

Gavilan Community College
Program Integrated Planning and Review / Resource Allocation Process
Committee Bylaws

ARTICLE I
NAME

1.1 NAME

This committee shall be known as the Program Integrated Planning and Review-Resource Allocation Process Committee (PIPR-RAP) and is an **institutional operational committee**, reporting to President's Council.

ARTICLE II
PURPOSE

2.1 PURPOSE

The purpose of this committee is to facilitate and standardize the program review processes required by Accreditation Standards, the Educational Code of California, Title 5 Regulations and Board Policy and to advise the President's Council on financial issues affecting the district.

The general responsibilities of the Program Integrated Planning and Review/ Resource Allocation Process (PIPR-RAP) Committee include:

- 2.1.1 Supporting the programs undergoing the self-study and annual update processes.
- 2.1.2 Overseeing the program review and planning process to maintain consistency in the development, selection, and application of criteria and guidelines. The Committee revises procedures when appropriate.
- 2.1.3 Submitting a completed Annual Summary Report including all Program Goal Worksheets and Annual Updates to the President's Council, the Board of Trustees and the Academic Senate as information items once the report is approved by the committee.
- 2.1.4 Recommending a list of programs and services designated for review within specific timelines.
- 2.1.5 Providing program models to aid programs in conducting their self-study.
- 2.1.6 Reviewing program self-study reports to ensure all programs include Student Learning Outcomes, Service Area Outcomes and Program Learning Outcomes.
- 2.1.7 Conducting an annual evaluation of the PIPR-RAP process.
- 2.1.8 Conducting a yearly orientation for new committee members and for those undergoing the self-study process.
- 2.1.9 Reviewing all self-study goals and makes recommendations regarding financial requests
- 2.1.10 Making recommendations and ensuring resources allocation requests meet integrated planning goals regarding College financial issues
- 2.1.11 Promoting the dissemination of financial information to and the receiving of feedback from representative constituent groups
- 2.1.12 Recommending budget development methodology the campus endorses

ARTICLE III MEMBERSHIP

3.1 MEMBERSHIP

Membership shall be appointed by the represented campus groups.

3.1.1 Membership shall consist of representatives or appointees from the following areas:

Four (4) Professional Support Staff representatives appointed by the CSEA

Four (4) Faculty appointed by the Senate President

Two (2) Associated Student Body representatives appointed by the ASGC President

Four (4) Administrative Representative appointed by the Superintendent/President OR Leadership Council, one of which will be the Vice President, Administrative Services

Two (2) Director/Confidential representatives appointed by the Director/Confidential Council Chair

Institutional Researcher – ex-officio member

Vice President, Academic Affairs – ex-officio member

Director, Business Services – ex-officio member

3.1.2 Additional committee members may be appointed by the PIPR-RAP Chairperson(s) to serve on an ad hoc committee, if deemed necessary, to facilitate the completion of the tasks set for the semester.

3.1.3 Members agree to serve a two-year term based on a July 1/ June 30 program review/academic year cycle and attend regularly scheduled meetings.

3.1.4 Appointments shall be made at the end of the academic year for the upcoming year, or upon resignation of a member.

3.1.5 This committee shall be co-chaired. One Chairperson shall be the Vice President of Administrative Services or designee. One Chairperson, a faculty member, shall be appointed by the Superintendent/ President on a two-term basis.

ARTICLE IV MEETINGS

4.1 MEETINGS

4.1.1 Meeting dates and times shall be set by members based upon need and work schedules. The minimum is at least one meeting monthly, but typically bimonthly.

4.1.2 Special meetings, including retreats, may be called by the Chairperson(s).

4.1.3 Meetings shall be open to the college.

4.1.4 Decisions shall be reached through a majority vote.

4.1.5 The recorder shall be the executive assistant assigned to the Vice President of Administrative Services.

ARTICLE V
ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

5.1 ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

Robert's Rules of Order, (most current revision), shall be the authority on the order of business and parliamentary procedure in both regular and special meetings.

- 5.1.1 A quorum shall exist when a majority of the voting membership is present.
- 5.1.2 Amendments to the bylaws may be proposed at any regular meeting of this committee. Amendments shall be adopted by a majority vote of the voting membership.