

CHARTER

Education Planning Initiative Pilot Consortium



Establishment and Authority

The Education Planning Initiative (EPI) Pilot Consortium (Pilot Consortium) is a committee established by the California Community Colleges Chancellors Office (CCCCO). The Pilot Consortium is comprised of colleges that are committed to participate in the initial implementation of the Education Planning Initiative.

Members of the Pilot Consortium will act as an advisory body to the Fiscal Agent related to operational and technical matters pursuant to the execution of the Education Planning Initiative grant. Members of the Pilot Consortium will act as an advisory body to the Steering Committee on matters related to policies and procedures pursuant to the execution of the Education Planning Initiative grant.

The Butte-Glenn Community College District shall serve as the Fiscal Agent for the Pilot Consortium and will be represented by the EPI Executive Director.

Purpose/Responsibilities

The purpose of the Pilot Consortium is to identify and recommend to the EPI Executive Director the operational processes and technical standards necessary to facilitate the goals and objectives of the Education Planning Initiative grant. In addition, the Pilot Consortium will collaborate with the CCCCCO, EPI Steering Committee, and the EPI management team to define the functionality of Ed Planning and Degree Audit Systems including a Student Services Portal. The EPI Ecosystem is intended to ultimately provide a rich set of Education Planning and Degree Audit tools that meet the unique needs of all CCC students, faculty, staff, and colleges.

The Pilot Consortium will provide structure and guidance for:

- The development of a rich set of Education Planning and Degree Audit tools
- The development of a Student Services Portal and included Portlets
- Facilitation of robust professional development, and support;
- Increasing the use of sophisticated technologies to support online counseling and education planning
- The streamlining of the student service delivery, orientation and enrollment process

The Pilot Consortium is established as a temporary committee that will terminate once pilot activities are complete and the project is ready to move toward statewide implementation.

All other matters of policy and procedure and all matters assigned to the EPI Steering Committee prior to the adoption to this charter shall remain under the purview of the EPI Steering Committee.

Committee Composition and Governance

1. Membership

a) Voting Member Representatives

- i) Working in consultation with the local academic senate, the CEO of each Pilot Consortium institution shall assign two primary contacts for all matters related to its Pilot College participation. One being a Counselor confirmed by the local Academic Senate.
- ii) District Representatives shall serve a term of 2 years.
- iii) The EPI Steering Committee shall have one vote. Representation from the EPI Steering Committee shall include Statewide Academic Senate,

b) Other Member Representatives

- i) Each District is responsible for identifying Other District Representatives to serve, as needed, on Pilot Consortium work groups
- ii) Other District Representatives may include, but are not limited to employees of the pilot colleges who represent the following functions:
 - (a) Admissions and Records
 - (b) ASCCC
 - (c) CIO
 - (d) CSSO
 - (e) Distance Education Coordinator – in consultation with the Distance Education Coordinator Association
 - (f) Financial Aid
 - (g) Faculty – selected in consultation with the Academic Senate and the local senate president.
 - (h) Information Technology Specialist – selected in consultation with the Chief Information Security Officers and the EPI Project Team.
- (2) Student Services
- iii) Other District Representatives shall serve a term of 2 years

c) EPI Steering Committee Representatives

- i) From time to time, the Pilot Consortium may identify members and/or Other Member Representatives to serve as liaisons to the EPI Steering Committee and/or its work groups. Such members shall be appointed by the Chancellor’s Office in consultation with the appropriate statewide organizations.

d) Ex-officio Members

- i) The Pilot Consortium shall include the following ex-officio members:
 - (a) EPI Executive Director
- ii) Ex-officio member may invite members of their staff to attend meetings.
- iii) CCCCCO Technology and Student Services
- iv) Meetings shall not be scheduled for the convenience of ex-officio member or their invitees.
- v) Ex-officio member and their invitees are non-voting.

2. Voting Rights of Membership

- a) Each District shall be allowed one vote, cast by a primary contact, or in his/her absence, the designated alternate District Representative.
- b) Decisions will be reached by consensus. Where consensus cannot be reached, decisions will be reached by majority vote. Matters for which consensus cannot be reached will be brought to the EPI Steering Committee for review and consideration.

Quorum

- i) A majority of the authorized members must be present to constitute a quorum to transact official business. If a quorum is not present at any meeting of the membership, then the Chair may adjourn the meeting from time to time, without notice other than announcement at the

meeting, until a quorum is present. However, because decisions are reached by consensus, it is preferable that all members be present at meetings.

- ii) A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members, if any action taken is approved by at least a majority of the required quorum for that meeting.

c) Issue Resolution

- i. A decision of the majority, with supporting evidence, may be presented to the EPI Project Team for review. The EPI Project Team shall work with associated committee(s) and/or work group(s) to address issues.
- ii. The EPI Project Team will determine whether the issue warrants escalation to the EPI Steering Committee for advisement. Should the issue need further review, the EPI Project Team may escalate to the CCCCCO.
- iii. Policy issues identified by the Pilot Consortium will be forwarded to the EPI Steering Committee for further review and consideration.

3. Leadership

- a. The positions of Chair and Vice Chair shall be elected by a majority vote of those voting members present at a scheduled meeting or through electronic ballot. The Chair and Vice Chair shall serve for a term of one year.
- b. The Chair shall coordinate actions of the Pilot Consortium and conduct its meetings.
- c. The Vice Chair shall perform the duties of the Chair in the Chair's absence or in the event of a vacancy in the office of Chair.
- d. The EPI Executive Director shall appoint a member of his / her team to prepare minutes of committee meetings for the committee's approval.
- e. The Chair may appoint sub-committees and work groups as needed to assist with agenda preparation, information gathering, and developing recommendations on designated issues or topics.

4. Meetings

- f. The Pilot Consortium shall determine the time and place of its meetings, provided that it meets at least quarterly.
- g. The Pilot Consortium shall determine the procedures to conduct its meetings.
- h. Scheduled meetings of the Pilot Consortium may be conducted in person, through audio/video conference or by using a combination of both as determined by the Chair.
- i. The Chair (or his or her designee) shall provide email notice of the time and place of all meetings of the Pilot Consortium to each member of the Pilot Consortium, the EPI Project Team, and the CCCCCO no later than three days prior to the meeting, together with an agenda of the items to be discussed and proposed actions to be taken. Any member of the Pilot Consortium may attend Pilot Consortium meetings either in person or remotely through audio/video conference.

- j. Guests who wish to attend Pilot Consortium meetings either in person or through audio/video conference may do so after providing notice of intent to the Chair by email at least two days prior to the meeting. The Chair shall provide an email copy of the meeting notice and agenda of the next meeting to that guest within one day of the notice being received by the Chair.

Review and changes to the Charter

The Pilot Consortium may review this charter on an annual basis and recommend any changes to the Fiscal Agent.

Approved on June 26, 2014