**RwLS Local Campus Visits – Master Document**

**Background**:

The 2015-2018 Strategic Plan for ASCCC Objective 4.3 is to visit all CCC colleges. As part of addressing that objective, the Relations with Local Senates Committee was tasked with developing a short- and long-range plan for visiting local senates. The plan was approved March 2017. Subsequently, the committee has been working to develop guidelines for local senate visits, including sample letters. The committee has updated those resources with this document.

This document is intended to provide guidance for visits that are *not* Curriculum Technical Assistance Visits or Collegiality in Action/Governance Technical Visits, as those visits are joint programs with California Community College Chief Instructional Officers or the Community College League, respectively.

This document contains the following items to provide guidance for visiting college campuses.

1. General Visitor’s Guide for a Local Senate Visit

This is general guidance for any committee member visiting college campuses. For example, members of Noncredit Committee or Standards & Practices Committee, may be requested to provide support on issues related to their committee. Thus, this overview is broad to allow for committee members to determine how best to support the request for a visit.

1. RwLS Visitor’s Guide to a Local Senate Visit - Training by RwLS

This is general guidance for a Relations with Local Senate committee member, or local senate president in the Area, who is requested to provide support for training local senates. This guide is also general, as the training request could vary in topics from what is an academic senate to something more specific, like how to run effective meetings and comply with the Brown Act.

1. Initial Inquiry Letter – for Senates who have not gone to ASCCC Event

Goal 1 of the Short-term plan is to identify and reach out to local senates that are currently out of the loop. As part of the strategies to meet this goal, RwLS will identify which senates have not attended an ASCCC event in the last year, and to reach out to those senate presidents to offer a visit to their campus as way to enhance engagement. This letter is designed for that audience.

**General Visitor’s Guide to a Local Senate Visit**

1. In response to the request, contact the requestor and the local Senate President (if the Senate President wasn’t the requestor) by phone, and e-mail to:
	1. Clarify purpose and nature of request
	2. Confirm the best day and time of visit
	3. Identify potentially needed resources
2. Your role is to provide training as requested and to listen to their discussions during their meeting, share the resources the ASCCC has to support them and gather their questions and concerns to forward onto the ASCCC President.
3. Highlight ASCCC resources relevant to the issue and tailor approach to the request such as:
	* 1. ASCCC Website
		2. Chancellor’s Office website
		3. Adopted resolutions
		4. ASCCC papers
		5. Professional Development College offerings
4. After your visit, type up your report and send it the relevant committee chair, ASCCC Senate President and the Executive Director.

**RwLS Visitor’s Guide to a Local Senate Visit - Training by RwLS**

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	* 1. ASCCC Website
		2. Chancellor’s Office website
		3. Adopted resolutions
		4. ASCCC papers
		5. Professional Development College offerings
		6. Local Senate Handbook
		7. ASCCC Membership Cards
4. After your visit, type up your report and send it the RwLS committee chair, ASCCC Senate President and the Executive Director.

*This is a template for reaching out to colleges that have been identified as not attending an ASCCC event in the last year.*

Dear \_\_\_\_\_\_\_\_\_\_\_

The Academic Senate for California Community Colleges is committed to supporting local senates. To that end, the Relations with Local Senates Committee is arranging for members of the committee and/or the ASCCC Executive Committee to visit local colleges.

The Relations with Local Senates (RwLS) Committee can provide guidance, support and resources for local senates and connect you with additional ASCCC expertise as needed. Would you like for me to arrange a visit to your entire senate and/or with your officers? Are there specific topics or resources that you would like to know more about?

Thank you,

*Name*

*Title*