Participatory Governance and Integrated Planning Manual

2023-2024

Mission and Values

Mission

West Hills College Coalinga inspires all learners to recognize their potential and achieve their goals through the delivery of high-quality academic instruction, programs, and support services. The college fosters equity and economic mobility by providing the environment to think critically, communicate effectively, and develop leadership skills to support our diverse communities.

Vision

West Hills College Coalinga will provide a vibrant learning environment that delivers on our commitment to the 'relentless pursuit of student success."

Values

1. Core Value: Connectedness and Engagement
    i. We foster a culture of belonging where students, faculty, and staff feel like they are a part of the college community.
    ii. We empower individuals to be the difference in cultivating an environment that is welcoming, inclusive, and supportive of diverse perspective.
    iii. We model collaboration and purposeful connections.
    iv. We facilitate purposeful connections through service-oriented programs and build strong relationships with business, industry, and community organizations.

2. Core Value: Nurturing Success Holistically
    i. We demonstrate compassion, support, encouragement, and a holistic approach to the success of students, faculty, and staff.
    ii. We ensure all students, faculty, and staff have the opportunities to contribute on campus and feel their contributions are appreciated.
    iii. We are committed to building a campus community that is built on trust, inclusivity, empathy, and kindness.
    iv. We recognize, respect, and appreciate the skills, talents, abilities, and experiences of each individual.
    v. We nourish a growth mindset and aspire to be a campus community where everybody feels as though somebody wants them to succeed.
    vi. We strive to be experts in transforming the lives of our students and the communities served by the college through excellence, innovation, creativity, data-informed decisions, evidence-based practices – if we think there is a better way, we will make an informed decision to take a risk and try it.

3. Core Value: Focus and Direction

    i. We collectively contribute to student and institutional success by promoting and supporting planning, efficiency, consistency, accountability, progression, and persistence.

Participatory Governance Manual

West Hills College Coalinga's Participatory Governance and Integrated Planning Manual documents the college's decision-making processes and governance structure, which emphasizes the contributions students, faculty, staff, and administrators make towards the institution's fulfillment of its mission, vision, and goals. West Hills College Coalinga supports the philosophy that the inclusion of differing perspectives in decision-making and leadership are essential for effective institutional planning and continuous quality improvement.

College processes have been established to provide for the effective participation of students, faculty, staff, and administrators to engage a robust, college-wide dialog, which focuses on solving complex problems that address student needs and the institution's relentless pursuit of student success. Each constituency group, committee, and council hold regular meetings where issues are discussed, and information conveyed.

Students, faculty, staff, and administrative representatives on each committee or council convey information to and from their constituency groups to supply feedback and input at all levels. Discussions on significant issues are often presented bi-annually at the President's Forum and at all college meetings.

The Classified School Employees Association, Academic Senate, and Associated Student Body have procedures in place to select representatives to serve on campus and district decision-making committees. Representatives from the constituency groups are voting members on campus councils and committees.

The College Council serves as the top-tier decision-making committee on campus and makes formal recommendations on policies, procedures, and budgetary allocations to the Chancellor and the Board of Trustees.

Integrated Planning

Purpose

West Hills College Coalinga's integrated planning process is a comprehensive and collaborative method for facilitating the college to efficiently achieve its mission and to progress toward the achievement of its goals. The Participatory Governance and Integrated Planning manual outlines West Hills College Coalinga's integrated planning process to ensure college internal and external stakeholders are engaged in this comprehensive process towards identifying and prioritizing goals and the implementation needed to achieve stated goals. Further, the process also recognizes the importance of the evaluation cycle to base future decisions on practical data. West Hills College Coalinga embraces its integrated planning processes to make informed decisions about resource allocation. Results of the integrated planning process are documented in the college's strategic plan and educational master plans.

Planning Process

West Hills College Coalinga's planning process is grounded in its mission, vision, goals, and institutional learning outcomes as supported by the Office of Institutional Effectiveness and Research . This data drives the development of the college's annual strategic priorities. West Hills College Coalinga's planning process is comprehensive and uses the participatory governance structure, which is designed to be inclusive of all constituency and stakeholder groups. Ultimately, many individual program plans are integrated into an overall College Plan. These include:

- ➢ Strategic Plan
- ➢ Technology Plan
- ➢ Educational Master Plan
- ➢ Facilities Plan
- ➢ Program Reviews (Instructional and Non-Instructional)

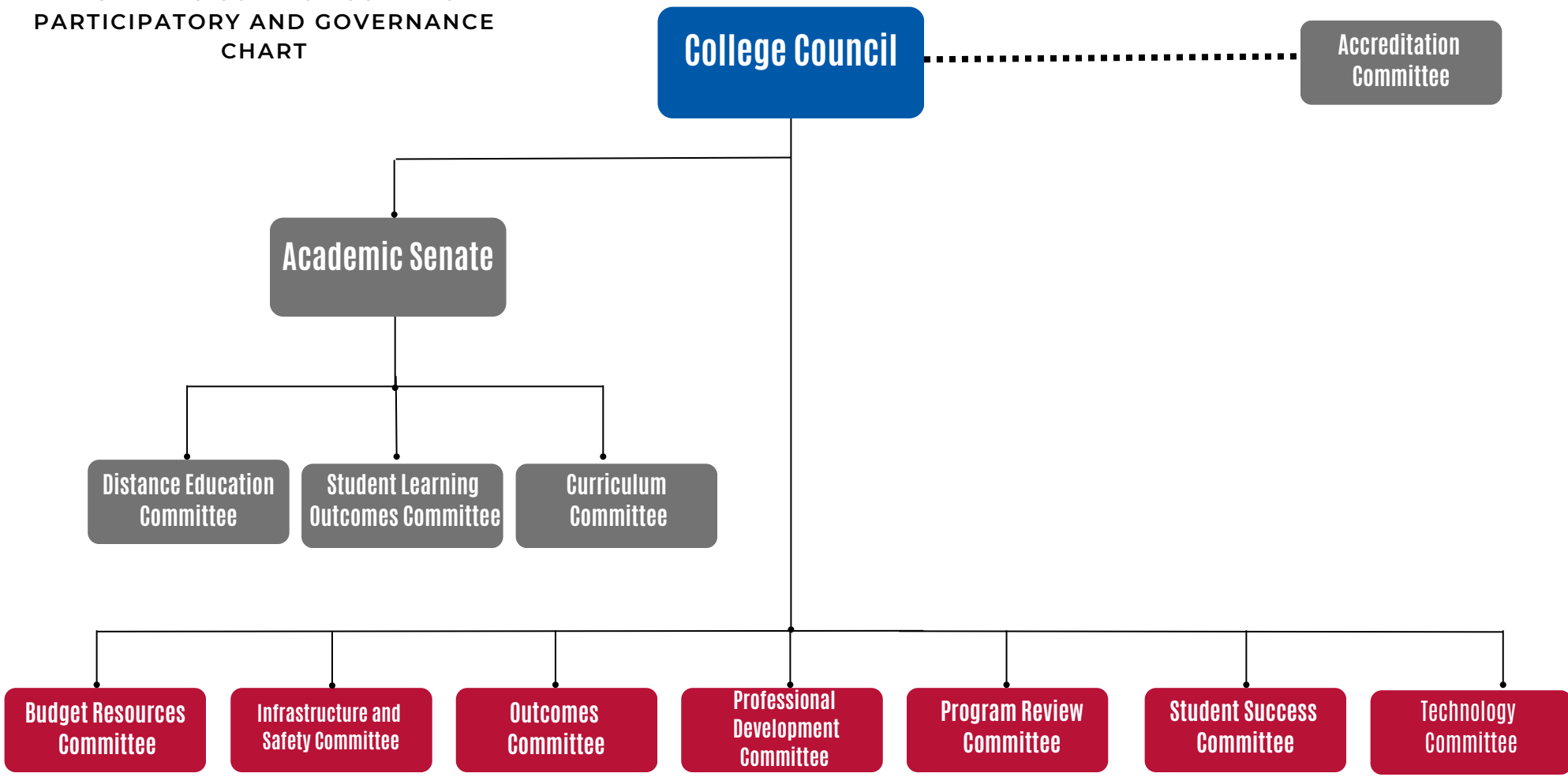Multiple sources are used to inform and guide our integrated planning process. These include:

- ➢ WHCCD (West Hills Community College District) Board of Trustees Goals
- ➢ WHCCD Strategic Priorities
- ➢ College Goals
- ➢ College Strategic Objectives
- ➢ Environmental Scans
- ➢ Advisory Committee Actions and Recommendations
- ➢ Student Feedback & Engagement Input
- ➢ Student Learning Outcomes Assessments
- ➢ Program Learning Outcomes Assessments
- ➢ Institutional Learning Outcomes Assessments
- ➢ State and Federal Mandates

Integration of SLOs/PLOs/ILOs

Course, program, and institutional learning outcomes are linked through regular program reviews and institutional outcome evaluation. Data on the assessment and evaluation of course level outcomes, instructional and student support program outcomes, administrative unit outcomes, and institutional outcomes are tracked and housed in the college's eLumen site. Faculty, administration, and staff use the results obtained through comprehensive assessments as part of the integrated planning process. Faculty review course level outcomes data at the end of every semester for specified courses. Program and institutional outcome assessment data are analyzed and presented to the College Council where extensive discussions about the results occur, if needed. Constituency groups supply feedback on changes that might be incorporated to improve student learning. For academic programs, course and program level data is reviewed, updated and included into the program review process. To aid in the identification of potential gaps, area and department discussions occur to seek understanding and identify ways to address them. For student services and administrative units, program outcomes focus on relevant issues that address the needs of students both in and out of the classroom. College-wide data is regularly presented to the campus and to committees through the participatory governance structure, as well as College Check-Ins and professional development days.

WEST HILLS COLLEGE COALINGA PARTICIPATORY AND GOVERNANCE CHART

College Council

Accreditation Committee

Academic Senate

- **Distance Education Committee**
- **Student Learning Outcomes Committee**
- **Curriculum Committee**

- **Budget Resources Committee**
- **Infrastructure and Safety Committee**
- **Outcomes Committee**
- **Professional Development Committee**
- **Program Review Committee**
- **Student Success Committee**
- **Technology Committee**

■ Primary informational and recommending relationship pertaining to areas of curriculum and academic standards

■ Reporting relationship and recommending relationship to collectively strengthen the college's ability to meet its mission and goals

The College Council serves as the overarching body for policies and direction for college action to meet the college's mission, strategic goals, and objectives. Therefore, WHCC's Governance Structure is organized in a way to ensure participation, information, consultation, and recommendations for direction and action.
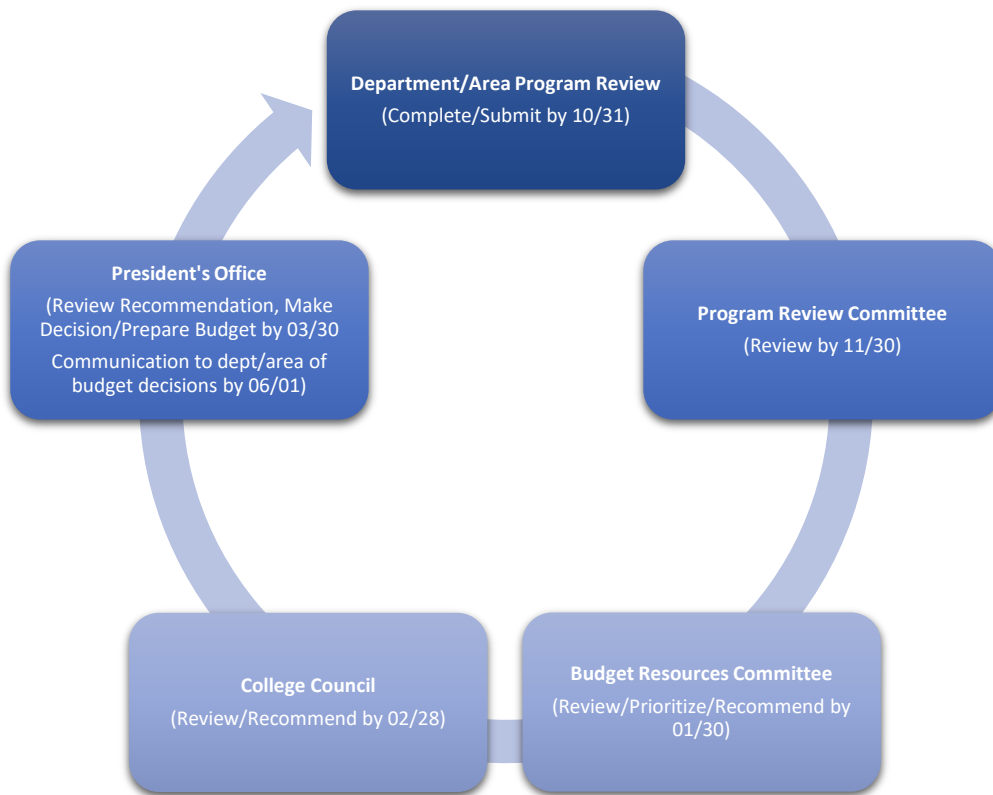
➢ Committees such as Budget Resources, Infrastructure and Safety, Outcomes, Program Review, Professional Development, Student Success, and Technology, have a reporting relationship to the College Council in realizing the college's mission and goals.

➢ The Academic Senate serves to provide information to College Council pertaining to matters of curriculum and academic standards. Within the Academic Senate, there are three subcommittees (Curriculum, Distance Education, and Student Learning Outcomes) that have a direct reporting relationship.

➢ For Institutional Effectiveness and Research, Outcomes Coordinators, and Program Review, their role is to inform and recommend actions related to process and compliance.

Integrated Planning & Resource Allocation Annual Timeline
For integrated planning to be effective, timelines and key actions need to be outlined throughout the fiscal year. This process involves governance committees' reviewing their charge/purpose in alignment with the college mission, determining actions and plans for the year, assessing progress, making changes, putting forward plans for improvement, implementing actions, evaluating efforts in a continuous improvement process. In doing so, allows the college to be able to serve and support students in their educational, personal, and professional pursuits.

Date	Activity/Item	Lead/Responsibility
Jul	• New Fiscal Year (FY) • Requisition PO process begin • Summer Term Ends	
Aug/Sep	• Fall Semester Begins (Aug) • Review committee charge, purpose. Update committee page. • Review committee membership & fill positions • Establish committee goals • Establish timelines for development/production of annual committee outputs & goals including self-evaluation • Committee on-boarding/training of members	• Committee Chairs/ Co-Chairs
Oct	• Continued work on committee goals, outputs, etc. including tasks as referred by the College Council to advance strategic goals/objectives/mission of college • Program Reviews Submission Deadline • Academic Senate faculty prioritization	• Committee Chairs/ Co-Chairs • Dept/Area • Academic Senate President
Nov	• Continued work on committee goals, outputs, etc. including tasks as referred by the College Council to advance strategic goals/objectives/mission of college • College Administration/President review faculty prioritization/requests	• Committee Chairs/ Co-Chairs • College President
Dec	• End of Fall Semester • Status checks on progress on committee annual goals, outputs • Annual Program/Budget Updates • President provides recommendation on faculty positions to District (and to share with College) • Budget Resources Committee begin to review resource needs & budget requests.	• Committee Chairs/ Co-Chairs • Dept/Area • College President

Jan	• Spring Semester Begins (January) • Review timelines of output & goals • Continue committee on-boarding/training of members • Resource needs & budget requests review & preparation of budget prioritization by Budget Resources Committee	• Committee Chairs/ Co-Chairs • Dept/Area • Budget Committee Chair
Feb	• Resource allocation/budget request prioritization to College Council presented by the Budget Resources Committee. • College Council reviews and make budget recommendation to College president.	• Budget Committee Chair
Mar	• ACCJC Annual Report – IEAC • College president reviews budget requests prioritization recommendation and makes determinations/decisions • Preparation and submission of college budget request/plan to District Office	• Accreditation Liaison Officer & Institutional Research Office Director • Budget Committee Chair • College President
Apr	• Committee Self-Assessment/Self-Evaluation • Requisition/PO Deadline for purchases in current FY • Progress/status check on annual committee outputs, goals	• Committee Chairs/ Co-Chairs • Dept/Area
May	• Spring Semester Ends/Commencement • Review committee charge, purpose, membership and make recommendations for changes to College Council • Committee Annual Report(s) to College Council • Final resource allocation budget for new FY/Chancellor's Office Budget May Revise • Communication to areas/departments of budget requests	• Committee Chairs/ Co-Chairs • Specific Dept/Area • College President
Jun	• Communication to areas/departments of budget requests • Summer Term Starts • Receipt of all purchase materials/equipment/supplies for FY • End of FY	• Dept/Area • College President

Program Review-Resource Allocation and Integration Process

Department/Area Program Review
(Complete/Submit by 10/31)

Program Review Committee
(Review by 11/30)

Budget Resources Committee
(Review/Prioritize/Recommend by 01/30)

College Council
(Review/Recommend by 02/28)

President's Office
(Review Recommendation, Make Decision/Prepare Budget by 03/30
Communication to dept/area of budget decisions by 06/01)

Program Review-Resource Allocation and Integration Process

As part of the integrated planning, the College follows a process that includes:

- Program Review: An area or department completes a program review to assess its alignment to the mission of the College, evaluate progress in meeting previously identified goals, assessment of student achievement (including outcomes) identification of gaps, development of new goals and plans for improvement to address gaps and advance student achievement. The resource needs requested by the programs are driven by the goals and improvement plans identified in the program review. Program Reviews are reviewed by the Program Review Committee in addressing areas identified.

- Budget Resources: Based on program reviews, requests for budget consideration are identified. The Budget Resources Committee reviews the requests and prepares budget prioritization recommendations to the College Council.

- College Council: Receives the prioritization from the Budget Resources Committee. The College Council also receives and reviews program reviews. The College Council makes budget recommendations to the president.

- President: The president reviews the budget recommendations from the College Council and determination for the College's priorities for the upcoming year. The President prepares/provides College budget recommendations to the District Chancellor.

- Communication: Based on approved budget allocation for the year for the College as agreed with

the district, the Office of the President communicates decision to the applicable departments/areas and to the college.

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Accreditation			ISER	ISER Comp Review			Midterm Report	Midterm Report
Vision/Mission/ Values Review	Review		Review			Review		
Comprehensive Education Master Plan	Mid Cycle Assessment	Summative Evaluation	Development & Approval of new EMP, 2022-30				Midcycle Review EMP 2022-23	
Strategic Plan	Assessment Strategic Plan	New Strategic Plan, 2022-25		Mid Cycle Assessment to align w/new EMP	Summative Evaluation 2021-25 Planning 2025-2029	New Strategic Plan		Midcycle Assessment Strategic Plan 2025-29
Comprehensive Facilities Master Plan			Summative Evaluation	Planning FMP, 2024-30	New FMP 2024-30		Midcycle Review FMP 2024-30	
Employee/ Staffing, Development Retention Plan					New ESDRP 2024-30		Midcycle Review ESDRP 2024-30	
Technology Master Plan			Planning TMP	New TMP, 2023-26			Summative Assessment TMP 2023-26	
							& Planning TMP 2027-30	

Integrated Master Planning Calendar

Integrating planning involves the development of several key planning documents (Accreditation, Strategic Plan, Education Master Plan, Facilities Plan, Employee/Staffing Plan, Technology Plan) to guide the direction of the college. To help facilitate the development and production of the college's planning documents, an integrated master planning calendar is necessary. The integrated planning calendar details the timeline for review/assessment and development of various planning documents that guide the direction and institutional vision of the college in achieving its mission and purpose. The process allows the college to reflect, plan, and proactively implement actions to move the college forward to further advance student achievement.

Participatory Governance

California Education Code §70902 (b)(7) requires the Board of Governors to establish regulations to "ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

Participatory governance reflects the commitment of students, faculty, staff, and administrators to work collectively to strengthen and enhance the college's ability to meet its mission and realize its goals through mutual respect for the contributions that all its members bring to the college. Decision makers: whether with primary or delegated authority, are committed to involving affected constituencies in decisions as much as possible.

Participatory governance is based upon individuals having a voice in decisions that affect them. Participatory governance is carefully planned, instituted, and evaluated. It is designed to lead to effective participation in decision-making that unites constituencies, produces an improved college environment, and draws upon the strength of diversity. Participatory governance includes the structures and processes for decision-making that engage students, staff, faculty, and administrators in reaching and implementing decisions that further the primary mission of the college: to educate students.

Mutual trust, honesty, open agendas, equity, and respect for differing views is essential for participatory governance. Open communications and feedback from all constituencies is critical. All parties commit to and take responsibility for fostering and supporting an environment in which participatory governance can occur, as well as being well informed about issues.

Roles and Responsibilities of Stakeholders in Participatory Governance
The stakeholders in West Hills Community College District participate in participatory governance as described in the California Code of Regulations and WHCCD board policies and administrative procedures.

Role and Responsibilities of the Governing Board, Chancellor, and President
California Education Code, Division 7 EC§ 70902 defines the Role of the Board of Trustees. "Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law." California Education Code §70902(d) states, "the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the

governing board may designate." The West Hills Community College District Board of Trustees empowered the district chancellor as their designee in Board Policy 2430. As stated in Administrative Procedure 2431, "The district is represented by the Chancellor and each college is represented by a President. Working in partnership with the colleges and District governance processes, the Chancellor and the Presidents define policy standards for college operation which are recommended to the Board by the Chancellor for adoption."

Role and Responsibilities of College Constituent Representatives

West Hills College Coalinga's governance structure encourages representation from four constituencies: Students, Faculty, Staff, and Administration. Additionally, other individuals or groups not represented may be heard in any governance meeting by requesting and receiving permission from the chair to take part and/or have items added to the agenda. These requests may be sent directly to the West Hills College Coalinga President's office at 559-934-2200.

Primary responsibilities of representatives are as follows:

- Prepare for and attend all meetings.
- Communicate directly with the constituency group in which the member is representing. This includes keeping the respective constituency group informed of all agenda items and minutes. Representatives must also be prepared to vote on behalf of their constituency group.
- Contribute to informed decision-making by reviewing all required materials and resources

Constituency Groups

Administration

Consists of a president, vice presidents, deans, associate deans, directors, and managers. Administrators take part in decision-making processes by supplying opportunity for administrators across campus to discuss issues pertinent to college decision-making and administrative duties, including accreditation, strategic planning, budget, and the review of policies and procedures.

Academic Senate

The Academic Senate shall be the representative body of the West Hills Community College District, established for the purpose of taking part in the decision-making process and to ensure faculty have the primary responsibility over academic and professional matters. The Academic Senate is comprised of a President, Vice President, and Secretary, which make up the executive committee. One (1) Senator is voted on to represent each learning area. The learning areas have been developed by the Academic Senate. Learning Areas group related disciplines so that faculty collaborates on all curriculum, program reviews, committee representation, and student learning outcomes. The learning areas are as follows:

- Arts, Language, and Humanities: Art, Communication, English, English as a Second Language (ESL), Guidance Studies, Performing Arts
- Career Technical Education (CTE): Administration of Justice (AOJ), Agricultural and Industrial Sciences, Business, Computer Information Systems (CIS), Child Development, Health Science, Psychiatric Technician, Nursing
- Student Services Faculty: Counselors and Librarian
- Science, Math, and Health: Biology, Math, Physical Science, Kinesiology, Physical Education.
- Society, Culture, Public Safety: Administration of Justice, Geography, Geology, History, Humanities, Philosophy, Political Science, Social Science,

The Academic Senate meets bi-monthly. Terms and other procedural information can be found in the Academic Senate by-laws.

Classified Staff

The California School Employees Association (CSEA) serves as the representative body for all classified employees of West Hills College Coalinga. Through this association, classified staff are represented in the college's governance and decision-making processes. CSEA meets monthly.

Students

The Associated Student Body (ASB) plans, organizes, promotes, sponsors, and finances student activities for all West Hills College Coalinga students, including students who attend classes at the college's Center in Firebaugh, CA. ASB represents students in the college's governance and decision-making processes. Further, ASB organizes dedicated events for student enrichment. ASB meetings are held semi-monthly.

Committees

The College actively encourages collaborative input in planning and decision-making through the participatory governance process from all levels of the college community including faculty, staff, students, administrators, and external stakeholder groups. The college values equity, diversity, creativity, and innovative thought. There are a variety of ways for interested parties to become involved in affecting the college's impact on the communities it serves.

Meetings and Actions

All meeting minutes will be posted following approval of the council. The latest edition of Robert's Rules of Order shall be the authority on parliamentary procedure in all college committee meetings where it applies. The chair or his/her designee and a simple majority of the members of the council shall constitute a quorum. Each committee shall attempt to achieve consensuses for all actions. When consensus cannot be reached, a majority of members shall decide on the recommendation. The process for presenting items first for information, then for action at a later meeting shall be followed. Regarding board policies and procedures, the College Council will have 30 days in which to complete the review and approval process of board policies and administrative procedures at the college level and submit final comments, recommendations or actions taken regarding the policy/procedure to the Chancellor's Office (see Administrative Procedure 2410). Allowance will be made to suspend this process when deemed appropriate by a majority.

General Guidelines for Standing Committees (Non-Brown Act Committees)

Each committee is different and requires varying levels of formality to accomplish its mission.

Meetings should be run using equitable practices and ensure inclusivity. In addition,

appropriate methods should be used to ensure that the work of the committee is

accomplished in an efficient and effective manner. Some basic expectations for committees

include:

• Meeting Attendance and Voting

- o In-person attendance, required if committee member is physically at the location of the meeting
- o Virtual attendance, optional if clearly stated on committee charge and committee member is not physically at the meeting location or has a valid reason for being unable to attend
- o Attendance options must be expressed clearly on the Committee Charge, portal page, BoardDocs, and calendar/invitations
- o Virtual attendance require camera remains on unless there are technical/special circumstances preventing this activity.
- o Physical location must have one chair member or designee present to activate virtual side of the meeting for the room.
- o Voting can be conducted while attending virtually and in-person, so long as it's clear on the committee's charge that it is acceptable.
- o Quorum must still be met, which can include both virtual and in-person members attending, so long as it's clear on the committee's charge that it is acceptable.

• Current Committee Portal Page which will contain the following information:

- o Committee Charge
  - o State virtual and/or in-person meetings
- o Role and name of committee members
- o Link to agenda/minutes (BoardDocs)
- o Calendar of meetings (which include virtual & physical meeting locations)
- o Regularly updated

• Should use BoardDocs for Committee meeting agendas/minutes

- o Agendas must be posted 72 hours in advance

Evaluation of the Participatory Governance Process

Each governance committee conducts/facilitates a self-evaluation process of its work, progress in meeting goals, and how well each committee is functioning. Results from the self-evaluation are discussed in each governance committee to determine changes, goals, and areas of improvement going forward to ensure alignment with the College mission. Representatives in each governance committee shares/reports findings with their constituency groups. Each governance committee likewise shares the results of the self- assessment with the College Council including recommendations for changes or areas of improvement. This information is reported to the College Council, which is the highest collaborative council for the college. This council focuses on planning, resource allocation, and institutional effectiveness. The College Council receives recommendations made by committees through their College Council representatives on items found to have potential for college-wide implications or impact. Representatives of the College Council are responsible for communicating recommendations and collecting feedback on behalf of their constituency groups.

Governance Committee	Self-Evaluation Date/Timeline	Report to College Council
Academic Senate	April	May
Budget Resources Committee	April	May
College Council	April	May
Infrastructure & Safety Committee	April	May
Outcomes Committee	April	May
Professional Development Committee	April	May
Program Review Committee	April	May
Student Success Committee	April	May
Technology Committee	April	May

Academic Senate

Description/Mission/Charge: *Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.*	The Academic Senate is the representative body of West Hills College Coalinga. It is established for the purpose of participating in the decision-making process and to ensure faculty have the primary responsibility over academic and professional matters. The Academic Senate maintains oversight of curriculum matters, student learning outcomes, equivalency, and academic program review. Learning Areas are grouped by disciplines to encourage faculty collaboration on curriculum, program review, committee representation, and student learning outcomes

Governance Integration:
 Describe how the committee contributes to, and advances, a college culture that embraces:
   5. Planning
   6. Outcomes
   7. Resource Management
   8. Professional Development
	In compliance with Title V. Article 2 Section 53200, the Academic Senate makes recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters:
	 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
	 +1 Other academic and professional matters as are mutually agreed upon between the governing board and the academic Senate.

Outputs: *Reports, Output documents, products, etc.*	• Faculty hiring prioritization • Institutional Set Standards review • Monthly Board of Trustees report • Flex Day schedules (Fall & Spring) • Learning Area student awards • Tenure recommendations • Academic Senate annual report • Recommendations regarding policy and procedure • Resolutions on academic and professional matters

Membership: *# – Chair(s)* *# – Administrators* *# – Faculty* *# – Classified Employees* *# – Students*	1 - President (Non-Voting) 1 - Vice President *(Representative from list below) 5 - Full-time faculty representatives from each Learning Area: Area: - Arts, Language, Humanities - Career and Technical Education (CTE - Science, Math, Health - Society, Culture, Public Safety - Student Services Faculty 1 - Secretary (Non-Voting)
Membership Terms: *The length of term for each committee member and the chairperson's term.*	Three years
Meeting Frequency: *Every two weeks, once a month, etc.*	Twice a month
Portal Site and Relevant Links:	Academic Senate Portal Site BoardDocs®
Reporting Relationship: *Committee/Council that this body reports to.*	WHCCD Board of Trustees
Month of annual self-evaluation:	April

Budget Resources Committee

Description/Mission/Charge:
Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.

The West Hills College Coalinga (WHCC) Budget Resources Committee is the governance committee that supports the college mission, goals, and values through the evaluation of data relevant to the college annual planning process for determining allocation of resources. The charge of the Budget Resources Committee is to advise on the development of resource allocation policies and timelines, receive and review new resource proposals from programs and learning areas, and make budget recommendations to the college President. The Budget Resources Committee will make recommendations on staffing, instructional equipment, instructional supplies, facilities, and other needs related to the overall success of WHCC students.

Governance Integration:
Describe how the committee contributes to, and advances, a college culture that embraces:
5. Planning
6. Outcomes
7. Resource Management
8. Professional Development

The WHCC Budget Resource Committee works with Program Review, and College Council committee to develop a process of inclusion that allows for allocation of resources aimed at student success. The Committee is tasked with reviewing and making recommendations of allocation of resources to the college President to ensure that student equity and student success goals are met.

Outputs:
Reports, Output documents, products, etc.

1. Provide a timeline for budget development that takes into consideration district and state budget deadlines.
2. Annually review and modify the set criteria and process for the cation of resources.
3. Conduct professional development that will allow all employees to understand the resource allocation process.
4. Produce a recommended budget allocation report to the President.
5. Produce an annual report of funded and unfunded requests.

Membership: *# – Chair(s)* *# – Administrators* *# – Faculty* *# – Classified Employees* *# – Students*	1 – Chairperson (Non-voting) 4 – Administrators 3 – Faculty Members 2 – Classified Representatives
Membership Terms: *The length of term for each committee member and the chairperson's term.*	Two years
Meeting Frequency: *Every two weeks, once a month, etc.*	Monthly
Portal Site and Relevant Links:	Student Equity and Achievement [Student Achievement and Equity Plan | West Hills College Coalinga](#) Portal Site [WHCC Budget Resource Committee - Home (sharepoint.com)](#)
Reporting Relationship: *Committee/Council that this body reports to.*	College Council
Month of annual self-evaluation:	April

College Council

Description/Mission/Charge: *Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.*	The College Council facilitates inclusive participation of all constituents in college governance and decision-making processes supporting the college mission. The College Council provides guidance and counsel to the President on matters that impact the college and/or district. The Council forwards issues to and receives recommendations from the governance councils and committees to foster continuous quality improvement. Individuals, college governance councils, committees, constituent groups, and operational groups develop proposals and recommendations to College Council for consideration. College Council fosters open communication and broad constituent engagement. The college council conducts its work under the auspices of the college President and within district policies and procedures
Governance Integration: *Describe how the committee contributes to, and advances, a college culture that embraces:* *5. Planning* *6. Outcomes* *7. Resource Management* *8. Professional Development*	The Council: • Serves as a representative forum for dialogue on College issues, and College departments, committees, and teams; and recommends areas for further study. • Provides leadership for the College to ensure a team-base, data informed culture. • Provides a forum for reporting information on West Hills College Coalinga's staffing, budget, site improvements, equipment, and other critical matters resulting from Strategic Plans, Instructional Programs, and Services Reviews. • Coordinates annual updates of the Educational Master Plan (EMP)
Decision Making Model:	• The Council will reach consensus, using the U-1 model, but recognizes that it may not be reached. ***Whenever a decision is to be made, it will be an affirmative decision if one or fewer of the attending members oppose the proposed decision and vote accordingly. If two, or more, of the attending members oppose the proposed decision and vote accordingly, the decision will not be affirmed.*** • When consensus cannot be reached, the responsibility for a final decision rest with the College President. • In situations in which consensus is at odds with he informed decision of the College President, the responsibility remains with the College President. In such

cases, the President will address the College Council in an agendized meeting regarding the decision.

Outputs: *Reports, Output documents, products, etc.*	- Review and approve College Strategic Plan/Goals - Review and approve reports, integrated planning, action plans/strategies to improve institutional effectiveness and continuous improvement. - Educational Master Plan, Strategic Plan, Facilities Master Plan - Cyclic review, revision, and/or approval of College mission - Makes recommendations to the President - Review of AP's and BP's - Review and approve annual resource allocations - Conducts annual review, revision, and or approval of college governance manual - Review and approve annual reports as needed - Review and approve ACCJC documents and reports - Review and approve KPI's, ISS's, and other vital benchmarks and metrics
How work is Communicated:	- Agendas, minutes, and attachments posted through Board Docs - Council members will communicate with their respective constituent group
Membership: *# – Chair(s)* *# – Administrators* *# – Faculty* *# – Classified Employees* *# – Students*	*Non-Voting* Tri-Chair Chief Student Services Officer (CSSO) Or Chief Instructional Officer (CIO) Academic Senate President CSEA President of Vice President *Voting Membership* 2 – Administrators at large 2 – Faculty members at large 1 – Counselor at large 2 – Classified staff at large 2 – Student representatives *Resource Members* Dean of Firebaugh Center Director of Financial Aid Director of Admissions and Records, Registrar Director of Accreditation, Research, Institutional Effectiveness and Planning

Membership Terms: *The length of term for each committee member and the chairperson's term.*	Continuous – Tri-chair Terms are three years
Meeting Frequency: *Every two weeks, once a month, etc.*	Twice, monthly
Portal Site and Relevant Links:	[WHCC College Council - Home (sharepoint.com)](sharepoint.com) BoardDocs® Plus
Reporting Relationship: *Committee/Council that this body reports to.*	College at Large College President
Month of annual self-evaluation:	April

Infrastructure and Safety Committee

Description/Mission/Charge:

Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.

To function as the coordinating unit for all safety issues including facilities development, facilities maintenance, and in accordance with the college mission, vision, and strategic plan.

Governance Integration:

Describe how the committee contributes to, and advances, a college culture that embraces:

21. *Planning*
22. *Outcomes*
23. *Resource Management*
24. *Professional Development*

By providing and maintaining the appearance, accessibility, safety, technology, and cleanliness of current and future facilities, the WHCC Infrastructure and Safety Committee will engage in thoughtful and equitable decision-making for the appropriate use of its facilities and technology as they relate to our diverse student, college, and community population. This committee reports and makes recommendations to College Council.

Outputs:

Reports, Output documents, products, etc.

- Reviews scheduled maintenance plan and makes recommendations.
- Reviews and edits planning and governance manual.
- Reviews campus safety incidents / activity reports
- The planning and execution of campus-wide safety drills.
- Reviews and edits campus Safety Plan, Emergency Guides, Emergency Preparedness Plan.
- Reviews and make recommendations to Scheduled Maintenance Plan and Facilities Master Plan
- Produces an annual report of all completed scheduled maintenance projects.

Membership: *# – Chair(s)* *# – Administrators* *# – Faculty* *# – Classified Employees* *# – Students*	1 – Chair (non-voting) 1- Co Chair for Safety (non-voting) 2- Administrators 2- Faculty 2- Classified Employees 2- Students (1 non-voting)
Membership Terms: *The length of term for each committee member and the chairperson's term.*	2 Year Terms
Meeting Frequency: *Every two weeks, once a month, etc.*	Once monthly during the academic year. The months of June and July the committee will meet for informational purposes only.
Portal Site and Relevant Links:	https://my.whccd.edu/committees/whcc-infrastructure-committee/default.aspx
Reporting Relationship: *Committee/Council that this body reports to.*	College Council
Month of annual self-evaluation:	April

Outcomes Committee

Description/Mission/Charge: *Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.*	The Outcomes Committee's purpose is to facilitate and coordinate the various college efforts to create, assess, track, analyze, and document instructional and non-instructional outcomes. The committee will serve to guide discussions and efforts as a college to understand outcomes, identify areas of growth, facilitate improvement plans and actions, and to promote needed changes based on assessment results and data. A key element of the work of the committee will be to facilitate and promote conversations and dialogue on outcomes including the sharing of lessons learned across the college and groups that include but not limited to faculty, management, staff, and students at all levels from course, program, service, and institutional outcomes.
Governance Integration: *Describe how the committee contributes to, and advances, a college culture that embraces:* *5. Planning* *6. Outcomes* *7. Resource Management* *8. Professional Development*	The Outcomes Committee advances the college effectiveness by advocating and promoting a college culture that embraces outcomes development, assessment, changes, and improvement to advance student achievement at WHC Coalinga. • Ensure that outcomes assessment is taking place at all levels. • Promote reflection on outcomes data and lessons learned. • Work with areas to facilitate and document development of improvement actions and changes. • Communicate and facilitate dialogue on outcomes results, lessons learned, plans, changes made. • Provide recommendations to the College Council on actions that may be necessary to further advance the outcomes work at the college including adherence to accreditation standards, WHCCD Board policies, and other regulatory requirements.
Outputs: *Reports, Output documents, products, etc.*	• Outcomes report • Learning/information sessions on outcomes

Membership: *# – Chair(s)* *# – Administrators* *# – Faculty* *# – Classified Employees* *# – Students*	*Voting* 1 – Student Learning Outcomes Coordinator (Co-chair) 1 – Administrative Unit/Student Service Outcomes Representative (Co-chair) 5 – Faculty Representatives* 2 – Classified Staff Representatives 2 – Management Representatives 1 – Student Representative *Non-Voting (Resource Members)* 1 – Program Review Committee Representative 1 – Budget Resources Representative **Faculty representatives will be from the five (5) learning areas and are the same members on the Student Learning Outcomes (SLO) Committee.*
Membership Terms: *The length of term for each committee member and the chairperson's term.*	Three years
Meeting Frequency: *Every two weeks, once a month, etc.*	Three times per semester
Portal Site and Relevant Links:	
Reporting Relationship: *Committee/Council that this body reports to.*	College Council
Month of annual report to College Council:	May
Month of annual self-evaluation:	April

Professional Development Committee

Description/Mission/Charge: *Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.*	In response to the College's mission to provide dynamic and high-quality academic programs and services, including those offered through distance education, the Professional Development Committee is responsible for the continuum of strategic professional development opportunities for all faculty, staff, and administrators to become better prepared to respond to evolving student needs and measures of student success.

Governance Integration:
 Describe how the committee contributes to, and advances, a college culture that embraces:
 13.   *Planning*
 14.   *Outcomes*
 15.   *Resource Management*
 1. *Professional Development*
	The Professional Development Committee contributes to and advances college planning, and outcomes through the following activities:
	
	 • Coordinating with the departments and standing committees to ensure professional development aligns with goals for the College and the WHCC Strategic Plan.
	
	 • Identifying activities to strengthen best practices towards Student Success and Equity across campus, ensuring the inclusion of the following:
	
	      o Full-time and part-time faculty
	      o Full-time and part-time classified staff
	      o Full-time management and administration
	
	 • Providing workshops and trainings to keep faculty current with advancing technology.
	
	 • Tracking professional development participation online across all groups on campus.
	
	 • Assessing professional development needs on a regular basis and develop training opportunities to address assessed needs.

Outputs: *Reports, Output documents, products, etc.*	Products of the Professional Development Committee include the following: 1) Communicate and provide searchable resources of available professional development activities to campus employees. 2) Maintain an online professional development calendar for all related activities. 3) Deploy campus-wide surveys to poll employees regarding professional development activities, planning and implementation. 4) Provide access to professional development feedback and any documents received from all professional development activities, including:

a. Professional Development Timeline (Annual Calendar)
b. Monthly Calendar of Activities
c. Professional Development Activity Evaluation (Post-Session)
d. Links to Regional/State/National Conferences and Workshops
e. Archived Information (Tool Kit) from Previous Activities
f. Campus Surveys and Results

Membership: *# – Chair(s)* *# – Administrators* *# – Faculty* *# – Classified Employees* *# – Students*	1- Chair (Non-Voting) 1- Administrator 1- Classified Manager 3- Faculty Members 1- Adjunct Faculty 2- Classified Representatives 1- Student Services Representative 1 – Student Representative (non-voting)
Membership Terms: *The length of term for each committee member and the chairperson's term.* **Attendance policy**	Two years Attendance: • Virtual attendance is acceptable only if the committee member is not at the physical location of the meeting. • Voting can be conducted virtually. • Quorum can include both in-person and virtual attendance of members.
ASB Membership involvement	A non-voting Informal participant, attending meetings, weighing in on discussion topics, sharing out informational items with ASB.
Meeting Frequency: *Every two weeks, once a month, etc.*	Monthly
Portal Site and Relevant Links:	[WHCC Professional Development Committee - Home (sharepoint.com)](#)
Reporting Relationship: *Committee/Council that this body reports to.*	College Council
Month of annual self-evaluation:	April

Program Review Committee

Description/Mission/Charge: *Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.*	The Program Review Committee supports the mission of the college by assuring the quality of academic programs and services by providing recommendations conducive to a quality educational environment.
Governance Integration: *Describe how the committee contributes to, and advances, a college culture that embraces:* 16. *Planning* 17. *Outcomes* 18. *Resource Management* 19. *Professional Development*	The Program Review Committee informs college governance committees with regard to instructional, non-instructional and administrative program performance. These reviews provide the basis for planning, resource allocation, outcome assessment and alignment with institutional set standards.
Outputs: *Reports, Output documents, products, etc.*	1. Provide approved Program Reviews to College Council as informational items. 2. Provide schedule for Program Review submission. 3. Provide Budget Review Committee with budget requests from Program Reviews.

Membership:
 2– Chair(s)
 2 – Administrators
 5 – Faculty
 2 – Classified Employees
	1-Administrative Chair (Non-Voting)
	 1-Faculty (Associate Chair)
	 1-Administrative/Management Representative
	 5-Faculty Learning Areas Representatives:
	     Arts, Language, Humanities
	     Career and Technical Education
	     Science, Math, and Health
	     Society, Culture, Public Safety
	     Student Services
	 2-Classified Representatives

Membership Terms: *The length of term for each committee member and the chairperson's term.*	Two Years
Meeting Frequency: *Every two weeks, once a month, etc.*	Twice a Month
Portal Site and Relevant Links:	[WHCC Program Review Committee - Home (sharepoint.com)](#)

Reporting Relationship: *Committee/Council that this body reports to.*	College Council
Month of annual self-evaluation:	April

Student Success Committee

Description/Mission/Charge:

Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.

The purpose of the Student Success Committee is to provide support, recommendations, and coordination of integrated efforts to increase student success and access by strengthening and improving the delivery of instruction and services for students. The Student Success Committee is also responsible for designing, implementing, and monitoring student success initiatives and activities with an emphasis on our disproportionately impacted students.

Governance Integration:

Describe how the committee contributes to, and advances, a college culture that embraces:

21. *Planning*
22. *Outcomes*
23. *Resource Management*

24. *Professional Development*

The Student Success Committee develops and recommends institution-wide actions to improve progression and success of students. The Committee develops, reviews, and revises long and short-range integrated planning of student success initiatives to align the WHCC plans. The Student Success Committee provides a forum for cross-disciplinary examination of evidence-based practices and student equity principles and promotes dissemination of effective best practices. The

Student Success Committee also makes recommendations for the allocation of Student Equity and Achievement and Guided Pathways resources. The committee reports and makes recommendations to the College Council concerning the planning, coordination and delivery of instruction and services.

Outputs:

Reports, Output documents, products, etc.

1. Promote campus-wide student equity efforts through professional development.

2. Produce required reports on campus-wide activities related to the Student Equity and Achievement.

3. Produce required reports on Guided Pathways Framework updates.

Membership:	VPSS- Co Chair (Non-Voting)
# – Chair(s)	VPES Co Chair (Non-Voting)
# – Administrators	Student Services Dean
# – Faculty	Educational Services Dean
# – Classified Employees	Learning Resource Center Representative
# – Students	Academic Senate President or Designee
	Dual Enrollment Representative
	Residential Housing Representative
	Institutional Research (Non-Voting)
	Student Services Faculty
	Instructional Faculty
	2 Faculty at Large
	2-3 Classified Professionals
	Admissions and Records Representative
	Financial Aid Representative
	Associate Dean of Athletics
	Dean of Firebaugh
	1-2 Students

| **Membership Terms:** *The length of term for each committee member and the chairperson's term.* | Three-year staggard terms |

| **Meeting Frequency:** *Every two weeks, once a month, etc.* | Twice a month |

| **Portal Site and Relevant Links:** | Student Equity and Achievement: https://www.westhillscollege.com/coalinga/about/documents/wh cc-coalinga-equity-plan.pdf

Portal Site: https://mywhccd.sharepoint.com/teams/whcc- student-success-committee |

| **Reporting Relationship:** *Committee/Council that this body reports to.* | College Council |

| **Month of annual self-evaluation:** | April |

Technology Committee

Description/Mission/Charge: *Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.*	The Technology Committee has the responsibility of assessing IT related policies, procedures, and planning, as they relate to WHC Coalinga. The central focus is the intersection of instruction, administrative support, and technology in regards to serving students. Open communication, collaboration, and feedback related to technology needs and availability will be a key function. The committee will be representative of all campus constituencies and align to the Mission and Vision statements of the College.
Governance Integration: *Describe how the committee contributes to, and advances, a college culture that embraces:* *1. Planning* *2. Outcomes* *3. Resource Management* *4. Professional Development*	Supports the mission of the college by making recommendations to College Council for maintaining technology conducive to a quality educational environment.
Outputs: *Reports, Output documents, products, etc.*	• Prioritize and recommend technology projects to College Council. • Documents all reviewed technology projects on Portal.

Membership:
 # – Chair(s)
 # – Administrators
 # – Faculty
 # – Classified Employees
 # – Students
	1 – Chair
	 1 – Co-Chair
	 3 – Faculty
	 2 – Classified Staff
	    -1 from student services
	    -1 from any other area
	 1 – Educational Services Rep
	 2 – WHCCD Office ITS Reps (non-voting)

Membership Terms: *The length of term for each committee member and the chairperson's term.*	2 years
Meeting Frequency: *Every two weeks, once a month, etc.*	Monthly

Portal Site and Relevant Links:	[WHCC Technology Committee Governance site](#) [WHCC Technology Committee BoardDocs](#) [Governance and Planning Manual](#)
Reporting Relationship: *Committee/Council that this body reports to.*	College Council Technology Review Council
Month of annual self-evaluation:	April