SECTION 2
ORGANIZATIONAL STRUCTURE

Mission College/District Administration
State/District/College Relationships
State of California
West Valley-Mission College Community College District
District Support
District Employee Bargaining Groups
District Academic Senate
Mission College Academic Senate
Mission College Classified Senate
Mission College Instructional Administration
Curriculum Review Committee
College Goals
Mission College Organization Charts

MISSION COLLEGE ADMINISTRATION

2012 - 2013

Dr. Laurel Jones, President
Rick Bennett, Vice President, Administrative Services
Penny Johnson, Vice President, Student Services
Dr. Daniel Peck, Interim Vice President of Instruction
Mina Jahan, Dean, Business, Technology & Services and Applied Science
Timothy Karas, Dean, Liberal Studies and
Language Arts
Dr. Danny Nguyen, Dean, Math,
Sciences and Workforce Development, Applied Science
Daniel Sanidad, Dean, Student Services
Peter Anning, Director, Marketing/Public Relations

Division Chairs

Wael Abdeljabbar
Kathy Henderson
Keith Johnson
Clement Lam
Rod Pavao
(Interim Division Chair)
Thuy Trang

Senior Office Coordinators (SOC)

Beverly Gaitan
Gerry Oliver
Kena Rogers
Thuy Foot

DISTRICT ADMINISTRATION

2012 – 2013

Patrick Schmitt, Chancellor
Ed Maduli, Vice Chancellor

Board of Trustees

Nick Heimlich, President
Buck Polk, Vice President
Adrienne Grey
Jack Lucas
Robert T. Owens
Chad Walsh
Karl Watanabe

Nelson Pham, Mission College Student Trustee
David O'Shea, West Valley College Student Trustee

STATE/DISTRICT/COLLEGE RELATIONSHIPS

State of California

The California public community colleges are administered by a Board of Governors consisting of fourteen members, appointed by the Governor and approved by the State Senate. The Community College System is coordinated by a State Chancellor located in Sacramento. The Chancellor executes the duties and responsibilities delegated to him by the Board of Governors.

The California Community College Board of Governors through the State Chancellor's office implements applicable legislation, appropriates monies to local colleges, approves all course and program offerings, and ensures compliance to the laws of the State of California. Quality education for the citizens of the State of California is offered through the local community colleges. Local community colleges are divided into districts governed by local governing boards. West Valley College and Mission College constitute the West Valley- Mission Community College District.

West Valley-Mission Community College District

A seven-member Board of Trustees elected at large to four-year terms and two non-voting student members (one from each campus) govern the West Valley-Mission Community College District. As stated in the 1995 Mission College Accreditation Report, The Board of Trustees "is responsible for the quality and integrity of the institution...selects a chief executive officer, approves the purposes of the institution, and responsibly manages available fiscal resources. It establishes broad institutional policies and delegates to the chief executive officer the responsibility to administer these policies." The District is administered by the Chancellor, Patrick Schmitt, who reports directly to the Board of Trustees. Dr. Laurel Jones, President of Mission College, and Dr. Bradley Davis, Interim President of West Valley College, report to the Chancellor. Mission College organization charts are included at the end of this chapter.

District Support

The College receives the following support services from District offices:

1. Business Services
    a. Budget preparation, monitoring, and analysis
    b. Accounting
    c. Purchasing
    d. Payroll
2. Computer Services
3. Facilities/Planning and Operations
4. Grants and Development
5. Human Resources/Staff Diversity
6. Labor Relations
7. Police/Parking Safety
8. Economic Development Institute
9. Staff Development

10. Community Services
11. Public Relations
12. Advancement/Foundations

District Employee Bargaining Groups

The West Valley Mission Classified Employees Association (WVMCEA) represents basic unit non-supervisory classified employees. The Professional and Vocational Division, Teamsters Union, Local 856, represents supervisory employees. The Peace Officers' Association represents the public safety officers. The Association of College Educators (ACE) represents certificated faculty. These organizations are recognized by the Board of Trustees as the sole and exclusive representative of personnel within these areas.

District Academic Senate

The faculty is also represented at the District level by the District Academic Senate, composed of members of both the Mission College and West Valley College Academic Senates. It is presently co-chaired by the Mission College Academic Senate President and the West Valley College Academic Senate President. The Senate takes district-wide faculty positions by acting on resolutions from both college Academic Senates and recommending policy to the Board of Trustees.

The District Academic Senate meets once a semester with additional meetings as necessary. The co-chairs represent the faculty at Board of Trustees meetings and at the biweekly District Council sessions.

Mission College Academic Senate President –Dianne Dorian – ext. 5312
West Valley College Academic Senate President – Lance Shoemaker – ext. 2436

Mission College Academic Senate

The Academic Senate at Mission College is charged with representing all full-time and associate faculty members in academic and professional matters. The shared governance provisions of AB 1725 have greatly increased the role of the Academic Senate in college policy, and specify eleven broad areas in which the Board of Trustees must rely primarily upon the advice of the Senate. The Senate also consults with ACE on work-related issues to ensure a uniform faculty voice. Senators representing each division are elected by the full-time faculty in the division. Senators representing associate faculty are elected by the associate faculty at large. The Senate president represents the Senate on most shared governance committees and is elected by the full-time faculty at large. Recommendations of the Senate are regularly communicated to the College President, the Governance and Planning Committee; Chancellor’s Advisory Council, and the Board of Trustees.

Mission College Classified Senate

The Classified Senate at Mission College represents basic unit, confidential, and supervisory classified staff. The Senate provides a formal structure to ensure the role and participation of classified staff in the college's formation of campus goals, objectives, policies, procedures, and regulations.

Complementing the District/College administrative structures are a variety of organizations and committees designed to address specific issues. All faculty members are encouraged to participate in these organizations and committees as part of their professional responsibility. District-wide committees include:

ACE
District Load Committee
Benefits Review Committee
Budget Advisory Committee
Budget Task Force
District Council
District Budget Advisory Committee (DBAC)
Human Resources Committee
Sabbatical Leave Committee

Mission College has a number of standing committees and governing bodies. These include:

Academic Senate
Administrative Staff
Classified Senate
College Budget Advisory Committee (CBAC) Governance and Planning (GAP)
Curriculum Review Committee (CRC) Division Chair Council (DCC)
Financial Aid Appeals Committee
International Student Committee
Performance Goals Committee (PGC) Program Review Committee
Safety Committee
Staff Development Committee
Student Health Services Advisory Committee

Mission College Instructional Administration

With direction from the Vice President or the President (or designee), the Mission College Division Chair coordinates administrative functions and provides support and assistance to faculty colleagues in assigned area or merged areas. As primary leaders of instructional or service areas, Division Chairs accept full responsibility and accountability for:

1. The cultivation of proactive and creative approaches on all educational matters and concerns
2. Meeting college-wide deadlines
3. Providing requested data/information
4. Responding to needs in area(s)
5. Being present and involved in key governance meetings
6. Assisting the dean and president (or designee) with shared policy development and administration of the college
7. Promoting areas(s) with the college and to the external community

Curriculum Review Committee

The Curriculum Review Committee is composed of representatives from each division in Mission College. The committee is responsible for approving the entire curriculum prior to implementation.

College Goals

A. Strategic Focus: Community Life, Outreach, and Marketing
   Goal #1: Increase the community understands of the college, its value to the community, and its ability to meet the educational goals of students.
   Goal #2: Create a sense of community and collaboration at all levels across the college.
   Goal #3: Advance Mission College's visibility and service to the community.

B. Strategic Focus: Curriculum and Program Improvement
   Goal #1: Ensure that the college's curriculum responds to the 21st century needs of our students and the community.
   Goal #2: Increase the number of opportunities for students to transfer to a four-year institution.
   Goal #3: Increase the number of students who earn awards and transfer within Science Technology Engineering and Mathematics (STEM) disciplines.

C. Strategic Focus: Economic Development and Sustainability
   Goal #1: Provide market-responsive education, training, and services that are developed in conjunction with business, industry and community partners to address local workforce, economic and community needs.
   Goal #2: Establish Mission College as a community leader and partner for workforce and economic development in the region.
   Goal #3: Develop and implement a systematic and coordinated process for soliciting, evaluating and responding to workforce and economic development opportunities.
   Goal #4: Create a scheduling model which includes criteria for resource allocation model implications to ensure that college fiscal solvency equals enrollment solvency.

D. Strategic Focus: K-12 and Higher Education Articulation and Partnerships
   Goal #1: Strengthen collaborative partnerships with the local K-12 institutions to align programs and facilitate student matriculation to Mission College.
   Goal #2: Establish collaborative partnerships with local universities to align programs and provide students with a seamless transfer experience.
   Goal #3: Expand and enhance collaborative partnerships with international communities to increase the global diversity of the college.

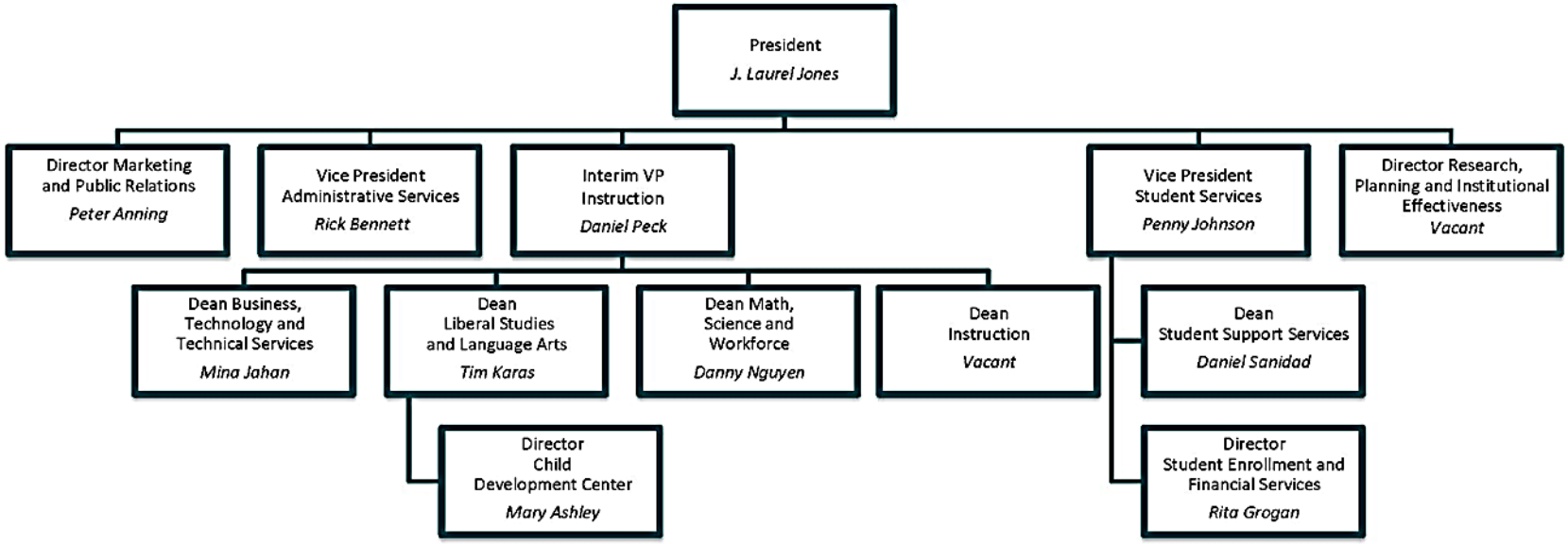
E. Strategic Focus: Leadership and Professional Development
   Goal #1: Provide opportunities for all employees to receive professional development and skill building.
   Goal #2: Promote leadership growth and participation in community and college activities from all college constituencies.

F. Strategic Focus: Student Learning, Completion, and Institutional Accountability
Goal #1: Facilitate student persistence, retention, and goal completion through effective student support and instructional strategies.
Goal #2: Implement ongoing institutional assessment and evaluation that supports student learning and completion.

G. Strategic Focus: Technology
Goal #1: Optimize technology to provide effective support for programs, services, and processes, with a focus on sustainability.
Goal #2: Identify and foster partnerships with technology organizations to keep the college at the forefront of technological advances.

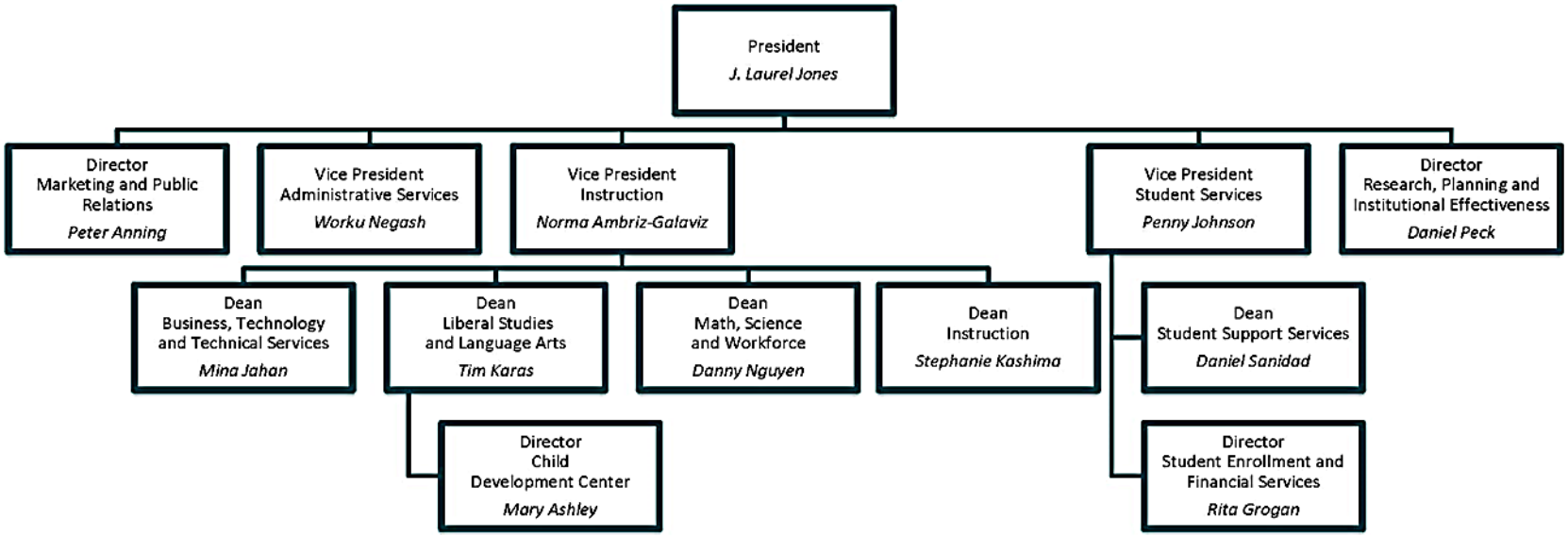
MISSION COLLEGE
SANTA CLARA

Mission College Administration 2013



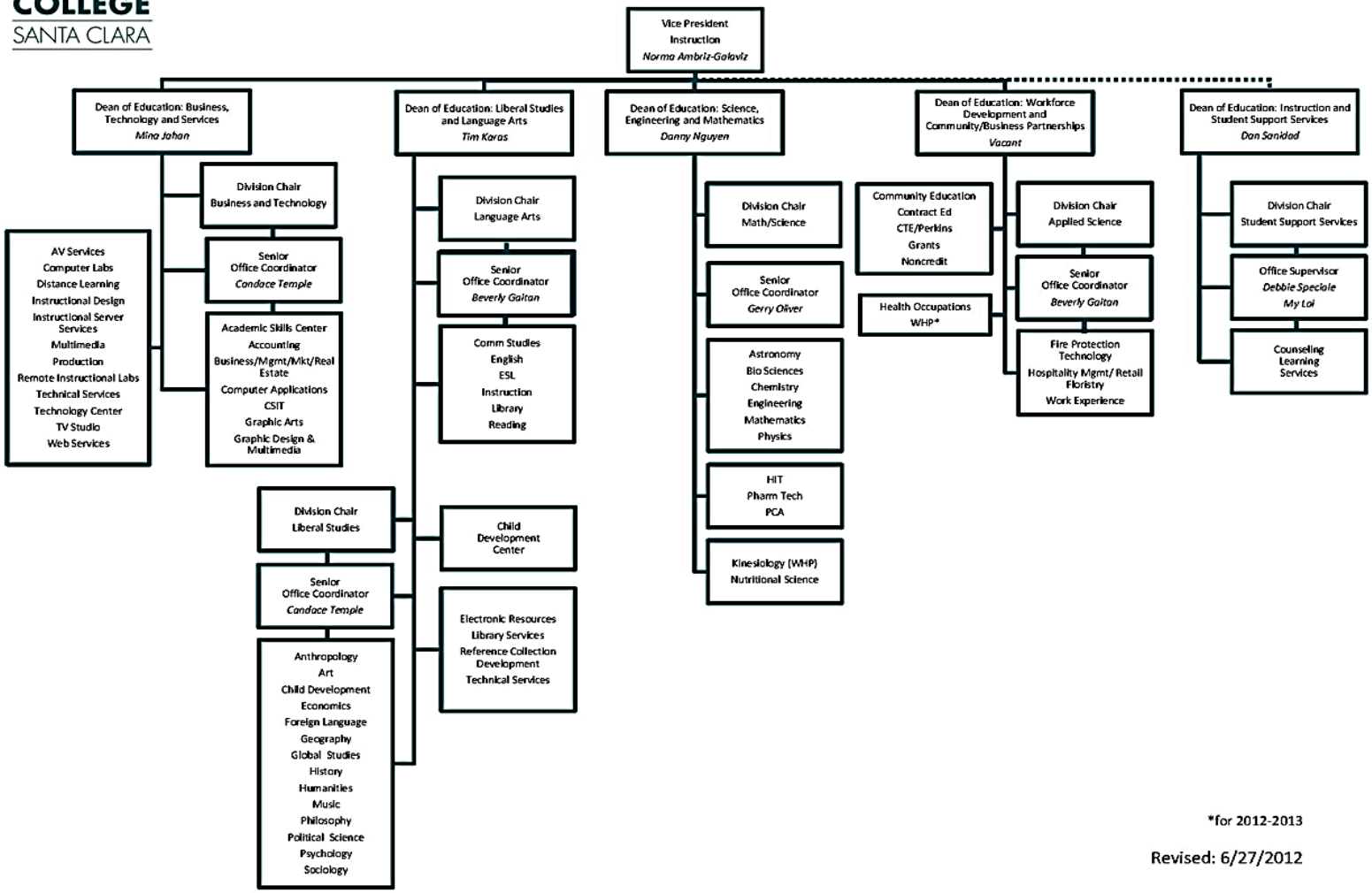
MISSION COLLEGE
SANTA CLARA

Mission College Administration 2012



MISSION COLLEGE
SANTA CLARA

Mission College
Instructional Divisions
Fall 2012

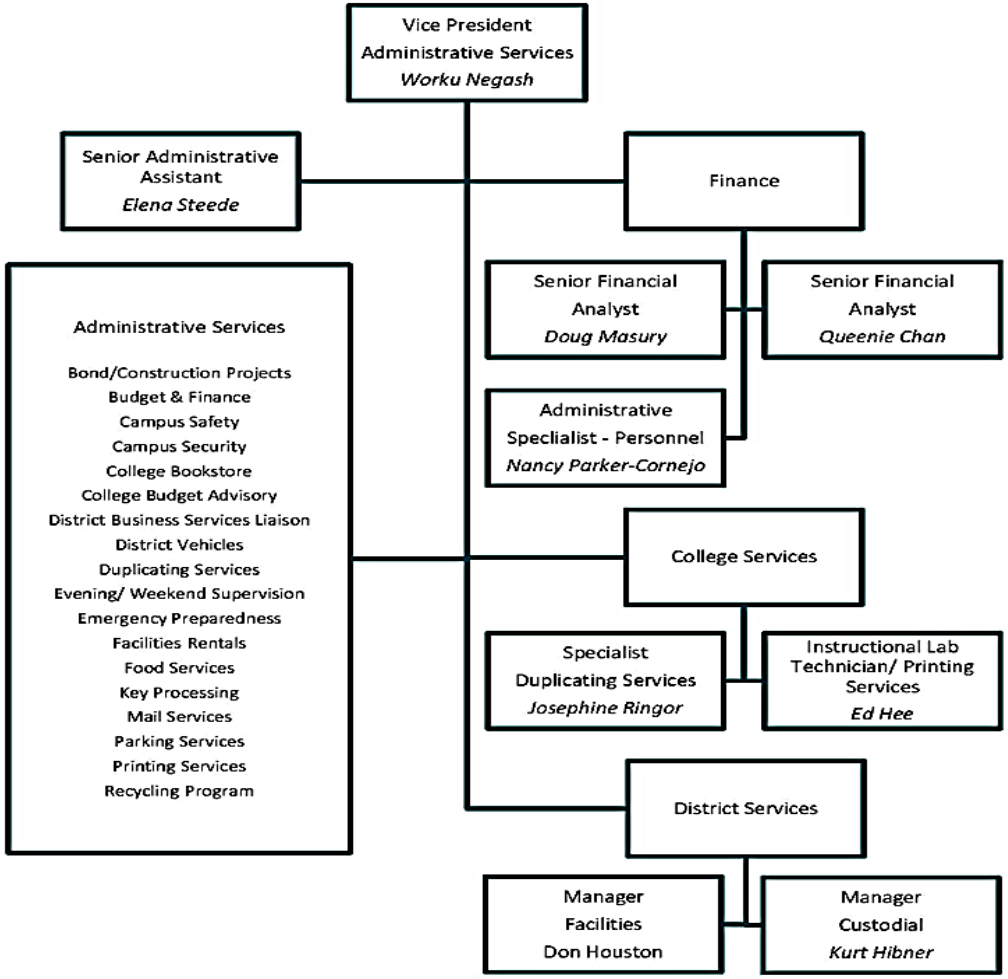


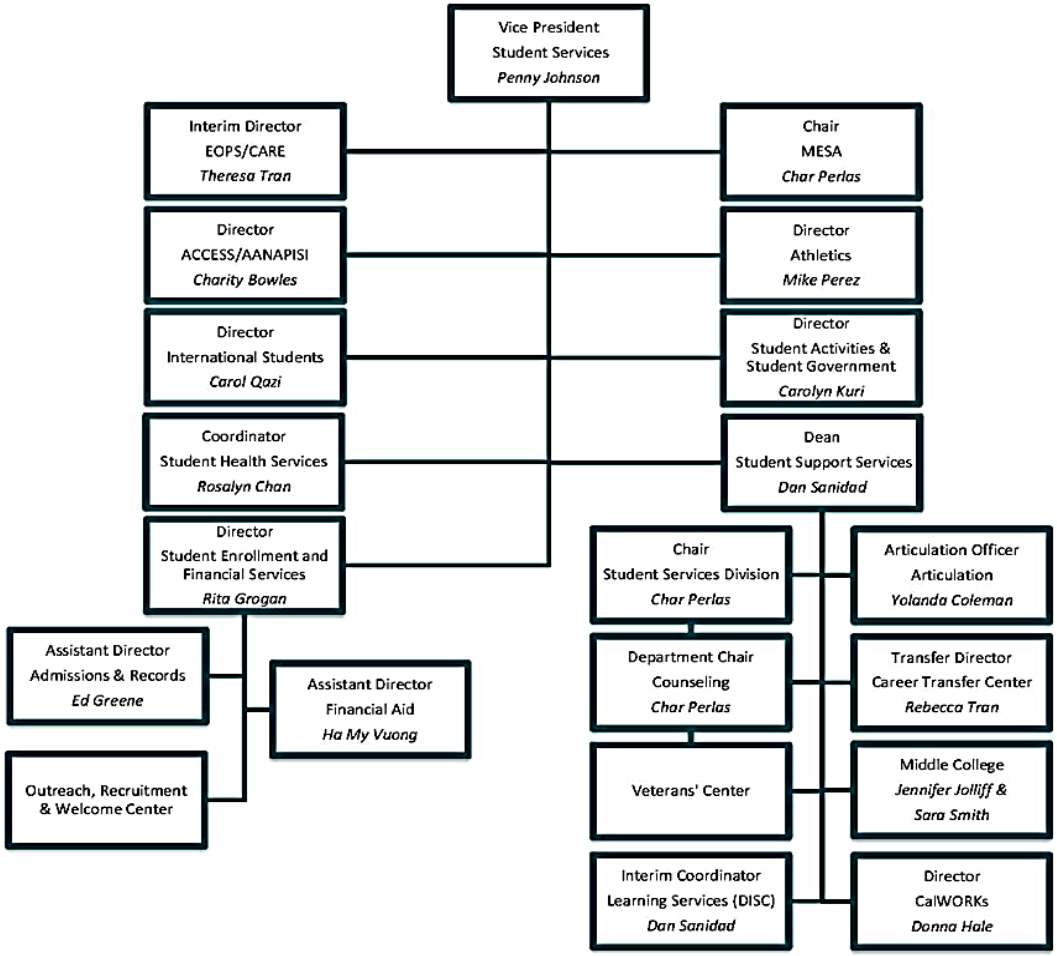
*for 2012-2013

Revised: 6/27/2012

MISSION COLLEGE
SANTA CLARA

Mission College
Administrative Services
2012



MISSION COLLEGE
SANTA CLARA

Mission College
Student Services
2012