

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

Reference: California Code of Regulations, Title 5, Section 53203
California Education Code 70901(b)(1)(E)
BP 2510 (Participation in Local Decision Making)

Shared governance at Victor Valley Community College as envisioned by Assembly Bill 1725 (Vasconcellos; chaptered 1988) is based upon cooperation, mutual trust, respect and shared values which put students and learning first. Shared governance processes are designed to consider various options openly and creatively. The goal of shared governance at Victor Valley Community College is to reach better solutions using the expertise of participants so the college can be more effective as a result of having been considered through the process itself. The critical component of shared governance at Victor Valley Community College is trust. This governance structure does not address or interfere with department organization or the management structure of the District.

Following are descriptions of governance structures, areas of responsibility, and the information flow from each entity to the Board of trustees and Superintendent/President.

Board of Trustees

The Victor Valley Community College District Board of Trustees has full authority to establish, maintain, operate, and govern in accordance with the California Community College Board of Governors' rules and regulations and the laws of the State of California. By a majority vote, the Victor Valley Community College District Board of Trustees may delegate its authority to the Chief Executive Officer (Superintendent/President) or any other employee, committee, or designee. This authority includes the following:

- 1) Establish and approve policies for current and long-range academic and facilities plans and programs, and promote orderly growth and development of the District.
- 2) Establish and approve policies for courses of instruction and educational programs.
- 3) Establish academic standards, probation, dismissal, and readmission policies, and graduation requirements consistent with the minimum standards adopted by the Board of Governors.
- 4) Employ and assign all personnel consistent with the minimum standards adopted by the Board of Governors, and establish employment practices, salaries, and benefits for all employees consistent with the laws of this state.

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- 5) To the extent authorized by law, determine and control the operational and capital outlay budgets. The Board of Trustees shall determine the need for elections for override tax levies and bond measures, and request that those elections be called.
- 6) Manage, control, and convey property for the use and benefit of the District. The Board of Trustees may contract for the procurement of goods and services as authorized by law, and may acquire by eminent domain any property necessary to carry out the powers or functions of the District.
- 7) Establish procedures to afford faculty, staff, and students the opportunity to exercise their right to participate effectively in District and college governance, and to ensure that their opinions are given every reasonable consideration. . The rights of the Faculty Senate to assume primary responsibilities for making recommendations on academic and professional matters are stipulated in Board Policy 4035.
- 8) Establish rules and regulations governing student conduct.
- 9) Establish students fees, and, at its discretion, other fees as authorized by law.
- 10) At its discretion, receive and administer gifts, grants, and scholarships on behalf of the District.
- 11) Provide auxiliary services as deemed necessary to achieve the purpose of the community college.
- 12) Within the framework provided by law, determine the District's academic calendar, including the holidays it will observe.
- 13) On behalf of the District, participate in the consultation process established by the Board of Governors for the development and review of policy proposals relative to the California community college system.

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President's Cabinet

Areas of Responsibility –

- Establishes goals, action strategies, and strategic master plan
- Establishes college priorities
- Reviews and updates master plan
- Reviews unit plans and strategies
- Monitors progress towards goals and priorities

Information Flow – Direct to Superintendent/President on both policy-related issues and operational decision-making.

Membership – President, Senior Management from Instruction, Student Services, Administrative Services, Human Resources, Public Information, Institutional Effectiveness.

Faculty Senate

The Faculty Senate serves as the official voice of the faculty of Victor Valley Community College on academic and professional matters. Pursuant to Title 5 Section 53200-53204 and Board Policy 4035, the Victor Valley Board of Trustees will “consult collegially” with the Faculty Senate, which means that the Board of Trustees shall develop policies on academic and professional matters through either or both of the following methods according to its own discretion:

1. Relying primarily upon the advice and judgment of the Academic Senate; or
2. That the district governing board, or such representatives as it may designate, and the representative of the Academic Senate shall have an obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

. The Superintendent/President is designated by the Board of Trustees to work with Faculty Senate representatives to reach mutual agreement by written resolution, regulation, or Board policy effectuating such recommendations.

Pursuant to Board Policy 4035, “academic and professional matters” include the following:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;

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- Grading policies;
- Educational program development;
- Standards or policies regarding student preparation and success;
- District and college governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- Policies for faculty professional development activities;
- Processes for program review
Processes for institutional planning and budget development; and
- Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

Information Flow – Direct to Board of Trustees on policy-related issues. Direct to Superintendent/President on operational decisions.

Membership – Full-time and part-time instructional and non-instructional faculty members.

The following is a list of committees within the Faculty Senate: (under review)

- Academic Development Committee
- Budget Committee
- Catalog Committee
- Education Master Plan Committee
- Equivalencies/Eminence Committee
- Fair Employment Relations Committee
- Faculty Hiring Procedures Committee
- Government Publications Research Committee
- Graduation Requirements Committee
- Honors Committee
- Petitions Committee
- Plagiarism Committee
- Learning Assessment Committee
- Study Abroad Committee
- Vocational Technical Education Committee

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College Council

The College Council is the college-wide committee through which shared governance is practiced. The Council is comprised of representatives from each of five major college constituencies:

- faculty
- classified staff
- students
- classified management
- educational administrators

Each of these constituencies provides at least two representatives. The College Council assures the Board of Trustees that recommended policies, procedures, and other important matters have been thoroughly reviewed and considered. At the beginning of each academic year, the College Council will review the shared governance document and will evaluate itself to assure integrity and effectiveness of all College Council activities. Any improvements deemed necessary will be planned, implemented, and evaluated.

Information Flow – Direct to Board of Trustees on policy-related issues. Direct to Superintendent/President on operational, policy implementation decisions.

Membership – President’s Cabinet, Faculty Senate, California Teacher’s Association, American Federation of Teachers/Part-Time Faculty Union, Classified School Employees Association, Management Association, Associated Student Body. The council will be co-chaired by the Superintendent/President or designee and Faculty Senate President or designee.

College-Wide Committees

Establishing Committees. College-wide committees are established with approval from the College Council. There are nine standing committees, with any adhoc committees established through the standing committees as needed for a specific term and focused tasks. All committees shall be established for a stated purpose, which is ongoing or recurring in nature; said purpose should require regular and consistent meetings over more than one academic year. Committees may not be reformed each year; however, individual constituent representation may change. The College Council will discharge any college-wide committees that are no longer needed.

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Committee Representation. The governance structure provides for representation from five recognized constituencies at Victor Valley Community College: students, faculty, classified staff, classified managers, and educational administrators. Appointments from these constituencies, when not specified by position, are made by the following:

- Students – ASB Council
- Faculty – Faculty Senate (Full-time and Associates)
- Classified Staff – CSEA
- Managers – Management Team
- Administrators – Superintendent/President

It is expected that committee members are partisan representatives in addition to being expected to draw upon their particular expertise. Recommendations must be motivated by doing what is best for the college in light of its mission, goals, and needs. Committees should seek a broad diversity of members and, where possible, avoid overlap in membership and service by the same individuals. Constituent groups shall appoint or replace committee members as needed. In the initial stages of a committee's formation, a member of College Council will be appointed as an Advocate for each standing committee. The role of the Advocate will be to convene the initial meeting and hold elections for a chair. Once a chair is established, coordination and moderating meetings is his/her responsibility; the Advocate will continue on in a support capacity and to serve as the communication liaison between the committee and College Council. The Superintendent/President reserves the ultimate responsibility for the overall membership balance of all standing committees and ensures broad representation across the committees.

Meeting Norms.

- Committee meetings are public.
- Individuals and groups may be heard in any committee by requesting permission to speak.
- Written minutes of the proceedings will be disseminated for all standing committees.
- Appointees have the responsibility for keeping their respective groups informed of the proceedings and recommendations of standing committees.
- Appointees are expected to attend meetings and contribute as a part of their professional responsibilities.

College-Wide Committees. The following is a list of standing committees, their charge, and information flow from the committee to other shared governance entities (see Diagram 1). Information must flow freely along designated communication lines and between standing and ad hoc committees. Committee deliberations and actions may benefit other committees. Information must flow freely between the

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Faculty Senate and Superintendent/President. Direct input to the Board of Trustees may be provided by annual reports and/or Board request.

Diversity

Charge –

- Creates, implements and monitors a plan to enhance and celebrate diversity on campus.
- Suggests strategies to encourage people of diverse backgrounds to participate at the college.
- Conducts training and educational activities associated with diversity.
- Delineates and monitors the long and short term accessibility concerns district wide.
- Monitors implementation of ADA transition plans.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Environmental Health & Safety

Charge –

- Creates a safety plan for the campus.
- Provides training and information regarding safety / disaster preparedness.
- Reviews and monitors disaster plans.
- Coordinates with public agencies.
- Conducts drills and table top scenarios.
- Makes recommendations to ensure preparedness.
- Reviews individual concerns regarding safety and disaster preparedness planning.
- Integrates college police services into all aspects of safety and disaster preparedness.
- Support all employees wanting to make and/or maintain healthy lifestyle changes.
- Provide health education.
- Provide health and wellness classes for employees at work site.
- Increase morale of employees by sponsoring social gatherings as well as recognized groups and individuals.
 - Provide education in areas of nutrition, stress management, fitness, and injury prevention.
 - Improve morale, job satisfaction and productivity.
 - Employee assistance plan.

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Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Facilities

Charge –

- Review and create the facilities master plan.
- Receives reports of construction progress.
- Monitors space utilization of all campus facilities for efficiency and effectiveness in meeting instructional and support service needs.
- Provides input to five year capital plan submitted to the state annually.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Finance/Budget & Planning

Charge –

- Reviews and advises the President's council and Board regarding budget strategies.
- Ensures that there is general agreement regarding benefits through a benefits subcommittee.
- Provides two way communication with the college community regarding budget issues and their implications.
- Reviews unit plans and priorities to ensure financial support.
- Designs and ensures the long and short term planning for the college.
- Monitors plan implementation including resource allocation and assessment.
- Supports budget unit planning.
- Reviews and advises President's Cabinet regarding action strategies.
- Identify necessary resources available to ensure the viability of the plan and help ensure plan implementation and success.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.
- Annual report directly to Board of Trustees.

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Institutional Effectiveness

Charge –

- Identifies, defines, reviews, and reports performance measures of institutional effectiveness.
- Responsible for monitoring and assessing the effectiveness of college evaluation, planning and improvement processes.
- Evaluates and recommends improvement for systematic and regular program review for all college programs.
- Reports progress on the assessment of student learning at the course, program, and college levels.
- Provides feedback loop to ensure that college effectiveness is constantly improved by consideration of objective performance data.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.
- Annual report directly to Board of Trustees.

Staff Development

Charge –

- Establishes criteria and evaluates applications for Professional Development travel and conference requests.
- Ensure dissemination of knowledge and skills attained through Professional Development Funding.
- Serve as an advisory group to the Teaching and Learning Center.
- Improve and sustain the professional growth of district employees through collegially planned learning opportunities that continue to support the institution's goals.
- Support quality teaching, learning, and support services for students by providing resources for employees to develop and fulfill career, personal and professional needs and goals.
- Continuous professional development and training to maintain high qualified faculty and staff committed to serving the educational needs of students, foster community partnerships and address the professional growth of all staff members.
- Develop and practice core skills on teamwork, cultural awareness and personal technology.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

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Student Services

Charge –

- Creates plan to constantly improve student success opportunity.
- Determines directions for the improvement of customer services.
- Coordinates with public relations to create recruitment and marketing activities.
- Develops and monitors a one stop for student services.
- Student discipline.
- Oversees compliance with matriculation regulations.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Sustainability

Charge –

- Create a college plan to incorporate the principles of sustainability into the college operations and practices.
- Make recommendations to Faculty, the Faculty Senate and Curriculum Committee regarding the infusion of sustainability into the college curriculum.
- Ensure that sustainability principles and practices are the unifying concept of the college.
- Initiate the development of a comprehensive plan to achieve climate neutral as soon as possible.
- Conduct and complete a comprehensive inventory of all college greenhouse emissions and provide updates biannually.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Technology

Charge –

- Provide recommendations to enhance, improve and expand communications including telephone, direct contact to campus users and emergency.
- Recommend policies and procedures regarding campus technologies.
- Monitors the adequacy of technology platform to support instruction, students and staff.
- Develop campus-wide technology plan and provides oversight for plan implementation and success.

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- Monitors and assess campus-wide technology distribution and support in line with end-user needs.

Information Flow–

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

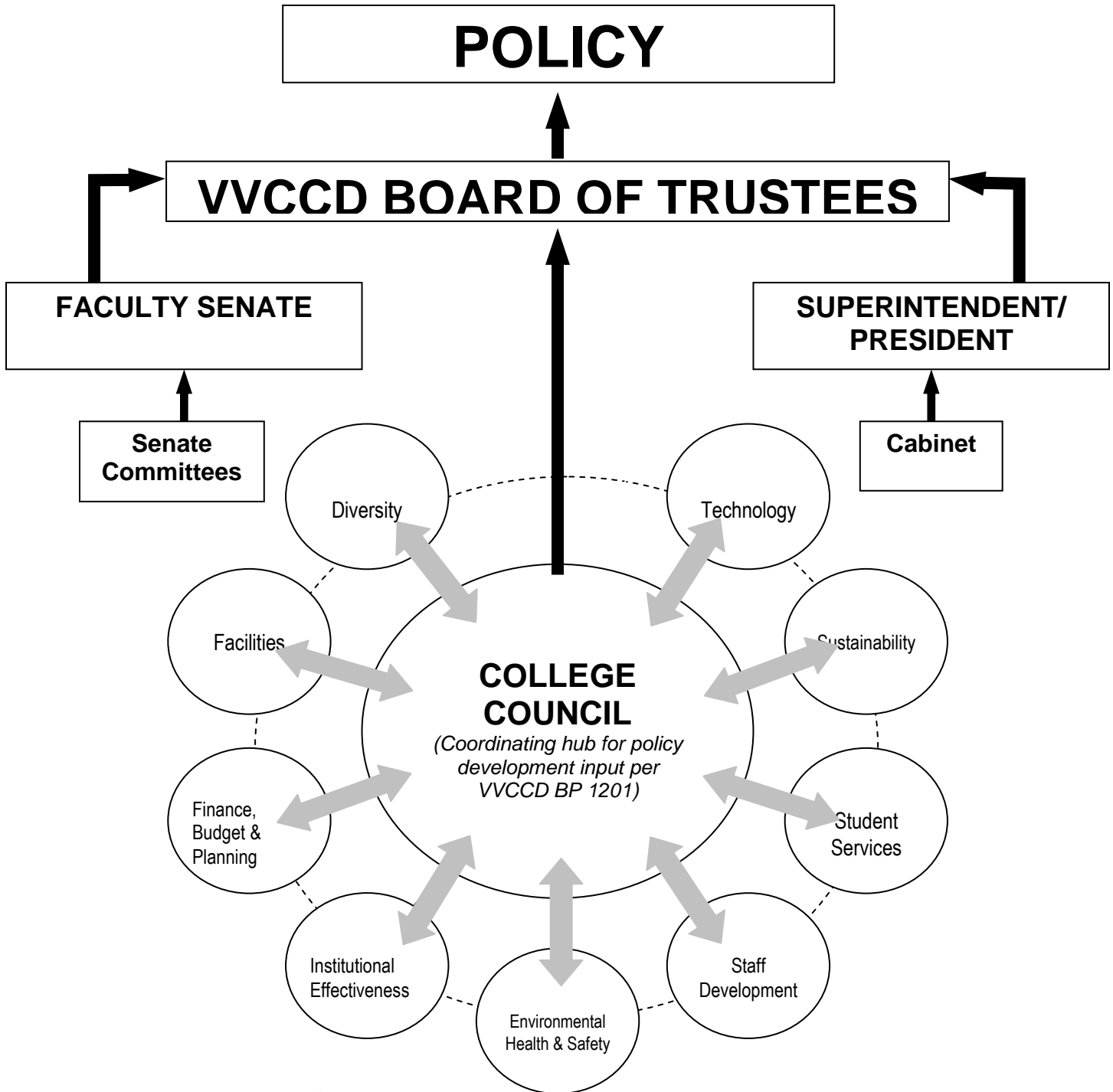
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