

SECTION I

INTRODUCTION

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INTRODUCTION

This **Faculty Handbook** is designed to provide West Valley College faculty and others with information regarding college policies and procedures. It is intended to keep faculty informed so that they may better carry out their teaching assignments and more effectively serve the needs of students.

The material presented includes information regarding the District and College organization, relevant academic and procedural information, instructional services available to faculty, programs and services for students, and faculty and student rights and responsibilities. This Handbook should be used in conjunction with the **Agreement Between the Association of College Educators (ACE) and West Valley-Mission Community College District** and the current West Valley College Catalog. Should any conflict arise between the faculty handbook and collective bargaining agreements, the latter shall prevail.

The material presented here is under continuous review. Suggestions for improvement are welcome from all members of the West Valley College community, and should be sent to the Office of Instruction, or to the President of the West Valley College Academic Senate.

HISTORY OF THE DISTRICT AND WEST VALLEY COLLEGE

In July 1962, the first public meeting was convened to address the formation of the West Valley Community College District. In October 1962, the District's formation was approved by the California State Board of Education. In January 1963, the District was established by voters residing in the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts.

West Valley Junior College became operational in September 1964 at the site of the former Campbell Grammar School in Campbell. During the 1964-65 academic year, the college accommodated 3,203 students at this 12 1/2-acre campus. The staff consisted of 10 administrators and 53 instructors with 100 courses being offered that first year.

In 1964, the present West Valley College 143-acre site at Fruitvale-Allendale was purchased. Funding was obtained through the State Junior College Construction Act, and between 1964 and 1974, the campus was developed. The first building was completed in 1968 and the first classes began in Fall 1968.

In 1966-67, land was purchased in Santa Clara north of the Bayshore Freeway, (Highway 101), between Lawrence Expressway and Coffin Road for the construction of Mission College. In 1970, the total 164-acre parcel was acquired and the first phase of construction of the Santa Clara site was completed in 1979. Mission College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors. In September, 1985, the name of the district was changed to West Valley-Mission Community College District.

West Valley College has grown significantly since it was first conceived and built in the mid-1960's. The college originally embraced a traditional curriculum with a primary focus on the transfer of students to four-year colleges and universities around the state and local area. Today, the college is a leader in the delivery of education in a variety of modes to students here in the Silicon Valley and beyond.

West Valley's park-like setting provides a unique backdrop for a college that continually strives to meet the rapidly evolving educational needs of the diverse communities it serves. Major construction projects have been taking place over recent years, including a new college entrance, a new technology center (Fox Center). Additions/renovations to the Science and Math buildings should be completed in 2011, and renovation to the Language Arts/Social Science Building will be underway within the next year. The college maintains a wide variety of instructional, student support, and administrative facilities that are designed to meet the institution's educational and service functions.

Current enrollment in credit courses is approximately 10,000 students each semester. Information on enrollment, demographics and success can be viewed on the web link:

http://www.westvalley.edu/about_wvc.html

Click on: "[Fast Facts for Spring 2010](#)"

CONSTRUCTION PROJECTS:

In November of 2004, the West Valley-Mission Community College District was successful in passing a \$235 million bond measure that is resulting in major improvements to both the West Valley College and Mission College campuses. These projects will upgrade fire safety, improve disabled access, and repair, construct and equip buildings, classrooms, libraries, science labs, and computer labs.

Construction projects:

- Aquatic Center: This project was completed two years ago, replacing the 30-year old pool with the same size pool that previously existed, as well as a new ADA compliant restroom and locker room building has also been completed.
- Math & Science Reconstruction, including an additional wing. The new Science Building Wing will add vital new laboratory space for students taking classes in the biological sciences.
- The Michael E. Fox Center was completed in 2009 and opened for classes Feb. 1, 2010. This new facility offers cutting edge educational technology for a variety of disciplines. This two-story building provides lecture, lab and classroom space and is located on the Fruitvale side of the campus in front of the Campus Center.
- Language Arts and Social Science Reconstruction
- Learning Resource Center Reconstruction and Addition
- Campus Center Renovation: This will be underway during the 2010-11 academic year, temporarily displacing the Bookstore to AAS 12 and food services to portable buildings near AAS.
- Interim Housing: The reconstruction projects at West Valley College require the use of interim classrooms in order to continue meeting the educational needs of the College. This project will allow the college to continue offering classes while buildings are reconstructed.
- Technology Infrastructure
- Infrastructure Modernizations and Fire Alarm system upgrade.

The primary focus of all facilities planning is to ensure that facilities are constructed and maintained to assure access, safety, security and a healthful learning and working environment, while meeting instructional and institutional goals.

For construction maps and updates, refer to the WVC web site:

<http://wvm.edu/construction/>

WEST VALLEY COLLEGE – Introductory Statement

West Valley College is a community of learners open to those seeking advanced educational opportunities. Our faculty, staff, and students have a passionate commitment to learning, fueled by the spirit of inquiry. The College embraces innovation and change characterized by trust, confidence, and accountability. This is achieved through open communication, support and acceptance for one another, shared decision-making through collaboration and teamwork, and respect for diversity.

WEST VALLEY COLLEGE - MISSION STATEMENT

(2010-11 Catalog, page 3)

West Valley College is committed to the broad educational mission of the California Community College system, which is in part, to offer lower division academic instruction and career preparation and to promote lifelong learning, intellectual rigor, aesthetic appreciation, respect for individual and world views, and responsible citizenship both locally and globally. The college is also committed to fulfill its mission to advance California's economic development by creating economic opportunities in the communities it serves.

To achieve the college's mission, West Valley strives to attain excellence in providing:

- **Transfer Preparation.** Courses and programs that provide lower division instruction with full transferability through articulation agreements and transfer guarantees for students who have educational goals beyond the associate degree.
- **Vocational Technical Education.** Courses and career programs which provide skills and knowledge responsive to current needs of business, technology and the allied professional fields.
- **General Education.** Courses and programs which contribute to the education of an individual, including the development of critical thinking, written and oral communication skills, understanding of and the ability to use quantitative analysis, appreciation of the arts and humanities, and awareness of physical, social and behavioral sciences as they affect the individual and interaction with the community and global society.
- **Pre-Collegiate Basic Skills.** Courses and programs that prepare students for college level reading, written and oral communication and mathematics.
- **Economic Development.** Courses and programs that advanced California's economic growth and global competitiveness and contribute to the region's continuous work force improvement.
- **Student Services.** Counseling programs and additional services which: 1) assist students in the matriculation process; 2) facilitates selection of programs and courses; 3) lead to transfer and/or career goals; and, 4) promote student access, retention and success.
- **Community Education Courses and Programs.** Courses that meet identified community interests and needs by offering state funded and fee-supported non-credit classes in areas including education for older adults, health and safety, short term vocational programs, basic skills, College for Kids, parenting, and drug and alcohol education programs.

EXPECTATIONS FOR FACULTY

College teaching is a highly demanding profession, requiring all instructors to not only have expertise in the teaching field, but also to employ creative use of instructional techniques, mature judgment, an open mind, and a keen interest in the students' welfare. Additionally, this requires a plan for maintaining currency in the subject matter. West Valley College's reputation for academic excellence is based on the ability of its faculty to practice integrity, energy, concern for the student, and good humor. Providing quality education is our top priority.

Faculty members have these major responsibilities to Students and to West Valley College:

- Be available to students through maintenance of office hours, and for ONLINE courses, be available to guide students through the assignments. Always be responsive to emails, phone messages or other forms of communication.
- Inform students, in writing, at the start of the semester or course, about course requirements, grading standards, and policies.
- Provide a classroom environment conducive to learning that will stimulate intellectual curiosity and foster respect for others.
- Provide instruction in accordance with the Statement of Purpose of West Valley College, established course outlines, and with the College catalog description.
- Confer with individual students regarding their progress toward course goals.
- Help students solve study problems and evaluate their potential achievement in fields familiar to the instructor, especially those in specific career areas.
- Know what services are available at West Valley College and refer students with physical, emotional, learning, or other problems outside the instructor's area of expertise to resources on campus.
- Where appropriate, assist students with job or internship placement information, or refer students to the Career Programs Center for advisement or resources.
- Meet each class at the regularly scheduled time for the full time allotted.
- Maintain accurate attendance and scholastic records of students and submit required reports according to identified deadlines.
- Communicate appropriately with students, peers, Department and Division Chair, staff, and Administration.
- Maintain professional, ethical standards of behavior.
- Protect District property from unauthorized use, theft, or abuse.
- Observe safety rules, using good judgment to prevent accidents; and reporting potential safety hazards to the Department or Division Chair.

PERFORMANCE

Our product is service – service to the District, the surrounding communities, and especially to the students of West Valley College. Quality performance is essential in helping students reach their potential. It involves personal and professional integrity, good listening skills, confidence and consistency. This, coupled with respect for each individual in an environment of cultural and ethnic diversity, is essential to creating a positive learning environment.

ATTITUDE

A respectful attitude towards fellow workers, the students, and the people we meet daily involves being patient and courteous and listening carefully to their needs.

PROTECTION OF DISTRICT PROPERTY

Equipment, materials, supplies and services used for the conduct of district business are to be protected from unauthorized use, theft or abuse. Office supplies are for business use and not for personal use.

This also applies to using the mail services, copy machines and telephones. Postage stamps must be on personal mail before it can be processed with district mail. Copy machines are to be used only for business purposes. Personal copying needs may be done on coin-operated machines located in the Library and the Campus Center. Personal telephone calls should be made from public telephones or personal cell phones.

SAFETY

Working in a safe environment is the right and responsibility of the instructor. Observe safety rules, use good judgment to prevent accidents, and report potential safety hazards to the Department or Division Chair.

The majority of classrooms have emergency phones installed with instructions by those phones on how to use them.

PROGRAM REVIEW

Program review is regarded in higher education as the fundamental method by which individual programs and entire institutions address planning and improvement. Upon the recommendation from the Accrediting Commission for Community and Junior Colleges, the College began this revised process in 2006.

Through joint efforts between the West Valley College Academic Senate and Office of Instruction, the process for program review was thoroughly revised in accordance with best practices in the field and in recognition of State Academic Senate guidelines and ACCJC standards.

Currently, each fall semester, every instructional and non-instructional program at the College is engaged in an in-depth self-evaluation covering the following areas:

- How the program furthers the College's mission and goals;
- Significant events that affect or impact the program;
- An analysis of program-specific data concerning enrollment, student demographics, course completion and student success;
- Curriculum development and the integration of student learning outcomes;
- External influences;
- Strengths, challenges, goals and objectives, and;
- Resource requests for personnel, facilities, equipment, supplies and staff development.

Programs Reviews for the last three years, including 2009-10, can be viewed online:
http://www.westvalley.edu/documents/faculty_resources/Program_Review/

The reports are beneficial and useful to the program personnel who have authored them. The College has incorporated program review as a tool for strategic planning, curriculum development, budgeting and resource allocation to better meet the needs of our programs and of our students. The Academic Senate and administration are united in the commitment to make program review a meaningful and rewarding process that contributes to the improvement of West Valley College.

The Academic Senate has charged the Program Review Task Force, which is chaired by the Dean of Instruction, to continue its oversight of the program review process. This work will consist primarily of process improvement, long-term planning and insuring that the practice stays true to its mission and intent.

ACCREDITATION

West Valley College is a fully accredited member of the Western Association of Schools and Colleges and is regularly reviewed by the Accrediting Commission for Community and Junior Colleges. This status assures that the College's organization, staffing, and funding are in harmony with stated objectives, that district and college governance is functioning properly, and that instructional and financial plans are well conceived and implemented to serve students at superior levels.

Prior to on-site visitations from accreditation teams, West Valley College conducts a thorough and extensive self study of all of its functions and services. Participation from all segments of the college community is essential for completion of the study. Recommendations made in the accreditation report are referred to appropriate individuals, committees, or councils to consider and initiate appropriate action. The length of accreditation is six years.

Preparation for the next self-study, scheduled for 2013-14, begins with the WVC Accreditation Steering Committee. This committee consists of the Faculty Accreditation Liaison Officer, the Vice President of Instruction and a faculty member appointed by the Academic Senate and other members represented the classified staff, faculty and administration with expertise and interests related to accreditation. This committee and various sub-committees review each standard to coordinate and conduct the self-study.

The Accreditation Team site visit took place in March of 2008. The team issued a report with recommendations, and the Commission took action at its meeting on June 4-6, 2008 to reaffirm accreditation for West Valley College.

To review the Accreditation Visiting Team Accreditation Evaluation Report, the WVC Self Study, and the Accreditation Visiting Team Exit Interview, go to:
<http://www.westvalley.edu/documents/accreditation/>
and click on "WVC Self Study 11-07.pdf"

DISTRICT ACCREDITATION COORDINATION

Because both West Valley College and its sister college, Mission College will be undergoing their self-studies and site visits at the same time, there is a District Joint Accreditation Steering Committee. The District Joint Accreditation Team will coordinate the two self-studies to ensure District-wide continuity on issues related to District services and the production of the reports, while still maintaining the autonomy of each institution.

SHARED DECISION MAKING MODEL

General Principles:

1. Shared governance is a method of collegial interaction by the Board of Trustees, administration, faculty, classified staff, and students participate in the decision-making process. The paramount goal is consensual agreement on specific issues.
2. **The Board of Trustees** receives input from all appropriate constituencies through the shared governance model. The Board establishes District goals, adopts policies, authorizes the annual budget, awards bids and contracts, appoints and terminates personnel, and serves as an avenue of final appeal within the District for unresolved issues.
3. **The College Council** is composed of representatives of all appropriate College constituencies. This group is the primary advisory body to the President, the focal point for referral of issues within the College's organizational structure, the final review body within the College for proposed changes in College regulations, administrative rules and procedures, and the final recommending body to the President for the resolution of issues within the College.
4. **College committees** are composed of all appropriate constituencies, and continually review and analyze relevant issues, prepare alternate courses of action. Committees make recommendations to the appropriate administrator on operational issues and to the College Council on proposed changes to College regulations, administrative rules and procedures.
5. **Task Forces**, composed of all appropriate constituencies, review and analyze on an as needed basis assigned issues, prepare alternative courses of action, and make recommendations to the appropriate administrator or the body that constituted the task force and to the College Council.
6. **Faculty members** perform duties as instructors, librarians, or counselors in areas for which they possess appropriate qualifications. They assess, develop, recommend, and implement activities related to District/College goals. They participate actively on College committees through the Academic Senate. They perform other contractually identified professional responsibilities.
7. **Classified staff** performs a variety of support services for which they possess appropriate training and experience. They participate actively on College committees and through the Classified Senate to provide advice and counsel regarding relevant policies and procedures.
8. **Students** learn through enrollment in approved courses and other college activities. They participate actively on college committees and through ASB Senate and clubs to provide advice and counsel regarding relevant policies and procedures.

9. **Administrators** execute District/College policies and procedures. They receive recommendations from college committees and make appropriate decisions within their area of jurisdiction. They assume responsibility for ensuring implementation of activities based on applicable recommendations and District/College goals, and evaluate the effectiveness of the activities to support the educational process.
10. **The Academic Senate** expresses the formal position of the West Valley College faculty regarding academic and professional matters and is responsible for selecting faculty to serve on College committees and task forces. It reviews and responds to proposed changes in College regulations, administrative rules and procedures recommended by College committees. The Senate makes recommendations to the President regarding academic and professional regulations and procedures and makes appropriate operational decisions consistent with its approved Constitution and by-laws.
11. **The Classified Senate** provides classified staff the opportunity to participate in shared decision making with regard to college goals, operations, and policy issues consistent with its approved Constitution and by-laws.
12. **The Associated Student Body (ASB) Senate** is the official voice of the West Valley College student body. It is responsible for nominating students to the President for service on college committees. The ASB Senate makes recommendations to the Dean of Student Services regarding academic and extra-curricular student concerns. It makes appropriate operational decisions consistent with approved Constitution and by-laws.
13. **Collective Bargaining units** negotiate for their membership with the Board of Trustees through the Administration regarding salaries, wages, and working conditions. They work with Administration to fairly implement all aspects of negotiated collective bargaining contracts.
14. **The Confidential Staff** are those employees whose duties normally require access to confidential information, such as executive staff and Human Resources staff. Appointed representatives participate in a meet and confer process with the District regarding salaries, wages, and working conditions.

PROCESS

1. Within instructional and student services, shared governance is reflected in the relationships faculty have among themselves and with their Division and Department Chairs. Faculty teach, counsel students, develop, plan and implement curriculum, prepare instructional materials, and assist in the hiring and evaluating of their colleagues.
2. Faculty and Staff concerns with compensation, load, and others aspects of working conditions are handled through the collective bargaining unit and formalized through binding contracts.

3. Policy and procedure of the college are determined by the educational philosophy of the institution, admission standards, degree requirements, curriculum, professional standards, teaching methods, staff development, and long range planning. Faculty express their opinion on academic issues through their elected representatives to the Academic Senate and the committees established by the Senate.

WEST VALLEY COLLEGE SHARED DECISION-MAKING POLICY

First Adopted 10-10-96

First Revision. 11/8/01

Second Revision 12/22/07

PREAMBLE

In compliance with AB 1725 and the California Administrative Code Title 5, *Sections 51023* and *53200*, it shall be the policy of the West Valley-Mission Community College District to implement a process wherein faculty, students, and classified staff participate in collegial decision-making and policy recommending activities.

The West Valley College Shared Decision-Making Plan defines and implements this policy at West Valley College.

This plan seeks to accomplish the following:

- Utilize the full range of skills, talents, and interests of our staff and students by providing for a process that allows decision-making at the lowest most appropriate level of the system structure.
- Complement the administrative structure of the college.
- Provide a mechanism that empowers committees to make substantial contributions to the operations and policy decisions of the college.
- Provide efficient utilization of committees and task forces by establishing a system that clusters activities by similar functions. Each functional area will be led by an executive council.
- Formalizes record keeping and project control through the establishment of electronic information management systems.

HISTORICAL BACKGROUND

AB 1725 (70902 of the Education Code) requires that governing boards of community college districts establish standards "to ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

These standards, commonly referred to as shared governance, were interpreted in Board Policy 3.17.2 and West Valley College's "Shared Governance Plan".

However, West Valley College's commitment to shared decision-making is based on more than a legislative mandate. West Valley practices shared governance out of respect for the expertise and experience of its faculty, staff and students and because it believes that shared governance results in better decisions.

The Shared Governance Task Force, approved by the Academic Senate in accordance with AB1725 on March 3, 1993, and formally adopted by the College Coordinating Committee on October 19, 1993, agreed upon the original "Shared Governance Plan", developed in accordance with AB1725.

The 1996 the West Valley College process was called *shared decision-making* instead of *shared governance*. The perception was that the term *decision-making* was more appropriate than those formed from the word *governance*. The body meeting regularly to develop recommendations for the West Valley College is called the **College Council** and is composed of representatives from the governance senates, the councils and the College President. The governance senates and councils at West Valley College are called Executive Councils. Recommendations made by the College Council are developed by consensus, meaning general agreement in opinion, and not majority vote whenever possible.

MISSION

Shared decision-making at West Valley College is designed to:

1. Provide an opportunity for input from all college constituencies.
2. Base the decision-making process on open communication and shared information.
3. Rely on representatives to maintain open communication between constituencies and groups of which they are members.
4. Encourage all to hear and respect the needs and expectations of faculty, staff, students and administrators, developing consensus wherever possible.

VALUES

1. Participants of all governance structures are expected to effectively represent their constituency. Therefore it is expected that:
 - a. The opinions of all staff and students be treated with respect and given reasonable consideration.
 - b. The interests of each constituency are to be accepted as having equal legitimacy.
 - c. Constituency representation will take place within the context of collegial/consensus-based process.
 - d. Each participant is committed to ensuring the consensus-based process is collaborative and non-adversarial.
2. Meetings will be open.

3. West Valley College's goals will be the focus for decision-making.
4. West Valley College's organizational structure will be designed to accommodate and encourage shared decision-making.
5. Shared decision-making should lead to understanding and acceptance of decisions, as well as commitment to their implementation.
6. Shared decision-making should lead to trust, cooperation, mutual understanding, team identity, and coordination.
7. The process should provide opportunities for consensus building and conflict resolution.

GUIDING PRINCIPLES

1. Decisions made in the spirit of shared decision-making are more likely to result in outcomes that are in the best interest of the college as a whole.
2. Shared decision-making requires that all members of the college, either directly or through representatives, share responsibility for making decisions and recommendations.
3. Decisions should be made as close to the issue as possible and should therefore be made at the department, division, committee, council, task force or administrative level, etc. whenever possible.
4. Some decisions cannot be made through the shared decision-making process because they are specifically delegated; e.g. AB 1725 delegates certain areas of responsibility by law to the Academic Senate that makes recommendations directly to the Board of Trustees. Such decisions are, however, made in the spirit of shared decision-making, and it is the Academic Senate's responsibility to receive appropriate input from the various constituencies of the college in making their recommendations.
5. There are issues that should be decided with input from all constituencies at the college through the College Council. At the College Council, the consensus-based recommendations/decisions will be reached by a two-staged process:
 - First, the interest(s) of each constituency will be identified.
 - Second, the Council is to develop a recommendation that encompasses as many of the identified interests as is possible.
6. Representatives to senates, councils, committees, task forces, and other groups have a two-fold responsibility to:
 - Solicit and accurately represent the position(s) or the group they represent.
 - Provide effective and timely communication between their constituencies and the governance group.

7. Groups have a responsibility to:
 - Communicate their meeting schedule and their agendas.
 - Maintain written records of their activities, decisions, and recommendations and disseminate this information in a timely manner.
8. Before final recommendations are forwarded by the Executive Councils to the College Council, constituencies within the college affected by the recommendation shall have opportunity for input.
9. The ultimate responsibility for college decision-making rests with the President.

SHARED DECISION MAKING ORGANIZATIONAL STRUCTURE

COLLEGE COUNCIL (2nd & 4th Thursdays, 12:30 - 2:00, Club Room)

Issues of a college-wide nature that are not specifically related to the function of other Executive Councils may emanate from the College Council. Issues that are appropriately addressed by the College Council include (but are not limited to): college-wide planning, operations of the college, maintenance of the facilities, parking and security, admissions and records, and registration. College Council can also function as the steering committee for college-wide planning or other projects.

Membership:

College President – Chair of College Council

Chair (or Designee) from each of the Executive Councils

(See “Executive Councils”, page 17.)

Vice President, Administrative Services - voting member

Vice President, Instruction - voting member *(Representing President’s Cabinet)*

Vice President, Student Services - ex-officio, non-voting member*

Representative – Diversity and Inclusion Committee – ex-officio, non-voting member*

Accreditation Liaison – ex-officio, non-voting member*

Professional Development Coordinator – ex-officio, non-voting member*

Research Analyst – ex-officio, non-voting member*

SEIU Representative – voting member

Approved recommendations proceed to College President for implementation and/or forwarding to the Board.

*Note: Ex-officio members on the College Council act as informational resources to the College Council if they are not representing an Executive Council as a voting member.

Responsibilities:

Facilitate communication and appropriate involvement of all members of the college community through:

- Assigning issues to Executive Councils as appropriate.
- Tracking the work effort of the councils.
- Organizing the flow of communication among and between the councils.

- Reporting on the status of issues before the councils.
- Coordinating maintenance of the governance information system.
- Serving as an avenue of appeals in matters of process and equity (but not concerning the specific recommendation).
- Develop consensus through the use of a "Consensus Recommendation" form for all decisions or recommendations emanating from the College Council (since consensus may not mean total agreement on every issue brought to the College Council, it is recognized that a minority opinion shall be recorded on the "Consensus Recommendation" form before forwarding).
- Create committees or task forces as needed.
- Serving as a steering committee for college-wide projects.
- Resource allocation, prioritization of final list—merging instruction, Student Services and all-college lists.

The above objectives are accomplished through such activities as:

- Reaching consensus on decisions through the use of the "Consensus Recommendation" forms.¹
- Receiving requests, proposals, or projects from any member of the college community and directing them to the appropriate executive council.
- Maintaining a project/report calendar to track the progress of all tasks directed to the various Councils.
- Facilitate maintaining an electronic information retrieval system in order to allow access to all decisions and resolutions of all committees and task forces as well as the Executive Councils. This database will be freely available to all members of the college community.
- Organizing and maintaining archives of decision memos, adopted resolutions, and attending reports.

All College Council agendas and meeting summaries are posted on the following WVC web link:

http://westvalley.edu/committees/College_Council/

¹ While the Vice President, Instruction, Vice President, Student Services and Dean of Administrative Services, will sit with the College Council to serve as a resource to the council, only one vote on the Consensus Recommendation form will be cast on behalf of the Executive Staff Council.

EXECUTIVE COUNCILS

West Valley College has established seven executive councils that participate in both operational concerns as well as policy recommendation. Various committees operate under the auspices of these Executive Councils.

The Executive Councils are as follows:

- Academic Senate (AS)
- Classified Senate (CS)
- Division Chair Council (DCC)
- Facilities & Safety Advisory Council (FSAC)
- President's Cabinet (PC)
- Student Senate (ASC)
- Student Services Council (SSC)

The Vice President of Administrative Services, who serves as an advisor and voting member to the College Council, represents Administrative Services.

All committees of the college (except those authorized by the unions, e.g., Performance Goals Committee) will be organized into a reporting relationship with one of the above mentioned councils. Each council will determine the need to accept, eliminate, or modify its associated committees. Each council is empowered to create committees or task force as needed.

Each Executive Council decision will be formally communicated to the college community through the shared decision-making process. Each council and its committees will keep a file of decisions and recommendations.

The chair of each Executive Council shall be elected by its members on a regular basis. Each council will develop, publish, and disseminate its procedures for processing requests, proposals, or projects, which may be received from the College Council, or any other member of the college community.

EXECUTIVE COUNCILS - MEMBERSHIP and AREAS OF RESPONSIBILITY

Academic Senate (2nd & 4th Tuesdays, 2:05-4:05 - Board Room)

Membership: As defined by the Academic Senate Constitution

Responsibilities:

- Curriculum and educational program development
- Degree and certificate requirements
- Grading policies and standards for students
- Program Improvement and Program Discontinuance procedures
- Accreditation
- College Program Review
- Professional matters
- Appoint/validate faculty representatives to WVC committees and councils
- Flex activities

Web link: <http://westvalley.edu/wvcas/>

Classified Senate (1-2 meetings per month; TBA)

Membership: As defined by the Classified Senate Constitution.

Responsibilities:

- Provide an opportunity for input from classified constituency on the operations and policy decisions of the college.
- Promote and organize classified staff development activities.
- Appoint classified representatives to WVC committees and councils.
- Communicate activities and actions to classified staff.

Web link: <http://westvalley.edu/wvccs/>

Division Chair Council (2nd & 4th Wednesdays, 2:30 - 4:30 p.m., Fox Center, Room 211)

Membership:

Vice President, Instruction

Division Chair of each of the eight Divisions: AAS, BUS, FA, LA, PE, SM, SS,
and Student Services

Vice President, Student Services

Dean, Instruction

Dean, Career Programs/Workforce Development

Dean, Information Technology and Services

One (1) Representative of the Classified Senate

One (1) Representative of the Student Senate

One (1) Representative of the Academic Senate

Responsibilities:

- Educational program planning.²
- Recommend annual faculty hiring priorities and procedures.
- Recommend resource allocation, prioritization of instructional requests.
- Review and make recommendations for organizational structure.
- Review and recommend instructional computer planning and equipment planning.

Web link: http://www.westvalley.edu/committees/Division_Chair_Council/

Facilities and Safety Advisory Council (Schedule and Location for 2010-11 TBA)

Membership:

Vice President, Administrative Services

One (1) Representative from each division

Other Representatives from: Administrative Services, A&R, ASB, Campus Center, Child Development, Counseling, Custodial, Facilities, Library, Health Services, Human Resources, Police, DESP, Tech Center

Responsibilities:

- Recommend to College Council policies and procedures related to facilities and budget.
- Facilitate decisions regarding facility modifications.
- Furniture, space planning and other concerns associated with campus buildings.

² Recommendations to be approved by the Academic Senate as per Title 5, Section 53200.

President's Cabinet (Tuesdays, 9:00 - 12:30, President's Conference Room)Membership:

President
 Vice President, Instruction
 Vice President, Student Services
 Vice President, Administrative Services
 Dean, Instruction
 Dean, Student Support Services
 Dean, Career Education and Workforce Development
 Dean, Information and Technology Services

Responsibilities:

- Coordinate administrative functions across the campus
- Provide administrative leadership and support for all college functions in instruction, student services, and budget/planning
- Participate in problem solving and planning as college-wide activities
- Facilitate the change processes that contribute to increased student success
- Serve as the administrative link between the college, the president, administrative and district-wide services and the Mission College administration
- Facilitate communication and information exchange throughout the district and with the public
- Develop a strategic focus for the college administration

Student Senate (Tuesdays, 3:00 p.m., *Location for 2010-11 while Campus Center in being renovated: Portables between AAS and Science and Math Buildings*)

Membership: As defined by the Student Senate Constitution

Responsibilities:

- Student welfare
- Student Activities programming
- Oversee, maintain and regulate Senate property and assets
- Communicate activities and actions to student body
- Promote, control and regulate functions of the Inter-Club Council
- Appoint student representatives to WVC committees and councils

Student Services Council (1st & 3rd Tuesdays, 12:30 - 2:00 p.m., *Location for 2010-11 while Campus Center in being renovated: Portables between AAS and Science and Math Buildings*)Membership:

Vice President, Student Services
 Dean, Student Support Services
 Dean, Matriculation & Counseling
 Division Chair, Student Services
 Two (2) faculty appointed by the Academic Senate
 One (1) student appointed by the Student Senate

- One (1) representative of the Classified Senate
- One (1) Admissions/Records Director
- One (1) Financial Aid Director
- One (1) DESP Coordinator
- One (1) EOPS Coordinator
- One (1) Tutorial Coordinator
- One (1) Counseling Department Chair
- One (1) Research Analyst
- One (1) Student Activities Director
- One (1) Health Services Coordinator
- One (1) ET Coordinator
- One (1) representative from Career Programs/Workforce Development
- One (1) Outreach Supervisor

Responsibilities:

A policy-recommending group to the College Council on issues related to Students Services.

COMMITTEES

Many of the policy and decision-making processes at West Valley College are carried out through the committee structure. **Faculty members are expected to serve on committees, which may be on the District, College, or department levels.** In addition to standing committees, ad hoc committees and task forces may be formed to resolve specific issues that may arise from time to time.

Faculty may be appointed to the following committees:

DISTRICT

Professional Growth and Development:

The PG&D Committee is composed of four faculty members chosen from the two colleges by ACE and one administrator selected by the President of each college. The term of office is a four (4)-year term. The Committee is responsible for establishing all rules and regulations necessary for implementation of the Professional Growth and Development policy, subject to the approval of the Chancellor. The committee is also responsible for approving PG&D proposals and compliance reports.

Sabbatical Leave Committee:

The Sabbatical Leave Committee is composed of appropriate representatives including four full-time faculty members selected from the two colleges by ACE, and two administrators selected by the Presidents of each college. Members serve a three (3)-year term. The Committee is responsible for establishing all rules and regulations necessary for implementation of the Sabbatical Leave policy, subject to the approval of the Chancellor.

WEST VALLEY COLLEGE

Academic Senate:

The West Valley College Academic Senate is to act as the representative body for the West Valley College full-time faculty and to make recommendations to the College administration and to the Board of Trustees, with respect to academic and professional matters. As outlined in Title 5, the Senate's responsibilities include curriculum, degree and certificate requirements, grading policies, instructional program development, standards regarding student success, professional development, accreditation process, program review, institutional planning and budget development.

Academic Appeals Committee:

The Academic Appeals Committee provides an avenue of appeal for student seeking academic appeals and petitions pertaining to admission, re-admission, residency, tuition or fees, degree or certificate standing, grade extensions, and extensions of deadlines and other grading issues.

Curriculum Committee:

The Curriculum Committee reviews, evaluates and recommends to the Board new and revised curriculum, degree and certificate programs that adhere to Title 5 requirements.

Division Chair Council:

The Division Chair Council, facilitated by the Vice President of Instruction, consists of the division chair from each division, along with administrative deans. The divisions are: Applied Arts and Sciences, Business, Fine Arts, Language Arts, Physical Education, Science and Math, Social Science, and Student Services. The DCC reviews and recommends procedures for all divisions, as well as operational decisions in cooperation with the Academic Senate and the College Council.

Matriculation Advisory Committee:

The Matriculation Advisory Committee chaired by the Director of Matriculation and Counseling, provides ongoing advice and recommendations to the Vice President, Student Services to address the needs in the areas of admissions, orientation, assessment, advisement and follow-up and research. The committee also advises the Academic Senate in matters of policy related to the matriculation process as required by Title 5.

Performance Goals Committee:

The Performance Goals Committee determines annual WSCH/FTE goals for each of the departments, and the workload goals for the other services areas in order for the College to obtain overall assigned work-load planning.

Program Review Committee:

The Program Review team develops questionnaires to the instructional and non-instructional departments for the purpose of evaluating each program. Coordination with IS and the Data Analyst, the Curriculum Committee Chair, the SLO Coordinator, and the Vice President of Administrative Services provides data and facilitate analysis. The process allows each department or program to annually assess accomplishments, goals, and budgetary needs.

Scholarship Committee:

The Scholarship Committee develops scholarship criteria to identify worthy student applicants who satisfy the established criteria, and to recommend student nominees to the Financial Aid Office and/or the West Valley-Mission Community College District Foundation for appropriate funding and recognition.

Student Services Council:

The Student Services Council is an advisory committee for the Vice President, Student Services and policy-recommending group the College Council. The committee works to improve services, activities, and procedures that affect students and faculty. Student Services augment and compliment the instructional programs of the College.

Technology Advisory Committee:

The Technology Advisory Committee provides recommendations to the college regarding the development and use of instructional and information technology at West Valley College.

WEST VALLEY COLLEGE SHARED DECISION MAKING STRUCTURE

