

DISTRICT COORDINATING COMMITTEES

Curriculum and Schedule Deans Committee	
Description	Facilitates the curriculum development and approval process.
Committee Charge	<ul style="list-style-type: none"> • Shares information and best practices about implementation of curriculum and program administration • Administers approved degrees, programs and certificates • Reviews degrees, certificates and programs to ensure compliance with District and state regulations
Reports To	Council of Academic Affairs
Consults With	Curriculum Chairs; Articulation Officers
Meets	As needed; usually once a semester
Chair(s)	Bobbi Kimble, District Dean of Educational Support Services
Membership	District Dean of Educational Support Services College Curriculum and Schedule Deans College Deans of Academic Affairs
Agenda/Minutes	N/A

Career and Technical Education Deans Committee			
Description	Coordinates CTE programs and Perkins reporting among the colleges		
Committee Charge	<ul style="list-style-type: none"> • Provides a forum for Tech Prep information and assistance • Provides colleges opportunities to share information on proposed new programs • Provides information and assistance for collaboration on CTE grants and new projects with community and industry partners • Provides assistance to colleges on Perkins 1c regulations, reporting, budget, and audit topics 		
Reports To	District Vice Chancellor, CIO Council		
Consults With	DAS, State Chancellor's Office CTE Unit, CIO Council, MIS		
Meets	Monthly		
Chair(s)	N/A		
Membership	<table border="0"> <tr> <td>Vice Presidents of Workforce Development Education- Rep to CIO Council District Vice Chancellors College VPs of Workforce Academic Senate President</td> <td>College Deans of Academic Affairs and CTE District Dean of Economic Development District Dean of Ed Services College Tech Prep Directors College CTE Support Staff</td> </tr> </table>	Vice Presidents of Workforce Development Education- Rep to CIO Council District Vice Chancellors College VPs of Workforce Academic Senate President	College Deans of Academic Affairs and CTE District Dean of Economic Development District Dean of Ed Services College Tech Prep Directors College CTE Support Staff
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Agenda/Minutes	N/A		

CalWORKs Coordinators Committee	
Description	Coordinates provision of CalWORKs services to eligible participants
Committee Charge	<ul style="list-style-type: none"> • Coordination of CalWORKs program services based on guidelines issued by the State and County in alignment with LACCD's own rules and policies. • Share best practices for providing services and propose improvement strategies • Advocates on behalf of CalWORKs students • Recommends appropriate course of action in response to program policy and budget issues
Reports To	Local College Administrators and State Chancellor's Office
Consults With	State Chancellor's Office, and local College Deans of Student Services and Academic Affairs
Meets	Monthly
Chair(s)	N/A
Membership	9 College CalWORKs Directors 1 District Wide Director 1 Dean of Workforce Development 1 Vice President of Academic Affairs 1 Vice President of Student Services
Agenda/Minutes	N/A

District Research Committee (DRC)	
Description	Improves college and District research methods, enhances the usefulness of data in District and college planning processes, and increases the reliability and consistency of data collection methods
Committee Charge	<ul style="list-style-type: none"> • Ensures the consistency and reliability of District and college data • Develops appropriate methods to assist in the production of data needed for strategic planning • Enables a District-wide dialog and sharing of best practices on research methods, data collection and production, and the development and use of District information systems • Facilitates the exchange of data, research and programmatic evaluation with the goal of improving methods and quality • Oversees the development of reliable and valid measures of effectiveness • Explains research efforts and institutional data to the general District and college populations
Reports To	Chancellor's Cabinet
Consults With	District Planning Committee
Meets	Monthly
Chair(s)	N/A
Membership	District Institutional Effectiveness Staff College researchers Deans of research and planning Associate Vice Chancellor of Institutional Effectiveness
Agenda/Minutes	N/A

District Distance Education (DE) Coordinators

District Distance Education (DE) Coordinators	
Description	Addresses issues related to distance education and accreditation standards
Committee Charge	<ul style="list-style-type: none"> • Reviews and support course management systems • Coordinates administrative functions related to CMS • Provides instructor training • Facilitates communication and services regarding accreditation standards
Reports To	The Council of Academic Affairs and the District Academic Senate
Consults With	Vice Presidents Councils, District Academic Senate, Admissions & Records
Meets	Monthly during the academic year
Chair(s)	Paul McKenna , Director of ITV Weekend College
Membership	9 college representatives (faculty, admin. or classified staff responsible for campus DE) 1 Representative of the Council of Academic Affairs 1 Representative of District Academic Senate 1 AFT Representative Director of ITV
Agenda/Minutes	N/A

Disabled Student Programs and Services (DSPS) Coordinators

Disabled Student Programs and Services (DSPS) Coordinators	
Description	Addresses issues related to District Disabled Student Programs and Services Units
Committee Charge	<ul style="list-style-type: none"> • Coordinates implementation of District DSPS Program operational procedures for service provision and special class offerings • Ensures District compliance with student state and federal disability related mandates • Facilitates the development of appropriate hiring practices for DSPS unit employees which allow the District to meet its state and federal mandates for the provision of disabled student services • Recommends needed alterations of District disability-related policies and procedures • Addresses specific disability related student problems occurring on the college campuses • Collaborates with District, community and state constituency groups on DSPS related issues
Reports To	Council of Student Services
Consults With	Vice Chancellor for Educational and Student Support Services, District Budget Division, District MIS/IT Division, District Legal Counsel
Meets	Monthly
Chair(s)	N/A
Membership	District DSPS Coordinators and CSSO Liaison
Agenda/Minutes	N/A

EOP&S Directors' Committee – Region 7 Collaborative

EOP&S Directors' Committee – Region 7 Collaborative	
Description	Assists Chancellor's Office staff, the Student Services Cluster, and District staff in communicating to the regions all EOPS policies, procedures, administrative requirements, and general information generated during Regional Coordinators' meetings
Committee Charge	<ul style="list-style-type: none"> • Assists in communicating EOPS policies, procedures, administrative requirements, and general information to the field • Advises the Chancellor's staff, Student Services Cluster and district staff on problems, concerns and issues encountered in the regions regarding Title 5, EOPS program plans, budgets, and other State requirements • Assists the Chancellor's Office, the Student Services Cluster and District staff in the collection and reporting of EOPS data as requested/required by the Chancellor, Board of Governors or Legislature • Works with the Chancellor's office, Student Services Cluster and district staff in development of statewide priorities and addressing statewide issues
Reports To	The Chancellor's Office and Council of Student Services.
Consults With	The Council of Student Services, college and district committees and program advisory boards.
Meets	Monthly
Chair(s)	N/A
Membership	Representation from 6 Districts and 14 Colleges (Compton, El Camino, the 9 LACCD colleges, Glendale, Pasadena and Santa Monica) Vice Presidents of Student Services/CSSO Representative 14 EOP&S Administrators/ Coordinators, LACCD representatives and program staff
Agenda/Minutes	N/A

Child Development Center Coordinators

Child Development Center Coordinators	
Description	Oversees the District Child Development Center programs.
Committee Charge	<ul style="list-style-type: none"> • Provides information and recommendations to the Council of Student Services, the District Vice Chancellor of Educational and Student Support Services, District Budget Division and District Legal Council on issues related to the Child Development Centers regarding policies and procedures • Coordinates the implementation of state and federal funding grants • Addresses specific Child Development Centers related issues occurring on the college campuses
Reports To	Council of Student Services
Consults With	Council of Student Services, Vice Chancellor for Educational and Student Support Services, District Budget Division, District Legal Council
Meets	N/A
Chair(s)	Yvonne Simone, Child Development Center Director, West Los Angeles College
Membership	The nine directors of the LACCD Child Development Centers The liaison Vice President of Student Services for the Child Development Centers
Agenda/Minutes	N/A

Student Success and Support Program (SSSP) Coordinators

Student Success and Support Program (SSSP) Coordinators	
Description	Coordinates District-wide implementation of Student Support Services Plan (SSSP) activities
Committee Charge	<ul style="list-style-type: none"> • Provides input on the development of district-wide software such as APMS and DegreeWorks that directly impact the components of Matriculation • Updates the committee on the latest news from the State Chancellor's Office (via report from Region 7 Representative) • Shares best practices for providing SSSP services, collecting and sharing data, and administration of state-mandated plans and reports
Reports To	Council of Student Services
Consults With	District MIS, District IT, District Academic Senate, Associate Vice Chancellor of Instructional and Student Support, State Chancellor's Office, Regional Matriculation Coordinator
Meets	Monthly during the academic year
Chair(s)	N/A
Membership	9 Matriculation Directors/Coordinators/Deans 1 Assessment Placement Management System (APMS) representative 1 CSSO Representative 1 District MIS representative 1 District Instructional and Student Support representative
Agenda/Minutes	No web link; available via email request

Financial Aid Managers

Financial Aid Managers			
Description	Addresses issues related to student financial aid programs		
Committee Charge	<ul style="list-style-type: none"> • Ensures compliance with federal, state and District rules and regulations on student financial aid by developing, implementing, and administering policies and operational procedures • Shares best practices • Works in partnership with various partners (Accounting, Business Office, other Student Services areas) to develop and implement training workshops • Recommends enhancements to the district-wide financial aid automated systems and provides technical system modifications to ensure compliance with regulations • Coordinates financial aid outreach activities and facilitates the development of consumer information materials for current students and college outreach efforts • Responds to annual audits and program reviews 		
Reports To	The Council of Student Services		
Consults With	Director of Accounting, College Financial Administrators, District Legal Counsel		
Meets	Monthly		
Chair(s)	N/A		
Membership	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Vice President of Student Services liaison Financial Aid Managers District Director of Accounting District CFAU Financial Aid Supervisor District IT Senior Programmer </td> <td style="width: 50%; border: none;"> District CFAU Senior Computer & Network Support Specialist District CFAU Computer & Network Support Specialist District Accounting Senior Accountant </td> </tr> </table>	Vice President of Student Services liaison Financial Aid Managers District Director of Accounting District CFAU Financial Aid Supervisor District IT Senior Programmer	District CFAU Senior Computer & Network Support Specialist District CFAU Computer & Network Support Specialist District Accounting Senior Accountant
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Agenda/Minutes	Agenda/minutes are distributed by email.		

District Admissions and Records Committee

District Admissions and Records Committee	
Description	Addresses issues related to district wide admissions and records efforts
Committee Charge	<ul style="list-style-type: none"> • Coordinates all district-wide admissions and records efforts • Facilitates sharing district-wide admissions and records best practices • Reviews and recommends resolution to technical issues related to the student information system (DEC)
Reports To	Chief Student Services Officers
Consults With	District Admissions and Records Supervisors and Technical Committee, District IT, Vice Chancellor Educational Support Services
Meets	Monthly
Chair(s)	N/A
Membership	9 college deans of admissions and records Vice Chancellor for Educational and Student Support Services District Office IT Representative
Agenda/Minutes	N/A

Associated Students Organization (ASO) Advisors Committee

Associated Students Organization (ASO) Advisors Committee	
Description	Reviews State policies, Board Rules, E-Regs, and operations related to student government and makes recommendations when necessary
Committee Charge	<ul style="list-style-type: none"> • Assists AS student government boards with interpreting regulations governing how they conduct business on their respective campuses, including: <ul style="list-style-type: none"> ○ California Ed Code & LACCD Board Rules ○ LACCD Administrative Regulations ○ Local AS Constitutions ○ California Brown Act & Robert's Rules of Order
Reports To	Vice Chancellor of Educational Support Services
Consults With	Council of Student Services
Meets	Monthly
Chair(s)	Sonia Lopez, Dean, Student Activities
Membership	9 College Deans or ASO Advisors
Agenda/Minutes	N/A

International Student Advisors Committee	
Description	Coordinates activities of the International Education Programs at District colleges
Committee Charge	<ul style="list-style-type: none"> • Interprets and applies regulatory/compliance policies impacting F-1 visa students • Advocates of behalf of our students within the District and with local, state, and federal agencies such as the Department of Homeland Security
Reports To	Vice Chancellor of Educational Support Services
Consults With	Council of Student Services
Meets	Monthly
Chair(s)	Reginald Brady, International Student Advisory, Los Angeles City College
Membership	Administrators and faculty members responsible for managing International Ed Programs at District colleges
Agenda/Minutes	N/A

Business Office Managers	
Description	Addresses operational issues related to the campus business offices
Committee Charge	<ul style="list-style-type: none"> • Plans and coordinates collection, distribution, and recording of all monetary transactions in compliance with local, state and federal regulations and laws. • Facilitates sharing effective practices related to campus business office operations • Reviews current business office policies and procedures and recommends improvements • Represents Business Office managers on district-wide task forces and/or ad hoc committees that affect campus business office operations
Reports To	District Administration Council
Consults With	District Administration Council, Chief Financial Officer/Treasurer
Meets	N/A
Chair(s)	N/A
Membership	College Financial Administrators Associate Vice Presidents of Administration Business Office Supervisors Accounting Manager/Director of Accounting Information Technology Supervisor
Agenda/Minutes	Minutes are distributed via email and at the meetings

Bookstore Managers Committee	
Description	Coordinates and improves District Bookstore operations
Committee Charge	<ul style="list-style-type: none"> • Shares operational concerns with committee members and their constituencies • Makes recommendations for the improvement of District-wide bookstore operations • Reports to the Administrative Council recommendations on bookstore operations
Reports To	District Administrative Council
Consults With	District Accounting, Bookstore Task Force
Meets	About seven times yearly
Chair(s)	Galen Bullock, Bookstore Manager, Los Angeles Trade Tech College
Membership	Representatives from all nine LACCD Bookstores District Accounting Staff Vice President liaison to Administrative Council
Agenda/Minutes	N/A

District Technology Committee	
Description	Addresses issues related to District-wide IT operations and infrastructure
Committee Charge	<ul style="list-style-type: none"> • Recommends district-wide IT operation policy • Reviews district-wide IT operation policy • Recommends district-wide IT operational procedures • Establishes system, infrastructure and equipment design standards • Writes and recommend district-wide IT security policies
Reports To	TPPC
Consults With	DAC, CIO (Chief Information Officer), TPPC
Meets	Monthly
Chair(s)	Mark Henderson, Manager College Information Systems , Pierce College
Membership	College Managers of Information Systems District IT Managers College and District information technology Specialist VP Academic Affairs Representative DAC Liaison
Agenda/Minutes	N/A

District Admissions and Records Supervisors and Technical Committee

Description	Reviews technical issues related to admissions and records policies & procedures
Committee Charge	<ul style="list-style-type: none"> • Reviews all technical issues related to the student information system (DEC) • Allows office supervisors the opportunity to discuss district-wide A&R issues and share best practices
Reports To	District Admissions and Records Committee
Consults With	District Office IT
Meets	Every other month
Chair(s)	William A. Marmolejo, Dean Student Enrollment Anna Salazar, Registrar
Membership	9 college deans of admissions and records 9 college admissions and records supervisors District Office IT District Attendance Accounting
Agenda/Minutes	Distributed via email

Schedule Production Deans Committee

Description	Coordinates schedule production efforts of the nine colleges
Committee Charge	<ul style="list-style-type: none"> • Review overall operational issues associated with schedule production • Share best practices • Make recommendations for standardization and improvement when necessary
Reports To	Vice Chancellor of Educational Support Services
Consults With	Council of Academic Affairs
Meets	As needed
Chair(s)	Dean of Educational Support Services
Membership	College deans responsible for schedule production
Agenda/Minutes	N/A

Equal Employment Opportunity Advisory Committee

Description	Assists the District in developing and implementing an equal employment opportunity plan
Committee Charge	<ul style="list-style-type: none"> • Reviews all compliance related statues, laws and regulations • Recommends improvement of compliance policies and procedures • Recommends actions and programs to increase diversity of all groups
Reports To	Deputy Chancellor
Consults With	Presidents, District Academic Senate, all organized bargaining units
Meets	Quarterly
Chair(s)	Gene E. Little, Director, Office of Diversity Programs
Membership	Director, Office of Diversity Programs 9 College Compliance Officers 1 District Compliance Officer
Agenda/Minutes	N/A