Constitution
And
By Laws

Riverside Strategic Planning Councils

Amended..................April 28, 2015
Riverside City College
Strategic Planning Councils

CONSTITUTION

Article I
Purpose

The Strategic Planning Councils allow all members of the college community—students, faculty, staff, and administration—to participate in the decision-making process, one based on common values, trust, and open dialogue. Education Code §70901 gives “faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions...and [ensures]...that these opinions are given every reasonable consideration....” Accreditation Standard IV.A.2 requires that “the institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes.” Accreditation Standard IV also states that “governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer.” Accreditation Standard IV.A.1 states that “when ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementatation.”

Article II
Roles of College Constituencies

Section 1: College Administration

Administration will take an active role in shared governance by being involved in the formulation and development of college policy and procedures. Accreditation Standard IV.A.3 states that administrators, “through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget in their areas of responsibility and expertise.” Accreditation Standard IV.A. states that academic administrators, “through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.”
Section 2:
Faculty

Title 5, §53200 gives the faculty primary responsibility for making recommendations to or reaching agreement with the governing board on academic and professional matters. It also gives the Academic Senate “special” authority to formulate policy in the 10 plus 1 areas, including “processes for program review, processes for institutional planning and budget development, district and college governance structures, as related to faculty roles, and education program development.” The Academic Senate will assure student, staff, and administrative participation in all areas that directly impact them as mandated by Title 5. Accreditation Standard IV.A.3 states that faculty, “through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget in their areas of responsibility and expertise.” Accreditation Standard IV.A.4 states that faculty, “through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.”

Section 3:
Staff

Education Code, §70901 gives the classified and confidential staff “the right to participate effectively in district and college governance and the opportunity to express their opinions at the campus level and …ensure[s] that these opinions are given every reasonable consideration…..” Accreditation Standard IV.A.2 provides the opportunity for staff participation in the decision-making process.

Section 4:
Students

Students will take an active role in shared governance by being involved in the development of college policies and procedures, which have a significant impact on them as defined in Title 5, §51023. Education Code, §70901, gives students “the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and ensure[s] that these opinions are given every reasonable consideration…..” Accreditation Standard IV.A.2 provides the opportunity for student participation in the decision-making process and “makes provision for student participation and consideration of student views in those matters in which students have a direct and reasonable interest.”

Article III
Strategic Planning Leadership Councils

Section 1: Purpose

The Strategic Planning Leadership Councils (SPLCs) allow all members of the college community to participate in the decision-making process. Membership includes students,
faculty, staff, and administration. The SPLCs develop the college’s long-range plans; review and approve the Five-Year Comprehensive Program Review Plans in the areas for which they are responsible; monitor the specific activities of each unit and evaluate each unit’s Annual Assessment report; and link goals, vision, and processes for planning to resource allocation.

The SPLCs, in accordance with their respective charge, shall
a. Develop and implement the college’s long-range strategic plans;
b. Create integrated action plans to monitor, evaluate, and advance each unit’s action plans;
c. Make recommendations to the Educational Planning Oversight Committee;
d. Facilitate the dissemination of strategic planning information to the college community;
e. Advance the implementation of college goals and targets; and
f. Assess the progress each year the college makes to achieve its targets.

Section 2: Composition

The four (4) leadership councils are Student Services and Integrated Academic Support; Academic & Career/Technical Programs; Resource Development and Administrative Services; and Institutional Effectiveness.

Any member of the college community may join one of the leadership councils. Each council has a presiding faculty chair, an administrative co-chair, a staff co-chair, and a student co-chair. Appointments of the faculty presiding chair, the administrative co-chair, and other co-chairs and voting council members shall be made by the Academic Senate, the college president, the California School Employees Association (CSEA), and the Associated Students of Riverside City College student government (ASRCC). Appointments shall be for two years; incumbents may be reappointed. To the degree possible, appointments shall be staggered terms. Members may be removed after three absences at the discretion of the constituent group. At the beginning of each academic year, the council shall provide the Educational Programs Oversight Committee with a roster of voting members and other participating members.

Section 3: Meetings

All meetings shall take place during the fall and spring terms. The SPLCs shall meet once a month or as deemed necessary. Quorum shall consist of 50 percent, plus one (1) of voting membership. Every effort shall be made to schedule Strategic Planning Leaderships Council meetings during college hour on the third Thursday of the month during the primary terms to ensure that no conflicting meetings interfere with the ability of voting members to participate.
Educational Program Oversight Committee

Section 1: Purpose
The primary responsibility of the Education Planning Oversight Committee (EPOC) is to monitor institutional progress toward achieving college goals and to provide recommendations to the college president. EPOC also oversees and directs the general work of the councils.

Section 2: Composition
The voting membership of EPOC consists of the Faculty Chair of EPOC (strategic planning), the presiding faculty chairs of each leadership council, three vice presidents, three faculty who serve on one of the council’s advisory or work groups, two academic deans, the four classified staff co-chairs, and the ASRCC president.

Section 3: Meetings
EPOC meetings are held the first Tuesday of the month during the regular semesters or as deemed necessary by the presiding chair. Quorum shall consist of 50 percent, plus one (1) of voting membership.

Article V Operating Procedures

Section 1: Rules of Operation
The Brown Act and Robert’s Rules of Order will be the guiding protocols.

Section 2: Decision-Making Process of the Councils
All action items brought before the councils will be decided openly at its meetings. Whenever possible, decisions will be made by consensus or simple majority. Consensus is reached by discussing elements of a motion or action item that are of concern to any constituency until concerns are resolved as fully as possible. Every attempt will be made to arrive at consensus. If there is a lack of consensus on an action item, a vote will be taken with the majority decision as the final decision.

Article VI Adoption and Revision
This constitution will become effective after the Riverside City College Academic Senate and a majority of the Strategic Planning Council membership (the voting members of the leadership councils) approve the document. Reconsideration or amendment of this charter shall be considered upon the recommendation of any two-constituency groups and approved by the Riverside City College Academic Senate and the Strategic Planning Council membership. The bylaws of the Strategic Planning Councils may be revised by a simple majority vote by the voting members of the EPOC and by the voting members of the councils and permanent advisory/work groups.
Riverside City College
Strategic Planning Councils

BY LAWS

Article I Standing Councils

Strategic Planning Leadership Councils (SPLCs) make their recommendations to the Education Program Oversight Committee (EPOC) which in turn, after discussion, forwards the recommendation to the college president for action. The president shall communicate his/her decision to the EPOC. When appropriate, the president shall also communicate the recommendation to the District Strategic Planning Committee or Chancellor, and report any decisions/actions back to the EPOC. The presiding chairs of the leadership councils are responsible for communicating all decisions to their councils or advisory/workgroups.

Article II Leadership Councils

Each leadership council should include, at a minimum, one member from each of the constituency groups. Each council has a presiding faculty chair, a staff co-chair, an administrative co-chair, and a student co-chair. Each constituency group shall be responsible for appointing its representatives to leadership councils. Membership of each council is unlimited; however, each council has only 20 voting members. The presiding chair only votes in case of a tie. Voting members shall consist of the staff co-chairs, a student co-chair, and administrative co-chair (3), one (1) Student, one (1) Administrator, nine (9) full-time Faculty, and five (5) Staff. Each leadership council may form permanent Advisory Groups/Workgroups or temporary Workgroups to address specific issues or to accomplish a designated task. Permanent advisory groups shall have membership from each constituency group. Permanent Advisory/Work Groups shall have, at a minimum, a presiding faculty chair (appointed by the Academic Senate), three full-time faculty members, one administrator, two staff, and one student. The membership of Non-Permanent Work Groups are appointed by the Leadership Council and should have the expertise necessary to complete the assigned task. Advisory or Work Groups make decisions by consensus and forward their recommendations to the appropriate leadership council. The college has the following permanent advisory groups: Human Resources, Facilities, Technology, Finance, Basic Skills, Library, and Enrollment Management. The membership and structure of the Academic Senate committees that report to the councils shall reflect the Constitution and Bylaws of the Riverside City College Academic Senate.

Section 1: Council Responsibilities

Any college or district proposals or plans that impact students and/or require or allocate resources,
regardless of their funding sources, shall go the appropriate leadership council for approval before they are forwarded to EPOC for approval and integration into the strategic planning process. Each leadership council has both strategic and operational responsibilities:

Student Services and Integrated Academic Support Council

Strategic Responsibilities
1. Develop, in conjunction with the Academic and Career Technical Programs Council, the college’s Student Equity Plan;
2. Develop, in conjunction with the Academic and Career Technical Programs Council, the college’s Student Success Plan;
3. Develop, in conjunction with the Academic and Career Technical Programs Council, the college’s Matriculation Plan (Is this now included in the Student Success Plan?);
4. Accept the Five-year Comprehensive Program Review Plans for each unit and prioritize the plans, including resource requests, that relate to student services/access and integrated academic support;
5. Assess the progress of the council’s long-range plans each academic year; and
6. Assist in the development of the college’s Mid-Range Financial Plan.

Operational Responsibilities
1. Prioritize the resource requests (staffing, technological, and facilities) in each college unit’s yearly assessment that relate to student services/access and integrated academic support;
2. Develop an Integrated Action Plan each year;
3. Assess each year student support services/access targets and goals and make recommendations for their improvement;
4. Review the college’s action plans related to student services/access and integrated academic support to ensure alignment to college goals and progress toward measurable targets;
5. Assess current instructional services provided by the library and other learning support services and make recommendations for their improvement; and
6. Monitor and evaluate each unit’s annual Assessment Report in the areas of student services/access and integrated academic support.

Academic & Career/Technical Programs Council

Strategic Responsibilities
1. Develop the college’s Educational Master Plan;
2. Develop, in conjunction with the Student Services and Integrated Academic Support Council, the college’s Student Equity Plan;
3. Develop, in conjunction with the Student Services and Integrated Academic Support Council, the college’s Student Success Plan;
4. Develop the college’s Enrollment Management Plan;
5. Accept and prioritize the resource requests each college unit’s Five-Year Comprehensive Program Review Plans that relate to academic or career/technical programs;
6. Accept the plan and prioritize the resources requests for Basic Skills;
7. Make recommendations for including new programs into the Educational Master Plan; and
8. Make recommendations for eliminating programs from the Education Master Plan.
Operational Responsibilities
1. Assess and re-calibrate each year the college’s measurable student success and completion metrics;
2. Implement and assess each year the college’s Enrollment Management Plan;
3. Develop and assess the Integrated Action Plans for each academic year;
4. Monitor and assess academic, career & technical, and basic skills educational programs;
5. Assist in the development and implementation of the college’s Financial Plan;
6. Review the college’s action plans to ensure alignment to college goals and adequate benchmarks are established;
7. Advance the implementation of college goals.

Resource Development Council

Strategic Responsibilities
1. Develop the college’s Midrange Financial and Allocation Plan that encompasses human, technological, and physical resource requirements as well as develop potential revenue sources;
2. Develop the college’s Facilities Master Plan;
3. Develop the college’s Human Resources Plan, including the college’s Staff Professional Development Plan (faculty, classified, administrative);
4. Develop the college’s Technology Plan; and
5. Accept and prioritize resource requests from each unit’s Five-Year Comprehensive Program Review Plan.

Operational Responsibilities
1. Review periodic revenue and expenditure reports for the college;
2. Develop Integrated Action Plans for each academic year;
3. Assess and re-calibrate each year the college’s resource metrics and objectives;
4. Make recommendations on Staff Professional Development Plan;
5. Advance the implementation of college goals;
6. Assess each year the college’s facilities load ratio metrics;
7. Assess each year the implementation of the college’s Technology Plan;
8. Assess each year the college’s Human Resources Plan;
9. Assess each year the college’s Finance Plan.
**Institutional Effectiveness**

**Strategic Responsibilities**
1. Facilitate the review process of the mission, vision, and values statements; ensure alignment with Strategic Plan and Educational Master Plan;
2. Coordinate the review and evaluation of the program review template and process;
3. Facilitate the completion of comprehensive program review by providing technical support and training to disciplines/units;
4. Review and analyze progress on the college’s Strategic Plan, and review alignment with the Educational Master Plan;
5. Review and update the college’s Assessment Plan in alignment with the Strategic Plan and Educational Master Plan; and
6. Review methodology for setting institution-set standards, and adjust as needed to ensure alignment with the Strategic Plan.

**Operational Responsibilities**
1. Coordinate with the Office of Institutional Effectiveness to support the use of date research and analysis to inform planning;
2. Review and encourage the alignment of discipline/unit goals with college strategic goals;
3. Review and analyze progress on college strategic goals using program review updates and Institutional Effectiveness metrics;
4. Review progress on assessment goals and activities at the course, program, degree, and institutional levels; evaluate college performance related to student achievement; and recommend actions toward improvement;
5. Assist in the development and ongoing evaluation of criteria to establish the priority of research requests; review and prioritize research requests as appropriate;
6. Coordinate the review and evaluation of college planning structures, processes, and operations.