I. TITLE

The official title of the College’s planning committee shall be the Skyline College Institutional Planning Committee.

II. PHILOSOPHY OF PARTICIPATORY GOVERNANCE

The primary mission of Skyline College is to provide quality education to its students in partnership with its community. Participatory governance is a method of college management in which 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. The groups formed to address college matters are properly charged and empowered, the members carefully selected, and processes clearly structured. The structures and processes for participatory governance vary according to task.

In order for participatory governance to work, there must exist a covenant of mutual trust, honesty, open agendas, equity, and respect for differing views. Essential to maintaining this covenant are open communications and feedback from all constituencies. All parties must 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.

Members of the constituent groups must commit to participating in the implementation of decisions made through participatory governance processes and to working within legal and pragmatic parameters of decision makers. The partners in participatory governance acknowledge that traditional and legally mandated roles continue within the context of participatory governance; e.g., the
publicly elected members of the Board of Trustees have the ultimate legal and ethical responsibility for setting policy and making decisions regarding the operations of the District’s colleges.

One of the ways participatory governance is implemented is through the Skyline College Council. The purpose and operations of the Council are carefully defined in charter and bylaws. Membership for the Council is broad-based and is representative of the College community. The Council actively participates in decision making regarding major College issues. The Council is the primary planning group for the College, thereby establishing the criteria and processes to be used by other units and committees in accomplishing specific tasks. Although the purpose of the Council is broad-based, it is not intended that the Council deal with all issues nor micro-manage individual units. The meetings of the Council are open and public.

III. PURPOSE
The Institutional Planning Committee was created by the College Council in September 2003 and is governed by charter and By-Laws of the College Council. The Institutional Planning Committee is the primary body responsible to coordinate, communicate and integrate college-wide planning at Skyline College. In addition, it is the primary body responsible for the development and implementation of the college-wide performance measurement system (i.e. indicators, metrics and benchmarks) and the college-wide research agenda.

IV. MEMBERSHIP

1. Members: The College Planning Committee shall consist of the:
   a. Six representatives of the administration: President, Vice-President of Instruction, Vice-President of Student Services, Director of Planning, Research and Student Success, one Dean from Instruction and one from Student Services
   b. Two faculty members from each college division, including Student Services, shall be appointed by the Academic Senate. The Academic Senate President and immediate past president will serve on the Committee as faculty representatives from their divisions.
   c. Five classified staff shall be appointed by the California School Employees Association (CSEA).
   d. Two students shall be appointed by the Associated Students. In cases of absence, the member's alternate will attend the meeting. (This should be the exception, rather than the rule).
   e. The College Business Officer and Assistant to the President will serve as resource persons to the Committee.
2. **Removal/Replacement of Members**: Members may be removed only by the group that selected them. Any vacancies created by members resigning, changing office, or being removed shall be filled by the original designating group.

3. **Expectations of Planning Committee Members**: Among the expectations for members of the College Planning Committee are the following:
   a. Members possess an open-mind and are willing to develop a college-wide perspective and an understanding of constituencies other than their own.
   b. Members are willing to commit to active and regular participation in College Planning Committee meetings and activities.
   c. Members keep lines of communication open by informing those outside the College Planning Committee of issues and developments.
   d. Members observe standards of ethical conduct.

V. **MEETINGS**

1. **Quorum**: A quorum for meetings will be 50% of the Committee members plus one. A quorum requires at least one member from each designated unit.

2. **Meeting Times**: Regular meeting times will be once a month. Special meetings may be called as needed.

3. **Conduct of Meetings**: Meetings of the Skyline Planning Committee will be conducted in a flexible manner which promotes open discussions and full participation of all members and takes into account the nature of the agenda items.

4. **Chair**: Meetings of the Skyline Planning Committee will be chaired by the Director of Planning, Research and Institutional Effectiveness.

VI. **AGENDAS**

1. **Agenda Order**: The normal order of the agenda for the Committee meetings will be to a) prioritize the agenda for that meeting; b) to consider the various agenda items; c) to develop the next agenda.
VII. DECISION MAKING/RECOMMENDATIONS

1. **Decision Making**: The Skyline Planning Committee will use consensus building as its principal method for decision making. However, in cases where consensus cannot be reached, a vote will be taken following parliamentary procedure.

2. **Recommendations**: If the College President or other primary decision maker rejects a recommendation of the College Planning Committee, the College President or other primary decision maker will provide a written explanation to the members of why the recommendation was not accepted. In addition, the College President or other primary decision maker will include a statement to the individual or group to which the decision is to be forwarded (usually the Chancellor or Board of Trustees) that their recommendation differs from the College Planning Committee.

VIII. COMMUNICATIONS

1. **Notification**: A clearly labeled agenda will be distributed to Committee members prior to each meeting. The agenda will show the time and location of the meeting with an invitation for all interested parties to attend. A clearly labeled meeting summary or minutes will be distributed to Committee members. Committee members are responsible for posting agendas and meeting summaries in prominent areas where their constituents have access to the agendas and summaries. In addition, meeting agendas and minutes will be posted on the committee website.

2. **Reporting to Constituents**: Members will be responsible for keeping their respective groups informed regarding activities of the Skyline College Planning Committee by reporting back to those bodies and eliciting input regarding items under consideration.

3. **Annual Report**: An annual report summarizing the work of the Skyline College Planning Committee will be distributed via the Governance Digest.

IX. AMENDMENTS

This Charter and Bylaws may be amended by consensus or a vote in the absence of consensus by the members of the College Council. A new Charter and Bylaws may be adopted by the unanimous consent of all the members of the College Council in consultation with their respective constituents.