

**Planning Committee**  
(subcommittee of College Council)

Status: Participatory (Shared) governance subcommittee of the College Council.

Meeting Time: First Fridays of the month from 12:30 p.m. to 2:30 p.m. or as posted on College's Website: [www.contracosta.edu](http://www.contracosta.edu)

Composition: ~~Strategic planning faculty coordinator, academic senate president, 3 managers, 2 faculty, 2 classified, 1 student representative (ex officio) vice president and president~~ 4 Faculty (including co-chair), 4 Classified, 4 Students, 4 Managers (including co-chair)

Ex Officio: President, Vice-president(s), Academic Senate President, Classified Senate President, ASU President, SLO Coordinator

Co-Chairs: ~~Strategic planning faculty coordinator~~ Faculty planning coordinator, Dean of Institutional Effectiveness

Voting procedures:

Quorum: 50% of filled voting seats + 1 voting member  
(i.e., 9 if all voting seats are filled)

All official members are voting members. Chairs may serve as voting members for their constituency group as needed. Ex officio are non-voting members, but may serve as proxy for their constituency voting members.

Records: Minutes are recorded of issues and actions and are distributed to the members and public via the College Website and forwarded to the College Council and the Budget Committee.

**Committee charge:**

- Lead the creation and monitoring of the College Strategic Plan
- Monitor the implementation of campus-wide plans and initiatives as they relate to the College Strategic Plan
- Oversee the program review validation process
- Maintain and archive evidence that will support accreditation process and the continuous improvement of institutional effectiveness measures and processes
- Make recommendations to College Council and Budget Committee