

**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