes the College will use to fulfill its mission AND that facilitates the integration of institutional planning and budgeting.

## **CHARGE OF THE COMMITTEE**

1. To conduct a situational analysis yearly
2. To review and comment on Unit Plans
3. To recommend strategic educational directions for the College
4. To recommend annual institutional priorities

## **MEMBERSHIP**

1. Two (2) Administrators appointed by the College President: one from Instruction and one from Student Services
2. Four (4) Faculty appointed by the Merritt College Academic Senate: two of whom must be Counselors
3. Three (3) Classified: two appointed by the Merritt College Classified Senate & one of whom must be the Coordinator of Academic Support Services
4. One (1) Student appointed by the ASMC

## **APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSONS**

1. From the membership, the Chair will be appointed by the College President.

## **CO-CHAIRPERSONS**

## **PROCEDURES**

## **AMENDMENTS**

# **COLLEGE FACILITIES COMMITTEE (CFC)**

## ***By-Laws***

### **FUNCTION**

The Merritt College Facilities Committee (CFC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus facilities (including renovations, remodels, and use of Bond funds designated for facilities and the physical environment). The College President shall consult with the College Council on all major facilities issues before a decision is made by the College President.

### **CHARGE OF THE COMMITTEE**

1. To advise on the development of facilities planning processes and timelines.
2. To recommend funding priorities for Building Funds.
3. To receive and review facilities proposals from departments, program areas and/or the District Physical Plant Office.
4. To recommend representatives to serve on District facilities committees that impact Merritt facilities.
5. To routinely review and monitor campus compliance with ADA and 504 and make recommendations to ensure compliance.
6. To recommend procedures and policies affecting facilities and physical environment of the campus.
7. To review the State's Specialization Report and the Five year Master Plan for campus compliance and make recommendations to ensure compliance.
8. Establish Subcommittees to assist with the planning for building renovations and remodels. Ensure that (a) Facilities Subcommittees include faculty, staff, student and administrative representatives from the areas impacted by renovations and remodels, and (b) the Subcommittee Chair/Co-chairs are consulted on all major issues impacting the renovation or remodel of the facility/project under the purview of said Subcommittee.
9. Sponsor facilities orientation workshops for the College community.

### **MEMBERSHIP**

1. One (1) member of the Merritt College Administration selected by the President.
2. Three (3) faculty representatives appointed by the Merritt College Academic Senate. The term of office will be two years. Starting in the 2005-06 academic year, one (1) faculty member will be appointed on the odd year and two will be appointed on even year. Reappointments are allowed.
3. Two (2) student representatives appointed by the Associated Students of Merritt College (ASMC) for a term of one year.
4. Two (2) Classified Employees appointed by the Merritt College Classified Senate/ with representation from at least two of the following: Local 1021/ Local 39/ Classified Confidential employees. The term of office will be two years/ with one classified representative chosen each year. Reappointments are allowed.

5. Campus ADA Coordinator (designated by the College President)
6. Chairs of the various Facilities Subcommittees (ex-officio; non-voting)
7. The College President/ Vice President of Student Services/ Vice President of Instruction/ Merritt governance committee chairs/co-chairs (i.e./CDCPD/ CIC/ Budget Committee and Technology Committee) and District Director of Physical Plant will be ex-officio/ non-voting members. (Note: Vice Presidents of Student Services and Instruction will be ex-officio UNLESS either is appointed as a voting member pursuant to #1 under “Membership”).)

## **APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSONS**

1. During March of each year, the CFC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) Senate presidents will make appointments to fill those vacancies and forward them to the CFC Co-Chairpersons by March 30.
2. Appointed members who miss two consecutive meetings without notifying the CFC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CFC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The CFC will have co-chairpersons, at least one of whom must be a faculty member.
6. Each May the CFC will elect the faculty co-chair(s), subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive year terms as Co-Chair unless authorized by the Merritt Academic Senate.
7. The second co-chairperson (if not a faculty member) will be selected by majority vote of the CFC.

## **CO-CHAIRPERSONS**

The role of the co-chairpersons includes the following:

1. Prepare agendas
2. Conduct the committee meetings
3. Edit minutes
4. Set the calendar of committee meetings
5. Keep informed of State, Local and District issues impacting Merritt facilities
6. Supervise the orientation of new members and on-going training of continuing members
7. Recommend Chairs for the Facilities Subcommittees (must be approved by the CFC)
8. Serve as a resource for departments in the facilities process
9. Record and distribute minutes and other pertinent materials
10. Report regularly to the College Council

## PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CFC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CFC to conduct business. All actions by the CFC shall require a simple majority.
3. The CFC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
  - CFC Members
  - College President, Vice Presidents and Deans
  - Merritt Academic Senate President
  - Merritt Classified Senate President
  - ASMC President
  - Merritt Library
  - Merritt Website (posted)
  - Other campus communication systems
5. Individuals with business before the CFC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
6. When considering a proposal, the CFC may vote to approve, to disapprove, to refer to another College committee/department/ office, or to refer the proposal back to the originator with instructions to revise.
7. At the first meeting of the College Council following each CFC meeting, one of the CFC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
8. CFC recommendations adopted by the College Council will be forwarded to the College President for action. Any concerns or observations made by the College President to the College Council about the CFC report will be forwarded to the CFC in an attempt to address those concerns.
9. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

## AMENDMENTS

Amendments to these by-laws may be proposed by any member of the CFC, the College Council, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the College Council.

*\*Drafted by Shared Governance and Facilities Committee Co-chair 2/26/04*

*\*Reviewed and edited by College Council 3/17/04*

*\*Reviewed by Facilities Committee May, 2004*

*\*Reviewed by Shared Governance Committee 6/16/04*  
*\*Reviewed and endorsed by Classified Senate 8/2/04*  
*\*Reviewed by Shared Governance Committee 8/4/04*  
*\*Reviewed and endorsed by Academic Senate 9/2/04*  
*\*Reviewed and endorsed by ASMC 9/3/04*  
*\*Reviewed by Shared Governance Committee 9/8/04*  
*\*Approved by College Council 9/15/04*  
***\*Approved by the College Council as is 11/17/10***

# **COUNCIL OF DEPARTMENT CHAIRS & PROGRAM DIRECTORS (CDCPD)**

## ***By-Laws***

### **FUNCTION**

The Council of Department Chairs & Program Directors (CDCPD) is an advisory body to both the Merritt Academic Senate and the Vice President of Instruction in all matters relating to instruction.

### **CHARGE OF THE COUNCIL**

1. To review and make recommendations on all instructional matters, (including but not limited to faculty positions and priorities, scheduling, departmental and budget allocations).
2. To periodically review assessment and placement criteria and make recommendations (in consultation with the Assessment Coordinator).
3. To review and recommend changes in general education and graduation requirements.
4. To recommend procedures and policies affecting instruction.

### **MEMBERSHIP**

1. All Instructional Department Chairs
2. Counseling Dept. Chair (elected by the Counselors)
3. Assessment Coordinator (ex-officio; non-voting)
4. Library Chair (elected by the Librarians)
5. A.D. Nursing Program Director
6. L. V.N./C.N.A. Nursing Program Director
7. RAD TECH Program Director
8. Nutrition & Dietetics Program Director
9. Instructional and Student Services Deans, Vice President of Instruction and Academic Senate President are non-voting, ex-officio members.

### **APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSON**

1. In accordance with the PFT Contract, Department Chairs and Program Directors are selected annually. The term of office shall be from July 1 through June 30.
2. If a voting member has to be absent for a particular meeting, he/she shall appoint a duly authorized faculty alternate from his/her department to attend that meeting. The faculty alternate shall have voting privileges for that meeting only. The authorization must be in writing, and must be presented to the CDCPD Chairperson at the beginning of the meeting. No Department may appoint an alternate for more than two (2) meetings per academic year.
3. Each year the CDCPD will elect a Chair and Vice Chair from among its faculty members. No person may serve more than three consecutive terms as Chairperson unless authorized by the Merritt Academic Senate.

## **CHAIRPERSON DUTIES**

(Taken directly from California Community College Academic Senate publication, "The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice," adopted Fall 1996.)

The role of the faculty chair includes the following:

1. Prepare agendas.
2. Conduct the Council meetings.
3. Edit minutes.
4. Set the calendar of Council meetings (in consultation with the VP of Instruction).
5. Keep informed of instructional standards and procedures.
6. Assist VP of Instruction with the orientation of new CDCPD members at the beginning of the academic year and with on-going training of continuing CDCPD members.
7. Ensure that Council functions take place smoothly, and appoint (as needed) ad hoc committees to further the work of the Council.

## **PROCEDURES**

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CDCPD Chairperson or the VP of Instruction may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CDCPD to conduct business.
3. The CDCPD Chairperson, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least four (4) working days prior to the meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:  
CDCPD Members  
College President  
Vice President of Student Services  
Merritt Library  
Merritt Website  
Other campus communication system
5. Individuals with business before the CDCPD are expected to first present issues to their departments for their consideration and recommendations as agenda items to the CDCPD.
6. Individuals having business before the CDCPD also are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
7. When considering a recommendation, the CDCPD may vote to approve, to table, or to refer the recommendation back to the originator with instructions to revise.
8. At the first meeting of the Merritt Academic Senate following each CDCPD meeting, the CDCPD Chairperson (or his/her designee) will present to the Senate, in person and in writing, a report of all official actions taken by the CDCPD.

9. Absent notification by the Academic Senate President of any CDCPD actions withheld by the Senate, the CDCPD Chairperson will forward to the Vice President of Instruction all recommendations that require approval of the Office of Instruction.
  - Actions withheld by the Senate will not be forwarded to the Vice President of Instruction. They may be disposed of by the Senate, or referred back to the CDCPD.
  - Actions not approved by the Vice President of Instruction will be returned, prior to the next CDCPD meeting, to the CDCPD Chairperson and the Academic Senate President with a written rationale in an effort to reach a compromise.
  - Actions adopted by the CDCPD that are not withheld by the Senate and are approved by the Vice President of Instruction will be forwarded to the College President.
10. The CDCPD will receive on a regular basis a progress report from the Vice President of Instruction on the strengths and weaknesses of the Merritt instructional program. The report shall include the disposition of all matters recently approved by the CDCPD.
11. A secretary will be provided by the Office of Instruction to record and distribute minutes and other pertinent materials.

## AMENDMENTS

Amendments to these by-laws may be made upon mutual agreement between the College President and the Merritt Academic Senate.

*\*Reviewed by CDCPD 2/4/04*

*\*Reviewed and accepted as progress report by the Academic Senate 2/12/04*

*\*Reviewed and accepted as progress report by the College Council 2/18/04*

*\*Reviewed and accepted by CDCPD 2/04*

*\*Reviewed and approved by Academic Senate 2/04*

*\*Approved by College Council 5/19/04*

*\*Reviewed by Academic Senate 9/2/04*

*\*Reviewed by Shared Governance Committee 9/8/04*

*\*Amended and approved by College Council 9/15/04*

*\*Amended by CDCPD and Merritt Academic Senate 5/05*

***\* Reviewed by the CDCPD 3/10***

***\* Approved by the College Council 11/17/10***

# **CURRICULUM AND INSTRUCTIONAL COUNCIL (CIC)**

## ***By-Laws***

### **FUNCTION**

The Curriculum and Instructional Council (CIC) is a committee of the Academic Senate and thus makes its recommendations to the Senate as well as to the VP of Instruction on matters relating to curriculum and instruction (see attached Board Policy 2.23 and Title 5 language on Academic and Professional Matters).

### **CHARGE OF THE COUNCIL**

1. To review and make recommendations on all curricular matters, including approval of new programs and courses, course revisions or deactivations, prerequisites and corequisites, and placement of courses within disciplines.
2. To review and evaluate courses and programs periodically and make recommendations.
3. To review and recommend changes in general education requirements and graduation requirements.
4. To recommend procedures and policies affecting curriculum.
5. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.

### **MEMBERSHIP**

1. Four (4) faculty representatives, from different instructional areas, appointed by the Merritt Academic Senate. The term of office will be two years, with two faculty representatives chosen each year. Reappointments will be allowed.
2. One (1) student representative appointed by the Associated Students of Merritt College (ASMC). The term of office will be one year, with voting privileges conferred starting the second semester. Reappointments will be allowed, in which case the student representative will have voting privileges for the full term of the reappointment.
3. Articulation Officer
4. One (1) counselor (faculty)
5. The Academic Support Supervisor / replacement, Deans and Vice Presidents are non-voting, ex-officio members, and are expected to attend CIC meetings to participate in discussion and debate on matters that affect their areas.

### **APPOINTMENTS, VACANCIES, AND ELECTION OF CHAIRPERSON**

1. During March of each year, the CIC Chairperson will inform the Merritt Academic Senate President and the ASMC President of any vacancies for the following fall semester within their respective areas. Appointments to fill those vacancies will be forwarded to the CIC Chairperson by March 30.
2. A vacancy may be declared when a member is absent for three CIC meetings within one semester. The CIC chair will then inform the Academic Senate president of the vacancy, who will appoint a replacement within two weeks.

3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CIC Chairperson will notify the officer (i.e., the College President, Academic Senate President, or ASMC President) who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Chairperson within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. If the Chair resigns or is unable to complete his or her term, the Vice Chair will fill out the term.
6. Each May the CIC will elect a Chair and a Vice Chair from among its faculty members, subject to the advice and consent of the Merritt Academic Senate. No person may serve more than three consecutive terms as Chairperson unless authorized by the Academic Senate.

### **CHAIRPERSON DUTIES**

(Taken directly from California Community College Academic Senate publication, "The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice," adopted Fall 1996.)

The role of the faculty Chair includes the following:

1. Prepare agendas.
2. Conduct the council meetings.
3. Edit minutes.
4. Set the calendar of council meetings (in consultation with the VP of Instruction).
5. Keep informed of curriculum standards (including Title 5, the Curriculum Standards Handbook, intersegmental and accreditation standards).
6. Supervise the orientation of new members and on-going training of continuing members.
7. Assist discipline faculty in the curriculum development process (usually with faculty CIC member from that division).
8. Assure that council functions take place smoothly: Technical review, prerequisite review, distance education review, general education review, library sign-off, articulation, and program review reports to the committee.
9. Report regularly to the Academic Senate and College Council.
10. Sign off on final version of curriculum recommendations to the Board.
11. Sign off on IGETC and CSU-GE Breadth submittal forms.
12. Review catalog drafts for concurrence with approved changes.

### **PROCEDURES**

1. Regular meetings will normally be held twice a month, but shall meet at least once a month, during the regular academic year. The CIC Chairperson may call extra meetings if special needs require them.

2. A quorum will be 50% of the active voting members. A quorum must be present in order for the CIC to conduct business.
3. The CIC Chairperson, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Chairperson at least four (4) working days prior to the scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) days preceding a scheduled meeting:
  - CIC Members
  - College President
  - Vice Presidents
  - Deans
  - Department Chairs
  - Academic Senate President
  - Merritt Library
  - Campus Website (posted)
  - Other campus communication systems
5. Individuals with business before the CIC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda. The Deans will notify any concerned individuals when business from disciplines under their supervision is on the agenda. Items for which there is no appropriate representation present may be postponed to a later meeting at the discretion of the Chairperson.
6. When considering a proposal, the CIC may vote to approve, to disapprove, or to refer the proposal back to the originator with instructions to revise.
7. At least once a month the CIC Chairperson (or his/her designee) will present to the Academic Senate, in person or in writing, a report of all official actions taken by the CIC. Minority recommendations of the CIC may be submitted to the Academic Senate before recommendations of the CIC are acted upon by the Vice President of Instruction. The senate may upon its discretion either act upon the minority position with a motion, relay the minority position to the Vice President of Instruction or do nothing.
8. Actions not approved by the Vice President of Instruction will be promptly returned to the CIC Chairperson and the Senate President with a written rationale in an effort to reach consensus.
9. Only actions that are adopted by the CIC and the Vice President of Instruction/President will be forwarded to the District Council on Instruction, Planning and Development (CIPD), and the District Chancellor and Board of Trustees for final approval.
10. On a regular basis the Vice President of Instruction will report to the CIC any matters considered by the College Educational Master Planning Committee (CEMPC) that pertain to procedures or policies related to curriculum.
11. A secretary will be provided by the Office of Instruction to record and distribute minutes and other pertinent materials.

## AMENDMENTS

Amendments to the By-Laws of the CIC are made by written and adopted resolution of the Academic Senate after consultation with the CIC, the Vice President of Instruction, and the College President, provided that such amendments do not conflict with the policies of the CIPD.

*\*Draft 1: Approved by CIC 9/25/03*

*\*CIC By-Laws Amendment F03.doc, Kt/jh 10/1/03*

*\*Revised Draft 2: Approved by Governance Subcommittee 1/26/04*

*\*CIC By-Laws Rev 0104, Cajc 2/11/04*

*\*Draft Approved by CIC 2/12/04*

*\*CIC By-Laws Rev 0204.doc, CIC/jh 2/18/04*

*\*Draft 3 (dated 1/26/04): Draft reviewed and accepted as progress report by College Council 2/18/04*

*\*Final Draft Approved by CIC 2/26/04*

*\*CIC By-Laws Rev Draft4 2-26-04.doc, CIC/jh/cajc 2/26/04*

*\*CIC By-Laws Rev Draft4r 3-1-04.doc, jh 3/1/04*

*\*Draft 4: Edited by Governance Subcommittee Chair 2/26/04*

*\*Draft 4r: Edited by C/C/jh 3/1/04*

*\*3/12/04 Forwarded to College Council for endorsement, cjc*

*\*3/17/04 Reviewed and edited by College Council, cjc*

*\*Formally adopted and approved by College Council March 25, 2004r*

*\*Draft 5 Edited by CIC 9/09-11/09*

***\*Approved by Academic Senate November 5, 2009***

***\* Approved by the College Council 11/17/10***

# **MERRITT TECHNOLOGY COMMITTEE (MTC)**

## ***By-Laws***

### **FUNCTION**

The Merritt Technology Committee (MTC) is a subcommittee of the College Council that is designated to act as an advisory body to the President of Merritt College via the College Council in matters relating to campus Information Technology.

### **CHARGE OF THE COMMITTEE**

1. To assess how effectively current technology is being utilized at the College.
2. To identify, prioritize and recommend areas for expansion of technology utilization for the enhancement of instructional programs, student services and the management of the College.
3. To identify, prioritize and recommend both on-going and specialized training needs for maximum utilization of technological resources.
4. To identify, prioritize and recommend staffing for technology.
5. To develop an on-going comprehensive College Technology Plan for consideration by College Council.
6. To recommend funding strategies and priorities for major technology spending.
7. To advise the District Technology Committee about the information technology needs and concerns of Merritt College.
8. To receive regular reports from the District Information Technology Committee, and review and respond as appropriate.
9. To establish (as needed) technology subcommittees.

### **MEMBERSHIP**

1. Two (2) members of the Merritt College Administration selected by the President.
2. Six (6) faculty representatives appointed by the Merritt College Academic Senate: 2 from Division I, 2 from Division II and 2 from Student Services. The term of office will be two years, with three faculty representatives chosen each year (i.e., staggered terms). Reappointments are allowed.
3. The Merritt College Library Chair.
4. Two (2) student representative appointed by the Associated Students of Merritt College (ASMC) for a term of one year. Reappointments are allowed.
5. Three (3) Classified Employees appointed by the Merritt College Classified Senate, with representation from at least two of the following: Local 1021, Local 39, Classified Confidential employees. The term of office will be two years, with one classified representative chosen each year (i.e., staggered terms). Reappointments are allowed.
6. Campus ADA Coordinator (designated by the College President).
7. Campus Network Coordinator.
8. Chairs of the various Technology Subcommittees (ex-officio; non-voting)

9. The College President, Vice President of Student Services, Vice President of Instruction and District Chief Information Officer will be ex-officio, non-voting members. (\*Unless one of the Vice Presidents is a voting member pursuant to #1 above).

## **APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSONS**

1. During March of each year, the MTC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) Senate presidents will make appointments to fill those vacancies and forward them to the MTC Co-Chairpersons by March 30.
2. Appointed members who miss two consecutive meetings without notifying the MTC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the MTC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The MTC will have co-chairpersons, at least one of whom must be a faculty member.
6. Each May the MTC will elect the faculty co-chair(s), subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive 1-year terms as Co-Chair unless authorized by the Merritt Academic Senate.
7. The second co-chairperson (if not a faculty member) will be selected by majority vote of the MTC.

## **CO-CHAIRPERSONS**

The role of the co-chairpersons includes the following:

1. Prepare agendas
2. Conduct the committee meetings
3. Edit minutes
4. Set the calendar of committee meetings
5. Keep informed of State, Local, District and College issues impacting Merritt technology
6. Supervise the orientation of new members and on-going training of continuing members
7. Recommend Chairs for the Technology Subcommittees (must be approved by the MTC)
8. Serve as a resource for departments, programs and services
9. Record and distribute minutes and other pertinent materials
10. Report regularly to the College Council

## PROCEDURES

1. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The MTC Chairperson may call extra meetings if special needs require them.
2. A quorum will be 50% of the active voting members. A quorum must be present in order for the MTC to conduct business. All actions by the MTC shall require a simple majority.
3. The MTC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting.
4. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
  - MTC Members
  - College President, Vice Presidents and Deans
  - Merritt Academic Senate President
  - Merritt Classified Senate President
  - ASMC President
  - Merritt Library
  - Merritt Website (posted)
  - Other campus communication systems
5. Individuals with business before the MTC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
6. When considering a proposal, the MTC may vote to approve, to disapprove, to refer to another College committee/department/ office, or to refer the proposal back to the originator with instructions to revise.
7. At the first meeting of the College Council following each MTC meeting, one of the MTC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
9. MTC recommendations adopted by the College Council will be forwarded to the College President for action.
10. Robert's Rules of Order shall govern meetings unless otherwise stated herein.

## AMENDMENTS

Amendments to these by-laws may be proposed by any member of the MTC, the College Council, or by the College President. Proposed amendments to these by-laws will be adopted upon mutual agreement between the College President and the College Council.

*\*Drafted by Shared Governance Committee (formerly called Governance Subcommittee) and Vice President of Instruction 3/25/04*

*\*Reviewed by Shared Governance Committee 6/16/04*

*\*Reviewed by Ad Hoc Committee (VP of Instruction, Campus Network Coordinator, Merritt Library Chair and VP of Student Services) 6/28/04*

*\*Reviewed by Anita Black 7/12/04*

*\*Reviewed by Shared Governance Committee 6/30/04*  
*\*Reviewed by Shared Governance Committee 7/13/04*  
*\*Reviewed by Classified Senate 7/21/04 & 7/22/04*  
*\*Reviewed by Shared Governance Committee 7/22/04*  
*\*Reviewed and endorsed by the Classified Senate 8/2/04*  
*\*Reviewed by the Shared Governance Committee 8/4/04*  
*\*Reviewed and endorsed by Academic Senate 9/2/04*  
*\*Reviewed and endorsed by ASMC 9/3/04*  
*\*Reviewed by Shared Governance Committee 9/8/04*  
*\*Approved by College Council 9/15/04*  
***\*Reviewed by the Technology Committee Spring 2010***  
***\*Approved by the College Council 11/17/10***

2.23 Role of the District Academic Senate and the College Faculty Senates in District Governance

*It is the policy of the Peralta Colleges to utilize faculty opinion, in areas of their competence, in the development of the colleges, both in campus planning and in the continuing development of the colleges so that recommendations to the Board contain the best thinking of all concerned.*

*The Board of Trustees of the Peralta Community College District recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations: i.e.,*

- 1. Curriculum, including establishing prerequisites and placing courses within disciplines.*
- 2. Degree and certificate requirements.*
- 3. Grading policies.*
- 4. Educational program development*
- 5. Standards or policies regarding student preparation and success*
- 6. District and college governance structures, as related to faculty roles*
- 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports.*
- 8. Policies for faculty professional development activities*
- 9. Processes for program review*
- 10. Processes for institutional planning and budget development, and*
- 11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate*

*The Board also recognizes its obligation, under Title 5 regulations, to “consult collegially” with the faculty senate on these “academic and professional matters.” Additional academic and professional matters may be added as specified in # 11 only through formal resolution of the Board.*

*The Board further recognizes that, under the Title 5 regulations, it may choose to “consult collegially” through the option of “mutual agreement” or the option of “relying primarily on the advice and judgment of the senate” when considering “academic and professional matters.”*

*The Board chooses that, when it is necessary to “consult collegially” with the academic senate on “academic and professional matters,” it will do so through the option of “relying primarily upon the advice and judgment of the academic senate.” In making this choice, the Board rejects the option of “mutual agreement” as a basic approach. However, the Board reserves the right to use the “mutual agreement” option in specifically designated instances.*

*The Board acknowledges that this choice means that:*

- 1. It shall receive and consider any advice the academic senate wishes to offer on matters defined by the regulations as “academic and professional,”*
- 2. It shall accept the Academic Senate’s advice on “academic and professional” matters unless there are exceptional circumstances or compelling reasons not to, and*
- 3. If the Senate’s advice is not accepted the Board shall, if requested, promptly communicate to the Senate in writing, the reasons.*

*Approved by Board of Trustees May 25, 199*

# **STANDING COMMITTEES**

## **Charge, Membership & Meeting Frequency**

**\*Accreditation Committee**

**\*Financial Aid Petition Committee**

**\*Graduation Committee**

**\*Health & Safety Committee**

**\*Matriculation Committee**

**\*Scholarships & Awards Committee**

**\*Shared Governance Committee**

**\*Staff Development Committee**

**\*Student Due Process Committee**

**\*Student Grievance Committee**

**\* Student Success Committee**

# **ACCREDITATION COMMITTEE**

## **CHARGE**

The Accreditation Committee is responsible for defining characteristics of quality and excellence and for presenting evidence (through the College's self-study report) that such quality and excellence are being achieved. The Committee is also responsible for monitoring and examining the progress of recommendations made by the accreditation evaluation team. Twice annually, progress reports will be given to College Council and reflected in the institutional planning process. Annual progress reports will be given to the Academic Senate, Classified Senate and ASMC.

## **MEMBERSHIP**

The Committee is composed of those who either served on the Steering Committee\* of the Accreditation Self Study or who are serving in designated positions (i.e., College President, Vice President of Instruction, Vice President of Student Services, Divisions Deans, Dean of Student Services, Business & Administrative Services Manager, Academic Senate President, Classified Senate President, and ASMC President). The Vice President of Instruction will serve as the chairperson and will convene the Accreditation Committee.

\*(Faculty, Classified and student members of the Steering Committees are appointed by their respective Senates.)

## **MEETING FREQUENCY**

Second and Fourth Thursday of each month or more frequently, as needed.

*\*Shared Governance Committee 7/13/04, 7/22/04, 8/4/04, 9/8/04*

*\*Reviewed and endorsed by Academic Senate 9/2/04*

*\*Reviewed and endorsed by ASMC 9/3/04*

*\*Reviewed and endorsed by Classified Senate 9/8/04*

*\*Approved by College Council 9/15/04*

*\*Approved by the College Council 11/17/10*

## **FINANCIAL AID PETITION COMMITTEE**

### **CHARGE**

Review petitions from students who are not eligible to receive Financial Aid based upon academic performance.

### **MEMBERSHIP**

1. Financial Aid Supervisor, Chair
2. CalWORKS Coordinator or designee from CalWORKS (selected by Dean of Student Support Services)
3. EOPS Coordinator
4. Student Activities Coordinator
5. Two (2) Counselors selected by the Counseling Dept. Chair
6. Dean of Student Support Services

### **MEETING FREQUENCY**

Second and Fourth Tuesday of each month, 3:00 p.m. – 4:00 p.m. or more frequently, as needed.

*\*1/3/05*

*\*Approved by the College Council 11/17/10*

# **GRADUATION COMMITTEE**

## **CHARGE**

Plan and coordinate all aspects of the College's annual graduation,

## **MEMBERSHIP**

1. Dean of Student Support Services, Co-Chair
2. Student Activities Coordinator, Co-Chair
3. Representative from the President's Office
4. Representative from Business & Administrative Services
5. At least two (2) faculty members
6. Two (2) classified staff
7. Vice President of Student Services

Note: Individuals interested in serving on this Committee should contact the Dean of Student Support Services

## **MEETING FREQUENCY**

January-May, First and Third Thursdays of each month, 1:30 p.m. – 2:30 p.m. or more frequently, as needed.

*\*1/13/05*

*\*Approved by the College Council 11/17/10*

## **HEALTH AND SAFETY COMMITTEE**

### **CHARGE**

1. In coordination with District Risk Management, develop a disaster preparedness plan for Merritt
2. Facilitate disaster preparedness training
3. Identify health and safety issues for the campus and recommend solutions
4. Recommend health and safety policies, programs and protocols for the campus
5. Develop preventive health programs and training for the campus
6. The Health and Safety Committee makes recommendations to the College Council

### **MEMBERSHIP**

1. Business and Administrative Services Manager (Co-chair)\*
2. Dean of Student Services
3. One Instructional Dean
4. College Nurse
5. One (1) student selected by ASMC
6. Three (3) faculty members: one selected by the Merritt Academic Senate, one selected by the Merritt PFT Chairs and one selected by mutual agreement between the Merritt Academic Senate and the Merritt PFT
7. Three (3) classified/confidential selected by the Merritt Classified Senate: at least one from Local 1021 and one from Local 39.
8. District Risk Manager (ex-officio)

\*The Health and Safety Committee will have co-chairs. One Co-Chair will be the Business and Administrative Services Manager. The other Co-Chair will be selected by the Committee membership and may be a faculty member, student, classified staff or administrator.

### **MEETING FREQUENCY**

Second Monday of each month, 2:00 p.m. – 3:30 p.m.

*\*Shared Governance Committee 7/13/04, 7/22/04, 8/4/04, 8/8/04 & 8/9/04*

*\*Reviewed and endorsed by Academic Senate 9/2/04*

*\*Reviewed and endorsed by ASMC 9/3/04*

*\*Reviewed and endorsed by Classified Senate 9/9/04*

*\*Approved by College Council 9/15/04*

*\*Approved by the College Council 11/17/10*

# **MATRICULATION COMMITTEE**

## **CHARGE**

The Matriculation Committee is responsible for overseeing the full implementation of the Matriculation process. Major campus policy decisions related to the Matriculation process will be recommended by this Committee and forwarded to the Vice President of Student Services. When appropriate, recommendations with District-wide implications will be forwarded to the District-wide Matriculation Committee for final approval. The Matriculation Committee makes reports to the College Council once per semester.

## **MEMBERSHIP**

1. Matriculation Counselor (who will serve as chairperson)
2. College Researcher
3. Two (2) students selected by the ASMC
4. One (1) representative from each of the following areas: A&R, Assessment, Orientation, Transfer Center, Articulation, DSPS
5. Two (2) instructional faculty appointed by the Merritt Academic Senate\*
6. Two (2) at large members from the faculty and/or classified staff\*

## **MEETING FREQUENCY**

Third Monday of each month, 12:00 p.m. – 1:30 p.m. (date subject to change due to frequency of Monday holidays)

*\*Shared Governance Committee 7/13/04, 7/22/04, 8/4/04, 9/8/04*

*\*Reviewed and endorsed by Academic Senate 9/2/04*

*\*Reviewed and endorsed by ASMC 9/3/04*

*\*Reviewed and endorsed by Classified Senate 9/8/04*

*\*Approved by College Council 9/15/04*

*\*Rev. 8/22/05 with T. Branca & C. Jordan-Cox*

*\*Approved by the College Council 11/17/10*

## **SCHOLARSHIPS AND AWARDS COMMITTEE**

### **CHARGE**

1. Review and evaluate applicants for the Peralta Community College District's Chancellor's Trophy Award, the Valedictorian and Salutatorian and forward those recommendations to the Vice President of Student Services
2. Review, evaluate and select the recipients for the annual ASMC Scholarship Awards
3. Recommend candidates for other scholarships and awards, as requested by Vice President of Student Services, Vice President of Instruction or the College President

### **MEMBERSHIP**

1. Dean of Student Support Services
2. Student Activities Coordinator
3. Two Classified representatives, appointed by the Classified Senate
4. Two Instructional faculty, appointed by the Academic Senate
5. ASMC President
6. The Committee Chair shall be appointed by the Vice President of Student Services

### **MEETING FREQUENCY**

Third Tuesday of each month, February through April only, 1:00 p.m. – 2:00 p.m.

*\*Reviewed and endorsed by Academic Senate 9/2/04*

*\*Reviewed and endorsed by ASMC 9/3/04*

*\*Reviewed and endorsed by Classified Senate 9/8/04*

*\*Reviewed by Shared Governance Committee 9/8/04*

*\*Approved by College Council 9/15/04*

***\*Approved by the College Council 11/17/10***

## **SHARED GOVERNANCE COMMITTEE**

### **CHARGE**

1. Monitor College's Shared Governance System
2. Serve as resource and support to College Council, Governance Committees and Standing Committees regarding the shared governance process
3. Facilitate orientation and training for Governance Committees and Standing Committees (including training on Parliamentary Procedures for committee chairpersons)
4. Upon request, formulate By-laws for new Governance Committees
5. Upon request, formulate charges, membership and governing guidelines for Standing Committees
6. Recommendations from the Shared Governance Committee go to the College President through the College Council

### **MEMBERSHIP**

1. President of Academic Senate
2. President of Classified Senate
3. President of ASMC
4. Administrator (designated by College President), who will chair the committee

### **MEETING FREQUENCY**

Once per semester or more frequently, as needed.

*\*Shared Governance Committee 6/16/04, 7/22/04 & 9/8/04*

*\*Reviewed and endorsed by Academic Senate 9/2/04*

*\*Reviewed and endorsed by ASMC 9/3/04*

*\*Reviewed and endorsed by Classified Senate 9/8/04*

*\*Approved by College Council 9/15/04*

*\*Approved by the College Council 11/17/10*

## **STAFF DEVELOPMENT COMMITTEE**

### **CHARGE**

1. Plan, develop, coordinate, review and evaluate all of the professional development activities that take place at the College
2. Responsible for planning Flex Day activities for scheduled District wide days as well as campus on-going professional development activities
3. Establish priorities and procedures and make advisory recommendations in each of the following areas: collaborative/special projects, institutional subscriptions and memberships, Individual travel and conferences, tuition reimbursement, and unique staff development needs of counselors and librarians\*\*
4. Supervise the Sabbatical Leave Process for faculty\*\*: conduct workshops, evaluate and approve applications with recommendations to the College President and the Chancellor
5. Oversee the Retraining Leave Process for faculty\*\*
6. Issue twice yearly report to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedules of meetings, attainment of goals, needs assessments, etc.

### **NOTES**

\* Refer to the PFT Contract article concerning “Professional Development Funds” for additional information.

\*\*Per the PFT Contract, only the faculty and administrators on the Committee can vote on sabbatical leaves, retraining leaves and the expenditure of PFT funds.

### **MEMBERSHIP**

1. Three (3) administrators selected by the College President
2. Three (3) faculty members: one selected by the Merritt Academic Senate, one selected by the Merritt PFT Chairs and one selected by mutual agreement between the Merritt Academic Senate and the Merritt PFT
3. Three (3) classified/confidential staff selected by the Merritt Classified Senate: at least one from Local 1021 and one from Local 39
4. The Committee Chair of the Staff Development Committee (who must be a faculty member) shall be appointed by the Academic Senate

### **MEETING FRQUENCY**

Second Monday of each month, 12:00 p.m. – 1:00 p.m.

*\*Shared Governance Committee 6/30/04, 7/22/04, 8/4/04, 9/8/04 & 9/9/04*

*\*Reviewed and endorsed by Academic Senate 9/2/04*

*\*Reviewed and endorsed by ASMC 9/3/04*

*\*Reviewed and endorsed by Classified Senate 9/9/04*

*\*Approved by the College Council 11/17/10*

## **STUDENT DUE PROCESS COMMITTEE**

### **CHARGE**

Hear student appeals of disciplinary decisions rendered by the Vice President and/or Dean of Student Support Services. (See College Catalog for complete description, policies and procedures.)

### **MEMBERSHIP**

1. One (1) college administrator (selected by the President of the College, other than the Vice President of Student Services or the Vice President's management staff)
2. One (1) student selected by the President of the Associated Students of Merritt College
3. One (1) faculty member selected by the President of the Academic Senate.
4. One (1) classified employee selected by the President of the Classified Senate.

### **MEETING FREQUENCY**

As needed.

*\*1/3/05*

*\*Approved by the College Council 11/17/10*

## **STUDENT GRIEVANCE COMMITTEE**

### **CHARGE**

1. Address complaints by a student involving the interpretation, application or alleged violation of District policies and procedures; and
2. Address student grievances alleging mistake, fraud, bad faith or incompetence in the academic evaluations of student performance. (See College Catalog for complete description, policies and procedures.)

### **MEMBERSHIP**

1. Vice President of Instruction, Chair
2. Two (2) faculty members, and one alternate, jointly appointed by the PFT and the Academic Senate
3. One (1) student, and one alternate, appointed by the president of the Associated Students of Merritt College
4. One (1) administrator, and one alternate, appointed by the College President

### **MEETING FREQUENCY**

As needed.

*\*1/3/05*

*\*Approved by the College Council 11/17/10*

## **STUDENT SUCCESS COMMITTEE**

**Awaiting Approval of the Committee**

**\*CHARGE**

**\*MEMBERSHIP**

**\*MEETING FREQUENCY**