



**Participatory  
Governance and  
Integrated Planning  
Manual  
2018**

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## **Mission**

West Hills College Coalinga offers associates degrees, transfer degrees, career and technical certificate programs and is committed to inspiring all learners by providing dynamic and high quality academic programs and services, including those offered through distance education. The college fosters its students' ability to think, communicate, effectively reason and develop compassion through learning, connection, and service.

## **Vision**

West Hills College Coalinga is committed to the relentless pursuit of student success.

## **Values**

1. Improve success, retention and persistence of all students by improving transfer rates and the number of certificates and degrees awarded.
2. Increase enrollment by recruiting students locally and internationally via responding directly to the current and projected demographic and global economic trends
3. Support and strengthen Career Technical Programs through research and sustained interaction with the business community.
4. Develop new and strengthen existing external collaborative relationships and partnerships.
5. Advance a learning college culture that promotes a passion for learning, builds leadership and civic engagement across all stakeholder groups.
6. Provide new and expanded opportunities for faculty and staff development which support an atmosphere of excellence in academics and student support services.

## Introduction

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 in order 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 holds 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 in order to provide 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 in order to ensure college internal and external stakeholders are engaged in this comprehensive process towards identifying and prioritizing goals and the implementation required to achieve stated goals. Further, the process also recognizes the importance of the evaluation cycle in order to base future decisions on practical data. West Hills College Coalinga embraces its integrated planning processes in order 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. This data drives the development of the college's annual strategic priorities. West Hills College Coalinga's planning process is comprehensive and utilizes the participatory governance structure, which is designed to be inclusive of all constituency and stakeholder groups. Ultimately, a large number of individual program plans are integrated into an overall all College Plan. These include:

- District Strategic Plan
- District Distance Education Plan
- District Technology Plan
- District Marketing Plan
- College Supplemental Strategic Plan
- Educational Master Plan
- Facilities Plan
- Integrated Plan
- Disabled Students Program and Services Plan
- Program Reviews (Instructional and Non-Instructional)

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

- WHCCD Board of Trustees Goals
- WHCCD Strategic Priorities
- College Goals
- College Strategic Priorities
- Environmental Scans
- Advisory Committee Actions and Recommendations
- Student Engagement Surveys
- 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, is analyzed and presented to the College Council where extensive discussions regarding the results occur, if needed. Constituency groups provide feedback on changes that might be incorporated to improve student learning. For academic programs, course and program level data is updated and incorporated into the program review process. To assist in the identification of potential gaps, faculty have discussions to provide further information. For student services and administrative units, program outcomes focus on relevant issues that are brought in the data to 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 President's Forum and professional development days.

## **Program Development and Viability**

Administrative Procedure (AP) 4021 outlines the process of program discontinuance and/or expansion. Specifically, “Program discontinuance and/or expansion discussions can be initiated through the college’s curriculum review process as well as through the college and district’s planning and governance councils, including but not limited to Academic Senate, President’s Executive Cabinet, Planning and Governance Council, Board of Trustees, as well as the individual learning areas and/or departments, the Office of the President, Vice President of Educational Services, and/or Vice President of Student Services.” The administrative policy can be found at the West Hills Community College Board of Trustees website.

## Integrated Planning Cycle

### Integrated Planning Cycle

| Month            | Date  | Item   | Responsible for Submitting to College Council |
|------------------|---|--|---|
|                  | Biannually                                  | Facilities Plan Revision                                   | Infrastructure Committee                      |
|                  | Every Three Years – July 2021               | Strategic Plan Revision                                    | College Council                               |
|                  | Every Five Years                            | Educational Master Plan Revision                           | College Council                               |
| <b>July</b>      | Monthly                                     | Board Policies and Administrative Procedures               | College Council                               |
| <b>August</b>    | Monthly                                     | Board Policies and Administrative Procedures               | College Council                               |
| <b>September</b> | Monthly                                     | Board Policies and Administrative Procedures               | College Council                               |
|                  | September – 1 <sup>st</sup> Meeting in Fall | Review Integrated Planning Cycle                           | College Council                               |
|                  | Annually – September                        | Review of Student Equity Data                              | College Council                               |
|                  | Annually - September                        | Review ILO Data  | Outcomes Committee                            |
| <b>October</b>   | Monthly                                     | Board Policies and Administrative Procedures               | College Council                               |
|                  | Annually - October                          | Review of Strategic Plan(s) – Benchmark Data               | College Council                               |
|                  | 1 <sup>st</sup> Review October              | Update Integrated Planning & Governance Manual             | Governance Manual Subcommittee                |
|                  | Annually – October                          | Review of Integrated Student Success and Basic Skills Plan | Student Success Committee                     |
| <b>November</b>  | Monthly                                     | Board Policies and Administrative Procedures               | College Council                               |
|                  | Bi - Annually (odd years) – November (2019) | Review of Strategic Plan(s)                                | College Council                               |
|                  | 2 <sup>nd</sup> Review November             | Update Integrated Planning & Governance Manual             | Governance Manual Subcommittee                |
|                  | BOT Approval November                       | Review of Integrated Student Success and Basic Skills Plan | Student Success Committee                     |
| <b>December</b>  | Monthly                                     | Board Policies and Administrative Procedures               | College Council                               |
|                  | Sanction - December                         | Update Integrated Planning & Governance Manual             | Governance Manual Subcommittee                |
|                  | Review Only December/ May                   | Informational – Approved Program Reviews                   | Program Review Committee                      |
| <b>January</b>   | Monthly                                     | Board Policies and Administrative Procedures               | College Council                               |
| <b>February</b>  | Monthly                                     | Board Policies and Administrative Procedures               | College Council                               |
|                  | February                                    | Staffing Plan  | College Council                               |
|                  | Annually - February                         | Review Facilities Master/Scheduled Maintenance Plan        | Infrastructure Committee                      |
|                  | Annually – February                         | Review ADA Plan  | Infrastructure Committee                      |



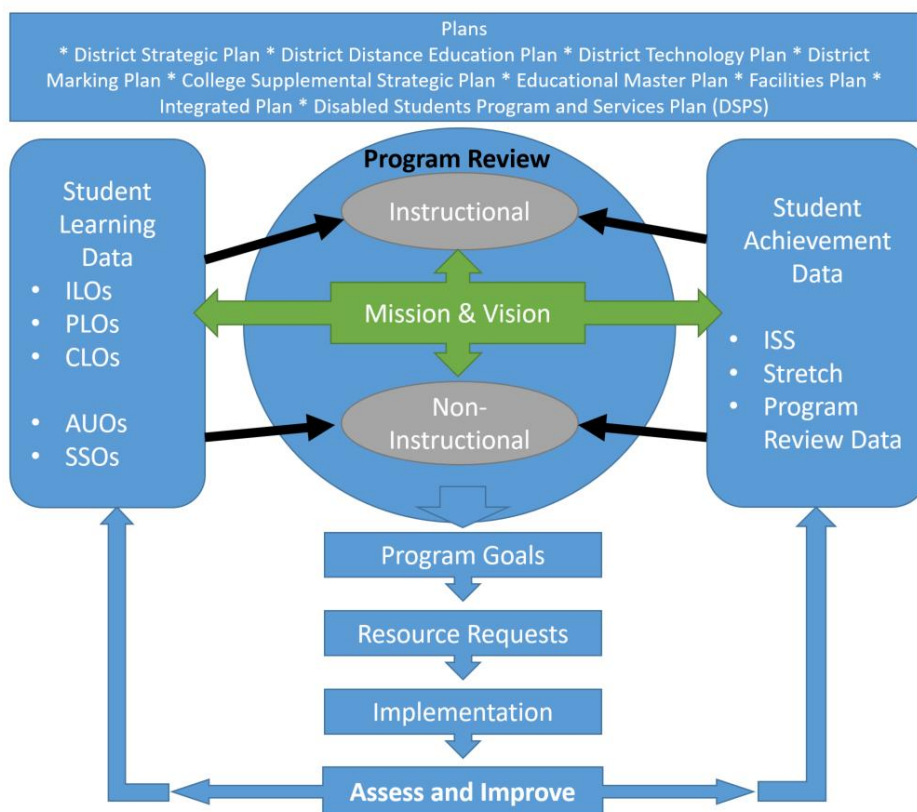
|              |                                |  |   |
|--------------|--------------------------------|--|---|
|              | 1 <sup>st</sup> Review – Feb.  | Review Budget Allocation List                  | Budget Resource Committee                             |
| <b>March</b> | Monthly                        | Board Policies and Administrative Procedures   | College Council                                       |
|              | March (Informational Only)     | ACCJC Annual Report                            | Institutional Effectiveness and Accreditation Council |
|              | Annually - March               | Review District Benchmarks (Scorecards & IEPI) | Institutional Effectiveness and Accreditation Council |
|              | 2 <sup>nd</sup> Review - March | Review Budget Allocation List                  | Budget Resource Committee                             |
| <b>April</b> | Monthly                        | Board Policies and Administrative Procedures   | College Council                                       |
|              | Annually - April               | Review of College Mission, Vision, Goals       | College Council                                       |
|              | Final Approval - April         | Budget Allocation Recommendations to President | College Council                                       |
| <b>May</b>   | Monthly                        | Board Policies and Administrative Procedures   | College Council                                       |
|              | Annually – May                 | Review Educational Master Plan Outcomes        | College Council                                       |
|              | Annually – May                 | Committee Evaluations                          | Institutional Effectiveness and Accreditation Council |
|              | Review Only May                | Informational – Approved Program Reviews       | Program Review Committee                              |
| <b>June</b>  | Monthly                        | Board Policies and Administrative Procedures   | College Council                                       |

Approved: 9.22.17 By: College Council

Updated: 3.15.18 By: Governance Manual Sub-Committee

Update: 8.10.18 By: College Council

## Integrated Planning Cycle Diagram



### WHC Coalinga Integrated Planning

- All integrated planning is informed by district and college planning documents
- Instructional and non-instructional program review are driven by data on Student Learning and Student Achievement
- Data metrics and program review processes are aligned to the college mission and vision
- Resource requests originate in program review and are aligned to program goals
- Implement change for improvement
- Repeat process of assessment, revisions, and implementation, all through program review

## 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 of 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 maintaining an environment in which participatory governance can occur, as well as being well informed regarding 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, herein referred to as the ‘governing board.’ The governing board for each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with the 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 participate 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 constituency group in which the member is representing. This includes keeping 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, an executive vice president, deans, associate deans, directors and managers. Administrators participate in decision-making processes by providing 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 participating 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:

- Allied Health: Health Science, Psychiatric Technician, Nursing

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

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 North District Center in Firebaugh, CA. ASB represents students in the college's governance and decision-making processes. Further, ASB organizes special events for student enrichment. ASB meetings are held semi-monthly.

### **Committees**

West Hills College Coalinga 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**

The agenda of each meeting shall be posted at least 72 hours in advance of the meeting. All meeting minutes will be posted following approval of the council. The latest edition of Robert's

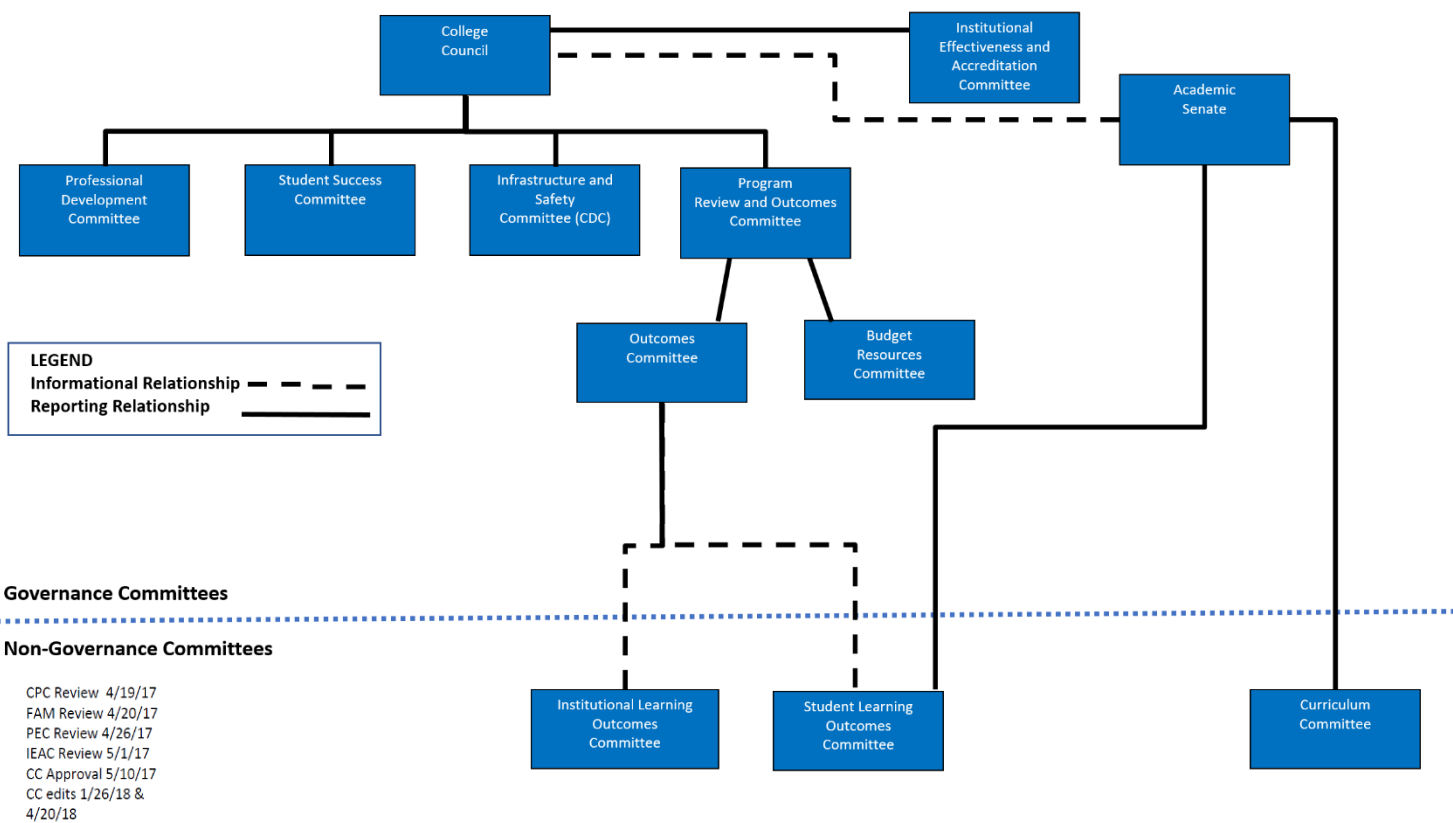
Rules of Order shall be the authority on parliamentary procedure in all college committee meetings where it applies. The chair or his/her designee and a simple majority of the members of the council shall constitute a quorum. Each committee shall attempt to achieve consensus for any and all actions. When consensus cannot be reached, a majority of members shall determine the recommendation. The process for presenting items first for information, then for action at a subsequent meeting shall be followed. In regards to board policies and procedures, the College Council will have 60 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 with regard to the policy/procedure to the Chancellor's Office (see Administrative Procedure 2410). Allowance will be made for suspending this process when deemed appropriate by a majority.

### **Evaluation of the Participatory Governance Process**

Evaluation of the participatory governance process is conducted through the Institutional Effectiveness and Accreditation Council. This ensures that regular review of the process, procedure, and results of integrated planning is conducted throughout the governance structure of the college to increase institutional effectiveness. Further, each committee is responsible for conducting a self-assessment to determine how committees are functioning at the local level. Each council and committee has now completed one full evaluation cycle and has analyzed the data at the committee level. Representatives on each council report these findings to their constituency groups. This information is reported to College Council, which is the highest collaborative council for the college. This council focuses on planning, resource allocation, and institutional effectiveness. College Council receives recommendations made by other college councils and committees through their College Council representatives on items identified to have potential for college-wide implications or impact. Representatives on the College Council are responsible for communicating recommendations and collecting feedback on behalf of their constituency groups.



## WHCC Governance Structure Spring 2018





## Academic Senate

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**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 the West Hills College Coalinga, established for the purpose of participating in the decision-making process, to ensure faculty have the primary responsibility over academic and professional matters. Learning Areas are developed and group related disciplines together so that faculty collaborate on all curriculum, program reviews, committee representation, and student learning outcomes.

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**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

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; and
- (11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

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**Outputs:**

*Reports, Output documents, products, etc.*

Delegation of curriculum matters, student learning outcomes and academic program review. Recommendations regarding policy and procedure. Resolutions on academic and professional matters.

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**Membership:**

- # – Chair(s)
- # – Administrators
- # – Faculty
- # – Classified Employees
- # – Students

- 1-President (Non-Voting)
- 1 –Vice President \*(Representative from list below)
- 6–\*Full-time faculty representative from each Learning Area:
  - Allied Health
  - Arts and Letters
  - Career and Technical Education (CTE)
  - Science, Technology, Engineering, and Math (STEM)
  - Kinesiology and Social Sciences
  - Student Services Faculty

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1-Secretary (Non-Voting) \*(Representative from list below)

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**Membership Terms:**

Two years

*The length of term for each committee member and the chairperson's term.*

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**Meeting Frequency:**

Every two weeks

*Every two weeks, once a month, etc.*

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**Portal Site and Relevant Links:**

[WHCC Sharepoint Portal Page](#)

[BoardDocs](#)

[West Hills College Website](#)

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**Reporting Relationship:**

Governing Board but is an integral delegate throughout the participatory governance structure

*Committee/Council that this body reports to.*

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**Month of annual self-evaluation:**

May

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# Budget Resources Committee

**Description/Mission/Charge:** 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 College Council. 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.

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

**Governance Integration:** The WHCC Budget Resource Committee works with Program Review, Basic Skills and Equity Committee, and College Council committees 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 College Council to ensure that student equity and student success goals are met.

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

1. Planning
2. Outcomes
3. Resource Management
4. Professional Development

**Outputs:** 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 allocation of resources.  
 3. Conduct professional development that will allow all employees to understand the resource allocation process.  
 4. Produce an annual report of funded and unfunded requests.

*Reports, Output documents, products, etc.*

**Membership:** 1-Chairperson (Non-Voting)  
 4-Administrators  
 3-Faculty Members  
 2-Classified Representatives

# – Chair(s)  
 # – Administrators  
 # – Faculty  
 # – Classified Employees  
 # – Students

**Membership Terms:** Two Years

*The length of term for each committee member and the chairperson's term.*

**Meeting Frequency:** Monthly

*Every two weeks, once a month, etc.*

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**Portal Site and Relevant Links:**

<https://my.whccd.edu/committees/whcc-budget-resource-committee/default.aspx>

<http://www.westhillscollge.com/district/departments/business-services/budget.php>

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**Reporting Relationship:**

*Committee/Council that this body reports to.*

College Council

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**Month of annual self-evaluation:**

September

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## College Council

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**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 in support of the college mission. The College Council provides guidance and counsel to the President on matters that impact the college as a whole. The Council forwards issues to and receives recommendations from the governance councils and committees to foster and promote continuous quality improvement. Individuals, college governance councils, committees, constituent groups, and operational groups develop proposals and recommendations that are forwarded to College Council for consideration. College Council facilitates and disseminates information college-wide and ensures open communication and broad constituent engagement. The Council utilizes systematic evaluation to refine college policies and processes to improve institutional effectiveness and student learning.

**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 College Council oversees all aspects of college planning and accreditation processes. The Council provides counsel to the President on matters of institutional operations, campus climate, faculty and staff professional development, facilities, equity and diversity, internal and external priorities, community engagement, etc. The Council evaluates the effectiveness of the college's planning processes and institutes improvements. The Council establishes and monitors progress on KPI's and other metrics.

**Outputs:**

*Reports, Output documents, products, etc.*

College Strategic Plan/Goals

Reports, action plans/strategies to improve instructional effectiveness

Cyclic review, revision, and/or approval of College mission

Recommendations to the President

Annual Resource Allocations

Integrated Planning cycles, reports, action plans, etc.

Annual review, revision, and/or approval of college governance manual

Review and approve council and committee handbooks

Review and approve annual reports

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Review and approve ACCJC documents and reports

Review and approve Program Reviews

Review and approve KPI's, ISS's and other key benchmarks and metrics

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**Membership:**

# – Chair(s)

# – Administrators

# – Faculty

# – Classified Employees

# – Students

1 – Chair (College President)

1 – Executive Vice President

1 – Academic Senate Rep

1 – Associate Dean of Athletics

1 – Program Director, CCPT 2

1 – CSEA Rep

1 – CTA Rep

1 – Dean of Student Services

1 – Dean of CTE

1 – Program Director, Equity

1 – Director, Farm of the Future

1 – Director, Financial Aid

1 – Manager, Food Services

1 – Director, Health Careers

1 – Director, International Students Programs

1 – Director, Maintenance & Operations/Auxiliary Services

1 – Associate Dean of North District Center

1 – Director, Residential Living

1 – Director, Title IV/TRiO

1 – Coordinator, Workforce

1 – Campus Police Officer

3 – Faculty Reps

1 – IEAC Rep

2 – Student Rep

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**Membership Terms:**

*The length of term for each committee member and the chairperson's term.*

Continuous

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**Meeting Frequency:**

*Every two weeks, once a month, etc.*

Monthly

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**Portal Site and Relevant Links:**

<https://my.whccd.edu/committees/whcc-college-planning/default.aspx>

<https://www.boarddocs.com/ca/whccd/Board.nsf/Public>

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<https://westhillscollge.com/coalinga/about/governance-planning/>

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**Reporting Relationship:**

*Committee/Council that this body reports to.*

College at Large

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**Month of annual self-evaluation:**

May

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## WHCC Infrastructure & Safety Committee

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|---|--|
| <b>Description/Mission/Charge:</b><br><i>Describe the committee's responsibilities, how it supports the governance and mission of the college, and its measurable outcomes.</i>   | To function as the coordinating unit for all facilities development, facilities maintenance, and safety issues in accordance with the college mission, vision, and strategic plan.   |
| <b>Governance Integration:</b><br><i>Describe how the committee contributes to, and advances, a college culture that embraces:</i> <ol style="list-style-type: none"><li>1. Planning</li><li>2. Outcomes</li><li>3. Resource Management</li><li>9. Professional Development</li></ol> | By providing and maintaining the appearance, accessibility, safety, technology and cleanliness of current and future facilities, which contributes to an inviting, engaging and competitive educational environment. WHCC Infrastructure 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. |
| <b>Outputs:</b><br><i>Reports, Output documents, products, etc.</i>   | Annually review make and recommendations to: Maintenance Plan, Education Master Plan, Campus Safety, and Emergency Preparedness Plan.  |
| <b>Membership:</b><br><i># – Chair(s)</i><br><i># – Administrators</i><br><i># – Faculty</i><br><i># – Classified Employees</i><br><i># – Students</i>  | 1-Chair (Non-Voting)<br>2-Faculty Representatives<br>2-Administrative Representatives<br>2-Classified Representatives<br>2-Students  |
| <b>Membership Terms:</b><br><i>The length of term for each committee member and the chairperson's term.</i>   | Two years  |
| <b>Meeting Frequency:</b><br><i>Every two weeks, once a month, etc.</i>   | Once monthly during the academic year. The months of June and July the committee will meet for informational purposes only.  |
| <b>Portal Site and Relevant Links:</b>  | <a href="https://my.whccd.edu/committees/whcc-infrastructure-committee/default.aspx">https://my.whccd.edu/committees/whcc-infrastructure-committee/default.aspx</a>  |
| <b>Reporting Relationship:</b><br><i>Committee/Council that this body reports to.</i>   | College Council  |
| <b>Month of annuals self-evaluation:</b>  | February   |

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## Institutional Effectiveness and Accreditation Committee (IEAC)

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### **Description/Mission/Charge:**

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

The Institutional Effectiveness and Accreditation Committee fulfills an advisory, monitoring and coordinating role regarding accreditation and institutional effectiveness. The committee's responsibilities include the coordination of accreditation activities, oversight of college progress toward strategic goals in relation to institutional effectiveness, and accountability reporting for ACCJC. The committee provides guidance and recommendations to ensure the college complies with the policies, standards, guidelines, and recommendations of the ACCJC.

The committee fosters a culture of inquiry through regularly reviewing the college's goals, analyzing the research that assesses how effectively the college is accomplishing its goals, and broadly communicating the results so that the College has a shared understanding of its strengths and weaknesses so as to set appropriate priorities.

### **Governance Integration:**

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

10. Planning
11. Outcomes
12. Resource Management
4. Professional Development

The Institutional Effectiveness and Accreditation Committee advances a college culture that embraces planning, outcomes, resource management, and professional development through the following activities:

- Advising College Council on how to integrate institutional effectiveness measures into planning mechanisms to support evidence-based decision-making;
- Analyzing institutional level outcomes data (e.g., Institutional Student Learning Outcomes assessment results; student engagement/ campus climate/ employee voice survey results, etc.) to inform institutional decision-making and planning;
- Reviewing institutional effectiveness measures, tools, and benchmarks, to evaluate the degree to which the college fulfills its goals;
- Promoting an ongoing and robust dialog around institutional effectiveness and accreditation.

### **Outputs:**

*Reports, Output documents, products, etc.*

IEAC Annual Report

Institution Set Standards

Governance Committee Evaluation Summary

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**Membership:**

# – Chair(s)

# – Administrators

# – Faculty

# – Classified Employees

# – Students

Administrative Chair (Non-Voting)  
Accreditation Liaison Officer  
1 – Academic Senate Rep  
1 – Curriculum Rep  
1 – Student Learning Outcomes Committee Rep  
1 – Student Services Outcomes Committee Rep  
1 – Administrative Unit Outcomes Committee Rep  
1 – Institutional Learning Outcomes Committee Rep  
1 – Budget Resources Committee Rep  
1 – Program Review Committee Rep  
1 – Professional Development Committee Rep  
1 – Student Success Committee Rep  
1 – Institutional Researcher  
1 – Classified Representative  
1 – Student

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**Membership Terms:**

Two Years  
*The length of term for each committee member and the chairperson's term.*

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**Meeting Frequency:**

Monthly  
*Every two weeks, once a month, etc.*

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**Portal Site and Relevant Links:**

<https://my.whccd.edu/committees/whcc-ieac/default.aspx>

[www.accjc.org](http://www.accjc.org)

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**Reporting Relationship:**

College Council  
*Committee/Council that this body reports to.*

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**Month of annual self-evaluation:**

September

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## Outcomes Committee

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**Description/Mission/Charge:** The Outcomes Committee is committed to an ongoing monitoring, reviewing, evaluating, implementing, and revising a cohesive framework for assessment throughout the college in accordance with the accreditation standards, the college's mission, vision, and goals.

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

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**Governance Integration:** The Outcomes Committee ensures that transfer, career/technical, and basic skills programs and courses, as well as support services and administrative units, provide instruction and services under an assessment framework that leads to student success. Additionally, the committee assures that quality outcomes are developed and utilized to improve programs and services.

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

1. Planning
2. Outcomes
3. Resource Management
13. Professional Development

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**Outputs:** Recommendations of institutional wide changes concerning SLOs, AUOs, SSO, and ILOs; Approval of AUOs and SSOs; Institutional Learning Outcome (ILO) data to College Council; and SLO data for ACCJC reports to IEAC.

*Reports, Output documents, products, etc.*

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**Membership:**

# – Chair(s)  
# – Administrators  
# – Faculty  
# – Classified Employees  
# – Students

1-Administrative Chair (Non-Voting)  
1-Faculty (Associate Chair)  
1 Institutional Learning Outcomes Chair  
1-Administrative Unit Outcomes Coordinator  
1-Student Service Outcomes Coordinator  
1-Program Review Representative  
1-Budget Committee Representative  
1-Faculty Representative  
1-Classified Representative

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**Membership Terms:** Two years

*The length of term for each committee member and the chairperson's term.*

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**Meeting Frequency:** Monthly

*Every two weeks, once a month, etc.*

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**Portal Site and Relevant Links:**

Outcomes Committee site  
[https://my.whccd.edu/organizations/whcc\\_slo/whccsloc/Pages/default.aspx](https://my.whccd.edu/organizations/whcc_slo/whccsloc/Pages/default.aspx)

Admin Unit Outcomes site  
[https://my.whccd.edu/organizations/whcc\\_slo/whccaou/Pages/default.aspx](https://my.whccd.edu/organizations/whcc_slo/whccaou/Pages/default.aspx)

Student Service Outcomes site

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[https://my.whccd.edu/organizations/whcc\\_slo/SSO/Pages/default.aspx](https://my.whccd.edu/organizations/whcc_slo/SSO/Pages/default.aspx)

Institutional Learning Outcomes site

[https://my.whccd.edu/organizations/whcc\\_slo/whccilo/Pages/default.aspx](https://my.whccd.edu/organizations/whcc_slo/whccilo/Pages/default.aspx)

Student Learning Outcomes Committee site

[https://my.whccd.edu/organizations/whcc\\_slo/whccsloc/Pages/default.aspx](https://my.whccd.edu/organizations/whcc_slo/whccsloc/Pages/default.aspx)

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**Reporting Relationship:**

*Committee/Council that this body reports to.*

Institutional Effectiveness and Accreditation Committee

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**Month of annual self-evaluation:**

September

## Professional Development Committee

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### **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.

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### **Governance Integration:**

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

- 14. Planning
- 15. Outcomes
- 16. Resource Management
- 4. Professional Development

The Professional Development Committee contributes to and advances college planning, outcomes, and resource management 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:
  - Full-time and part-time faculty
  - Full-time and part-time classified staff
  - Full-time management and administration
- Providing workshops and trainings to keep faculty current with advancing technology.
- Recommending the dispersal of travel funds fairly and efficiently.
- 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,
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including:

- a. Professional Development Time Line (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

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**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

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**Membership Terms:**

*The length of term for each committee member and the chairperson's term.*

Two years

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**Meeting Frequency:**

*Every two weeks, once a month, etc.*

Monthly

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**Portal Site and Relevant Links:**

[https://my.whccd.edu/committees/whcc\\_pdc/Pages/default.aspx](https://my.whccd.edu/committees/whcc_pdc/Pages/default.aspx)

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**Reporting Relationship:**

*Committee/Council that this body reports to.*

College Council

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**Month of annual self-evaluation:**

May

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## Program Review Committee

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**Description/Mission/Charge:** 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.

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

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**Governance Integration:** 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.

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

17. Planning
18. Outcomes
19. Resource Management
20. Professional Development

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**Outputs:** 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.

*Reports, Output documents, products, etc.*

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**Membership:** 1-Administrative Chair (Non-Voting)  
1-Faculty (Associate Chair)  
6-Faculty Learning Areas Representatives:  
Allied Health  
Arts and Letters  
Career and Technical Education (CTE)  
Science, Technology, Engineering, and Math (STEM)  
Kinesiology and Social Sciences  
Student Services Faculty  
2-Classified Representatives

*# – Chair(s)*  
*# – Administrators*  
*# – Faculty*  
*# – Classified Employees*  
*# – Students*

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**Membership Terms:** Two Years

*The length of term for each committee member and the chairperson's term.*

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**Meeting Frequency:** Twice a Month

*Every two weeks, once a month, etc.*

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**Portal Site and Relevant Links:** [https://my.whccd.edu/organizations/whcc\\_program\\_review/default.aspx](https://my.whccd.edu/organizations/whcc_program_review/default.aspx)

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**Reporting Relationship:** College Council

*Committee/Council that this body reports to.*

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

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May



## Student Success Committee

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**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 and basic skills populations.

The committee reports and makes recommendations to the College Council concerning the planning, coordination and delivery of instruction and services with consultation of shared governance committees.

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**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 BSI, SE, and SSSP resources.

The Student Success Committee works with The Institutional Effectiveness and Accreditation Committee (IEAC), Guided Pathways sub-committee, and College Council to develop and implement an integrated planning process that leads to student success. The Committee works with campus stakeholders to ensure the sustainability of various initiatives and on-going activities related to the integrated plan and Guided Pathways framework.

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**Outputs:**

*Reports, Output documents, products, etc.*

1. Promote campus-wide student equity efforts through professional development.
  2. Produce an annual report on campus-wide activities related to the Integrated Plan.
  3. Produce an annual report on Guided Pathways Framework updates.
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| <p><b>Membership:</b><br/> # – Chair(s)<br/> # – Administrators<br/> # – Faculty<br/> # – Classified Employees<br/> # – Students</p> | <p>2-Administrative Chair (Non-Voting)<br/> 1-Faculty Associate Chair<br/> 4-Classified Representative<br/> 1-Faculty (NDC)<br/> 5-Faculty (Coalinga)<br/> 1-Academic Senate Representative<br/> 2-Classified Management Representatives<br/> 1-Community Representative<br/> 1-Administrator<br/> 1-Institutional Researcher<br/> 2-Students</p> |
| <p><b>Membership Terms:</b><br/> <i>The length of term for each committee member and the chairperson’s term.</i></p>                 | <p>One Year</p>   |
| <p><b>Meeting Frequency:</b><br/> <i>Every two weeks, once a month, etc.</i></p>   | <p>Monthly</p>  |
| <p><b>Portal Site and Relevant Links:</b></p>  | <p>Integrated Plan:<br/> <a href="http://www.westhillscollge.com/coalinga/about/integrated-plan.php">http://www.westhillscollge.com/coalinga/about/integrated-plan.php</a><br/> Portal Site:<br/> <a href="https://my.whccd.edu/committees/BASE/Pages/default.aspx">https://my.whccd.edu/committees/BASE/Pages/default.aspx</a></p>               |
| <p><b>Reporting Relationship:</b><br/> <i>Committee/Council that this body reports to.</i></p>                                       | <p>College Council</p>  |
| <p><b>Month of annual self-evaluation:</b></p>   | <p>May</p>  |